



Parent's Handbook & Policies updated Jan 2019

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Our Philosophy

WOW Academy's unique blend of global educational philosophies is based on research and effective practices. Our philosophy is a melding of the educational theories of John Dewey, Jean Piaget, David Elkind, Maria Montessori, Howard Gardner, Reggio Emilia, Waldorf, and Chinese educational practices acquired through years of educational research and observations of early childhood teaching practices and learning in England, the United States and China. We have taken the best parts of the different educational theories and created our own unique curriculum.

We recognize that children learn through active investigation and discovery from their environment and that they love meaningful, hands-on, play based activities. With a balance of strong academic instructor guided learning and hands-on developmentally appropriate inquiry-based experiences, children move through thematic and project-based curricula in an environment which promotes differentiated levels of difficulty in order to meet each individual child's need and interest.

We plan sequentially more challenging curriculum, emerging from their interests, to help children naturally work to refine skills that help them become independent and more capable. We recognize that their self-confidence is derived from independence and independence skills give them the confidence necessary for future learning. We believe that all children are born with unique abilities, and given the opportunity to pursue them; each will discover his unique gift.

Our Learning Objectives & Goals

WOW Academy's mission is to provide learning experiences that allow every child to grow academically, emotionally, creatively and physically.

Our goal is to enable each child to soar and reach their highest potential. We are committed to providing a learning environment that supports children to develop skills necessary to:

- Construct their own knowledge.
- Prepare them for their next school environment.
- Encourage them to become life-long learners.

WOW Academy has a safe, supportive and nurturing environment where children feel safe, respected and cared for. Children will take part in planned, active learning experiences to build their skills. The program also supports the relationship between children, their families and the teaching staff.

WOW Academy Curriculum

The way a child gathers and processes information identifies their personal learning style. Our sensory based curriculum provides equal opportunities for all learning styles: **visual, auditory, kinesthetic and tactile**. Our curriculum also is designed to identify “the different ways we are smart” known as Multiple Intelligences, to give value to each learning activity we provide. These intelligences are known as: **linguistic, logical, spatial, bodily-kinesthetic, musical, interpersonal, intrapersonal and naturalistic**.

Linguistic (Language/Reading/Writing): We use engaging stories and songs to introduce the concept of patterns for sentence structure and vocabulary. We use both Zoo Phonics and Alphatales programs to teach letter recognition and sounds. Literacy concepts are taught in small and large groups in addition to one-on-one teacher led instruction to prepare children for future reading fluency.

We use a program call Handwriting Without Tears to introduce the concept that all letters and number are formed with lines and curves. Writing is built into all of our areas of study as well as our dramatic play and themed centers.

Logical (Math) Logic, reasoning and problem solving are the foundation of our math curriculum. Math concepts are taught in small and large groups in addition to one-on-one teacher led instruction.

Spatial (Visual Perception) There is no better way to engage the mind’s eye than with messy art and over-flowing science experiments! For this reason we ask that you send your child to class in play clothes.

Bodily-Kinesthetic (Gross and Small Motor) Using a hopscotch rug to teach math is an example of how our unique curriculum melds math with developing physical coordination and balance. Our sensory tables combines language activities with scoops, tweezers and tongs to build dexterity skills.

Musical We use rhythm sticks and drums to help children process the natural flow of language and to build reading fluency. Activities that investigate the depth of tone and pitch helps children manage any sensitivities to sounds.

Interpersonal and Intrapersonal (Social/Emotional) It’s important to prepare a child for engaging and positive interactions as part of a family, in the classroom and in the community. Each environment may have different expectations and require different skills. Children need to be equipped with skills of listening, communicating, conflict resolution, following directions, sharing and taking turns. Respect (I have value - you have value) and self-control are the foundation of our social curriculum.

Naturalistic (Science/Social Studies) The WOW Academy strives to be at the forefront of science and STEM learning for children in our area. Our teachers have a passion for introducing advance concepts in the field of science. The scientific method of observing, asking questions, predicting, making discovery, collecting data and communicating findings is melded throughout all areas of study in our curriculum. We engage a child’s natural curiosity about the world around them to introduce them to a wide variety of people and cultures. We also teach citizenship and stewardship as a means to have a positive impact on their world.

Our Enrollment Policy

Continued Enrollment: Enrollment for current students for the next year opens in December. Current students that do not complete the continued enrollment process by January first forfeit their guaranteed placement.

Open Enrollment: Enrollment for new students opens January first. Enrollment priority is given to siblings of currently enrolled students thru January. After February first enrollment is given on a first come basis upon submission of a registration packet.

Enrollment Process:

- Visit WOW Academy during one of our open houses or contact us to arrange for a tour. This allows you to see our unique indoor and outdoor learning spaces.
- Submitting an Application for Enrollment begins the enrolling process for a new student.
- After we receive your child's application you will be contacted to schedule a free Child Readiness Assessment at our academy. If your child meets the readiness expectations for our academy we will offer a placement recommendation.
- Submitting a complete Registration Packet is the last step to finalize your child's enrollment. Enclosed with your child's registration packet must be:
 1. A non-refundable registration fee of \$100.
 2. A completed Certification of Immunization
 3. Full tuition payment for September and June.
- After your child's enrollment is complete you will receive a printed copy of the Parent's Handbook, a t-shirt for your child and a few more important forms to complete. These forms include:
 1. At School Medication Plan (only if needed)
 2. Consent to Medical Care/Treatment
 3. Emergency Survival Kit
 4. School Directory Release
 5. A signed agreement of the Parent's Handbook and it's policies.

Immunization policy: School immunization requirements serve as a "safety net" for children who do not receive their recommended immunizations as an infant/toddler. WOW Academy complies fully with Washington state law RCW 28A.210.080.

Students with a certificate of exemption will not be allowed to attend class at any time when they display signs or symptoms of illness. Full tuition for any missed classes due to our immunization policy is the responsibility of the parent as per your child's tuition agreement in their registration packet.

Non-Discrimination Statement

WOW Academy does not and shall not discriminate against children, parents/guardians or employees on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Hours of Operation

WOW Academy provides programs to various age groups from age three to eleven years old. Some programs include evening hours.

- **Early Explorers** - 3 yr olds class Mon thru Thurs. 9:30am to 1pm.
- **Early Learners** - 4 & 5 yr olds class: Mon thru Fri. 9am to 12:30pm.
- Afternoon Enrichment Classes are offered to Elementary Ages.
- Evening Leadership and Public Speaking Classes are offered to Elementary Ages.

**The doors to our facility will remain locked at all times.
To enter our facility please knock and wait for our staff to greet you.**

Calendar/Holidays/Vacations

WOW Academy is located within the boundary of the Bellevue School District however, our student population comes from various surrounding districts. Our calendar is aligned as close as possible to the various districts to provide a consistent schedule for families with older children. We do not observe any teacher professional development days or parent/teacher conferences.

First Day of School 2019/20 School Year

- Monday September 9th

Last Day of School 2019/20 School Year

- Friday June 5th

Holidays Observed

Veteran's Day

Thanksgiving Break

Christmas Break

Martin Luther King Jr. Day

Mid-Winter Break

Spring Break

Memorial Day

2019/20 Dates

Monday November 11th

Mon. - Fri. November 25th - 29th

Mon. - Fri. Dec. 23rd thru Jan. 3rd (Resumes Mon. 1/6)

Monday January 20th

Fri. - Mon. February 14th - 17th (Resumes Tues. 2/18)

Mon.- Fri. April 6th - 10th (Resumes Mon. 4/13)

Monday May 25th

Tuition, Fees and Payments

Registration Fee:

A one time registration fee of \$100 is due at the time of submission of your child's registration packet. This is a non-refundable fee.

Tuition Payments:

- Tuition payments shall be made in accordance with your child's tuition agreement.
- Tuition for the month of September and June shall be made at the time of submission of your child's registration packet.
- Tuition can be made by cash, personal check, or using a PayPal account.
- Tuition is based on a ten month school calendar. The yearly tuition amount has been divided into ten equal monthly payments. The payment amount each month is not based on the number of school days in that given month.
- A discount is available for tuition paid for the full year by August 1st.

Late and NSF Fees:

- A 10% fee will be assessed on tuition payments received after the first of the month.
- All fees incurred by the school for NSF transactions will be assessed in addition to the 10% late fee.

Additional Fees:

- Emergency/Survival Kit \$50
- Class Supplies Fee \$150
- Field Trips/Special Events - additional fees may occur for field trips or special events. Advance notice will be given of any necessary additional fees.

Drop Off/Pick Up Time

Drop Off Time:

- There is no before or after care provided for our programs.
- Children should not arrive to the school prior to the start time of their class.

Pick Up Time:

- Children should be picked up promptly at the end of class. We understand emergencies occur - please send a text message if you will be late picking up your child.
- Due to the unique location of our learning center we will provide you with detailed instructions for drop off / pick up and parking that applies to the days and time your child is in class.
- Our class times are staggered for the purpose of minimizing the traffic impact in our surrounding area. Prompt and quick drop off/ pick up is appreciated.

Discipline Policies

It is the policy and philosophy of WOW Academy to use preventative discipline. Discipline and guidance shall be consistent and based on an understanding of individual needs and development. Discipline shall promote self discipline and acceptable behaviors.

There shall be no harsh punishment, ridicule or humiliation. Physical measures of managing behavior are strictly prohibited. Brief "time outs" from the group may be used in such situations as hitting or biting. The goal of "time out" is to provide a safe and private space for a child to regain their emotional composure.

Parent Communication

WOW Academy strives to partner with parents to make these most valuable years in a child's life successful for future growth and learning. Open and constant communication between the parent and teacher is essential for such success.

- Every enrolled child will receive a printed copy of our Parent's Handbook.
- All tuition, fees and payment policies will be provide in writing.
- Written injury reports will be provided to the parent/guardian on the day such an injury occurs.
- Parent/Teacher conferences are available as needed at any time of the year at the request of a parent/guardian. Conferences can be in-person or by phone.
- Each child will be provided a Take Home Folder. This folder provides a great resource for you to communicate with your child's teacher. Simply put a note in the "Bring Back to School" section.
- Blue mailboxes are located on the top of the children's cubby cabinets. This is another resource for you to communicate with your child's teacher.

Parent Volunteer Policies

We welcome parent volunteers in our classrooms and on field trips. Your child's teacher will communicate the specific needs and/or opportunities for you to volunteer shortly after the beginning of the school year. The first month of school is dedicated to learning the routines of a structured learning environment and for students to build relationships with classmates. For this reason, we ask parents to wait until our class routines are established before volunteering in class.

All volunteers must submit to a Washington State Patrol WATCH background check.

We also have ways for you to volunteer your time at home. Pre-cutting craft supplies, prepping learning resources and/or preparing party supplies are a big time saving help to our teachers!

Daily Class Schedule

Early Explorers (3 Yr Olds)

9:30 - 10am	Creative Art Centers Sensory Table, Easel Painting, Theme Craft
10 - 10:30	Language Fundamentals Sounds, Phonics, Sight Words, Word & Sentence Building
10:30 - 10:50	Large Motor Activities Music and Movement Physical Fitness Activities
10:50-11:30	Lunch Prep/Lunch
11:30 - 12pm	Themed Circle Time Exploration of Weekly Theme STEM Learning Activities Vocabulary Building "Sharing"
12 - 12:30pm	Math Fundamentals Number Line, Counting, Sorting, Shapes, Classifications, Comparisons, Ten Frames Graphing, Addition, Subtraction
12:30 - 12:45	Small Motor Activities Scissor Cutting, Lacing, Tweezers, Glue, Brushes Pre-handwriting practice.
12:45 - 1pm	Afternoon Shared Reading Reading Comprehension

Early Learners (4/5 Yr Olds)

9:00 - 9:30am	Centers & Free Choice Activities Science, Literacy, Math, Sensory, Block, Dramatic Play Centers
9:30- 10:10am	Morning Greeting & Daily Lesson Exploration of Weekly Theme, Language Arts Math Fundamentals
10:10am - 10:30am	Academic Small Group Time
10:30am-11:00am	Outdoor Science, Playground, Physical Fitness
11:00-11:30am	Lunch Prep/Lunch & Storytime
11:30 - 12 noon	Creative Block Music and Movement Arts and Crafts Dramatic Play
12 noon - 12:30pm	STEM and Social Studies

Lunch Bunch Policies

Eating lunch at school provides a great opportunity for social development in young children. The children also build strong skills of independence and responsibility during our Lunch Bunch time.

- Lunches should be brought to school in a leak-proof lunch box/bag.
- Please include a reusable ice pack to keep perishable foods cold.
- Warm foods should be sent in an insulated bowl/thermos.
- Due to allergies we ask that you do not send any foods that contain peanuts.
- Please do not send a beverage in your child's lunch. We will provide water.
- Please limit sweet treats in your child's lunch.

Attendance Policies

Tuition: A spot is reserved for your child during the entire duration of your tuition agreement. Full tuition payment is required whether or not your child attends class. Due to fixed expenses such as teacher's salaries we are unable to provide a discount or refund for missed classes due to illness, vacations or other situations.

- If you know in advance that your child will be absent from school please provide a verbal notification to your child's teacher.

Well Child Policy: If your child is not feeling well please keep them home to get the extra rest they need and prevent the spread of germs to other children. Children should not attend school if they have any of the following symptoms.

- **FEVER:** Child should be fever free for 24 hours without medication.
- **VOMITING/DIARRHEA:** Child should be episode free for 24 hours.
- **STREP THROAT:** Child should have started antibiotics 24 hours before attending.
- **YELLOW OR GREEN NASAL DRAINAGE:** Child should not attend until drainage is clear in color.
- **SORE THROAT/COUGH:** Child should not attend with a sore throat, croup or persistent coughing associated with respiratory infection.
- **PINK EYE:** Attend only after 24 hours of antibiotics, no matting or drainage occurs, and the child is no longer rubbing the eye.
- **CHICKEN POX:** Child may not attend until all spots are scabbed over and the child is no longer scratching or touching scabs.
- **RASH:** Children with an unexplained or contagious rash should not attend.
- **LICE/OTHER INFESTATION:** Children should not attend until after treatment, and all live lice and visible nits have been removed.

*If your child is staying home due to illness please send a text notification to your child's teacher.

* Please refer to the Enrollment Policy in this handbook regarding our policy on immunization requirements for school attendance.

Emergency/Weather Related Closures: WOW Academy is located within the Bellevue School District. We follow the recommendations of the district to close our school due to severe weather and/or poor road conditions.

- If Bellevue Schools are **closed** for the day so is WOW Academy.
- If Bellevue Schools are **delayed two hours or more** then our school is closed for all morning classes. Call the school for information regarding afternoon or evening classes/programs.
- For any other type of delay or closure please call WOW Academy for specific details regarding any possible impact to our school day.

*School closures due to weather are out of our control but are made in the best interest of keeping children safe. If possible we will add make-up days to the end of the school year if school closures are excessive in a given school year. We do not provide discounted tuition for school closure days.

Allergies and Medication Management

- If your child has allergies please give them any needed medications prior to arriving at school. Also, please notify your child's teacher that your child has medication in their system.
- Any anti-itching lotions or sunscreens should be applied prior to arriving to school with enough time for any lingering odor to dissipate.
- Our staff does not administer any over the counter medications to children.
- If your child needs to take prescription medication while at school you must submit an At School Medication Plan form.

At School Medication Plan Guidelines:

- * Only doctor prescribed medications shall be administered at school.
- * Medication shall be in it's original bottle with an un-altered label.
- * Child's name must be the listed patient on the bottle's label.
- * Medication shall only be administered as directed on the label.
- * No expired medications will be administered.
- * If your child is showing any unusual signs of anxiety or illness we will not administer their medication. We will contact you immediately.

Injury and Child Welfare Reporting

WOW Academy has tried to provide the safest environment possible however, accidents can occur. Please advise your child's teacher of any recent home injuries so we can limit any activities that can cause additional strain to your child.

- An **injury report** will be completed and given to the parent/guardian at pick up time if a child suffers an injury at school that involves: broken skin, any head/neck injury, injury to the eye, suspected fracture, visible bump, rash, a bite from another child, insect/bee bite or sting.
- If appropriate, ice will be applied to prevent swelling and/or alleviate pain.
- Broken skin will be cleansed and covered with a protective bandage.
- No ointments or antibiotic creams will be applied with out the verbal consent of a parent/guardian.
- Our staff is CPR and First Aid certified. In the case of extreme injury or health crisis our staff will begin any necessary treatment, they will call 911 first and then immediately call the parent/guardian.

Child Welfare Reporting: If any of our staff suspects a child is suffering abuse and/or neglect, they will report their suspicions to Child Protective Services.

Child Readiness to Learn Expectations

The quality of your child's participation in classroom activities can be greatly impacted by their activities during non-school hours. For your child to achieve their greatest learning potential we strongly encourage the following.

- Children should come to school well rested and fully awake.
- Children should eat a full, healthy meal before coming to class.
- Children should arrive at school dressed appropriately for the current season.
- Children should bring a seasonally appropriate coat for outdoor activities all year round. Plus, hats and gloves during cold months.
- Children should keep indoor shoes at school so they are not forgotten at home.
- Children should not bring personal belongings such as toys, money, etc to school. All such belongings will need to remain in the child's cubby until the end of the school day.
- No gum or candy should be brought to school.

* You know your child best. If your child is experiencing any emotional or social distress that would make the school experience challenging for them please consider keeping your child home for a day of rest.

* WOW Academy reserves the right to withdrawal a child from a class and/or program if that student is not meeting the standard of readiness that is required. For the safety of students and to protect a productive learning environment, children who are verbally and/or physically abusive will not be permitted to maintain their enrollment. Any tuition and fees will be forfeited in such situations.

Birthday Policy

We enjoy being part of your child's special day. Your child will receive a small gift, paper crown and certificate on or near their birthday.

* **Invitations:** Please do not pass out invitations at school unless you are inviting the whole class or all the children of the same gender to your child's party.

* **Party Favors:** Due to allergies we ask that you not send a treat to be eaten during class time. Your child can bring a small party favor or "baggie" to pass out to each child at the end of the day to be taken home.

* **Summer Birthdays:** Parents can select a day during the school year to celebrate their child's special day. Please notify your child's teacher in advance of the date you would like.

Special Events & Field Trips

Class Parties: Learning about and celebrating various holidays is part of our year round curriculum. The goal of class parties is to enrich classroom learning and provide an opportunity to grow social skills. Your child's teacher will communicate to you information regarding celebrations and parties throughout the year.

Special Events: WOW Academy offers optional events such as Parent's Time Out, Enrichment Classes and Camps. The tuition and fees associated with these programs are not included in your child's school tuition.

Field Trips: Field trips provide valuable extended learning opportunities as well as help children practice their social skills. Transportation and supervision are a deciding factor on which field trips each class participates in. For this reason we prefer to invite community helpers (dentist/police officer) to visit us in our classroom for extended learning, Your child's teacher will communicate with you throughout the year regarding field trips and community helper visits.

Safety Drills and Evacuation Plan

Teaching children about safety precautions and emergency planning is an important life skill. We have built these into our year round curriculum by using community helpers such as doctors, nurses, police and firemen to provide age appropriate material.

Fire/Carbon Monoxide Drills: During these drills the children will hear the actual alarm of the safety device. This is important so that children learn not to panic but instead to take action.

Your child's teacher will communicate with you when a drill has taken place so you can watch for any signs of anxiety or extend the learning to the home environment. We strive to practice these drills on a monthly basis.

Evacuation Plan : The Jr. Kindergarten room is located on the upper level of our facility. Evacuation will be made down the stairs and out of the facility thru the door that provides the safest and fastest exit for the situation.

In the case that the stairs do not provide a safe route of evacuation we will evacuate thru a window using a rope ladder.

All other classrooms have several options for evacuation and the teacher will select the option that provides the safest and fastest route.

Safe Meeting Place: The children will be brought to the front side of our facility and gathered at a safe distance from our building.

Emergency/Survival Kits: In the case of an emergency and/or natural disaster we have secured the necessary supplies to provide for the basic needs of your child until you can safely pick them up from our facility or meeting place.