

Sage Academy

Parent Handbook

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WELCOME

Welcome to Sage Academy! We are very glad that you have chosen Sage as the place your child will receive his or her early education. We are proud to offer a loving, nurturing environment meeting the needs of each individual child and family. Our dedicated and experienced teachers have created an enriching and developmentally appropriate program where your child will receive the very best care.

ADMISSION POLICY

Children age 2 through 6 years may enroll for our program. All children must be fully toilet trained to enter the 3 year old class (2 year olds do not have to be toilet trained). Flexible scheduling is available, (depending on the age group) with both full and half day programs two, three and five days per week. Enrollment for the current school year is ongoing, on a first-come, first-served basis. Enrollment for the next school year begins in October.

State Required Forms:

1. Physician's Report
2. Parent's Pre-Admission Report
3. Emergency Information and Identification
4. California Immunization Report
5. Notification of Personal Rights
6. Notification of Parent's Rights

Sage Early Childhood Center does not discriminate on the basis of gender, race, religion, or national origin. Sage reserves the right to terminate the Enrollment Agreement at the discretion of the teachers and administrator of the school if:

- We feel unable to meet the needs of any child or parent.
- There is a chronic issue with late pick up.
- Any behavior of child or adult threatens the safety and well-being of other students or staff.
- If tuition payments, late fees, or late pick up charges are not kept current. Current is considered paid within the month due.

In the case of early termination of the Enrollment Agreement by Sage, tuition is not refundable (with the exception of annual pre-paid tuition as described in the Tuition section of this handbook).

ARRIVAL/PICK-UP

Extended-day children may arrive beginning at 7:30 a.m. Teachers are preparing classrooms prior to 7:30 a.m., so children may not be admitted until 7:30 a.m. even though staff is present. School begins at 8:45 a.m.; half and full day children may arrive beginning at 8:30 a.m. Please make every effort to bring your child to school on time, as we do not want him/her to miss out on any activities. **Half-day children must be picked up by 12:45 p.m., and Full Day children by 2:45 p.m. A charge of \$5.00 per minute must be paid directly to the teacher supervising your child if you pick up after 1 p.m. (half day), after 3 p.m. (full day) and after 6 p.m. (extended schedule has no grace period). The teachers' schedules (lunch breaks, departure etc.) depend on your timeliness.**

Important: Never leave younger siblings in your car unattended while you go in to pick up your Sage student (yes we have seen this on occasion).

If you have picked up your child and wish to gather with other parents/children, please do so off campus, and not in the front of the property near the office and Lindley Ave. There are many park options nearby, and we encourage you to take advantage of these choices! Following this policy will:

- Avoid possible confusion regarding the supervision of your child.
- Provide a quiet campus during nap time.
- Calm staff nerves when we see children playing outside the school gate.

No person will be allowed to pick up your child without written consent from you. Anyone not immediately recognized by staff will be asked to show identification.

A sign-in sheet will be posted in each classroom. Please sign your complete name as required by the Licensing Department. Also, please indicate the time you intend to pick your child up, and specify who will be picking up each day.

BIRTHDAYS

You are welcome to bring a simple nut free/peanut free treat for your child's class to celebrate his/her birthday. (Please do not bring party favors, piñatas, etc.) Summer birthdays may be celebrated at the end of the school year, or during Summer Camp if your child is attending. Please consult with the teacher prior to bringing in food in case of allergies, and so a special time will be reserved.

Sage Calendar 2016-2017

Professional Development (No School, Office Open 9-1) September 6, 2016

Back to School Orientation 9-10 AM (For Parents Only) September 7, 2016

School Begins (Regular Schedule) September 8, 2016

Fall Parent Teacher Conferences (School Closed) September 29, 2016

Rosh Hashanah (School Closed) October 3, 2016

Yom Kippur (School Closed) October 12, 2016

Halloween Fair Fundraiser Saturday October 22, 2016

Veteran's Day Observed (School Closed) November 11, 2016

Thanksgiving Vacation (School Closed) November 23- 25, 2016

12:00 Dismissal * December 16, 2016

Winter Vacation (School Closed) Dec. 19, 2016 –Dec. 30, 2016

Winter Camp (Optional 8 AM-5 PM) Dec. 19, 2016 –Dec. 23 2016

School Resumes January 2, 2017

Martin Luther King, Jr.'s Birthday (School Closed) January 16, 2017

Presidents' Day Observance (School Closed) February 17 & 20, 2017

Spring Parent Teacher Conferences (School Closed) March 10, 2017

Spring Vacation (School Closed) April 3 - April 14, 2017

Spring Camp (Optional 8 AM-5 PM) April 3-April 7, 2017

School Resumes April 17, 2017

Open House 6-7 PM (All Families Invited) *April 27, 2017

Professional Development (School Closed) April 28, 2017

Memorial Day (School Closed) May 29, 2017

School Closes /12:00 Dismissal *June 1, 2017

*No after school care available

Summer Camp 2017 June 19-August 11, 2017

* School Hours and Contact Information

Early Childhood Center: 8:45 am-12:45 pm (Half Day) or 8:45 am-2:45 pm (Full Day) Extended

Day: 7:30 am– 6pm

Office: 8:30 am– 3 pm / ph 818-343-4600 / fax 818-343-4662

www.sageacademy.net

Find us on Facebook!<https://www.facebook.com/SageAcademy>

DAYCARE HOURS and EXTRA DAY RATE (Occasional)

If your child is enrolled in a part-time program you may utilize day care hours provided there is space available. The fee for occasional day care use is \$9 per hour, billed on an individual basis. Extra days may also be available by contacting the office in advance. The daily rate is: Half day-\$50, Full day-\$55, Extended day-\$65.

CLASS ASSIGNMENT

Each September children are placed in new classes according to several factors such as age, schedule, balance of boys and girls, etc. Class placement is at the sole discretion of Kristi, with input from previous teachers for continuing children. Because all of our teachers are carefully selected and amazing, specific room or teacher requests are not considered. We believe that reorganizing class groups each September provides a natural opportunity for children to make new friends and adjust to change. Class assignments are emailed to parents each August, just prior to the beginning of the school year.

DISCIPLINE

Our philosophy is to encourage appropriate behavior with positive reinforcement, redirection, and a definite focus on social skill development. We integrate many tools and routines from “Conscious Discipline” developed by Dr. Becky Bailey (www.consciousdiscipline.com). We believe this program offers wonderful guidance to teachers and parents alike, and encourage you to take advantage of our lending library.

If an ongoing discipline issue should arise, a team approach between parents and staff will be utilized. For the safety of all concerned, overly aggressive behavior that could endanger the health of another student or staff (such as chronic biting) may result in exclusion from the school. If such behavior does occur, this is our general protocol:

1. A call to parents will be made by the teacher in charge. An incident report will be placed in the child’s folder, and a copy will be sent home.
2. Depending on frequency and severity as determined by staff, the child may be immediately excluded from the classroom and sent home for the remainder of the day until a conference between teachers, parent(s), and administrator can be arranged. Very rarely it is determined by staff that a child and/or the group will be better served by an alternate school or daycare placement. We are not always able to provide advanced notice if we feel unable to meet a child’s needs in a classroom setting.

Occasionally it is determined through parents, staff and outside personnel that a child would benefit from extra support in the classroom (not necessarily a discipline issue). When a family and staff decide that this is an option that works for everyone, an added person in the classroom is screened by a Sage administrator and may be temporarily a part of our staff. In this circumstance, the additional cost is paid directly to the support person by the child’s parents.

DRESS CODE

- **Play clothes that can get messy**-We sometimes use smocks, but no guarantees! We will not insist that a child wear a smock if he/she chooses not to, and we will not exclude that child from a potentially messy and wonderful activity so please don't send your child to school in his/her best clothes!
- Closed toe shoes (no Crocs or sandals) appropriate for climbing and running
- Jackets and pants without drawstrings
- Clothing that is suitable for the weather

EARLY DISMISSAL and PROFESSIONAL DEVELOPMENT DAYS

To accommodate professional development opportunities, there may be amendments to our current calendar. All revisions will be sent home in advance so that you are able to make necessary arrangements.

EARTHQUAKE/EMERGENCY SUPPLIES

Earthquake supplies are stored on campus for our students and staff. These supplies include survival items each child could need in the event of an emergency. At the beginning of the year you will be asked by your teacher to provide some personal items for your child.

EMERGENCY CLOSING/DISASTER PLAN

Unannounced drills take place monthly, both for drop and cover and evacuation from the building. At first, teachers describe the alarm and the drill is practiced. Next, the alarm is actually activated and the children and staff perform the drill.

If an emergency or disaster should occur during school hours, the following policies will be in effect:

- * Staff will remain with children until they are picked up.
- * First aid will be administered and 911 will be utilized if necessary.
- * If the classrooms are unsafe, children will be relocated to the church auditorium, or to the nearest safe building as directed by authorities.
- * Emergency supplies will be retrieved (stored on campus).
- * We will make every attempt to contact you. Please help us to keep our phone lines clear. A staff member will stay on campus until every child has been picked up.

EMERGENCY RECORDS

An emergency form is kept on file for all students attending Sage Academy. **Parents are responsible for keeping emergency information current. It is extremely important that you notify the office in writing of any change in phone numbers or emergency contacts.**

ILLNESS

If a staff member believes that your child is unwell during the school day, you will be contacted immediately. Your child will rest until he/she is picked up by you, or another person listed on his/her Health/Emergency form. **It is expected that you or someone you authorize will arrive to school within 30 minutes if you have been asked by staff to pick up your child for any reason.**

If your child exhibits any of the following, please do not bring him/her to school:

- A fever
- A deep cough
- Earache
- Sore throat
- Unexplained rash
- Early cold symptoms such as clear runny nose
- Diarrhea or vomiting
- Red, runny or matting eyes (may be conjunctivitis)
- Lethargy

Children must remain home and be free of the above symptoms for at least 24 hours before returning to school. The school staff will send a child home if he/she seems unwell, whether a fever is present or not. All teachers are instructed to err on the side of caution, to prevent the potential spread of illnesses. If we call and ask that your child be picked up from school he/she must stay home the following day as well, unless we receive a doctor's clearance note.

LIBRARY

We welcome your contributions to our classroom libraries! We also have a parent library on campus in our resource room.

MANDATED REPORTING

All Sage Academy faculty and staff are mandated by California law to report any evidence or suspicion of child abuse or neglect to the Los Angeles Department of Child Protective Services or other appropriate authorities.

MEDICATION

All medications will be kept in the kitchen, or in a locked classroom cabinet. We administer essential medications only. We do not administer vitamins, Tylenol or other over the counter fever/pain reducers. **As required by state law, prescription medications for your child must be in their original container with the directions for usage intact.** A Medication Release Form (available in the Sage Office) must be on file, and signed by a doctor in the case of prescriptions. All medications will be stored according to the instructions on the label, kept out of the reach of children, and returned to the parent or guardian when no longer needed. Please note that all health information will be shared with our staff members to ensure your child's safety and well-being.

MISSION STATEMENT

Sage Academy is an independent private preschool for ages 2 to 6. Our curriculum is designed to preserve an engaging play based education for young children that instills a life-long sense of wonder about learning!

We are dedicated to nurturing each child as a unique individual who belongs in our school family, and to providing the cognitive, social, emotional, and physical foundation needed by children to feel connected, safe, and successful. Sage places a priority on supporting our staff with an ideal child to teacher ratio, a wealth of supplies to inspire creativity, and opportunities for professional growth. We strive to provide a healthy, clean, bright, inviting school facility, complete with an organic garden and outdoor classrooms. We study the trends including kindergarten preparedness expectations, and are committed to a flexible approach that grows and evolves. Through scholarship and community service projects we emphasize the value of helping others at any age. We believe that our mission can best be accomplished by maintaining a strong partnership between parents, students, teachers, and the community.

NUTRITION GUIDELINES

Sage is a **“Peanut/Tree Nut Free School.”**

Peanut/Tree Nut Free Policy

Due to the increasing number of food allergies among our children, all food items at school must be nut-free. This includes all peanut and tree nut products (i.e. peanut butter, products containing nut oils, nut cookies). For birthdays or parties, please check all labels carefully or speak with the bakery before bringing treats to school.

Sage provides all snack items except fruits and vegetables, which we ask parents to bring once or twice a month for the class. This way we can control the snack items by carefully reading ingredient lists. For lunches, please pack items with this policy in mind. If you choose to use a “peanut butter substitute” please speak to your child’s teachers and use a label so that there won’t be any confusion since it looks just like the real thing.

Thank you for your cooperation in helping us to maintain a safe and peanut/tree nut free zone. *For more information, please see the FAQ’s re. policy at the end of the handbook.

Snacks

Nutritious snacks are served at approximately 10:00 a.m. and 3:15 p.m. daily. We ask that parents provide a fresh fruit/veggie snack for the class approximately once each month. All other snacks are provided by Sage. Please remember to keep snacks and lunches healthy!

Lunch

Lunch begins between 11:45-12:00, depending on the class. Please send a nutritious lunch with your child each day., We are unable to heat or refrigerate food items brought from home, so please use a thermos or ice pack if needed. Packed lunch items should be ready to eat: cut into bite sized pieces if needed, and in containers that can be easily opened. Please send nutritious items that your child enjoys eating. Teachers sit at the table and eat with the children to: monitor each child’s meal, encourage independence and good table manners, and to enjoy this important social time with the class.

PARENT TEACHER COMMUNICATION

In August and before each optional camp program, you will receive an email from your teachers with class placement, what to bring, and contact information. Feel free to contact any member of the Sage staff by leaving a message with the office, 818-343-4600, or through email. Please check your child’s classroom file daily for important information and reminders. It is expected that you will check email on a daily basis, as this is the main form of communication used by Sage to report any school wide news. Please stay informed by reading all emails carefully!

Depending on your schedule and that of each teacher, you may not see your child’s main classroom teacher(s) on a daily basis. Please know that all Sage teachers work very hard to keep you informed. If anything out of the ordinary occurs, you will receive an email, or depending on the situation, a phone call. The staff will also make every effort to address your requests or concerns in a timely manner.

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Scheduled Parent Teacher Conferences take place in the fall and spring.

PARENTS FOR SAGE

Your involvement with Sage Academy is a direct link to our school success, and your child's positive experiences. Sign up to become a Room Parent! While tuition covers our basic budget, all other needs such as new playground equipment, teacher wish lists, facility improvements, professional development for staff, classroom gardens and special events are dependent on your fundraising and volunteer efforts. We keep fundraisers to a minimum, and therefore need and expect your participation. We also emphasize community service and organize at least two opportunities for all of us to give to others in need. We welcome all parents and family members to join in these important efforts!

PARKING/VISITOR INFORMATION

We maintain an open-door policy. Parents may go into the classrooms to be with their child at any time. You will give a preferred gate code to the office. Please give this code only to those you authorize to pick up your child. If you visit Sage during the school day, you may park in any open space. Please feel free to stop by the main office to conduct school business or to ask questions. Visitors without a gate code are escorted to the office or into classrooms by a staff member.

PARTIES/CELEBRATIONS

We look forward to celebrating many special occasions with our children and families. If you have knowledge or experience with specific multicultural holidays or customs, please consider visiting and sharing your experiences with us. The children benefit greatly from such visits, as they learn to understand and appreciate diverse cultures.

PERSONAL ITEMS TO BRING

Your child needs to bring the following personal items to school: **(please label all items with your child's name!)**

1. A complete set of extra clothing, including: shoes, socks, and underwear.
2. Full and Extended day children: 2 crib sheets, a small blanket, small pillow, and small comfort item (these will be sent home each Friday and brought back each Monday (or on Thursday and Tuesday for children on the two day schedule).
3. A lunch each day, or a Lunch Voucher for the hot lunch program (books of vouchers may be purchased in the office).
4. A backpack
5. If your child is in a 2 year old or transitional room and wears diapers, please send diapers and wipes **each day** in his/her backpack.
6. A water bottle in a reusable labeled bottle. Water bottles will be refilled at school as needed and sent home daily.
7. Other items as indicated by your particular teacher (you will receive a letter from the teachers in August and before each optional camp program).

PHONE USE

Sage Academy respectfully requests that **cell phones are silenced inside the classrooms, and that phone conversations are held outside.** Cell phone use can be a disruption to our routine, to other parents, and can interfere with our ability to communicate with you regarding your child's day.

We expect that parents or guardians are always available to us by phone. If you are unable to access your phone (such as during travel) it is required that you provide the teacher and office with an alternate local person to contact in an emergency (submit in writing).

Sage staff are not always available to answer the school phone. We will answer whenever possible, but sometimes Wendy (office) or the afternoon supervisor is busy with children or on campus. In the event you are unable to reach us by phone, please leave a message and we will get back to you as soon as possible. If you have a personal emergency and can't reach us during the school day, it is best to come directly to school or send one of your emergency contacts.

PUNCTUALITY

The daily classroom routine begins at 8:45 a.m. for all classrooms. Please make every effort to bring your child to school on time, as we do not want him/her to miss out on any activities. **Half-day children must be picked up by 12:45 p.m., and Full Day children by 2:45 p.m. A charge of \$5.00 per minute must be paid directly to the teacher supervising your child if you pick up after 6 p.m. The same charge (\$5.00 per minute) may apply to half day and full day children at Kristi's discretion, if tardiness becomes an issue. The teachers' schedules (lunch breaks etc.) depend on your timeliness.**

REST TIME

Rest time is an important part of a child's day. The State of California Department of Social Services mandates that all full-day children have a quiet resting period. Rest time is from approximately 1 p.m. to 2:30 p.m. (In the two year old classes, rest time might be extended for some children based on teacher and parent discretion.) Children who do not fall asleep may rest until 1:45 p.m. (1:30 in Pre-K), and then play until rest time is over. The school supplies a cot or mat for all full-day children. Please provide 2 standard crib sheets, a small blanket, a small pillow, and a small soft toy if desired (our storage space is limited so please note the word "small"). These items will be sent home each Thursday or Friday to be washed.

SAFETY

Parking Lot:

The parking lot can be busy. Please drive very cautiously and slowly at all times. **Always hold your child's hand when walking through the lot. Due to safety concerns, please do not gather after school to play outside the gates, or allow your child to run around in the grassy areas next to the parking lot.**

Injuries:

We take every measure to ensure your child's safety while at school. Occasionally however, accidents do occur. If your child gets hurt and the injury is very minor, we will apply a band-aid and send a note home to tell you what happened. If an injury beyond a very minor scrape or fall occurs you will be phoned immediately. If an injury needing medical attention occurs we will make every effort to contact you first. If we are unable to reach you, a teacher or administrator will either call 911, or take your child to the nearest emergency room for treatment.

Campus Security:

Our staff members receive instructions regarding safety protocol that is issued to schools by local authorities. If you ever sense a concern, please report it immediately to the nearest staff member. Use other common sense measures: give your gate code only to those authorized to pick up your child, and lock car doors with no valuables in view. Even though an emergency is highly unlikely, preparation is always best.

SCHOOL HOURS/CONTACT INFORMATION

Hours:	7:30 a.m.-6:00 p.m.
Camp Hours:	8:00 a.m.-5:00 p.m.
Preschool Program	Half Day (8:45-12:45) Full (8:45-2:45)
School Office:	8:30 a.m.-3:00 p.m.
Address:	5901 Lindley Avenue, Tarzana, CA 91356
Office Phone:	818-343-4600
Office Fax:	818-343-4662
School Website:	www.sageacademy.net
Sage Facebook Page:	https://www.facebook.com/SageAcademy

SHARE

Your child may bring a special item from home to share on the day indicated by his/her teacher. Please do not send breakable or very valuable items. Standing up to talk in front of the class about his/her share item is an important step in gaining confidence and communication skills. Sometimes teachers might request particular theme related share items. We do not allow children to bring toys that could be considered weapons, and sometimes teachers will request that families do not bring a particular type of toy or costume item if it is causing an issue with their particular class.

TUITION

Upon enrollment to Sage Academy for each school year, the following **non-refundable fees** are due:

1. Annual fee of \$300
2. Tuition Deposit- \$1000:

Tuition is due on the first of each month beginning September 1st. Tuition is late if not received by the 5th (a late fee of \$29 will apply). The amount of tuition is the same each month; **all vacations and holidays have been factored into the annual tuition and then divided into equal payments for your convenience.**

Schedule Changes:

Schedule changes are allowed if space is available. If your child's schedule is increased, a prorated amount will be due. If your child's schedule is decreased, the rate change will go into effect after a 30 day notice.

Early Withdrawal from Sage:

Tuition is not refundable for any reason with the exception of annual tuition paid in full. This policy protects all families and staff at Sage from fluctuations in the budget based on individual changes.

When you enroll for the school year, it is assumed your child will attend school until the first Thursday in June. If for some reason you must withdraw your child before June, a 30 day notice must be given in writing on the first of the month. (The 30 days will begin on the first of the month following the notice; days remaining in a month do not count toward the 30 day notice.)

WEBSITE & SOCIAL MEDIA

Be sure to access our Facebook page: <https://www.facebook.com/SageAcademy> and Website: www.sageacademy.net for news, dates, photos, and other information!

***Frequently Asked Questions about the Peanut/Nut-Free Policy**

How many children actually have food allergies?

1 in 13 people or 8% of the population has food allergies. Of those people, about 25% are allergic to peanuts and tree nuts. Peanut and tree nut allergies in children more than tripled between 1997 and 2008, and no one knows exactly why.

Why have a peanut/nut free policy at Sage?

Many preschools, day care centers, and schools in the area are already peanut/nut free because of the high rate of children who have peanut and tree nut allergies, and due to the high risk of a medical emergency if a child is exposed.

Why not prohibit all foods at preschool that cause food allergies?

Although that it is true that other foods can cause mild to severe reactions in some children who are allergic, peanuts and tree nuts cause more than 90% of fatalities from anaphylaxis and have a high rate of symptoms from minimal contact.

Why can't we just isolate children with a food allergy and have them not share food?

Ingesting just 1/8000 of a peanut or tree nut can induce an anaphylaxis reaction in a highly allergic child, and the invisible peanut/tree nut residue left on table surfaces or another child's hands could produce an allergic reaction.

I heard that no children this year had peanut/nut allergies from just a touching another child who ate peanuts?

Children who have food allergies do not always have the same reaction each time they are exposed. For some children, the first few exposures can be mild and over time, the symptoms can worsen with each exposure. Because of the unpredictable nature of peanut and tree nut allergies, it is safer for both the children who are known to be allergic to nuts and those who have undiagnosed nut allergies to create a peanut/nut-free zone at school.

What should I give my child to eat if I can't pack any nuts or peanut butter in my child's lunch?

We understand your concern to be able to pack a lunch that is both balanced and satisfying for your child. You may use sunflower butter as a substitute for peanut butter. We ask that you only do this as a last resort because it is difficult to determine the difference between the two. If you will be substituting with sunflower butter, please label it as such when packing your child's lunch. If it is not labeled we will assume it is peanut butter.

What if I want to bring a special snack for the class for my child's birthday or holiday parties?

Please make sure treats are peanut/tree nut product free.