

Student Handbook
and Parent Guide
2016-2017



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Welcome to Bridgeway Academy

Bridgeway Academy offers a high quality, developmentally appropriate program for students in grades PRE-K2-PRE-K4. Enrichment classes, after-school tutoring and student/parent support are offered for students in grades K-12. We adhere to guidelines set forth by the National Association for the Education of Young Students and the Alabama Department of Health. This commitment to quality ensures the needs of students are met by implementing policy and practice for the good of all students. Bridgeway Academy provides a warm and loving environment in which students can grow mentally, physically, socially, and spiritually. Within the program's daily schedule, each student has opportunities to create, to learn problem solving and personal interactive skills, to learn concepts through first-hand experiences and demonstrate leadership skills.

PHILOSOPHY STATEMENT

We believe every student is a unique creation with special talents and capabilities, and as such, has immeasurable worth to him/her and society. Learning experiences will be provided in an atmosphere of love, acceptance, consistency, and fun that will help stimulate the student's natural curiosity and desire to learn.

VISION

The vision of Bridgeway Academy is to provide a quality, semi-structured educational program with an emphasis on academic and social development through an age-appropriate integrated curriculum. It is our desire to develop skills and provide opportunities which will enrich each student's social, emotional, physical, cognitive, intellectual, and creative abilities.

MISSION STATEMENT

The mission of Bridgeway Academy is to develop student leaders who are respectful, responsible, independent and life-long learners.

MOTTO

Connecting Today's Lessons with Tomorrow's Leaders

Pre-K2 Supply List

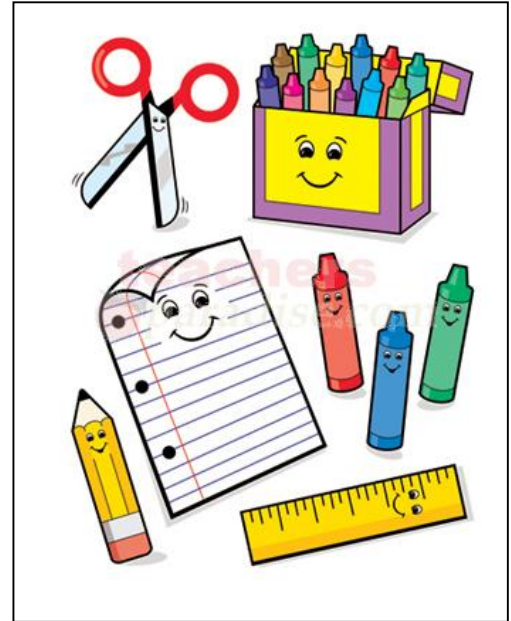
- 1 – back pack
- 2 - disinfectant wipes
- 3 - boxes of Kleenex
- 2 - boxes crayons (Beginners)
- 4 – chubby Beginners Wood Pencils
- 1 - package of colored markers (Washable)
- 2- small safety scissors (blunt/rounded)
- 2 - pkg. construction paper
- 2 - bottles hand sanitizer
- 3 - rolls paper towels
- 2- small bottle of glue
- 4 - glue sticks
- 4 - plastic folders- no holes (2-blue, 2-yellow)
- 1 - box gallon Zip-loc bags
- 1 - box quart Zip-loc bags
- 1 - pack of copy paper
- 1 - pack of stickers (your child’s favorite theme or character)
- 1 – Crayola Washable Watercolors
- Modeling Clay (4 different colors)
- Blanket and Nap Pillow (optional)



Each student will also need to send 1 change of clothes and a small pillow/blanket for nap if desired. These will be washed weekly. Please label all belongings with a permanent marker.

Pre-K3 and Pre-K4 Supply List

- 1 - back pack
- 2 - disinfectant wipes
- 3 - boxes of Kleenex
- 2 - packs of wide ruled notebook paper
- 1 - wide-ruled spiral notebook
- 2 - boxes crayons 24 count
- 2 - packages of pencils (10 Count)
- 1 - package of colored markers (Washable)
- 2- small safety scissors (blunt/rounded)
- 2 - pkg. construction paper
- 2 - bottles hand sanitizer
- 2 - rolls paper towels
- 2 - composition notebooks
- 1 - (1 inch) three ring binder
- 2- small bottle of glue
- 4 - glue sticks
- 4 - plastic folders- no holes (2-blue, 2-yellow)
- 1 - box gallon Zip-loc bags
- 1 - box quart Zip-loc bags
- 1 – Crayola Washable Watercolors
- Blanket and Nap Pillow (optional)



Each student will also need to send 1 change of clothes and a small pillow/blanket for nap if desired. These will be washed weekly. Please label all belongings with a permanent marker.

Pre- K2 Class Schedule



7:00-8:00	Journey Room	Independent Quiet Activities/ Story Time (6:30-7:30) Music & Movement, Character Education, Restroom (7:30 -8:00)
8:00-8:15	Daily Living and Circle Time	Pledge of Allegiance, Sharing Time, Story Time, Message Board and Language Development
8:15-8:45	Center Time	Free Choice/ Small Group and Independent Play/ Teacher-Student Enrichment Time (1 to 1)
8:45-9:05	Snack Time/Restroom	Health Education (Food and Nutrition)
9:05-9:35	Physical Fitness	Safety, Outside Independent Play, Social Skills and Language Development
9:35-10:05	Thematic Unit	Social Studies/Reading/Writing/Language Arts Integrated Curriculum Gross Motor Skills
10:05-10:50	Center Time (Journey Room)	Free Choice/ Small Group and Independent Play/ Teacher-Student Enrichment Time (1 to 1)
10:50-10:55	Restroom	
10:55-11:20	Lunch	Health Education (Food and Nutrition), Table Manners, Social Skills and Language Development
11:20-11:50	Thematic Unit (Discovery Room)	Math and Science Activities
11:50-12:00	Restroom	
12:00-2:00	Rest Time	Nap and Quiet Time
2:00-2:20	Restroom/Snack Time	Social Skills and Language Development
2:20-2:40	Circle Time	Sharing Time, Story Time, Language Development
2:40 – 3:20	Physical Fitness	Safety, Outside Independent Play, Social Skills and Language Development
3:20 - 3:25	Restroom	
3:25 – 4:00	Center Time	Free Choice/ Small Group and Independent Play/ Teacher-Student Enrichment Time (1 to 1)
4:00 – 4:10	Restroom	
4:10 -4:30	Music & Movement	Rhythm, Song and Dance
4:30-4:40	Daily Living and Circle Time	Sharing Time, Message Board and Language Development
4:40- 5:15	Center Time	Teacher-Student (1 to 1) Enrichment Time Free Choice/Small Group & Independent Play (4:00-4:30) Independent Quiet Activities (4:30-4:50)
5:15-5:30	Restroom/Clean Up	
5:30-6:00	Journey Room	Story Time/Independent Quiet Activities

Pre- K3 Class Schedule



7:00-8:00	Journey Room	Independent Quiet Activities/ Story Time (6:30-7:30) Music & Movement, Character Education, Restroom (7:30 -8:00)
8:00-8:15	Daily Living and Circle Time	Pledge of Allegiance, Sharing Time, Story Time, Message Board and Language Development
8:15-8:50	Center Time (Journey Room)	Free Choice/ Small Group and Independent Play/ Teacher-Student Enrichment Time (1 to 1)
8:50-9:00	Restroom	
9:00-9:15	Snack Time	Health Education (Food and Nutrition)
9:15-9:50	Thematic Unit (Dr. Suess Room)	Reading/Writing/Language Arts/Social Studies Integrated Curriculum , Gross Motor Skills, Learning Centers
9:50-10:20	Physical Fitness	Safety, Outside Independent Play, Social Skills and Language Development
10:20-10:30	Restroom	
10:30-11:15	Thematic Unit/Center Time (Discovery Room)	Math Activities and Science Information/Experiments Free Choice/ Small Group and Independent Play/ Teacher-Student Enrichment Time (1 to 1)
11:15 - 11:40	Lunch	Health Education (Food and Nutrition), Table Manners, Social Skills and Language Development
11:40 – 11:50	Restroom	
11:50 – 12:15	Art, Music & Movement (M,W,F) Art (T, Th)	Rhythm, Song and Dance Creative Expression Activity, Gross Motor Skills Development
12:15-2:00	Rest Time	Nap and Quiet Time
2:00 – 2:05	Restroom	
2:05 – 2:25	Snack/Recess	Safety, Outside Independent Play, Social Skills and Language Development
2:25 – 2:30	Daily Living and Circle Time	Story Time, Sharing Time, Message Board and Language Development

Pre- K4 Class Schedule



7:00-7:45	Journey Room	Independent Quiet Activities/ Story Time (6:30-7:30) Music & Movement, Character Education, Restroom (7:30 -8:00)
7:45-8:05	Daily Living and Circle Time	Pledge of Allegiance, Sharing Time, Story Time, Message Board and Language Development
8:05-9:05	Thematic Unit (Dr. Seuss Room)	Reading/Language Arts/Social Studies Integrated Curriculum
9:05-9:35	Learning Centers (Journey Room)	Small Group and Independent LEARNING Centers/ Teacher-Student Enrichment Time (1 to 1)
9:35-9:55	Thematic Unit	Writing/Gross Motor Skills
9:55-10:05	Restroom	Health Education (Food and Nutrition)
10:05-10:35	Physical Education	Safety, Outside Independent Play, Social Skills and Language Development
10:35-10:45	Restroom	
10:45-11:15	Lunch	Health Education (Food and Nutrition), Table Manners, Social Skills and Language Development
11:15-11:55	Thematic Unit	Integrated Math Curriculum
11:55-12:30	Thematic Unit (Discovery Room)	Integrated Science Curriculum
12:30-12:40	Restroom	
12:40-1:25	Rest Time	Nap and/or Quiet Time
1:25-1:35	Restroom	
1:35 -1:55	Recess/Snack Time	
1:55 – 2:00	Restroom	
2:00 – 2:25	Art, Music & Movement (M,W,F) Art (T, Th)	Rhythm, Song and Dance, Creative Expression Activity, Gross Motor Skills Development
2:25 – 2:30	Daily Living and Circle Time	Sharing Time, Message Board and Language Development



2016-2017

Students

First Day August 1st

Last Day May 25th

Holidays

Labor Day September 5th

Fall Break October 6th – 7th

Veteran's Day November 11th

Thanksgiving November 23rd-25th

Christmas December 22nd – 30th

MLK January 16th

Mardi Gras February 28th

Spring Break April 10th- 14th

Teacher Professional Development Day

*****Students do not attend school. *****

October 5th

December 21st

February 27th

May 26th

Quarter Dates

End of 1st Quarter- September 30th

End of 2nd Quarter- December 21st

End of 3rd Quarter- March 9th

End of 4th Quarter- May 25th

Report Card Distribution Dates

October 3rd

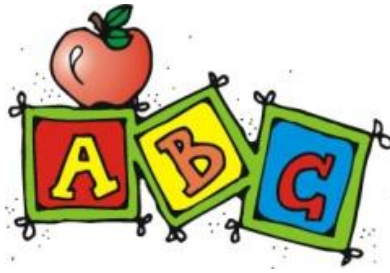
December 20th

March 13th

May 29th

Inclement Weather Days

Any days missed due to inclement weather will be made up at the end of the school year.



ADMISSION POLICIES

Enrollment

- Registration packet must be completed and returned before the student's first day.
- Each student must receive immunizations before enrollment is complete. Immunizations must be kept current and documentation brought to the school.
- A non-refundable annual registration fee of \$100 per student must be paid at time of registration annually.

Supplies

- All supplies except nap blanket and pillow will be shared with the class. Please see attached supply list.

Admission

- Bridgeway Academy will accept students whose grade level is PRE-K2 – PRE-K4 for full day instruction and students whose grade level is Pre-K-12 for Enrichment classes and after-school tutoring. Bridgeway Academy will accept students according to teacher-student ratios. The learning center must be equipped to provide his/her care.
- Bridgeway Academy shall withdraw any student whose needs we obviously cannot meet or whose behavior is disruptive or dangerous for other students in the class. Explicit documented reasons for withdrawal to provide care to a student shall be provided in written form to parents.

OPERATIONAL POLICIES and INFORMATION

Address, Hours, & Days

- The address for Bridgeway Academy is:
825 Shelton Beach Road
Saraland, AL 36571
- Phone: 251-610-9898
- Email: bridgewayacademy@aol.com
- Website: thebridgewayacademy.com
- Drop off for school begins at 7:00 am.
- Students are not permitted in the room before 7:00 am.
- Pre-K2 hours are from 7:00 am – 6:00 pm.
- Pre-K3 and Pre-K4 hours are from 7:00 am – 2:30 pm.
- Extended Care is available for Pre-K3 and Pre-K4 students from 2:30 pm – 6:00 pm for an additional fee.
- Bridgeway Academy will closely align their school calendar with Saraland City School District.



Closings - Weather Related

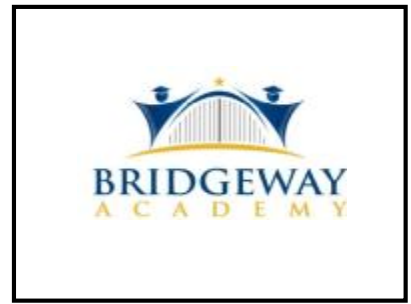
In most cases, if the Saraland City School District is closed due to weather then Bridgeway Academy will be closed. Please watch the local news or check Facebook. We will also use a text alert system (REMIND 101) to notify of emergencies or closings.

Make Up Days

Bridgeway Academy will make-up weather day(s) at the end of the school year.

Holidays

Please refer to the school calendar for a list of holidays and teacher workday/professional development days. The center may be open to assist parents for care during these breaks, but will charge an additional fee for this service.



FINANCIAL POLICIES

Registration Fee

- All students pay a \$100 non-refundable Registration Fee.
- Pre-K3 and Pre-K4 students pay a \$100 Program Fee and \$100 Technology Fee. These fees are non-refundable.

Tuition

The amount of tuition is a fixed rate for the year. (See tuition schedule) Tuition is due by the agreed upon date on the Financial Agreement in the registration packet. There is a \$10.00 late fee per day if payment is not made on time. There are no sick days for preschool. If your student is absent for any reason the tuition amount remains the same.

Late Pick Up Fee

In the event that arriving late for pick up becomes habitual (2 or more times per semester) a \$7.00 late fee will be assessed for every 15 minutes.

Returned Check Fee

A fee of \$25.00 will be assessed for all returned checks.

Delinquent Accounts Policy

It is the school policy that tuition and fees are paid by the 5th of each month unless other arrangements have been made and approved by the Director. Any account that is a week or more behind must be brought up to date or the student will not be able to attend until payment is made. Fees that are a month behind will be sent to collections if payment arrangements are not made with the Director. Fees that are not paid when a student withdraws from the school will immediately be sent to collections.

Bridgeway Academy is here to serve the community; however, in order to maintain operations we depend on the fees and tuition that we generate to pay our staff and operating costs. We base our operating costs on projected annual registration and fees. In order to assure the highest quality of staff, equipment, and supplies, we cannot offer tuition reductions for absences due to illness, holidays or vacations.



The following table reflects fees for Pre-K2, Pre-K3 and Pre-K4 enrollees. Please note that registration will not be considered complete until fees have been paid and paperwork submitted. Students will be enrolled on a first-come, first-serve basis.

Pre-K2 Fees	Pre-K2 Tuition	Pre-K2 Extended Care
Registration Fee = \$100 ** This non-refundable fee must be paid in full by June 30 th . NO Program Fee NO Technology Fee	\$125 ** per week This includes two snacks and one hot lunch.	This does not apply to Pre-K2 students. PRE-K2 students have standard hours of 7:00 am – 6:00 pm.
Non-refundable fee	Non-refundable fee	

Pre-K3/Pre-K4 Fees	Pre-K3/Pre-K4 Tuition	Pre-K3/Pre-K4 Extended Care
Registration Fee = \$100 ** This non-refundable fee must be paid in full by June 30 th . Program Fee = \$100 ** Technology Fee = \$100	\$3,150.00** per year (10 months) OR \$315.00 per month (10 months) Tuition includes one snack.	\$35 Week or \$8.00 Daily ** Price includes one snack. Extended hours are from 2:30 – 6:00 p.m.
Non-refundable fee	Non-refundable fee	Payable in advance only

After School Extended Care for Grades Kindergarten – 6th Grade \$50 Week (no daily rate available) <small>Limited Space Available</small>

** Sibling discounts are available. 1st student full rate, 2nd or subsequent students will receive a 10% discount.

** Tuition and other fees will be prorated to the number of school days remaining for students enrolling after the first of the school year.

Payment by bank draft is the preferred method of payment for monthly tuition payments. Drafts can be made the 1st, 15th or 25th of each month.

All payments are due in advance; therefore, if you choose your draft date to be the 15th or 25th, your payment will be drafted the month preceding the actual due date. For example, your August payment would be drafted July 15th or July 25th. If you select to draft the 1st, it will be drafted for the actual month of service. If payment by draft is not selected, you may pay by cash, personal check, money order, credit or debit card. These types of payments are due no later than the 5th of each month. A \$10 late fee per day will apply to all late payments. There will be a \$25 returned check fee for and insufficient funds. No post-dated checks will be accepted.



Part Time Enrollment: Monday, Wednesday and Friday 8:00 – 12:00

The following table reflects fees and tuition for Pre-K2 and Pre-K3 part-time enrollees. Please note that registration will not be considered complete until fees have been paid and paperwork submitted. Students will be enrolled on a first-come, first-serve basis.

Fees		Pre-K2 and Pre-K3 Part Time Tuition *Includes ONE snack	
Registration Fee	\$100	PREK2	\$ 225 monthly (10 months/Aug-May)
Program Fee	\$100 (K3 Only)	PREK3	\$ 150 monthly (10 months/Aug-May)



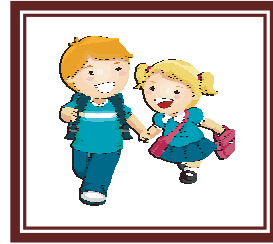
Homework Happy Hours, K-12 Enrichment and Pre-K/K-12 Tutoring Services

The following table reflects fees and tuition for Homework Happy Hours, Enrichment Classes and Tutoring Services. Please note that registration will not be considered complete until fees have been paid and paperwork submitted.

2016-2017 Fees These fees are paid each year.	Small Group Tutoring Tuition	Individual Tutoring Tuition
Tutoring Registration Fee \$40	\$75 FOUR – one hour sessions	\$120 FOUR- one hour sessions
Evaluation and Assessment Fee TBA	\$130 EIGHT – one hour sessions	\$200 EIGHT-one hour sessions

2016-2017 Fees These fees are paid each year.	Enrichment Class Tuition	Individual Enrichment Tuition
Enrichment Class Registration Fee \$40	TBA *This will vary depending on the type of enrichment class.	Not Available at This Time

2016-2017 Fee	Homework Happy Hour and/or Study Session Participant	Study Session Participant Cost Using a Facilitator
Registration Fee (annually) \$10	5:30 pm to 7:00 pm \$7.50	\$10.00 per participant for a 1.5 hour study session
	7:00 pm to 8:30 pm \$7.50	
	5:30 pm to 8:30 pm \$15.00	



STUDENT ARRIVAL AND DEPARTURE

Arriving and leaving school are exciting times for students.

Upon arrival, students will be anxious to see friends and share experiences of the previous evening. And, of course, nothing can compare with seeing that special person to pick them up at the end of class. These transition times deserve special attention.

Arrival

For your child's safety and to provide an opportunity for your student's teacher to talk with you, adults escorting students to school are required to accompany them to the room. The adult that escorts the student must check the student in by signing their full name on the weekly sign-in sheets posted by the classroom door. NOTE: In order to make a smooth transition to Kindergarten, all Pre-K4 students will be dropped off in carpool beginning the 3rd quarter of school.

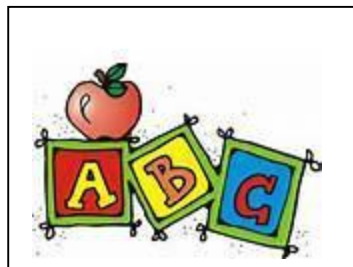
Departure

For your child's protection, only those authorized by the parent/guardian are permitted to take a student from the school. Parents/guardians must list the names of anyone who might escort the student from school on the form in the Registration Packet. Escort permission is granted only to individuals whose names are on this list. You can change the list by adding or deleting names, but you must make all changes by written note bearing your signature or by using your personal email account. Please inform staff if someone unfamiliar will picking up your student even if they are listed on the Registration Packet. If the adult picking up the student is unfamiliar to staff, the adult is required to show his/her driver's license for identification. Whenever an adult takes a student from the school, he/she must sign the student out using his/her full name. NOTE: In order to make a smooth transition to Kindergarten, all Pre-K4 students will be picked up in carpool each afternoon beginning the 4th quarter of school.

Student Release Policy

No student will be allowed to leave school with an unauthorized person. If an individual picking up a student appears to be under the influence of drugs or alcohol, staff members will not release the student, and may have no recourse but to contact the police. Bridgeway Academy staff requests that parents not put staff members in a position where they must make this judgment call.

PROGRAM HIGHLIGHTS and INFORMATION



Parent Involvement

We have an Open Door Policy which means you are welcome to visit the classroom anytime and are encouraged to do so. However, we understand that your availability depends on the demands of your job or profession. Your involvement in classroom activities is important for both you and your child because it strengthens the continuity between a student's experiences at home and in the classroom.

Staff/Parent Conferences/Parent Evaluations

A parent/guardian may request a conference at any time. The director may request a conference with the parents and possibly the student (if appropriate) at any time. A conference will be held any time a student's placement in the program is in question. Parent Evaluations will be distributed each semester. They are intended to help us improve programs and school. Your input is welcomed and appreciated.

Field Trips

The program may include visits to special places within and outside of Mobile County. Special precautions are taken to assure the safety of students on field trips. You will be notified in advance of planned field trips. Field trips will take the place of classroom activities for that day. One parent/guardian is required to attend with each student. Other family members are welcome to participate in field trips as their schedules permit. It is the responsibility of K2 and K3 parents/guardians to provide transportation to and from field trips. A school van will be provided for K4 students and parents will meet the group at the designated location. Students will be allowed to leave with the parent/guardian from the designated location, but must sign a release form prior to the departure.

Toys from Home

In order to promote appropriate educational play habits at the school, toys from home will not be permitted except on designated sharing days. The school provides toys that promote learning and teach essential skills. Please assist the staff by not allowing your student to bring in their own toys, unless, as stated above, for a sharing day. If a student brings a toy to the center with them they will be required to put it in their cubby or bag until the end of the day. Student Sharing Day will be the last school day of the month.



Staff/Parent Communication

- At the time of admission, we will obtain, from the parent, information about the student to assist us in meeting his/her daily needs of the student.
- We will inform the parent of any important information regarding their student on the day of occurrence.
- Each student will have a take home folder sent home daily containing completed work and possible notes from the teacher or director.
- A newsletter will be sent home weekly and will be available on the Bridgeway Academy website.
- The lunch menu and snack calendar will be sent home once a month and also be available on Bridgeway Academy website.
- There is a designated bulletin board in the school lobby will be used for sign-up sheets and further information.
- Remind 101 will be used to send out special reminders.

Snack Time

“Special Snack” Day is an opportunity for your child to demonstrate leadership by helping to make a decision on the type of snack, assisting in organizing and packing the snacks and serving as the classroom leader to distribute the snacks to others. A Snack Calendar will be sent home each month indicating your child’s day to bring a “special” snack to share with the rest of the class. We do promote healthy lifestyles and offer healthy snacks during the week. However, when we are celebrating your child’s birthday, having a class party or eating a “special snack”, carrot sticks and grapes just aren’t the same. Feel free to bring whatever your child would prefer on those days.



Classroom Management and Discipline Policies

Bridgeway Academy uses a positive disciplinary approach with students. Students are informed of appropriate behavior and what is expected, redirected to more constructive activities, or allowed to spend some quiet time in an area designated in the classroom. Disciplinary problems will be addressed with the parents and documented in the student's file. Severe disciplinary problems may result in suspension (without tuition reimbursement) or expulsion (reimbursement for prepaid tuition only) from the program. We strive to promote self-control and appropriate social behavior in students. We use positive methods and guidance to encourage the development of these behaviors. Our goal is to teach students to respect themselves, others and their environment.

The need for disciplinary action seldom occurs in an environment where expectations are reasonable and students are focused on activities that they find challenging and enjoyable. However, occasional problems requiring the use of other guidance techniques do arise. In these instances, staff members will use the following techniques:

- Redirecting the Student
 - The teacher will verbalize with the student what he/she has done and how it affects the other students in the classroom.
- Natural Consequences/Logical Consequences
 - Understanding that inappropriate behaviors have consistent, logical consequences encourages the student to have appropriate behaviors. If the inappropriate behavior continues, the student may lose the privilege that is being abused. For example, if a student were using a toy to harm another student, then the student would forfeit the privilege of using that toy. If a student's behavior is unsafe on a field trip, then the student will not be allowed to participate on the next trip. Redirection is used if loss of privilege occurs.
- Time Apart from the Group/Time for Self-Control
 - If the above methods are not effective, it may be necessary to separate the student from the group. Removal from the situation is used when students engage in behavior that is harmful to self, others, or property. He/she may rejoin the group as soon as he/she is able to behave appropriately and gain self-control.

POSITIVE DISCIPLINE INTERVENTIONS

Rising Star Behavior Board

Each student has a star with their name on it. The stars are on a board with seven different levels. Each star begins on the middle level "Will your star rise today?" There are three levels up to show positive behavior. For negative behavior, there are three levels down. When a student reaches the very bottom level, a "time-out" is given. Students who end on the "Super Star" level at the end of the day will receive a star sticker! One "Star Student" per class will be chosen each month.

Stop Light

Each student has a clothespin with their name on it. All clothespins are located on a STOP LIGHT. Each clothespin begins the school day on the GREEN light. If a student shows negative behavior, the clothespin is moved to YELLOW and the student is given a warning and reminded of positive behavior. If a student repeats the negative behavior, the clothespin is moved to RED and the student is placed in time-out to reflect on his/her actions and how positive behavior can be demonstrated in the future. Students who end the day on the GREEN light will receive a special treat.

Positive Rewards and Recognitions

- Verbal Praise
- Stickers
- Treat from the office treasure chest
- Extra recess time
- Extra center time
- Positive "Shout Out" on Social Media
- Other additional rewards



CURRICULUM and INSTRUCTION

Instruction is aligned with teaching the Alabama Standards for Pre-School. Students will experience high-quality instruction that is centered specifically on the needs of each student. Students will learn in a print- rich environment with a focus on reading and language development. Students will be provided opportunities to demonstrate student leadership through a variety of engaging learning tasks and activities.



The curriculum is structured around the following three priorities:

1. **POSITIVE SELF-ESTEEM** will be developed by:
 - Accepting the students for who they are regardless of physical appearance or intelligence.
 - Recognizing individual needs and differences.
 - Helping the student recognize and positively deal with emotions: happiness, sadness, fear and anger.
 - Giving praise to each student.
 - Helping the student to develop confidence in his/her creative abilities.
 - Developing problem solving abilities.

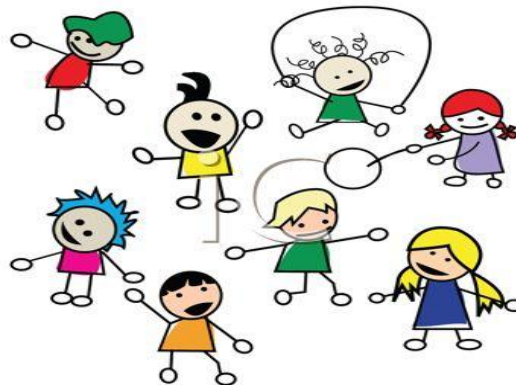
2. **SOCIAL DEVELOPMENT** will be achieved by:
 - Learning cooperation through the use of group materials; working and playing in group situations; and talking and listening in large and small group situations.
 - Learning consideration for others by discovering that words and actions of others affect their feelings and that likewise, their actions and words affect other students' feelings.
 - Learning the difference between ownership and sharing.
 - Accepting help from teachers and other students and learning when it is appropriate to offer help to others.

3. **ACADEMIC READINESS** will be acquired by teaching these skills:
 - Gross motor development (i.e. running, jumping, skipping, hopping, etc.)
 - Fine motor development (i.e. lacing, cutting, stringing, pasting, painting, tie, etc.)
 - Auditory perception (i.e. listening skills, storied, music rhythms, etc.)
 - Visual perception (i.e. matching, patterns, etc.)
 - Visual motor development (i.e. hand-eye coordination)
 - Language and Literacy (i.e. language development, oral expression, letter and sound recognition, vocabulary, writing, concepts of print, story elements, parts of a book, etc.)
 - Math (i.e. number recognition, counting, adding, subtracting, shapes, sizes, patterns, etc.)
 - Science (i.e. discovery, observation, classification, experimentation, etc.)
 - Social studies (i.e. self, family, community helpers, country, traditions, etc.)



Clothing (Uniforms are not required.)

Dress your child in clothing that is comfortable for a variety of active and messy activities. Although students wear paint smocks and shirts, spills and paint can still get onto clothing. We recommend that students do not wear their best shoes and clothing to school. Keep in mind that the school is kept at a temperature around 70F. While it may be hot outside it is still cool inside the building. Dressing your student in layers is recommended throughout the entire school year. To protect your student from injury while running and climbing we ask for no sandals or flip flops. Your student's shoes should cover the toes completely and be secure on the foot.



Gross Motor Play

Your child's experiences in the play room and outdoors at the school are an important part of the program and his/her development. These spaces combine opportunities for exploration, creativity and gross motor play.

Due to staffing demands, students are not allowed to stay inside the school room while the group is in another area. Students who come to the school will be expected to join the others in outdoor and other play. Students will go outside when the temperature and wind chill are above 32 F. In addition, students will go out when the temperature is below 90 F.



SAFETY

No student is ever left alone or unsupervised. We ask that parents closely supervise their students in the building and on campus. It is recommended that as students exit from cars they are offered a hand to hold. When departing from the building, please resist having the students run to the car while the parent signs them out. When going to the classroom, families are asked to stay together. Parents are responsible for making sure the teacher is aware of their child's arrival before leaving the room.

Parking Lot Procedures

For your child's safety, when you arrive to pick-up your child, please do not allow him/her to go outside until you are ready to depart. Bridgeway Academy staff and other parents arriving to pick-up their child are not expecting a student to be alone outside. Do not allow students to run through the parking lot. Keep your students with you at all times.

Building Doors

All doors will remain locked at all times. The front doors will be unlocked from 7:00-8:30 and 2:15 – 2:45. All other times, parents will be buzzed in upon arrival.

Fire Safety

A minimum of one Fire Drill is held per month. A record of the Fire Drills is kept on file in the office. A Fire Alert and Weather Emergency Plan, including evacuation routes, are posted in each classroom.

Severe Weather Safety

A minimum of one Tornado Drill is held per quarter. A record of the Tornado Drills is kept on file in the office. A Tornado Alert and Weather Emergency Plan, including evacuation routes, are posted in each classroom.

Intruder Safety

A minimum of one Intruder Drill is held per semester. A record of the Intruder Drills is kept on file in the office. An Intruder Plan is posted in each classroom.

STUDENT ABUSE and NEGLECT POLICY

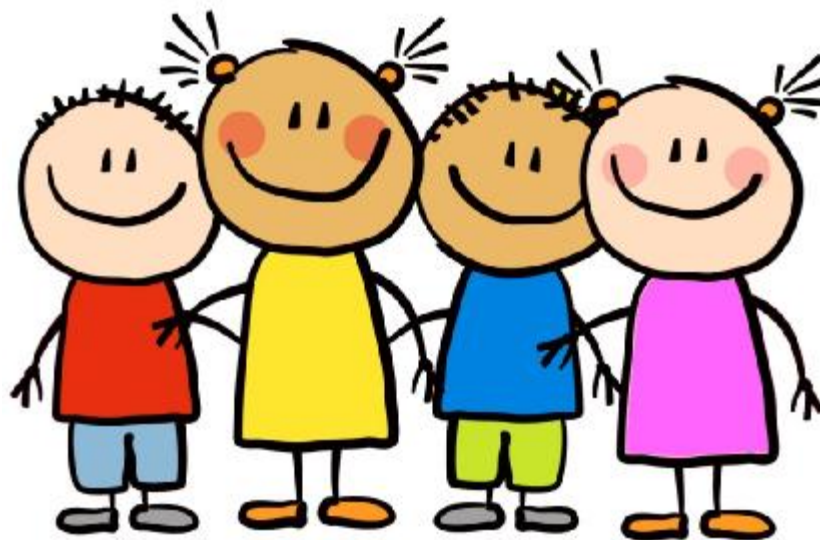
Bridgeway Academy is mandated by state law to report any suspected cases of student abuse or neglect to the appropriate authorities for investigation.

ACCIDENTS and INJURY POLICY

In non-life threatening instances, the school staff will provide on-site first aid. If a student requires medical attention, the student's parent will be contacted, informed of the injury and asked to pick up the student.

If an accident or injury is life threatening or requires immediate medical attention, the local ambulance service will be called to transport the student to the preferred hospital emergency room indicated in the Enrollment Packet.

Parents/guardians will be notified of minor accidents in writing at the end of the day. With all head injuries and life threatening injuries, the parent/guardians will be notified immediately. The staff member who has observed the incident will fill out an accident report and a copy will be retained at the center and one given to the parents/guardians.





MEDICAL POLICIES

We must require that all families follow the medical policies listed below. If ill students are brought to school, they may cause other students and our staff to become ill. Please be courteous in not expecting our staff to care for your student when he/she is ill.

Students who appear ill with or without obvious symptoms should be kept home from the center. Examples include students who are unusually pale or flushed, acting irritable, unusually tired or lethargic.

Sick Student Policy

Parents/guardians will be notified if their student becomes ill at the school.

Parents/guardians shall remove students from the school within 30 minutes after notification. Students who have exhibited the signs of illness listed below should remain at home. The following are indications of illness that will necessitate removal:

- Fever – Defined as students who develop a fever of 101 orally while at the school. Students with a 101 fever will not be re-admitted to the center until their temperature has been normal for 24 hours.
- Vomiting - Defined as one or more episodes. Student must be free from vomiting for 24 hours before returning to the center.
- Diarrhea – Defined as three or more loose stools within one day. Student must be free of diarrhea for 24 hours before return. If the episodes develop an erratic, but recurring pattern, the student may attend the Preschool if a doctor's written statement is presented verifying that there is no infectious cause.
- Rashes—Rashes that are not identified or that have not been diagnosed as non-communicable by a physician will need to be seen by a doctor.
- Colds – Defined as severe colds with fever, sneezing and thick nose drainage.
- Head Lice – Please refer to Head Lice Policy

A student who received an immunization may develop a fever, but not be contagious. If the pediatrician has indicated this situation on the return to school form and authorized the administration of Tylenol or Motrin, the student may remain at the school. Parents must show proof of doctor's visit if this is the case.

You will be notified when a communicable disease is introduced into the school. We ask in return that if your student is infected with a communicable disease, please notify the center as soon as possible in order to post the illness and keep other families informed. Please call the center and leave a message if your student will not be attending because of sickness.

Head Lice Policy

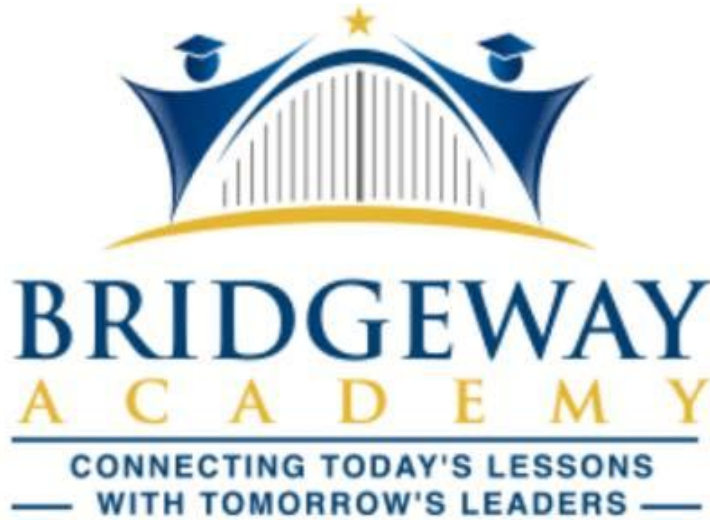
Bridgeway Academy has a no nit policy. No exceptions will be made.

Head lice are difficult to prevent and control in settings where students and their personal items, such as coats and hats have such close contact. The ages of the students we care for make it necessary for the staff to have very close physical contact with the students. Our lice policies are in place to protect our staff as well as the students. Head checks will be done any time the staff feels necessary.

Any student found to have live lice or nits (eggs) must be removed from the center immediately. The staff member who detects the lice or nits will provide the parent or authorized person who picks up the student with proof of the lice or nits found.

Any time lice or nits are detected, the classroom will be thoroughly cleaned and toys that could harbor the lice will be sealed in plastic bags for at least two weeks. Other students in the classroom center will be checked for lice as well.

Students who have been found to have lice and/or nits must be treated and be nit free before they may return to the Preschool. The returning student's parent/guardian must allow extra time for the returning student to be checked by staff before the parent/guardian leaves the building, if nits are found the student will not be allowed to stay. Staff will check students who have been affected periodically for two (2) weeks to help prevent reoccurrence. If you have any questions or concerns with any of the before mentioned policies please speak with the Director or Staff.



Parent/Guardian Signature Page

As a condition of your student's enrollment at Bridgeway Academy, the parent and student are committed to adhere to the rules, policies, and procedures of the school, as stated in the School Handbook. I have read and understand the contents of this handbook. I have explained the areas of information which is appropriate for my student. Please also familiarize your student with the sections that pertain to students. The school reserves the right to modify or amend this handbook at any time.

I hereby acknowledge that I have read the School Handbook and agree to the commitment set forth above.

Parent/ Guardian Name (Printed & Signature)

Student Name (Printed) _____

Date Signed _____