



Cadence Academy PRESCHOOL®

www.cadence-academy.com

Parent Handbook

Locations:

**LEGENDS CORPORATE CENTER
76 LEGENDS PARKWAY
Eureka, Missouri
636-938-3999**

**2862 Seckman Rd
Imperial, Mo 63052
636-296-4448**

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Welcome!

Your child's early childhood development plays a vital role in their emotional, physical and academic development. At Cadence Academy Preschool, we take that responsibility to heart, giving your child personal, loving attention and a quality educational foundation.

OUR MISSION

"Our mission at Cadence Academy Preschool, is to serve families by giving our parents the freedom to work with the peace of mind that their children are cared for in a safe, stimulating and loving environment. This is accomplished by providing a warm environment that encourages the development of the 'whole child.' To help ensure the healthy development of young children, our 'home away from home' offers a high-quality alternative to traditional childcare."

OUR PHILOSOPHY

provides a quality learning environment that helps children reach their potential in all domains, language, social, emotional, motor, and cognitive development.

partners with families in the care and education of their children, creating a team approach that allows parents to be comfortable in the knowledge that their children are in a safe and stimulating learning environment.

respects all cultures and help all children learn about and embrace diversity. We believe in providing an environment where children thrive and develop as an "individual".

has established a partnership with parents, teachers, local schools, the Missouri Department of Education, the Missouri Department of Social Services, the Missouri Department of Health and Senior Services, the Department of Sanitation, local Fire Departments, local Libraries, Senior Centers, other community organizations, and all the children we serve, will ultimately lead to each child being ready "Socially and Academically" for school.

Parents today have unique and difficult stresses to deal with in their everyday lives. For many of you, this is your first experience with childcare. This Parent Handbook was designed to outline Cadence Academy Preschool's policies and expectations of our families enrolled at our

School. This handbook has been put together with the best interest of all involved.

We dedicate this handbook to our parents, whose guidance and insight over the years have helped us to understand the information you will need as you transition your child into our care. We truly appreciate the opportunity to care for and educate your child and look forward to a strong partnership in the years to come.

ABOUT US

LICENSING AND PROFESSIONAL ORGANIZATIONS

Cadence Academy Preschool is part of a larger company, Cadence Education, LLC and is licensed by the State of Missouri through the Department of Health and Senior Services, Division of Health Standards and Licensure. Thus, we adhere to all state statutes, rules and regulations regarding early childhood schools. You may view copy of the state regulations handbook on line at <http://health.mo.gov/safety/childcare/lawsregs.php> The School maintains a copy of the most current regulations, and they are available for you to view at any time. Please see the School Director.

In our continuing effort to strive for excellence in our performance standards, Cadence Academy Preschools choose to strive towards achieving National Accreditation (NAEYC). As with any school accreditation this establishes that CADENCE ACADEMY curriculum, teachers, and physical plant are above and beyond the expectations of a non-accredited facility. A new early childhood school must be open a year before applying for accreditation. The process of becoming accredited takes approximately 12 months. After receiving the honor of becoming accredited all schools must begin the renewal process after four years. Thus, ensuring all policies and procedures meet the NAEYC criteria and are being implemented correctly.

Finally, CADENCE ACADEMY is a member of the National Association of Childcare Professionals and Child Care Aware of Missouri.

HOURS OF OPERATION:

#76 Legends Parkway Eureka, Mo 63025

Monday – Friday: 6:30 a.m. until 6:00 p.m.

2862 Seckman Rd. Imperial, Mo 63052

Monday-Friday: 6:30 a.m. until 6:00 p.m.

SCHOOL CALENDAR

The School
will be closed annually on the following days:

- New Year's Day
- Martin Luther King Day
- Teacher In-Service Training*-February
- Good Friday
- Memorial Day
- Fourth of July
- Teacher In-Service Training*-August
- Labor Day
- Thanksgiving Day and Thanksgiving Friday
- Christmas Eve
- Christmas Day
- New Years Eve (early dismissal)

If a holiday falls on a Saturday or a Sunday, the School may close on the Friday before or the Monday after the holiday. The School will distribute the specific dates of school closings each year at the start of the new school year.

Please Note: Full tuition will be charged during these weeks.

*** Teacher In-Service training dates may be adjusted due to specific conference opportunities from year to year. Any adjustments to these dates will be selected and distributed at the beginning of the calendar school year in August.**

MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND/OR NEGLECT

Under Missouri law, certain professionals are deemed to be “mandated reporters.” Teachers and other childcare professionals are considered to be mandated reporters. As such, they are required to report **any suspicion** of abuse or neglect to the appropriate authorities. Pursuant to the law, our employees are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behaviors, or conditions prior to making a report. The identity of any person who does make a report is kept confidential by law. Mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Cadence Academy Preschool take this responsibility very seriously.

As mandated reporters, our staff cannot be held liable for reports made to any agency, in accordance with Missouri State law, which was determined to be unfounded, provided the report, and was made in “good faith.”

Causes for reporting suspected child abuse or neglect include, but are not limited to:

1. Unusual bruising, marks or cuts on the child's body
2. Severe verbal reprimands
3. Improper clothing relating to size, cleanliness, season
4. Transporting a child without the proper child restraints (e.g. car seats, seat belts, etc.)
5. Dropping off or picking up a child while under the influence of illegal drugs or alcohol
6. Leaving a child unattended for any amount of time
7. Leaving a child unattended in a car
8. Failure to attend to the special needs of a disabled child
9. Sending a sick child to school overmedicated to hide symptoms, which typically would require the child be kept at home until symptoms subside
10. Children who exhibit behavior consistent with an abusive situation

CONFIDENTIALITY

Within Cadence Academy Preschool, confidential and sensitive information will only be shared with employees who have a “need to know,” in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as Cadence Academy Preschool strives to protect everyone’s right to privacy. Confidential information includes, but is not limited to:

1. Names
2. Addresses
3. Phone Numbers
4. Enrollment status of a child or presence at the facility
5. Disability Information
6. Financial Information
7. HIV/AIDS Status or other health related information of anyone associated with Cadence Academy Preschool

Confidential and sensitive information regarding a child that is requested by a party outside of Cadence Academy Preschool will only be shared when the parent of the child has given express written consent, or as required by law. (See Mandated Reporter, pg. 4)

While at Cadence Academy Preschool, you may observe children who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting or spitting.) You may be curious or concerned about the other child. **Our Confidentiality Policy protects every child’s privacy. Employees of CADENCE ACADEMY are strictly prohibited from discussing anything about another child with you.**

Child/Family information is stored in the director’s office and is only accessible by the child’s teacher, management, and state officials when applicable. Childs information/assessments are used to set individual goals to help teachers plan appropriately.

COMMUNICATION

OPEN COMMUNICATION

It is the goal of our School to offer the best environment possible for the care and learning needs of your child.

In an effort to maintain a strong partnership between our parents and our management team, we would recommend that parents speak directly with a member of the management team should they have questions or concerns regarding their child, their child's teacher, the School or anything that is of importance to them. Members of the management team are always willing to take time out of their day for a parent to stop by and discuss what is on their mind. If you feel an informal conversation will not allow for enough time, please feel free to set up an appointment for a confidential phone call or a face-to-face meeting.

We at CADENCE ACADEMY feel that direct conversation regarding questions or concerns gives us the best opportunity to answer your questions both quickly and efficiently. Concerns should be brought to the teacher and management; together they will work with parents to find a mutually satisfying solution. Should you need a language translator, this can be provided by using a college student or parent volunteer.

Communication with our families is extremely important. Kid Reports App is used to communicate throughout the day to parents. Teachers update the app throughout the day to provide the parents with information on their child's naps, meals, diaper changes, daily activities, milestones, and their day in general.

Along with daily information reports, parent receive personal communication from teachers and staff, weekly classroom lesson plans, monthly classroom news, and monthly newsletters. Our bulletin board located in the foyer posts all School events. CADENCE ACADEMY also informs parents of important information through the Kid Reports App and School Care Works. Parents can receive a text or email about important school activities or general announcements. Please make sure that you read all information to keep you updated on School events.

ENROLLMENT

ENROLLMENT

Enrollment at Cadence Academy Preschool is open to children from 6-weeks to twelve years of age. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, national origin, gender, pregnancy, or disability.

Enrollment is based on a first come, first available basis. We reserve the right to deny enrollment to any child or to dismiss any child or parent at any time at the sole discretion of the management of Cadence Academy Preschool.

Continued enrollment at Cadence Academy Preschool is contingent upon the parent's and the child's adherence to the policies and procedures of the School as outlined in this handbook, including but not limited to, timely payment of all fees and tuition.

Parents are required to notify Cadence Academy Preschool immediately, should any of the information collected at the time of enrollment or any time thereafter change.

REGISTRATION FEES

#76 Legends Parkway

Single Child: \$125 annual fee
Family (2 or more children): \$175 annual fee

2862 Seckman, Imperial

Single Child: \$100 annual fee
Family (2 or more children): \$150 annual fee

REQUIRED FORMS

Initial enrollment is contingent upon receipt of the:

1. Enrollment application*
2. Fee Agreement*
3. Current Immunization records
4. Physical Exam*
5. Parent Handbook
6. Child Information Questionnaire
7. Infant/Toddler Feeding and Care Plan
8. CACFP (if required)
9. Allergy Action Plan (if needed)

10. Permission To Leave Facility (Children who ride public transportation)
11. Emergency Evacuation
12. Illness Policy
13. Sunscreen

*Once these items have been received and registration fee has been paid, your child's space has been reserved. Please note that the Health Exam must not be older than one year, and immunizations must be updated according to your doctor's recommendations and a copy must be submitted to the School. An immunization exemption form from your child's doctor is also accepted.

Parents or guardian of a child enrolled in or attending CADENCE ACADEMY may request notice of whether there are any children enrolled at our facility with an immunization exemption on file. If you would like to request this information, please contact the School Director and the information will be provided to you. Please note, the name or names of individual children are confidential and will not be released. Our response will be limited to whether or not there are children enrolled at our facility with an immunization exemption on file.

TUITION

Refer to Weekly Tuition Schedule for a list of fees. All fees are subject to change annually or at the discretion of the management team.

All custodial parents and/or legal guardians are required to sign a Fee Agreement prior to enrollment of their child in Cadence Academy Preschool. By signing this agreement, parents are accepting full responsibility for payment of their child's tuition.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Cadence Academy Preschool; however, if you anticipate difficulty with paying on time, please discuss the matter with the School Director immediately.

All tuition is due in full on Monday of each week. Payments may also be made monthly or bi-weekly in advance. Upon enrollment parents will receive an email to enroll in our tuition auto pay system. **Every family is required to have an auto pay account set up prior to start date in the school.** This system allows parent to sign up for auto deduct, update child contact information, print receipts, etc.

LATE PAYMENT

If tuition is not received by the end of the day on Monday, it will be considered a "late account." Late accounts will be charged an additional \$25 of the family's weekly tuition. If tuition is not paid by Tuesday of each week, your child will not be able to attend next scheduled day. Should collection of payment result in the assistance of a collection agency, the family will be responsible for any additional fees.

FAMILY DISCOUNTS

If more than one child from the same family is enrolled, the family will receive a 10% discount on the **lesser** tuition fee.

FORMS OF PAYMENT

Cadence Academy Preschool accepts credit cards (2% surcharge) checks, or auto bank withdraw for payment of tuition through School Care Works. There will be a \$25 fee for all returned checks. It is the parent's responsibility to update CADENCE ACADEMY on all account changes in order to avoid banking charges.

VACATION CREDITS

CADENCE ACADEMY allows for one vacation week (with tuition credited at 50%) to each family throughout the year, based on the child's enrollment date. All requests for vacation credits must be presented in writing to the management team prior to the date of the vacation.

CHANGING DAYS

Parents who wish to change their child's days of enrollment at CADENCE ACADEMY should submit a Change Request Form to a member of the administrative staff preferably two weeks in advance. Please ensure that a member of the administrative staff has signed off on the form to hold your child's spot for that day. We will do our best to accommodate family's needs, however due to licensing required ratios we may not be able to honor all request. In the event of an emergency, please speak directly with a member of management to see if we can add an additional day for the week. Any child who arrives at the School on a day that they do not normally attend **without prior approval** will be charged for an additional day's tuition. There will be no exceptions.

CHILD CARE SUBSIDIES

Parents/guardians of a subsidized child must complete all required paperwork. Parents/guardians are responsible for renewal of authorization for payment for state assistance. Parents/guardians of subsidized children are also required to sign a Fee Agreement. This makes them personally responsible for payment of their account should they no longer be eligible for state assistance. Please see the School Director for specific information prior to enrolling your child.

LATE PICK – UP FEE

CADENCE ACADEMY closes promptly at 6:00 p.m. If your child is left past 6:00 p.m., there will be **a late fee of \$1 per minute, per child**, for every minute thereafter. This fee is to be paid promptly upon pick up of your child. All late pick up fees will be charged through tuition auto pay system, no cash can be accepted for these fees.

At 6:15 p.m. if the parent or guardian has not notified us, we will notify your emergency contacts to immediately pick up your child. If by 6:45 p.m. we have not been able to contact anyone, we will then contact the appropriate authorities.

Continued tardiness in picking up a child on the part of the parent after 6:00 p.m. will necessitate our requesting that the child be withdrawn from Cadence Academy Preschool.

DOOR ACCESS AND PASSWORDS

At Cadence Academy Preschool, we take your child's security very seriously. Upon enrolling your child, each parent will receive a door code and an individual password. By having each parent receives their own specific door code and password, we can trace through our security system exactly who dropped off or picked up, and at what time they entered or exited our building. The door keypad is located in the foyer area of the School.

Please be very aware of other people that you may be letting into the School when you open the doors, particularly when there is not a member of the management team readily available at the front door. We take these precautions to protect your children and would appreciate your help in keeping our facility as secure as possible.

Parents must clock their children in and out at the computer each day. Although the teachers keep manual counts in their rooms, the computer ensures that your account will be charged properly from week to week.

PARENT'S RIGHT TO IMMEDIATE ACCESS

Generally, parents of a child in our care are entitled to immediate access, without prior notice, to their child as well as their records when they are in care at Cadence Academy Preschool, as provided by law.

In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order), Cadence Academy Preschool must be provided with **a certified copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) request a more liberal variation of the order in writing.

In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Cadence Academy Preschool administration, both parents shall be afforded equal access to their child as stipulated by law.

Cadence Academy Preschool cannot, without a court order, limit the access of one parent simply by request of the other parent, regardless of the reason. If a situation presents itself where one parent wants to limit access by the other parent to their child, Cadence Academy Preschool suggests that the parent keep the child with them until a court order is issued. If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, CADENCE ACADEMY is obligated by law to follow the order for the entire period that it is in effect. Employees of Cadence Academy Preschool cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or Restraining Order to be violated. Cadence Academy Preschool will report any violations of these orders to the court.

WITHDRAWALS

Two weeks written notice from parents is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition will be refunded within thirty days of the withdrawal. If the required notice is not given, Cadence Academy Preschool reserves the right to charge the parents for two weeks tuition.

DISMISSALS

CADENCE ACADEMY reserves the right to dismiss any child at any time, with or without cause. CADENCE ACADEMY will work with families to help resolve any concerns with a child. If CADENCE ACADEMY believes that all avenues have been exhausted, we will assist parents with alternative professional help. This includes referrals to other agencies and/or professionals who can aid with concerns.

The School Director or designee will assist the parent in gathering their child's belongings at the time of dismissal. Parents are required to leave Cadence Academy Preschool property immediately, with their child(ren), in a calm and respectful manner. Cadence Academy Preschool will request the assistance of local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal. This is done to ensure the safety of all parties involved.

Following a dismissal, CADENCE ACADEMY will take any steps necessary to protect the other children and employees of the School from a parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the School by calling, writing or any other means.

CURRICULUM

Take Flight with the Ascend Curriculum!

The Ascend Curriculum developed by Cadence Education® develops your child's cognitive, physical, social-emotional, and creative abilities. We

use **skill-based learning** which has been proven to help students think critically, learn to solve problems, and become more independent.

Children don't learn at the same pace or in the same way. The Ascend Curriculum offers a **balance of structure & flexibility** and enables our teachers to individualize instruction to accommodate the interests and learning styles of each student. Even our youngest students benefit from Ascend.

As the teachers work with a small group of students on an activity, other students are engaging in fun, hands-on lessons in learning centers throughout the classroom. This allows for **personalized interactions between teachers and students**. As a result, your child is engaged, supported, challenged, and having fun while independence and creativity soar.

Areas of Learning





Creative Expression – Children are exposed to many creative experiences while learning important skills such as self-expression, creativity, and innovation.



Cultural Understanding – Teachers engage students in thoughtful interactions that dispel stereotypes and help children to appreciate differences and value diversity.

There are additional areas of focus, including **Critical Thinking, Baby Signs, Spanish,** and **Technology** depending on your child’s age.

CLASSROOM INFORMATION

Classroom Name	Approximate Ages	Ratio Guidelines
Infant Room	6 weeks to 9-12 months	1:4 max of 8
Toddler A	9-12 months to 24 months	1:4 max of 8
Early Preschool	2 years to 3 year's	1:8 max of 16
Pre School	3 year olds and 4 year olds	1:10 max of 20
Pre Kindergarten	4 year olds and 5 year olds	1:10 max of 20
Summer School Age	Kindergarten through age 12	1:16 max of 32

As classroom enrollment decreases we have had to adjust accordingly. We, as always staff according to State Mandated teacher student ratio's, but from time to time children are combined into other classrooms.

When we combine a child with another classroom, the room is *always* still in ratio, and usually under ratio. This happens when a teacher is out, when a child's schedule changes, or when there is a classroom that has a very low number of children in attendance. The children who are moved are typically already familiar with the other teacher and enjoy the lower number of children in the classroom.

If you have any questions, please do not hesitate to contact the School Director.

Daily Schedule Sample

6:30 – 7:30	Arrival, Hand Washing,
7:30 – 8:00	Breakfast Offered, Transition to room/Circle Time
8:00 – 10:45	Hand Washing/Snack/Centers/Small Group
10:45 – 11:30	Outdoor/Gross Motor Play
11:30 – 12:00	Music & Movement
12:00 – 12:30	Hand Washing/Lunch
12:30 – 2:30	Rest Time
2:30 – 2:45	Hand Washing/Snack
2:45 - 3:30	Outside/Gross Motor Play
3:30 - 4:00	Circle Time/Journals
4:00 – 6:00	Centers/Departure

Parent Communication

In order to ensure that information flows properly to our teachers, each classroom is equipped with Parent Communication Notebooks in each classroom. These notebooks allow parents to leave notes about their child should they deem it necessary. Classroom teachers check this book each day when they report to work, and this allows any important information regarding your child to be available to all the classroom teachers. Please remember that any information in this book should be limited to that which is classroom specific. Information regarding issues like dispensing of medication, alternate pick-ups and the like, should continue to be shared with the management team at the front desk. Parents can also communicate through the Kid Reports App, leaving specific notes that can help the child be successful throughout the day.

PARENT – TEACHER CONFERENCES

All children are assessed in their classroom by their teacher within the first sixty (60) days; this assessment is used as a base for the developmental

profile which is updated through daily observations of the children engaged in activities. Teachers are trained on the assessment and interpretation process at annual trainings. A copy the Assessment tool is available upon request. Teachers set goals and/or refer children to Parents As Teachers (PAT) if there are concerns.

Formal parent – teacher conferences are held once a year in the month of February. Conferences are used to report on the child's progress and to share portfolios of the student's work. Parents will receive this report in writing in November and May. Parents will be provided the dates for the conferences ahead of time and will be allowed to sign up for a time that suits their schedule. If none of these times work for the parents, they may speak with the lead teacher and arrange a more suitable time.

Informal conferences throughout the year are also important to your child's progress. Parents will receive information about your child's progress throughout the year in conversations and daily reports. Cadence Academy Preschool hopes that you will bring any questions or concerns directly to us. Conversations at either the start or end of the day may provide the information that you need. Should you require more time, do not ever hesitate to contact a lead teacher to set up a more appropriate time.

FIELD TRIPS

Cadence Academy Preschool frequently supplements the in-class curriculum with off premise field trips. Field trips begin in the preschool 4-5-year-old classrooms. School age students take field trips throughout the course of the school year and during summer camp.

Parents are required to fill out a permission slip for each field trip. Each permission slip will detail the date, time, location and cost of the field trip. All trip costs will be charged to your child's account. If parents wish to attend the trip with their child, they should discuss attending with the classroom teacher. Parents will not be allowed to transport their child or pick up their child after a fieldtrip.

If your child is not scheduled to attend on the day of a field trip, please discuss this with your child's teacher at least one week prior to the date of the trip. Your child will be permitted to attend if required ratios can be maintained with his/her addition to the class. An additional day's tuition will also be charged for attending on an unscheduled day.

PARENT VOLUNTEERS

Parents are invited and encouraged to be involved in their child's school activities. There are many ways in which parents can participate and volunteer at CADENCE ACADEMY. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Please speak with your child's classroom teacher to find out specific opportunities available.

Any parent who volunteers on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody) as per the court order. Parents with visitation only (sole/exclusive custody) will only be permitted to volunteer with the express written consent of the custodial parent.

CADENCE ACADEMY cannot guarantee that a volunteering parent will be assigned to a location where their child is present.

WHAT TO BRING TO SCHOOL...

CLOTHING

Please dress your child for play. The children will be painting, pasting, climbing, creating, etc., and need to feel free to participate in these activities. We recommend gym shoes or sneakers for running and climbing. Outfits that you dress your child in should be ones that you do not mind seeing the signs of a very creative or independent day on. It is very normal for children to spill while eating or fall in the dirt while outside as they master the skills of childhood. Please mark all children's clothing with their name and/or initials. Many children have the same articles of clothing, and this will help us keep your items separated.

All children should have at least one change of clothing in their cubby box available for just those days. We suggest that children in diapers or who are toilet training have several changes of clothes at school.

Missouri licensing requires at least one hour of outdoor play per day, except in extreme or inclement weather. Parents will need to provide suitable outside clothing for each season. In the winter this will include hats and gloves being brought to school on a daily basis.

SOILED CLOTHING

If your child soils his or her clothing, the articles of clothing will be placed in a plastic bag. State Sanitation regulations prohibit us from dunking, scrubbing or washing soiled clothing. The plastic bag will be placed by your child's teacher in a soiled clothes box and should be checked daily to ensure that these articles are not left at school for an extended period of time.

NAP AND REST TIME

Upon enrollment parents are required purchase a nap bag from the School which will hold necessary naptime supplies. This should include a fitted crib sheet and a blanket for naptime. (The fitted crib sheets fit perfectly on our cots.) A small, plush "favorite" bedtime toy may also be brought to school to be used exclusively for naptime. All items brought for naptime must be marked clearly with your child's name or initials. Sheets and blankets will be sent home at the end of each week for cleaning.

Safe Sleep Practices

All infants under 12 months of age will be placed on their backs to sleep. We can make exceptions to this practice if parents provide detailed, written instructions, signed by a physician. When infants can turn over on their own, they may then establish a preferred sleep position.

Sleep clothing designed to keep an infant warm may be used, so long as the head and face always remain uncovered. Infant sleeping equipment will feature firm mattresses, tightly fitting sheets, and all equipment will

remain free of loose bedding (i.e. bumper pads, pillows, and soft toys, etc.). Sleeping equipment will not be covered by blankets or bedding.

Our caregivers will be well-positioned and in close proximity to napping infants in order to provide constant care and supervision, in addition to conducting frequent physical checks to ensure infants are not overheated or in distress. Light and sound levels in the infant nap room will always be carefully monitored to maximize infant safety by insuring caregivers' ability to easily see and hear infants. The use of sound machines that may interfere with hearing a child in distress will not be allowed.

The facility is a smoke free environment.

A copy of the Safe Sleep Policy will be provided to parents/Guardians

BACKPACKS

As your child moves up from room to room, they may ask you if they can have a backpack. Unfortunately, we do not have the space in our classrooms to allow the use of backpacks in the School. Children in the School age room will be allowed to carry backpacks to and from school.

TOYS FROM HOME

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult with the classroom teacher should they find their child is having trouble with this policy. Bringing in special items for "Show and Share" days are permitted, however, please check with your child's teacher regarding the specifics of "Show and Share" day within her classroom.

At no time is a child allowed to bring any toy weapons on the premises. If you have a question about your child's particular toy, please speak with a member of the management team.

SPECIAL OCCASIONS

We will notify you in advance if your child's classroom will be celebrating a special occasion that you may want to attend or provide supplies. **Due**

to licensing regulations, any food that is brought into the School for the children to eat must be store bought and in the original container. Also, no foods that contain nuts can be brought into the School. We will celebrate each child's birthday in a simple way; however, you may bring in store bought treats if you would like.

DISCIPLINE PHILOSOPHY

DISCIPLINARY PROCEDURES

The faculty at Cadence Academy Preschool will utilize positive discipline strategies when dealing with difficult behavior. Our guidelines are as follows:

- Establish simple, understandable rules for children's behavior and explain the rules to the child.
- Set expectations for the child's behavior based on those appropriate to the developmental level of that child.
- Unacceptable behaviors will be discouraged through reminder of acceptable behavior, and the child will be redirected to a new activity.
- If a new activity does not seem to curb the child's inappropriate behavior, they will be redirected to a quiet area in the room or the front office with a book or a puzzle.
- An incident/accident report will be completed if a behavior problem persists. This notice will require a parent or guardian's signature.
- If unacceptable behavior continues, a child support plan will be completed. This plan includes additional observations and goals set by parents, director and teachers. All parties will work together to establish and implement an individual plan so that child is successful. In needed, additional support services will be shared with parent.
- When all possible interventions have been exhausted steps for exclusion are discussed. Per Missouri Health and Social Service, the School reserves the right to discharge children who demonstrates the inability to benefit from the care offered at CADENCE ACADEMY, or whose presence is detrimental to the group.
- Corporal punishment will not be used or tolerated by any member of the CADENCE ACADEMY faculty.

HEALTH AND SAFETY

PREVENTION OF ILLNESS

Children do pass infections to each other easily in group settings such as childcare and school. Ensuring the health and safety of your child is a top priority for us. In order to help keep all children healthy and safe, teachers and children are required to wash their hands upon arrival at the School and frequently throughout the day. The infants will have their hands washed with a wipe after each diaper change.

In the classroom, toys, furniture, and equipment are sanitized daily. Children's naptime bedding is kept separated and is sent home weekly to be laundered.

Parents may request if there are children currently enrolled or attending the School for whom an immunization exemption has been filed. Parents should speak to School Director for this information. The child with exemption personal information will remain confidential.

ILLNESS POLICY

As a state licensed facility, Cadence Academy Preschool must follow **all** Missouri Department of Health Licensing Rules for Child Day Care Centers. Ill children will be separated from the rest of the children until parent arrives. For their own health, and to reduce the spread of communicable illness, children will be sent home if they have any of the following symptoms:

- A temperature of 100.0 F taken under the arm
- Have vomited and have other symptoms **or**
- Have vomited more than once in a day
- Have diarrhea (more than one incident)
- Severe coughing – getting red or blue in the face or makes a high pitched croupy or whooping sound after coughing
- Difficult or rapid breathing (especially in infants under 6 months)
- Yellowish skin or eyes
- Exhibit symptoms of pinkeye
- Unusual spots or rashes

- Sore throat or trouble swallowing
- Infected skin patch(es)
- Unusually dark, tea colored urine
- Grey or white stool
- Headache or stiff neck
- Severe itching of the body or scalp (may be a symptom of lice or scabies)

Illness Report

This document serves as a communication to the parents when their child has a health symptom during School hours. A staff member completes this form when a child is sent home due to any illness that is stated in the Parent Manual. A Supervisor's signature and Parent signature are also obtained, and a copy is given to the family when the child is picked up. The original is placed in child's file.

RETURNING TO THE SCHOOL

Children may not return to the School until:

- They have been **fever free without medication** for twenty-four hours
- The symptoms for which they were sent home are gone
- **They can participate in all aspects of our School, including outside recess time, or**
- They have a doctor's note stating that they have been examined, medication has been prescribed, and any period of contagion has passed.

Parents of children diagnosed with a contagious condition (ex's strep, chicken pox, ringworm, lice, etc.) are required to report back the diagnosis to the School prior to the child returning to school. Parents will be notified by a memo or email on the check-in computer when a communicable disease has been reported in their child's classroom, or elsewhere in the School (depending on the severity of the illness.)

If your child has other symptoms that do not require them to be isolated, or if they simply "do not feel well," parents will be called to keep them

informed. The parent may decide to take the child home but will not be required to do so.

WHAT PARENTS SHOULD DO

When your child is not healthy enough to participate fully (including outdoor time) in the activities of the day, please keep your child at home. We do not have the staff or facilities to provide alternate activities and care for children who cannot participate fully in regular classroom activities.

When your child must be sent home due to illness, **please pick them up within 45 minutes of receiving our call.** Allowing the child to remain at the School for an extended period of time exposes all the children and the staff to the illness.

If you have a question about your child's ability to attend school, please contact a member of the management staff prior to dropping them off at school.

EMERGENCY MEDICAL PROCEDURES

At CADENCE ACADEMY, we take every precaution to provide a safe environment for your child. However, occasionally children are injured or become ill while at the School. In either case, we will notify you as soon as possible. If you cannot be reached, we will call the emergency numbers you have provided for us.

It is your responsibility to maintain current contact numbers in the event of just such an emergency.

If, based on the Director's opinion, your child needs immediate medical attention; we will accompany them to "Parents" provided hospital of choice. In the event that paramedics deem your hospital choice is too far away due to the severity of the injury or illness, we will accompany them to the nearest facility.

ACCIDENT/INCIDENT REPORTS

Accident reports are written for any accident that may happen to your child throughout the day. The reports will detail the time of the accident, the teachers present, and an account of how the accident occurred. For example, if a teacher sees a child run, fall and skin their knee, the

accident report will detail this. If the teacher does not see the accident occur but the child reports they were running and fell, the report will read, "Sam reported to the teacher that he fell while running on the playground." If the accident involves another child, please remember that all aspects of our confidentiality policy are in effect, and we will not be able to disclose the other child involved. Finally, the accident report will detail any action taken after the accident. All reports are to be signed by the reporting teacher, a parent and a member of the management team.

Incident reports are written when a child either instigates a situation or is the recipient of that situation. For example, "John was sitting at circle time and leaned over and pinched another child." Incident reports are written at the discretion of the teacher and the management team. As with accident reports, all information will be based on a teacher's observation and will detail any action taken. They will also be signed by the reporting teacher, a parent and a member of the management team.

MEDICATION

CADENCE ACADEMY is **not** required by the State of Missouri to administer medications to the children in our care. However, we may do so as a service to our parents while they are working, and at our sole discretion. As such, we view the dispensing of medication as a serious responsibility.

When at all possible, it is expected that medication will be given at home (ex. Antibiotics given once or twice a day should be administered at home). Medication will not be administered after 3pm unless it's an emergency. For those instances where it is medically necessary for a child to receive medication at school, the following is an outline of the process that enables the management staff to administer medication:

- Cadence Academy Preschool must know why the pediatrician has authorized the medication.
- We must have clear instructions from the doctor as to dosage amount to be given, and the time in which it is to be given (A prescription label will have all this information).
- All medications must be in their original container and marked clearly with the child's name.
- All "Over the Counter" medication must have a doctor's note with specific instructions with dates to be administered.
- You must fill out a medication authorization form weekly at the front desk.

- No medications may be left in a diaper bag, book bag/backpack at any time. All medication is to be stored at the front desk.
- Only members of the management team are authorized to dispense medication to a child in our care.
- A variance form will need to be completed each year in order for teachers to apply diaper cream and/or lotions.

Missouri Licensure of Child Care Centers requires any child who has a specialized physical, developmental or behavioral need to have on file an individualized plan for specialized care from a professionally qualified source, such as an I.E.P. We will adjust curriculum/activities to meet the child's needs as addressed in the I.E.P. This does include circumstances when children have allergies to food, or other irritants, along with the possible administering of an epi-pen, or nebulizer either on a regular or as needed basis. If, at any time, your child's individual care plan changes, you must contact a member of management and together a new plan will be developed.

BITING

Cadence Academy Preschool recognizes that biting is developmentally appropriate behavior for children from infancy through 2-1/2 years of age. Parents with children in these age ranges should expect that their child(ren)may be bit or will bite another child.

The staff at Cadence Academy Preschool understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior for this age group. Child development experts believe, as does the School, that biting should begin to dissipate between the ages of 2 ½ and 3. Should a child older than this still be involved in biting incidents, the School will follow our Disciplinary Philosophy to handle the biter.

Please know that the teachers of all ages are working to identify situations that provoke or elicit this behavior so it can be prevented in the future. The teachers will try to re-direct the children to different activities in separate areas of the classroom should a biting incident occur. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's services terminated.

Parents will be notified by incident/accident report that a biting incident has occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of Cadence Academy Preschool cannot discuss the medical history of any child involved in a biting incident. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

FIRE, TORNADO, & EARTHQUAKE DRILLS/EMERGENCY SITUATIONS

Cadence Academy Preschool conducts monthly fire, emergency evacuation and tornado drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency evacuation plans.

During one of the drills or a real emergency situation, parents may not sign children into our program. Parents must wait until the drill is complete and children have returned to their classrooms before they may sign their child into the program. Parents may feel free to wait with the child's class in the designated area until the drill is complete.

In the event of a real emergency situation, the director or designate will inform each classroom that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the School is in the midst of a drill, parents will have to wait until the completion of the drill before they may sign their child out from the program. If the School is having a real emergency situation, parents will be asked to wait until the director or designee has accounted for all children and staff and has given the approval for children to be released. Once again, it is important for parents and staff to work together, remain calm, and cooperate with emergency personnel and School administration during these important and critical situations.

EMERGENCY CLOSING/ALTERNATE SAFE LOCATION

Should the administration of Cadence Academy Preschool or any emergency services personnel determine our building is too dangerous to be occupied; the staff and children will be taken to:

Eureka Location: Ignite Church
1733 W. 5th St., Eureka

Imperial Location: Seckman Middle School
(next to School)

Once the children are assembled at "Safe Location", staff will begin contacting parents or emergency contacts for pick up. As stated before, **children must be picked with within 45 minutes of the telephone call.**

ANTI-VIOLENCE POLICY

No weapons, real or toy, in full view or concealed, are allowed on CADENCE ACADEMY property at any time. **A parent or child having any type of weapon or who makes threats towards others will be immediately dismissed from the School.** We reserve the right to check anyone at any time.

FOOD

Included in the price of your full – time tuition are breakfast, lunch and afternoon snack per day. Breakfast is served until 8:30 a.m. In the case of infants, the parents will provide food until such time as they are able to partake in our table food.

All CADENCE ACADEMY menus are set to abide by both state regulations and the Food and Drug Administration regulations. In the event that your child's care dictates change to our menu, a food substitution form, signed by the physician, stating what your child may/not eat, **must be** submitted to the School Director. The note will be retained in your child's file for any licensing official to review upon their visits to the School. You are welcome to a copy of our menus at any time. Please speak with a member of the management team to request a copy. Meals brought from home must meet the USDA CACFP food guidelines. A Food Substitution Form will need to be completed by child's physician.

Due to the extreme nature of allergic reactions to peanuts and products containing peanuts, any foods containing these items may not be

brought into the School, with the exception of the School Age Room. CADENCE ACADEMY reserves the right to limit the use of these foods in the School Age Room as well, should there be a need to do so.

Because of our concern regarding extreme allergic reactions, no child will be allowed to eat any “outside” food in their classroom, with the exception of the School Age Room.

MISCELLANEOUS

PARENT CODE OF CONDUCT

Cadence Academy Preschool requires the parents/guardians of enrolled children to behave at all times in a manner consistent with decency, courtesy, and respect. One of our goals is to provide the most appropriate learning environment in which a child can grow, learn and develop. **Parents must be responsible for and in control of their behavior at all times.**

Parents/guardians of enrolled children at CADENCE ACADEMY may not threaten an employee, child, other parent or adult associated with CADENCE ACADEMY at any time. Interactions between program staff and other families should always remain professional. In the event of a conflict or differences in opinion director will schedule a conference with the parent and discuss situation and conflict resolutions options. Threats of any kind will not be tolerated. All threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law.

While CADENCE ACADEMY does not support or condone the use of corporal punishment by a parent/guardian, such acts are not permitted in the childcare facility. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are strictly prohibited from correcting or disciplining a child that is not their own. Any violation of this provision shall not be tolerated by the School and shall result in the termination of the relationship with the parent(s) and the child(ren). If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about

behavior reported by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher or the director.

Furthermore, it is inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought directly to our attention. At that point we will address the issue with the other person should it be deemed necessary. Although you may be curious about the outcome of such a conversation, we are strictly prohibited from discussing anything about another child with you, and you may be assured that we will not discuss anything about your child with another parent or adult visiting the School.

NON- SMOKING CAMPUS

For the health of all CADENCE ACADEMY employees, children and associates, smoking is prohibited anywhere on our property.

ARRIVAL PROCEDURES

Upon arrival at Cadence Academy Preschool, the parents or the adult dropping off the child must check the child in using the computer in the front lobby. Children are required by law to be supervised at all times, and thus, **the adult** dropping the child off must walk the child back into the classroom. This is true even for school aged children. **Older children of infants and toddlers should be dropped off prior to or picked up after the infant/toddler sibling.**

Some children will exhibit separation anxiety when it is time for a parent to leave. Cadence Academy Preschool believes suggests that parents tell the anxious child upon arrival that after all of the child's things are put away, the parent will kiss, hug, and say good-bye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. The sooner a parent can leave after saying good-bye, the better it will be for the child. The longer a parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of Cadence Academy Preschool are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

At arrival, parents must notify the front desk if medications are to be received throughout the course of the day. (See Medication, pg. 24) They must also be notified if someone other than a parent is picking the

child up from the School. This is true even if the person designated to pick up is on the child's emergency contact list.

Parents are strongly urged to communicate each morning with the child's teacher. Parents can leave details for the teachers for the day on the Kid Report App to communicate any information they feel is important about their child's care for that particular day.

PICK UP PROCEDURES

Parents or other authorized adults are required to sign their child out of care at the computer in the front lobby. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on the School grounds. The parent may not allow the child to wander through the hallways, bathrooms, other classrooms and/or playgrounds. Parents should handle all business issues prior to signing out their child.

Parents should check their child's classroom for their copy of the "Daily Report," any Accident/Incident Reports, and any other papers that should be coming home that day.

Parents or persons designated in their place are required to sign any Accident/Incident Report forms that day at pick up. The classroom teacher will be able to briefly discuss the matter with you or the other authorized adult at pick up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time.

For the health and safety of all children, when dropping or picking up child/ren your vehicle MUST be turned off. Also, children are not permitted to left in vehicles. If you are not able to leave your car, call the school and an employee will meet you in your car.

POLICY PROHIBITING FIREARMS AND WEAPONS ON SCHOOL PROPERTY

The School is committed to providing a safe and secure environment for its students, their families, employees, and visitors by prohibiting the possession of firearms and other weapons on School property.

This Policy applies to all employees, students, student families, vendors, and visitors to the School. Possessing a firearm or weapon (concealed or otherwise) while on School property is strictly prohibited.

This Policy does not apply to (i) law enforcement officers who are required to carry a weapon or firearm as a condition of his or her employment, (ii) external government agency officers required to carry a weapon or firearm while conducting official business at the School or (iii) private security firms or individuals hired by the School while providing security services at the School.

Any person who violates this Policy will be required to leave the School and may be permanently banned from School and/or referred to law enforcement. Any employee who violates this Policy is subject to disciplinary action up to and including termination of employment.

PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK UP

The management of Cadence Academy Preschool will contact local police and/or the custodial parent should a parent appear to them to be under the influence of drugs and/or alcohol.

Any other authorized person who attempts to pick up the child and appears to the management of Cadence Academy Preschool to be under the influence of drugs and/or alcohol will be denied access to the child. The management of CADENCE ACADEMY will contact the child's parents to notify them of the situation.

EMERGENCY/ALTERNATE PICK UPS

At enrollment, parents will be asked to indicate any other adults who may pick up their child at the School. In an emergency situation, the child's parents will be called first. If they cannot be reached, the management of the School will call the persons listed on the enrollment form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is the responsibility of the parent to arrange for someone on their pick-up list to come and get the child.

Parents must notify the management staff if a person from their pick-up list will be picking up the child from CADENCE ACADEMY. This must be done each time an alternate person picks up the child. The person will be required to stop at the front desk and provide a government issued photo ID to prove identity in order for Cadence Academy Preschool to release the child. There will be no exceptions to these rules.

All changes and/or additions to the Pick-Up list must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this list.

CADENCE ACADEMY reserves the right to refuse/ban any person listed on the Emergency Contact/Alternate Pick Up list for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the parents to inform each person on their list of the policies within this manual.

TRANSPORTATION

The local bus companies are responsible for transporting the children who attend the local schools. The bus picks up and drops off at the front door of Cadence Academy Preschool. If the bus company does not provide transportation then Cadence Academy Preschool will provide free transportation to school, during school hours. Please check with the individual childcare School for details.

INCLEMENT WEATHER PROCEDURES

In the event of inclement weather during the school day, parents will be notified via email at the time of the early closing. If a parent is unable to pick their child up from the school at the earlier time, it is their responsibility to ensure that an alternate person picks their child up at the appropriate time. All late fees will apply to the earlier time should the parent or their alternate be late picking up the child.

In the event of inclement weather prior to the opening of school, parents will be notified via text and email. A member of the management team will also make every attempt to contact parents. It's extremely important for parents to notify the School of any change in contact information.

Should CADENCE ACADEMY need to close for any reason, tuition will not be refunded or reduced.

NANNY POLICY

All parents of children enrolled at Cadence Academy Preschool may not hire any personnel for a nanny or to provide ongoing full time or part – time care within one year of leaving Cadence Academy Preschool. If such a situation does happen parents will be required to pay one year’s tuition to Cadence Academy Preschool.

LIABILITY AGREEMENT

If a parent or a child damages or destroys equipment, property and/or furniture of Cadence Academy Preschool, they will be responsible for repairing the item(s) to original condition or compensating the School the replacement costs of the item(s) at the discretion of the School.

PARENT’S GROUP

At CADENCE ACADEMY we are very lucky to have an active parents’ group. This group is comprised of parents who gather together for family-oriented activities that support our School, which heighten family time and allows socializing among our community of families. Some past activities have included: Parents night to scrap book at the School, kids’ clothes swap, family arts and crafts, movie night, topic speakers, silent auction, summer family picnic and family game night.

In addition to promoting quality family time this group supports the people who spend the most time with their children, the staff at CADENCE ACADEMY. The group wants the teachers to know that they support them in their jobs as caretakers and friends of their children. The parents group offers some fun extras that make being a teacher at CADENCE ACADEMY a rewarding and satisfying experience.

All new parents are invited and welcomed to join the group. Please see a member of the management team for more specific information.

ADDITIONAL SERVICES

Information regarding services on health, mental health, child welfare, parenting, early intervention, and basic needs are located at the entrance of each School. If there is specific information that is not available for your situation, please see School Director for help.

Additional services may be offered at Cadence Academy Preschools and will vary per location. Activities and services are optional and are at

an additional cost. Please see your School Director for activities available at your School.

CODE OF ETHICAL CONDUCT & STATEMENT OF COMMITMENT

Cadence Academy Preschool works together with families to incorporate family values and practices.

Standards of ethical behavior in early childhood care and education are based on commitment to the following core values that are deeply rooted in the history of the field of early childhood care and education. CADENCE ACADEMY has made a commitment to:

- Appreciate childhood as a unique and valuable stage of the human life cycle
- Base our work on knowledge of how children develop and learn
- Appreciate and support the bond between the child and family
- Recognize that children are best understood and supported in the context of family, culture, * community, and society
- Respect the dignity, worth, and uniqueness of each individual (child, family member, and colleague)
- Respect diversity in children, families, and colleagues
- Recognize that children and adults achieve their full potential in the context of relationships that are based on trust and respect

* The term *culture* includes ethnicity, racial identity, economic level, family structure, language, and religious and political beliefs, which profoundly influence each child's development and relationship to the world.