



Student Handbook
and
Parent guide

Welcome to Bridgeway Academy

Bridgeway Academy offers a high quality, developmentally appropriate program for students ages 6 weeks to pre-K4. 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 talents, capabilities and immeasurable worth to him/her and society. Learning experiences will be provided in an atmosphere of love, acceptance, consistency and fun which 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

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, audiotope, 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, (AD-3027) found online at: 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; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov

Daycare Schedule (Example)

Infant Schedule

Infant schedules are flexible and adjusted per the parents' request. This daily schedule is designed to enrich the infant's developmental skills and prepare them to move on to the next stage of development.

Daily Schedule for 12-24 Months

7:00 – 8:00	Breakfast/Cups and Independent Play
8:00 - 8:30	Circle Time and Music
8:30 – 8:45	Diaper Changes
8:45 - 9:45	Morning Nap (w/bottles and pacifiers if needed)
9:45 – 10:20	Snack, Cups, Morning Activity & Playtime with Learning Goals
10:20 – 10:50	Indoor or Outdoor Play
10:50 – 11:05	Diaper Changes
11:05 – 11:35	Lunch, Cups
1135 – 12:00	Independent Play
12:00 – 2:00	Afternoon Nap (w/bottles and pacifiers if needed)
2:00 – 2:15	Diaper Changes
2:15 – 2:45	Afternoon Snack and Cups
2:45 – 3:15	Music and Playtime with Learning Goals
3:15 - 3:30	Music
3:30 - 5:45	Independent Play

*Diapers will be changed every two hours or as needed, per parent request.

ADMISSION POLICIES

Enrollment

- Registration packet must be completed and returned before students first day of school.
- Registration packet and fees must be taken care of 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. WE DO NOT ACCEPT RELIGIOUS EXEMPTIONS in place of immunizations.
- A copy of the following must be provided: valid guardian's driver's license, student's birth certificate & immunization record
- All fees are non-refundable and must be paid in order for the student's enrollment to be complete.

Supplies

- Please see supply list on our website.

Admission

- Bridgeway Academy will accept students ages 6 weeks – pre-K4 for full day instruction. Bridgeway Academy will accept students according teacher-student ratios as recognized by the Department of Human Resources. The learning center must be equipped to provide for 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. Tuition and fees are non-refundable if this occurs.
- Parents may not withdraw students for June and July and re-enroll in August. As a reminder Bridgeway Academy is a year around school.

Guardian's must give a TWO-WEEK NOTICE before withdrawing child and will not be able to enroll at BA for one calendar year. We must receive notice via email sent to the director and bookkeeper. Tuition will remain the same during the two weeks' notice and must be paid on time.

OPERATIONAL POLICIES and INFORMATION

Address, Hours, & Days

The address for Bridgeway Academy is:

Satsuma Campus

110 Baker Road
Satsuma, AL 36572
251-586-8024
Heidi Enslin
henslen@thebridgewayacademy@aol.com

Saraland Campus

825 Shelton Beach Road
Saraland, AL 36571
251-345-4444
Sonja Knowles
sknowles@thebridgewayacademy.com

Website: www.thebridgewayacademy.com

- ALL Student must arrive by 8:00 am each morning. Students will not be allowed to stay if they arrive after 8:00 am. This policy is strictly enforced.
- Students should not enter the building with outside food or drinks. Please take care of this before entering the building.
- Students ages 2 and up may not have a pacifier at school. Students ages 12 to 24 months may not walk around the room with a pacifier attached to their clothes. Pacifiers will be used for nap time only. Students under the age of 12 months must have the pacifier clipped to their clothes at all times. Parents must provide the pacifier clip.
- DAYCARE hours:
 - 6 wk to 11 Months 7:00 am – 5:00 pm
 - 12 – 24 Months 7:15am – 5:15pm
- Pre-K2 and Pre-K3 are from 7:00 am – 2:15 pm. (M-F)
 - After school care begins at 2:15pm to 5:45pm (M-TH) and 5:30PM (F). There is a teacher shift change at this time. We schedule teachers according to the number of after school care students.
 - A late fee of \$15 for every 15 minutes late will be charged for students remaining after 2:15 pm.
- Pre-K4 are from 7:30 am – 2:15pm. (M-F) children are considered tardy after 7:45am
 - After school care begins at 2:15pm to 5:45pm (M-TH) and 5:30PM (F). There is a teacher shift change at this time. We schedule teachers according to the number of after school care students.
 - A late fee of \$15 for every 15 minutes late will be charged for students remaining after 2:15 pm.

Closings - Weather Related

School closings due to inclement weather and/or unforeseen circumstances will be reported via local news, school email, and BA Facebook.

Financial Policies

- BA reserves the right to make changes to policies, procedures, and make financial adjustments.
- Daycare, Preschool & School-Age programs are YEAR AROUND programs.
- Parents may not withdraw students for June and July and re-enroll in August.
- Parents who wish to withdraw their child permanently must give a 2 week notice and will not be able to enroll at BA for one calendar year.
- All spaces are first-come, first-served. Parents must secure their child's enrollment for the new school year and pay fees. If enrollment is not secured, the space will be open for NEW students at Bridgeway Academy.
- All school fees are non-refundable.
- Adjusted payment schedule for fees will not be available.
- Tuition is a MONTHLY tuition. Tuition is not prorated for absences, school breaks, holidays or days school is closed due to inclement weather, teacher trainings or an outbreak of any type of illness.
- A late fee of \$50 is added if tuition is not paid on time.
- We are fortunate to have AMAZING teachers and staff at Bridgeway Academy. In order to keep our staff and avoid laying off employees in the summer due to a drop in enrollment, we will not offer a part time option for daycare and pre-school students in June and July. However, we will offer a part-time option for school-age students as this will not require us to make any changes in staff.
- Students who turn 2 during the school year or those who have an opportunity to join a K2 class will continue to pay daycare prices for the remainder of the school year.
- Returning students will have an invoice for school fees added to their Procure portal. Parents who wish to enroll may pay the invoice to secure their child's enrollment. All unpaid invoices will be deleted on April 1st and those spaces will be available for NEW students.
- Delinquent Accounts Policy: Any account that is a week behind must be brought up to date or the student will not be able to attend until payment is made. Tuition that is a month behind will be sent to collections if payment arrangements are not made with the bookkeeper. Tuition that is 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 tuition and annual 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.**

STUDENT ARRIVAL AND DEPARTURE

Arrival

Students must arrive before 8:00 a.m. each day. (NO EXCEPTIONS) Please be sure that your child is awake and walks into the school building each day. This makes for an easy transition. The adult that escorts the student in the building must check the student in by signing their full name on the daily sign-in sheet and make sure it is legible. A staff member will escort the child to class. Teachers will greet each student and welcome each of them into the room. Due to the recent pandemic, only one parent may enter the building with the child and parents will not be allowed to walk children to the classroom.

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. Those designated for Pick Up MUST be at least 18 years of age. 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. A copy of the driver's license will be made and be placed in the student's folder for record. Whenever an adult takes a student from the school, he/she must sign the student out using his/her full name. This is an Alabama Department of Human Resources policy. Due to the recent pandemic, only one parent may enter the building to pick up the child.

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 schedule a visit to 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. Only ONE parent/guardian is allowed to attend with each student. 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.

SIBLINGS ARE NOT ALLOWED TO ATTEND FIELD TRIPS. Students will be allowed to leave with the parent/guardian from the designated location, but must sign a release form prior to the departure.

NOTE: Field trips will take the place of classroom activities for that day. There will not be a teacher at school on field trip days. Parents will need to make arrangements for the student if she/ he does not attend the field trip.

Cups, Blankets and Toys from Home

In order to promote appropriate educational play habits at the school and provide a healthy environment toys, blankets and cups from home **will not be permitted**. Daycare students may bring their personal cup. The school provides toys that promote learning and teach essential skills. The staff provides cups to students. Please assist the staff by not allowing your student to bring these items into the building. We can't be responsible for lost or misplaced personal items.



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 in the form of an “OOPS” report or in Procare portal.
- Each student will have a take home folder sent home daily containing completed work and possible notes from the teacher or director. **Please check the folder daily**, take out anything from that school day and return the folder in the student’s book bag the following school day. **This folder is your primary form of communication.**
- A monthly calendar indicating activities and instructional goals will be available on the Bridgeway Academy website each month and emailed to the guardian’s email on file.
- The lunch menu is available on the school website.
- Special Snack date for your child will be written on the monthly behavior calendar.
- Volunteer sign-up sheet will be available on Meet the Teacher Night.

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. Your designated date for Special Snack indicating your child’s day to bring a “special” snack to share with the rest of the class will be written each month on the behavior calendar inside the Take Home Folder. 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.

NOTE: Cupcakes are not allowed on “special snack” day with the exception of Birthday’s.

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.

Star Behavior

POSITIVE DISCIPLINE INTERVENTIONS

STAR BEHAVIOR is a color-coded behavior chart that the teacher uses daily. Each day students will start on GREEN (Ready to Learn). Students will move up or down the chart depending on their behavior. The color chart is listed below. Students will have many opportunities to show good behavior or “make up” for the rough moments he/she may have had during the day. Students who have been on pink all week will visit the TREASURE CHEST on Friday.

The color will be recorded each day on the behavior calendar inside of the student’s folder. Please check the folder nightly and initial so the teacher will know you received this communication. Please remind your child each morning to listen and follow directions and to strive to remain on green or pink. **If you have any questions, please feel free to send a note in your child’s daily folder and the teacher will call you at a time she isn’t with children.**

Pink = Outstanding
Green = Ready to Learn
Yellow = Think About It/ Warning
Red = Parent Note or Phone Call

Positive Rewards and Recognitions

- Verbal Praise
- Stickers
- Toy or treat from the classroom treasure chest
- Extra recess time
- Extra center time
- Positive “Shout Out” on social media
- Other additional rewards



CURRICULUM and INSTRUCTION

Instruction begins promptly at 7:45 each morning. 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, stories, 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.)

4. **ATTENDANCE POLICY**
 - students are expected to attend DAILY unless they are sick or on family vacation
 - Students with prolonged absences may be subject to withdrawal.

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.

NOTE: Please write your child's name on the inside of his/her coat, jacket or sweater.



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, do not allow him/her to go outside until you are ready to depart. Additionally, 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 7:00-7:45 and 2:00 – 2:15. All other times, parents will be buzzed in upon arrival. **Doors will not be opened during nap time and the transition time after nap.** This is to ensure students are not disrupted during this quiet time and that we ensure all children are accounted for during the transition of waking up, using the restroom and returning to classroom to gather things to go home. **If you need to check your child out early, please be sure to pick him/her up before 11:45 a.m. or after 2:15 p.m.**

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.

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.

Blankets, pacifiers, outside food and drink/cups are not allowed. (Daycare students may bring cups and pacifiers but pacifiers must be kept in book bag until naptime or attached to clothing using a clip.) This policy is to protect other students from the possibility of placing another student's cup or pacifier in his/her mouth. It also protects the students with food allergies from eating the outside food to which he/she may be allergic to.

Sick Student 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. 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 while at the school with a 100-degree F. Students with a fever will not be re-admitted to the center until their temperature has been normal for **24 hours. This policy will change during flu season to 48 hours fever free. If diagnosed with the flu, students may not return to school for 5 days from the date of the doctor's excuse.**
- **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 hour. 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 noncommunicable by a physician will need to be seen by a doctor.
- **Colds** – Defined as severe colds with fever, sneezing and thick nose drainage.
- **Impetigo, Ring Worm and Molluscum**- Student must have a note from the doctor and sores must be dry (scabbed over) and covered up.
- **Flu**- Student must remain at home 5 days from diagnosis, be 48 fever free (without medication) and have a doctor's note with a return to school date. NOTE: During flu season, the student may not return to school without a note from the doctor showing documentation the student was tested for flu.
- **RSV**- Student must remain at home 5 days from diagnosis and have a doctor's note with a return to school date.
- **Rosiola**- Student must remain at home 5 days from diagnosis, be 48 hours fever free and have a doctor's note with return to school date.
- **Hand Foot and Mouth**- Student must have a note from the doctor with return to school date and sores must be dry (scabbed over) and covered up.
- **Coronavirus**- Due to the policies changing so rapidly, the policy is not printed in the handbook. However, the most recent policy and protocol will be given to all guardians and updated each time the CDC and Mobile County Health Department updates their policy.

PLEASE NOTE THE ABOVE POLICIES ARE WRITTEN BY ALABAMA DEPARTMENT OF HUMAN RESOURCES AND MOBILE COUNTY HEALTH DEPARTMENT. BRIDGEWAY ACADEMY SIMPLY ENFORCES THE POLICIES.

Dispensing Medication

Bridgeway Academy will not administer over the counter (OTC) medications except under the following conditions:

1. Tylenol/Motrin will be administered within 48 hours of immunizations only if accompanied with a doctor's note detailing explicit dosage and administration instructions. Students who run a 100 fever or greater will be sent home to return in 48 hours from the time the student last had fever without medication.
2. Diaper rash cream will be administered only if accompanied by an explicit dosage and administration instructions on DHR medical permission form. (No AS NEEDED will be accepted.) A prescription with a specified medication (if generic brand is used the generic name must be listed), reason for medication and when to use medication and doctor's signature must be kept with the medication at all times.
3. Long Term medication DHR medication forms will need to be updated every school year.
4. All DHR medication forms are completed by guardians only and given to the Assistant Director/director. Teachers will not accept these forms.
5. We will not accept any DHR medication form that states "AS NEEDED" as the dosage.
6. Each medication must have its own form.

IMMUNIZATIONS

ALL STUDENTS MUST HAVE AN IMMUNIZATION RECORD ON FILE AND IT MUST REMAIN CURRENT THROUGH OUT THE STUDENTS' ENROLLMENT AT BA. WE DO NOT ACCEPT RELIGIOUS EXEMPTIONS.

Students who run a 100.5 fever or greater **after immunizations** will be sent home to return in 24 hours from the last fever the child had.

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 school. Students sent home with any form of lice must stay out for 3 school days. This allows time for treatment to be completed and check thoroughly. **The returning student's parent/guardian must allow extra time upon arrival 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

Biting Policy

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. The safety of the children is our primary concern. The center's biting policy addresses the actions the staff will take if a biting incident occurs.

Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Toddlers have poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason. The staff at Bridgeway Academy will encourage the children to "use their words" if they become angry or frustrated. The staff members will maintain a close and constant supervision of the children at all times.

The following steps will be taken if a biting incident occurs at our center:

- The biting will be interrupted with a firm "No...we don't bite people!"
- Staff will stay calm and will not overreact.
- The bitten child will be comforted.
- Staff will remove the biter from the situation.
- The wound of the bitten child shall be assessed and cleansed with soap/water and ice applied.
- The parents of both children will be notified of the biting incident. Appropriate forms will be filled out (Incident Report). Note: If a bite requires medical treatment, a copy of the incident report must be mailed to the Department of Human Services.
- Confidentiality of all children involved will be maintained.
- The bitten area should continue to be observed by parents and staff for signs of infection.

If biting continues:

- Classroom staff will meet with the director on a routine basis for advice, support and strategy planning.
- Chart every occurrence, and indicate location, time, participants, behaviors and staff present.
- Be mindful of children who indicate a tendency to bite: Head off biting situations before they occur.
- Teach non-biting responses to situations and reinforce appropriate behavior.
- Be mindful of children who have a tendency to be bitten: Head off biting situations.
- Teach responses to potential biting situations: "No" or "Don't hurt me!"
- Work together as partners with the parents of both biting children and victims to keep all informed and develop a joint strategy for change.
- Hold a conference with the parents of the biting child to develop a plan of action.
- Schedule follow-up meetings or telephone conversations as needed.
- Consider early transition of a child "stuck" in a biting behavior pattern for a change of environment, if developmentally appropriate.
- If an occurrence happens more than 1 time in one day the parent/guardian will be called to pick up the biting child. The child may return the following class day.
- If it is deemed in the best interest of the child, the center, and the other children, the child may be suspended or withdrawn from school for the duration of the biting stage. Verbal and Written warning will be given to the parents.

1st Biting Offense Report given to Parents

2nd Biting Offense Conference held with Parents

3rd Biting Offense Conference held with Parents and Short-Term Suspension from School (Regular Tuition will remain in place.)

4th Biting Offense Conference held with Parents and Long-Term Suspension from School (Regular Tuition will remain in place.)

5th Biting Offense Withdrawal from School (Student may enroll the following school year.)

Bridgeway Academy Complaint Policy

Our school is committed to developing a strong sense of partnership with parents/guardians. This provides a good basis for understanding and resolution when things appear to go wrong. We also hope together with an opportunity for mediation/conciliation where possible, might prevent an early and unnecessary escalation of the problem. In addition, by reviewing lessons learned from the investigation of complaints we hope to improve the school's policy and practice. We believe that most concerns/complaints can be resolved satisfactorily by informal discussion either over the telephone or through a meeting involving the key people involved. In the case of a lengthy investigation complainants will be kept informed of progress. The main aim throughout the procedure is to resolve the matter as quickly and effectively as possible, to everybody's satisfaction.

What is the definition of a complaint?

"A complaint is an expression of dissatisfaction about the standard of service, actions, or lack of actions, by a school or its staff affecting an individual or a group."

Our Procedure for Handling Complaints

1. Parents/Guardians should bring the complaint to the attention of the person(s) involved via face-to-face meeting, phone conversation or email.
2. If the parent/guardian is not satisfied, the parent/guardian should complete a formal complaint form and schedule a face-to-face meeting with the director of the school.
3. If the parent/guardian is still not satisfied, the owner should be notified via email bridgewayacademy@aol.com.
4. If the assistant director or director is involved a written follow-up concerning the complaint will be completed.

Bridgeway Academy General Complaint Form

Date the Form was Submitted _____ (Office use Only)

Name of Guardian _____ Child's Name _____

Phone # _____ Email _____

Summarize the complaint below. Please be specific and include dates and times. Describe your efforts to resolve the complaint prior to this written form. What documentation or observations do you have to support the above complaint? (Please use the back of this form if needed.)



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 _____