



Policies

(Please note that the parent Handbook also forms part of our policy structure).

Discipline and Behavior Management Policy

A natural part of a young child's development is learning what behavior is acceptable and appropriate. At AVA we take a positive approach to discipline, one that is consistent with the age and needs of the child. The use of physical punishment is *never* permitted and is never linked with food or toileting. Most situations can be handled by redirecting the child to another, more appropriate activity. This approach is called "positive redirection". We may also need to remove the child from the area for a short time to give him/her an opportunity to calm down and tell us about his/her actions. This is not a "time out", but merely a cooling off period.

Communication is important at this time in a child's life. If your child is experiencing a change in his/her home environment that may affect his/her behavior, please let your teacher and director know. In turn, we will keep you informed of any behavioral problems that we observe, and work with you to address the situation.

One of the many roles of the school staff is to work in partnership with parents to help children develop appropriate behaviors. Parents are encouraged to discuss any concerns about their child's behavior with teachers and, together, plan ways of responding consistently to any problematic behaviors that may occur. In this way, children will have a consistent attitude from the important adults in their lives about the behaviors that are acceptable and those that are not.

We are happy to work with parents in this way, developing methods that will aid the situation however, if after a reasonable period of time, together, we have been unable to establish a satisfactory solution, the school reserves the right to re-evaluate any child's continued participation in the program and may request temporary or permanent withdrawal of the child from the program. The center will be happy to recommend suitable alternatives that may better suit the child's needs.

Biting Policy

Biting can be very common among groups of young children, for all kinds of reasons. AVA always tries to find the most positive way of helping a child find alternatives to biting. There are some situations that may come up where the safety of the other children needs to be taken into account. If any one child does bite or attempts to bite 3 or more times in one day, either the parent or guardian will be called and asked to pick up the child for the day. If biting continues to happen on a regular basis a parent/teacher conference will be called in order for school and home to find consistent ways of dealing with the biting. If after the parent/teacher conference there is no change in the biting, the family may be asked to find alternative care for the child. Depending on the severity of the biting incidents, a notice period may not be given for finding alternative care.

Photography Policy

Upon having a child accepted for the pre-school, the parent is asked to agree to the child being photographed on occasion by a teacher or individual validated by the school. This enables the school to proceed with the taking of photographs for publicity shots, and at special occasions such as Christmas. By signing this agreement, you automatically give permission for us to photograph your child; however, every parent has the right to refuse this request. In the case of refusal the child must not be photographed by any member of staff, by a parent, or by any outsider without the express permission from the parent for that particular occasion.. We must be informed in writing if you do not wish your child to be photographed. Pictures of your child may be used for publicity purposes; this may include but not limited to, school website, flyers, or other promotional materials. Where pictures are made available to the press or television or on our website they will not be released with the names of the child unless the parent gives express permission for this to be done. Where pictures are taken of the whole school (i.e. parties), the parents of children who have chosen not to allow their child to be photographed will be contacted to allow them to rescind their decision.

Payment Policy/Terms and Conditions

Like every other home and business AVA operates on a budget. We rely on receiving payments on time so that we can make purchases and pay salaries to ensure our Pre-school runs smoothly and able to meet you and your child's expectations. For that reason we have an established policy concerning payment of fees.

1. **Tuition fees are due weekly** – fees are payable **by 6:30pm on the previous Friday** regardless of the attendance days. To prevent late fees being added to your account, post-dated checks dated for Fridays are accepted if your child does not attend until later in the week. If you wish to pay more than one week at a time this is also acceptable.

Please note that if fees are not received by the specified times, late fees **will** be added to your account.

Late fees are added after 6:30pm on Friday of the previous week. The initial late fee is \$15 followed by an additional \$5 per day until the account is cleared.

If fees are not paid for two consecutive weeks, we will take action to suspend your child's place until full payment is made.

If we are unable to collect fees in-house, the account will be turned over to our collection agency.

In the event of a returned check we will charge a \$30 fee to cover bank charges and administration. If there are repeated instances of returned checks you may be required to pay by cash, money order or by debit card on an ongoing basis to prevent further problems.

Late children pick up:

Children become upset when parents are late collecting them, additionally if you are late AVA faces staffing problems and insurance issues. As a result we charge a late fee, which is \$15 for the first 5 minutes or part thereof followed by \$5 per 5 minutes thereafter. If you are more than one hour late and AVA has been unable to contact anyone listed on your child's registration form we will automatically contact the appropriate agency who will collect your child for safekeeping.

Depending on the number of children at AVA, we may be able to offer additional care at the end of a morning session. This will be subject to a small charge of \$7 per hour or part thereof and must be arranged in advance in order for us to comply with regulations as dictated by the State.

If you have problems paying your fees please contact a member of the management team to discuss the matter further.

Fees are payable in the event of sickness, on public holidays, during severe weather closings, and during extended vacations to retain your child's place. If your child is out due to sickness please call us as soon as possible so that late fees are not added to your account.

Health/sickness policy

Parents will naturally have an interest in an infection-free environment for their children, we therefore ask for co-operation in achieving this. While we are able to accept children with minor ailments such as coughs and colds, we cannot accept children who show signs of more serious illnesses like tummy upsets and childhood diseases such as mumps, measles, chickenpox, etc. It is important that the Pre-school Director/Manager is told of any communicable illness so that other parents can be alerted of possible problems. The ill child should be kept away from Pre-school during the infectious period in accordance with our guidelines and should not return until he or she is obviously well enough to do so or until a physician has declared the child fit to do so.

If a child becomes ill while attending AVA we shall certainly look after the child in a quiet area but we would contact the parent or emergency carer so that arrangements can be made to collect the child immediately.

If your child requires medication while attending AVA we will be happy to carry out your written instructions. Written authorization must be given by completing the appropriate form that can be found in the entrance hall.

If you need to send medication to AVA, we require that prescription medicine be in the original, pharmacy –labelled container with the child's name, type of medication, date, frequency and dosage to be taken. For the safety of other children at AVA, **medication must be handed directly to the child's teacher and must not be left in bags or pockets.**

If your child has any allergy issues please ensure that his or her teacher is aware so that the correct precautions can be taken to prevent allergic reactions.

Injuries and accidents

We take every precaution to prevent childhood accidents. However, accidents are a normal part of growth and development as children begin testing their movements and discovering their limitations.

In the event your child suffers an injury, other than minor bumps and scrapes, we will contact you immediately. For this reason it is essential that we have up-to-date telephone numbers. All accidents are logged on our accident sheets, which you will be asked to sign in the event of any mishap.

In the event of an accident that requires hospital treatment, while every attempt will be made to contact you and the emergency carer, if we are unsuccessful we require your consent to take appropriate action. In the event of such an occurrence, while taking appropriate action, we will continue to make every attempt to contact you until we are successful.

If this is unacceptable to you please ensure a manager is fully aware before registering your child at AVA.

American Village Academy

WHEN INFECTIOUS ILLNESSES OCCUR, CHILDREN SHOULD BE
EXCLUDED FOR THE PERIOD SHOWN

Disease	Usual Incubation Period (Days)	Interval Between Onset of Illness and Appearances of symptoms (Days)	Minimum Period of Exclusion provided child appears well		
			Patients	Family	Contacts
CONJUNCTIVITIS (Pink Eye)	4 – 7	24 – 48 hrs	Until treatment has commenced	No exclusion required Proper hand hygiene essential to prevent spread.	
CHICKEN POX	10-21	0-2	5-7 days from appearance of rash: all the spots need to have scabbed over	There is no routine exclusion of contacts of any of these infectious diseases, but individual children may be excluded on the advice of a Medical Practitioner	
DIARRHOEA & VOMITING	1-7	-	Until 24 hours after cessation of diarrhoea		
FOOD POISONING	0-2	-	Until certified fit		
GERMAN MEASLES	14-21	0-2	Until clinical Recovery		
INFECTIVE JAUNDICE	14-42	-	Until clinical Recovery		
MEASLES	7-21	3-5	Until clinical Recovery		
MENINGITIS	2-10	-	Until clinical Recovery and bacteriological examination is clear		
MUMPS	12-28	-	Until disappearance of all swelling		
SCARLET FEVER	2-5	1-2	Until clinical Recovery		
WHOOPING COUGH	5-14	-	Until clinical Recovery		
IMPETIGO			Until spots have healed, unless lesions can be covered		
PEDICULOSIS (HEAD LICE)			Exclusion until treated, checked and confirmed to be clear		
VERRUCAE (PLANTAR WARTS)			Exclusion from barefoot activities until free from infection		
RINGWORM OF SCALP OR BODY			Until adequate treatment instituted, provided lesions are covered		
THREADWORM			Until adequate treatment instituted		
SCABIES			Until adequate treatment instituted		
FEVER OVER 101 DEGREES			Must be fever free without the use of medication for 24 hours before return		
THROAT, CHEST OR SIMILAR INFECTION REQUIRING ANTIBIOTIC TREATMENT			Must be fever free and have taken treatment for 24 hours or must be checked and confirmed to be clear.		