

## DELAWARE ADDENDUM

### CADENCE EDUCATION FAMILY HANDBOOK

#### BEHAVIORAL MANAGEMENT - GENERAL GUIDELINES

Cadence Academy Preschool will adhere to the following general behavior management guidelines. Classrooms will implement classroom management plans and individual behavior plans may be developed for individual children as needed.

A positive discipline approach will be used at all times. Children will be encouraged to problem solve using appropriate methods, be self-sufficient, and respect others and their property. All Cadence Academy Preschool staff will use positive developmentally appropriate methods of behavior management. Cadence Academy Preschool provides training to all its staff in Conscious Discipline.

In an effort to provide the best possible environment, we will adhere to the following policy:

- Focus on positive behavior and ignore negative behaviors when possible.
- Referral to office if it is unsafe for the child to stay in the classroom.
- Behavior Reports will be completed when behaviors are exhibited that are not developmentally appropriate. The behavior report will describe the behaviors and what lead up to those behaviors and what actions were taken and any follow up completed.
- A Parent/teacher conference will be requested if behaviors are continuous or extreme. An individual behavior management plan will be created and implemented in the classroom.
- A referral for an Early Childhood Mental Health Consultation (ECMHC) may be required if behaviors do not improve. Parent authorization is required for an individual case but is not required for a classroom wide case.
- A parent may be called during the day to pick up their child if a discipline problem persists or if the child is unable to return to the classroom.
- Suspension and/or expulsion from the program will be a last resort but may result if improvements are not made with the support of ECMHC or if parents are unwilling to follow behavior plans or steps recommended by the ECMHC.

At no time will any physical or verbal punishment be used

#### CHILD NEGLECT & ABUSE

Cadence Academy Preschools are required by law to report to the Division of Child Protection Service, Department of Services for Children, Youth and their Families any physical, emotional, or other injury, by other than accidental means which is a result of suspected abuse and neglect. We will adhere to this requirement and report any suspected incident of abuse or neglect.

#### CLASSROOM TRANSITIONS

Generally, children will transition from a younger classroom to an older classroom once a year in either June (depending on space availability in the summer program), or at the start of the new school year (the end of August). On occasion (in the infant/toddler program), we will transition during the school year if, based on a child's developmental level, it is determined to be best for the child. All decisions are made based on availability, child's development, and teacher and parent recommendation. We offer time for the children to "visit" their new classrooms and teachers prior to the scheduled move update. We encourage parents to meet their child's new teacher.

In addition, we have a back to school night prior to the start of the new school year, which allows parents and children to see their new classroom and meet their teachers for the upcoming school year. This is a meet and greet night only. An Open House will be held in September, which gives more specific information on the curriculum, activities, and goals that each classroom will be addressing throughout the year. This is a great opportunity for families to learn what their children will be learning and experience a few activities. Specific updates are given out prior to children transitioning in a letter that explains the transition to each family. Our goal is to make transitions as smooth as possible for both you and your child.

#### DELAWARE STARS PROGRAM

Your school is licensed through the state with the Office of Childcare Licensing and participates in the Delaware STARS Program. Cadence Academy Preschool programs participate in the Delaware Stars Program. This program ensures high quality care and education to children across the state. Prospective and new parents to the program must sign the “Right To Know Act” upon enrollment into the program. This act provides information that the parent has the right to inspect the active record and complaint files of the programs. In November 2019, Cadence Education LLC entered into an agreement to purchase the Cadence Academy Preschool schools from the original owners. Cadence Education LLC is located in Scottsdale Arizona. Additional information about Cadence Education LLC can be found at [cadence-education.com](http://cadence-education.com).

#### FOOD AND NUTRITION

**State Programs:** Our People’s Plaza location participates in the Child and Adult Food Program (CACFP) and will get partial reimbursement for providing nutritious meals and snacks. Under the CACFP program parents are required to complete an Income Eligibility Form yearly. Based on your income each family will be categorized as free, reduced or paid.

Cadence Academy Preschool has contracted with Delaware Gourmet to provide vended lunches to families at the People’s Plaza location only who are interested in having lunch provided on site. The cost for the lunch will depend on your income eligibility. For paid families, the cost is \$2.65 daily; for reduced families, the cost is .40 cents daily and free for families that meet the free eligibility. Delaware Gourmet provides a 4-week cycle menu and your school will distribute monthly menus both through email and through paper copies at the front desk.

Children’s lunches that require refrigeration must have a cold pack provided by the parent each day. Parents are also required to label the child’s lunch with their name and the date. Please inform your child’s teacher if their meal requires refrigeration.

Any leftover food from children’s meals will be disposed of and will not be re-served.

#### GOALS FOR EACH STUDENT:

- Understanding of healthy and positive self-concepts
- Development of positive social skills
- Opportunities to develop thinking, reasoning, questioning, and experimenting Opportunities to develop language skills
- Encouragement and demonstration of sound health, safety and nutritional habits Opportunities to develop initiative and decision-making skills

Our academic goals establish the fundamental concepts necessary for academic achievement now and in the future.

### NON-DISCRIMINATION POLICY

**CACFP Non-Discrimination Statement:** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW  
Washington, D.C.

20250-9410; fax: (202) 690-7442; or email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

Cadence Education institutions are equal opportunity providers.

Cadence Academy Preschools do not discriminate based on race, color, national origin, gender, age, sex, pregnancy, marital status, sexual orientation, gender identity or expression, religion, creed, disability, veteran's status, or any other category protected by state and/or federal laws.

### PARENT COMMUNICATION

Each classroom has a parent board displaying important information regarding your child's class. Weekly lesson plans, upcoming events, special notices, etc., are posted on these boards. Additionally, we have a bulletin board located in the front entrance that contains information regarding the entire school. Bulletins regarding closings and other pertinent information are posted throughout the school. Each location also has a closed Facebook page that parents can request access to. Many of the children's activities are posted on this page in addition to a variety of other school information and educational resources. It is your responsibility to read the information presented to you.

In addition to the posted information, letters will be sent out with any information of upcoming changes, programs, or other information including weekly classroom and school wide monthly newsletters as well as community information/events. We also utilize an email distribution list to send out this information. If you would like to be included in this distribution list, please give your email information to the front desk. An annual survey will be distributed to families to solicit feedback regarding our programs. Please be sure to complete this survey as it helps us address and plan for any upcoming programs additions or changes. In addition to the annual survey and exit survey will also be given to you upon withdrawal.

Parent/teacher conferences are offered two times a year at a minimum for ages infant through school age. Additionally, progress reports are sent out three times a year to update you on your child's progress towards goals and are reviewed and shared with families during the parent/teacher conferences. Cadence Education also uses several assessment tools to track children's progress and monitor any concerns. These tools

include but are not limited to Teaching Strategies Gold and Ages and Stages. If there are any concerns regarding a child's development a conference between the teacher and parent will be held to discuss any referral for any additional help in the community. Teachers will offer conferences during designated times or when either the teacher or parent requests.

Please inform school management of any concerns you may have regarding the care your child is receiving or about Cadence Education in general. We are available via phone, email, and in person. School management will work with families to provide resolution that meets licensing requirements, and to provide the best care possible to all of our children.

#### PICKUP

**If a child is not picked up within one hour of the school closing time the proper authorities will be notified.**

#### SIBLING DISCOUNTS

Sibling discounts are offered at some, but not all, schools. Please see your School Director for details about your specific school.