

SAMSPRA ACADEMY

Early Childhood Program



PARENT HANDBOOK

2019-20

Samspra Academy
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SAMSPRA ACADEMY Early Childhood

Program

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Dear Parents,

Namaste,

It is with our pleasure that we welcome you to Samspra Academy Early Childhood Program. We thank you for choosing us, and for providing us with the opportunity to get to know you and your child.

It is with pleasure that I welcome you to Samspra Academy Early Childhood Program. We thank you for choosing us, and for providing us with the opportunity to get to know you and your child.

Samspra Academy is committed to providing balanced academic and cultural enrichment education from early childhood. Our mission is to develop next-generation of noble leaders to be dedicated to acquiring knowledge, being confident, devoted to uphold strong moral values and be mindful of themselves and their surroundings by exposing students sufficiently to a well-rounded Balanced Academic and Cultural Education.

Samspra Academy will focus on developing the whole being of a child, treating them with respect, leading them to recognize knowledge along with goodness. To inspire children to explore their individuality, creativity, and critical thinking while building a strong foundation in core academics in early childhood and providing opportunities to get involved in enrichment activities according to individual interests and minds disposition in the safe and serene educational atmosphere of Samspra.

We hope that this handbook will answer many of the questions you may have throughout the year, however, do not think twice about contacting us with any questions or concerns you may have regarding your child or our program. Our door is always open, and we welcome your support, questions, concerns, and comments. Your involvement and knowledge of your child's first school experience will help your child to gain trust, acceptance to the school, new people, and friendships.

Sincerely,

Hema Raja
M.Ed., Educational Administration
Founder & Director
Samspra Academy

Organization:

Samspra Early Childhood Program opened its doors in 2019. We voluntarily undergo a comprehensive process of internal self-study, to verify compliance with the academy's criteria for high quality early childhood programs – a program that provides a safe and nurturing environment while promoting the physical, social, emotional, and intellectual development of young children.

Philosophy:

Samspra's philosophy is recognizing that children grow in stages and need to be noticed, admired, understood and accepted to feel good about them. Our mission is to ***help our children develop to be a noble leader, exposing them to a well-balanced academic education, multicultural environment & moral values, to be confident in their lives and accomplish their important goals.***

We treat each child as an individual by allowing him/her to work and play at his/her own level. We teach a love of learning by allowing children to fully experience their own stage of development without pressure. Our environment and curriculum are carefully planned to promote a balanced learning environment and to encourage independence and provide choices. A wide variety of activities are offered in the areas of creative art, math, science, reading, writing, engineering, tactile play, music, yoga, dance and movement, fine & gross motor skills, practical life, pretend play, dramatic play, language arts, and manipulatives. Basic skills in our curriculum are linked to analytical thinking and creative problem-solving through hands-on learning and real-world experiences. The instruction is centered on curricular materials that are relevant to students' lives and the community.

Samspra believes in open communication amongst our parents and staff and teachers to create a positive learner-centered educational environment, where knowledge, culture and values are developed.

Samspra Academy - Commitment to quality is a Necessity, not a luxury

Each child is nurtured with quality care and unconditional love at Samspra!

- ❖ Each student learns and develops in ways according to individual mind's disposition. We use research-based teaching strategies to support the social and emotional development of a child.
- ❖ Provide strong academic and moral foundation to succeed in the real world- Teaching methods are tailored towards identifying early learning styles, creative curriculum, Nature based, brain based and 21st century learning with a focus on STEAM education through play.
- ❖ Nature is our greatest teacher- open door curriculum allows students to explore their universe using hands on, creative and critical thinking activities using age appropriate materials that are concrete, real and relevant to their lives. This allows students to grow in a nurturing and loving environment.

- ❖ We believe in positive guidance and reinforcement – our curriculum addresses physical, linguistic, social, emotional and cognitive development.
- ❖ Actively engaging children in extracurricular activities: yoga, music, dance, instruments, arts, cultural activities, etc.
- ❖ Provide opportunities to explore moral values – story time, skits, role play and student led assembly.
- ❖ Instill love for learning: Programs are designed to help students acquire knowledge needed to succeed in real life along with goodness that makes a person’s character noble. Samspra makes students learning time enjoyable - A seamless balance of fun, excitement and learning. Our students build confidence in the strength of their own mind.
- ❖ Samspra has been the choice of parents as we, the community of Austin established the school. The 5 C’s - Character, Creativity, Culture, Competency and Community are evident the moment you enter our doors.
- ❖ We welcome all students of diverse ethnicity, race, nationality and background to enroll and attain the benefits of what Samspra Academy has to offer our children.

Samspra Childhood Program Goals

- ❖ Providing our students with the opportunity to achieve academic excellence.
- ❖ Building strong moral character, based on the principles of integrity, honesty and sincerity, respect for others, property and other resources, coupled with a strong sense of responsibility.
- ❖ Molding tomorrow’s leaders.
- ❖ To increase independence in meeting and solving problems.
- ❖ To promote confidence, positive self-esteem, self-discipline
- ❖ To promote language development.
- ❖ To help the child develop large motor skills such as climbing, running, jumping, balancing, pedaling, swinging, etc.

- ❖ To help the child develop small motor skills such as cutting with scissors, building with blocks, working with puzzles, stringing beads, manipulating play dough, controlling crayons, holding a paint brush, etc.
- ❖ To foster an appreciation and acceptance of the multicultural world we live in.
- ❖ To further intellectual development by fostering cognitive learning, concept formation, self-awareness and curiosity.
- ❖ To develop the imagination through dramatic play.
- ❖ To foster creativity through open-ended art and music experiences.
- ❖ To help the child learn how to follow directions, complete tasks, and develop impulse control.
- ❖ To encourage the expression of feelings in acceptable ways.
- ❖ To encourage a positive attitude. This, along with competency, develops a positive self-image.

Samspra Childhood Program:

Samspra Early Childhood Program serves children Ages 3 & Up. (Pre-K to Grade 3) The school is committed to provide a well-rounded program to develop the intellectual, physical, emotional and social skills of our students. Our students are being prepared to be full participants in their culture and community. Our Critical thinking, Creative time and cultural activities promote a balanced educational environment.

We have classes for Pre-K Excellence, Kinder Excellence & Elementary Excellence till grade 3 - students are prepared for the next level in academics, extracurricular, and in daily life.

Creative & Critical Thinking Centers:

Age- appropriate creative and critical thinking STEAM (Science, Math, Engineering Activities enhance curiosity in early development stages and allows young minds to explore the world using the self- interest and developmental stages.

- ❖ **Everyday Living Skills:** Development of hand-eye coordination, concentration, independence, gross motor control, cognitive order through self-care, social development, prepare for reading & writing and care for the environment.
- ❖ **Sensorial Area:** Discover the world through five senses. Lays a solid foundation for development.
- ❖ **STEAM Activities:** Our age-appropriate hand-on STEAM materials allow sequential progression from abstract-concrete. Allows solid understanding of basic math principal, science concepts, electronic device-free coding, creating & Building. These prepares them for logical and abstract reasoning, helps explore the environment and develops problem-solving skills.
- ❖ **Cultural Activities:** Includes geography – Children learn about the world around us, various continents & water bodies, global culture, traditions, food with an attitude of respect & admiration.
- ❖ **Language Development:** Allows & encourages communication and proper usage.

Administration and Staff:

The Director is in charge of daily programs and situations. The importance of quality teachers cannot be underrated. Our teachers are carefully chosen for their experience and training in the field of Early Childhood Education and Child Development, as well as their warmth and sensitivity to the needs of young children and their parents. The teachers and Director participate in a continuous program of in-service education and studies for professional advancement in order to remain aware of current research and alert to the ever-changing needs of today's families.

Admission Policies:

Children must be between 3 & Up years of age and toilet trained. (No pull-ups or diapers allowed). We welcome all children regardless of ethnic background, nationality, or religion. Parent and child are required to visit the school prior to enrollment. A completed Registration form and a non-refundable fee will put your child on the waiting list. Submission of a

Registration form does not guarantee a child's acceptance. When an opening occurs, the parents will be contacted. Registration begins in April for the new school year.

Withdrawal policies:

Any and all information provided about your child's condition (s) shall remain confidential. In some cases, our program may not be equipped to meet your child's unique needs. It is the Program's discretion to dismiss any child whose actions are deemed detrimental to other children or the program. A minimum of 30-day written notice of permanent withdrawal from the school, while your child is still in attendance, must be given in order to get a refund of the security deposit. Withdrawal is effective from the first day of each month and not from the other days of the month. The security deposit can be applied towards the last month's tuition. Without return notice, the security deposit will be forfeited. Tuition and other fees are non-refundable except for during the school-initiated dismissal.

All new students are accepted on a six-week trial basis. The six-week period helps determine if the school can meet the child's parent's needs. At any time during the six-week trial period, the school can determine if the child should continue or not. The school also reserves the right to terminate the attendance of any student or family whose presence is considered detrimental to the best interest of the school.

Termination Conditions:

The school may terminate a child's enrollment in the school's program effective immediately upon written notice to parent of such termination, if any of the following conditions arise:

- a. Any payment owed by the parent is not paid within fifteen (15) days after such payment is due;
- b. In the opinion of the school administration, a child's behavior threatens the physical, mental health or well-being of one or more of the other children at the school. If reasonable accommodations will eliminate the threat, the child may be suspended until such time as the accommodation can be implemented;
- c. In the opinion of the school's administration, a parent's behavior threatens the physical, mental health or well-being of one or more of the school staff and/or is disruptive, destructive or detrimental to the integrity of the school;
- d. The child is picked up late more than three (3) times in any thirty (30) day period;
- e. On more than two (2) occasions within any thirty (30) day period, in the judgment of the school's administration, a child has obvious symptoms of illness when brought to the school, or a parent fails to pick up the child from the school promptly when notified that the child is ill.
- f. At time of termination a refund of unused tuition will be refunded.

Forms:

All forms must be completed and returned to the school office along with Physicians form by the first day of school. All information submitted on the Enrollment Agreement and attached forms

must be updated on an annual basis. Information contained in a child's file is confidential and released only when a written request is submitted by a parent.

The following forms are required for all children to complete the enrollment process.

1. The handbook needs to be read completely and acknowledged by both parents - Signed
2. Enrollment Agreement at the back of the handbook.
3. Updated Annual Immunization and physician statement form
4. Records from previous school, if any.

Tuition Policy:

- ❖ Tuition may be paid annually, semester basis (due August and January) or Monthly fee is due on the 1st of each month. A 5% penalty is charged after the fifth of the month. There is also a minimum \$30.00 charge for any returned checks.
- ❖ The first tuition payment along with supply fee is due by the 1st class. These fees are non-refundable.
- ❖ Supply fee covers the workbooks, notebooks, arts and craft supplies, stationary items, classroom supplies, major festivals and school event celebration.
- ❖ Annual Registration & Payment is for the school year and is due upon registration. The nonrefundable enrollment fee is the minimum payment regardless of when the student is enrolled and confirms intent to enroll the child
- ❖ Parents withdrawing their child from the school for any reason during the school year shall pay the tuition for the month during which withdrawal occurs. A written notice of withdrawal must be submitted one month in advance. Supply fee are not refundable.
- ❖ Tuition is not prorated for any student absences or if the school is closed due to holidays, weather or any other reason beyond our control.
- ❖ Security deposit is a one-time fee, paid at the time of enrollment. The deposit is refundable upon 30-day written notice of permanent withdrawal from the program given on the 1st of the month; while your child is still in attendance (withdrawal is effective only from the first day and not from other days of the month). The security deposit can be applied to your last month's tuition.
- ❖ Preferred payment is either via online zelle, check or cash. Credit cards are not accepted.

Changes to any of the school policies will be communicated in writing to all the parents.

Tuition Discounts:

A 3% discount is given for pre-payment of the full year (9 months) tuition before early bird registration deadline set by the school. A 1.5% discount is given for semester payments by Aug 20th and Dec 4th. If you withdraw your child mid-year with a thirty-day written notice per our withdrawal policy, the balance of tuition payment will be refunded. A 3% tuition discount is given on the lower tuition for enrolled sibling(s).

Hours of Operation:

Samspra Academy School is open from 8:00- 2:30 pm, Monday -Friday, August to May, except for school holidays. Summer program is offered during the month of June & July & August. We charge for early drop-offs or late pick-ups. Any pertinent information should be given to the school in writing by the parent in the morning teacher in charge. Please note that our teachers may not have access to email or texts during school hours. Any changes re: pick up plans, please call the school, followed by an email in between 12- 12:30 pm. Any instructions regarding your child's lunch must be clearly written on a note attached to your child's lunchbox.

Samspra Early Childhood Program Daily Schedule

- 8:30 to 8:45 am – Drop off (8 – 8:50 - Early care)
- 8:30 am – School begins
- 8:30 to 9 am – Warm Up activity and Morning assembly
- 9:00 to 9:20 am - kids' yoga / stretching exercises
- 9:20 to 9:30 am – Individual Reinforcement Activities (STEAM)
- 9:30 to 9:40 am – Objective of the day: Themes and Activities Introduction
- 9:40 – 10:00 am - Outdoor Exploration / Movement/ recess
- 10:00 to 10:15 am – Snack time
- 10:15 to 10:45 am – Hands on Critical thinking centers (Rotation centers - Science / Engineering / Math)
- 10:45 to 11:00 am - Language arts / Culture
- 11:00 to 11:20am - Everyday living skills
- 11:20 to 11:45 am - Lunch time
- 11:45 to 12:15 pm – Creative time (Rotation stations - art / crafts / building / device free technology)
- 12:15 to 12:25 pm – story time
- 12:25 to 12.40pm – Social skills: Rhymes, Drama, presentations and Theater play (based on book theme)
- 12:40 to 1:00 pm – Outdoor time
- 1.00pm – Dismissal (1:00 – 2:30 pm - After care or enrichment classes for grades 1-3)

School calendar, Holidays & Closings:

A list of school holidays/ closings is on the school calendar given in the packet of school information at the beginning of the school year. Any changes in the school calendar are communicated in writing with due notice. If AISD is closed due to inclement weather, Samspra Academy will also be closed and no care will be available.

Samspra Academy: Important Dates 2019– 2020

Oct 22nd _ Diwali Celebration Field Trip

Oct 27th : Diwali Holiday

Nov 24th to 30th : Thanksgiving Break

Dec 20 – Jan 2 : Winter Break
Jan 3rd : Spring semester begins
March 15th – 21st : Spring Break
April 24th – School parent meet up & annual function
25th : Annual Performance Day Rehearsal
April 26 : Annual Performance Day
May 1^t : Summer Semester begins
May 25 : Memorial Day Holiday

Early Arrival & Pick- Up:

- ❖ Early Arrival (8:00 – 8:45 am) - \$10/day or 125/Month. No child is accepted to the school before 8:00 am
- ❖ Late Pick Up (After 1:15 pm) - \$15/ day or 200.00 /month. \$ 1.00 charged/ minute after 2:45 pm

A child will be released to the person designated by the parent in writing on the enrolment form. Proper identification is required from any unfamiliar person authorized to pick up the child. Children will NOT be released to ANYONE who appears intoxicated. A written note or email must be sent in case an adult other than the names given in the enrolment form will be picking up your child.

Sign in and Sign Out Log:

Parents are requested to sign in and out your child at the time drop off and pick up. Sign in/out sheet is placed by the entrance of the school. A parent must walk the child to and from the school during drop of time 8:50 –9:00 am and during pick up from 1:00 -1:10 pm. For late drop off and pick up, please call us to open the secure entrance doors and walk your child inside the school/ classroom. A child can NOT be left unattended without adult supervision. Under no circumstances will we release your child to a person who is not on your emergency list without prior written notice. It is important to keep your Emergency Information Form up to date. Staff members have the right to inspect identification from any person who is picking up children. Department of Social Services regulations state that a responsible adult must escort to and from classes all children.

NOTE: The daily sign in/out sheets at the classroom door are legal documents. Your signature indicates the transferring of responsibilities for your child to/from school. This must be done in ink and with your first and last name. There will be a \$3 charge if a parent neglects to sign in/out two times. If only one parent has custody of the child and the other is not authorized to pick up the child, the parent must instruct the school of this fact, and must provide the Director with a certified copy of the court order confirming that one parent does not have visitation rights. If after the school's closing time, a child is not picked up and the Director is unable to contact either parent or anyone on the emergency form, the police and Child Protective Services will be notified.

Grades 1-3 need to stay in school till 2:30 pm to receive additional cultural, enrichment education

Items Needed:

Your child is responsible for bringing the following items to school every day:

- ❖ A backpack to carry homework and work from school
- ❖ A drink and nutritious Vegetarian snack and lunch that does not need to be refrigerated or heated.
- ❖ A water bottle & lunch bag labeled with Child's name.
- ❖ Samspra provides students with needed instructional supplies

Birthday Celebration:

Every child's birthday is a special day at Samspra. Birthday names will be announced during the morning assembly. Parents are welcome to come to class on this special day and share some facts, pictures, milestones of the child's life. If you wish to have your child bring in something to share on his/her birthday, please adhere to the following guidelines. Limit your choice to ONE snack item. Some suggestions are Frozen Yogurt, Fresh fruits, individually packed nut and egg free crackers and cookies NO CANDY, NO PARTY FAVORS, or BALLOONS. For the children, the excitement is in recognition of their special day. We encourage parents to donate to Samspra library or a material to the classroom in recognition of the child's birthday.

Birthday party invitations may be passed out in school ONLY if all the children in the class are invited to the party. Class rosters are available if you would like to mail invitations to an individual child.

Show & Tell Days:

The classrooms have special days for your children to bring a favorite "something" to school (book, toy, cassettes or CD's, etc.) to share with their teachers and classmates. Share time helps promote language development, and encourages social interactions among the children.

NOTE: Please do not send items of value, electronic devices, fragile toys, toy weapons of any kind, or toys with small parts. School policy imparts that guns, swords, knives, and television superhero action figures and accessories are not appropriate to bring to school.

Orientation:

Know Us Event and a mandatory parent orientation meeting for one or both parents will be given at the beginning of the school year. At this meeting we will share pertinent information about the school and we will try to answer any questions you may have about our program. Parents will be notified of the time prior to the beginning of the school year. Visitor cards will be available at orientation.

School visits:

After the third week of school, parents are welcome to observe classrooms, for an assigned period. However, in the best interests of all the students, arrangements are to be made in advance with the teachers or directors. Except at events, all visitors (including parents) must sign in at the office and obtain a pass before visiting.

Parents interested in volunteering with school activities may register online or at the school in person. Parent volunteers are encouraged as it benefits the students and the school. Such participation will include helping with class parties, reading stories, singing songs, playing instruments sharing your vocation, and family customs. Parents are encouraged to communicate any information that will enable the school to better serve their child. We hope to incorporate your child's life in their education. We also enjoy teaching our students about different traditions in which families participate.

Parent Conferences/Assessments:

Parent conferences are scheduled two times a year. This gives parents the opportunity to discuss their child's development with the teachers. You do not have to wait for the teachers to call for a conference. If you feel that a conference would be helpful, you should make an appointment with the teachers when you feel the need for one. However, the time to discuss your child is NOT at the classroom door when you bring or pick-up your child. The child should not be present during the conference, and it should be when the teachers can give you their full attention.

Informal and formal assessments are used to gain insight into each child's social, emotional, cognitive and physical growth and development. Each classroom collects checklists, developmental assessments, work samples, photographs and anecdotal records to place in each child's portfolio. This information is used to make informed curriculum and planning decisions so as to provide appropriate activities that will enhance each child's development. The portfolios are confidential and will be viewed by the parents of each child and teachers. Your child's folder may be viewed at an appointment made with the teacher.

Parent – student Responsibility & Specific Reminders:

Samspra Academy has clear and appropriate expectations of both children, staff and of our parents to build a positive rapport successful learning experience.

- ❖ Read everything we send home and or important email or newsletter correspondence from the school.
- ❖ Timely drop off and Pick up is required.
- ❖ Be familiar with Samspra Academy procedures, policies
- ❖ Respect property of teachers, school, staff and other students
- ❖ Do not bring or send valuables to school
- ❖ Student cannot bring electronic devices or games to school unless an administrator has given authorization.
- ❖ Communication is open and direct with appropriate teachers.

- ❖ Any concerns should be brought to the attention of the school director.
- ❖ All students will be sent to school clean and neat in appearance and will abide to the school dress code.
- ❖ Public displays of affection such as kissing are not appropriate.
- ❖ Assignments and homework are to be completed as required. Please help guide your child at home. This time will promote family time at home.
- ❖ Please keep us informed of any incident that can affect the child in class or major changes at home or family.
- ❖ Notify the school immediately of any changes, especially contact information and address in writing. Current information is vital in case of emergencies.
- ❖ Check to make sure you have all your child's belongings. The items he/she has made for the day are very important and represent a very serious effort on his/her part. Please label all items.

Clothing

Dress your child in clothes that allows him/ her to participate in all school activities (such as painting, playing on the rug, climbing, and digging in the sandbox, water play) without fear of getting messy. Clothes such as elastic waist pants encourage self-help when toileting. We encourage your child to wear tennis shoes, or shoes safe for climbing and running. Cowboy boots, sandals or jelly type shoes are not safe for active play. All Sweaters and Jackets should be CLEARLY LABELED with the child's name. We keep extra changes of clothes at school for emergency use. If your child should wear them home, please WASH AND RETURN TO SCHOOL PROMPTLY so we may have them ready for the next emergency.

Discipline:

Positive- discipline methods, which encourage self-esteem, self-control, and self-direction, are used at the school. We encourage children to use his/her words to solve problems; redirecting the child to a constructive activity. We validate the child's feelings and emotions offering them an alternative way to express. Giving positive verbal rewards encourages acceptable behavior. The staff may use supervised separation from the group or loss of privileges, if necessary. Redirection or other activity may be used to help redirect inappropriate behavior. Continued inappropriate behavior that endangers staff or other children may warrant expulsion from school.

Safety Policies:

PLEASE BE SURE GATES ARE CLOSED UPON ENTERING AND LEAVING THE SCHOOL YARD. Please keep your child close to you in the school parking lot, as many cars are entering and leaving during the day. PLEASE DO NOT PARK IN THE HANDICAP PARKING SPACES EVEN FOR A FEW MINUTES. PLEASE DO NOT LEAVE ANY CHILD UNATTENDED IN THE CAR. CELL PHONE FREE ZONE – Please refrain from talking on your cell phones when dropping off and picking up your child from the school. Although cell phones provide important functions in our society, they do interfere with parent-child relationships, safety, and teacher communication when used at the school.

Fire Drill/ Severe Weather:

In accordance with Texas law, Samspra School holds regular fire drills. Evacuation plans are posted in each classroom. Disaster drills are also practiced every three months. The children gather in the hallway and areas away from windows. They sit in a crouched position with their hands over their heads until “All clear” sign is given. In case of severe weather, students might be relocated to the main Buddha Temple hall and the parents will be contacted immediately via phone and or email.

Emergency Preparedness plan:

Evacuation:

In case of emergency where the director and staff feel the students will be safer away from the school building then the students will be relocated to _____. The students will be relocated to the location by cars/ walk. The teacher will carry the class roster with parent contact information in order to keep track of the student in class and to contact parents.

The name and address of the relocation venue is: Locomotion, Play area

Emergency school contact phone number is 512-963-4822. The local authorities, child care licensing and the parents will be contacted using mobile phones (by all the teachers) or the landline available at the location.

Health Policy

All children entering are required by law to have a pre-entrance physical examination and a completed Physician’s Report. Immunizations and TB tests are required for attendance and requirements change from year to year. Please consult with the director or office personnel if there are any questions. For the protection of all children, please keep your child home if she/he has any symptoms of illness. Your child should stay home if he or she has any of the following symptoms: Fever, Diarrhea, Sore Throat or Swollen Neck Glands, Upset Stomach and Vomiting, Head Cold or Any Other Communicable Disease, Bronchial Infection, Conjunctivitis (pink eye), Contagious Rash or Skin Eruptions, Acting Listless, Drowsy, Headache, Flushed Face, Lack of Appetite, difficulty breathing or wheezing, surgery, strep throat, or Any Behavior Out of the Ordinary and the child is unable to participate in the program.

Please note: Your child must be free of fever and diarrhea for at least 24 hours without fever reducing drugs before attending class. Please inform the school office if your child develops a communicable disease. If your child becomes ill at school, we will notify parents to take her/him home immediately.

Immunizations:

The State of Texas requires that our school have an up to date immunization records for each child. All new students must have a health form completed by their physician. Returning students must have an updated immunization record.

Hearing and Vision Screening:

The state of Texas requires that children 4 years as of September 1 and older must be screened for vision and hearing. Parents are required to provide a certificate of vision and hearing screening conducted by a licensed or certified health care professional.

Medical Emergency:

In the event of a medical emergency, the school will make every effort to contact a parent by telephone. Failing to reach a parent, we will call your emergency contact. The school will call 911 and be taken to the nearest Hospital or emergency center and a school representative will stay with your child until you or an alternate person assumes responsibility.

Administering Medication:

Parents are required to bring the medication to the school's office and fill out a medication form before medication can be administered. The prescription medicine must be in its original container with your child's name on it. Non-prescription medicines should also be in its original container labelled with your child's name with directions for administering attached to the container. The child's parent must pick up all the medication at the end of the day from the school.

Photographs and Media Release:

Parent agrees that photographs and videos may be taken of the children during the course of the school day, both by the school and by parents at the school for use only. The school photographer will also take a class group picture with your child to be made available for parents to purchase. Please sign the photo release form if you do not want your child to be photographed.

No Solicitation

There will be no soliciting allowed on the premises during school hours.

Suggestions

Your suggestions and constructive criticism are most welcome at any time. We are not and probably never will be infallible but we do care about our children and the job we are doing with and for them. You can help us to help them by letting us know what you like as well as what you feel we could do better.

Grievance Policy & Procedure

Any parent or group of parents with a child or children presently enrolled in the school may submit a grievance in writing form and signed by all complainants. It must be specific and with documentation of complaint or grievance and with a list of steps already taken to solve the problem. The Following Procedure will be followed:

- ❖ The initial grievance must be presented to the Director of the school in writing.
- ❖ The Director and complainants must agree upon a reasonable time for solution of grievance. A third and neutral party may be called upon to negotiate this timeline
- ❖ The Committee must respond in writing to the complainant within one working week with an outline of their planned course of action. This may include follow-up study, conference with the school Director, or specific action.

Samspra Academy Early Childhood Program Enrollment Agreement

This Enrollment Agreement is entered into this day of _____ by and between Samspra Academy and the Parent(s)/Guardian(s), of

(Child's full name): _____

(Father) _____ (Mother) _____

Whose home address is _____ City: _____ Zip _____

DAD Mobile: _____ Mom Mobile: _____

Email: _____ Email: _____

The parent shall pay monthly/ annual/ Semester tuition amount of \$ _____.

This amount shall be due and payable on _____.

The tuition deposit _____ (One Month payment) paid upon enrollment is applied to the last tuition, provided 30-day of notice is given.

Non Refundable Application fee _____

Nonrefundable Enrollment or Registration fee _____

Non Refundable Annual Supply fee _____ paid to Samspra Academy.

Extra Hour fee _____ (part time) _____ (full time)

I/We have received and read the Plan of Action Parent Handbook, signed the release of waiver, photo and media release policy, grant permission to transport child during field trips and or during emergencies. I consent Samspra to seek medical help as needed in case of emergencies. I waive the school of any injury or damage caused or costs incurred and take full responsibility of costs incurred on any events, damages or accidents while at school. I agree to abide by the policies and procedures of Samspra Academy.

Parent Handbook 20 – 20 received: (please initial) _____

Parent/ Guardian Signature: _____ Date _____

Office Use Only	Received / Pending / Not applicable
Immunization Records	
Student Application form	
Registration/ Enrolment agreement	
One month tuition Deposit	
1st Month payment	
Supply Fee	
Application Fee	
Parent ID/ Guardian ID	
Release of Waiver	
Birth Certificate	
Past school record	
Authorization for special Transportation and Field Trips	
Student Insurance Info	