

THE LEARNING VOYAGE

STUDENT SUCCESS CENTER



Parent/Student Handbook



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“A Place Where All Students will succeed”

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OUR PROGRAM

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Posted Notices are posted at the front entrance of the center for your information, and copies will be made at your request:

- ★ License
- ★ State Rules and Regulations
- ★ Current Reports
- ★ Communicable Disease Chart
- ★ Statement of parental access

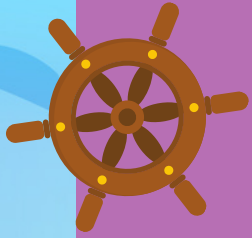
Names and numbers of persons in charge

- ★ Monthly Calendar & Newsletter
- ★ Weekly Menu
- ★ No liability insurance
- ★ Emergency Plans for Severe Weather and Fire
- ★ Statement of All Visitors to Report to the Office upon entering the center



Welcome

Welcome to The Learning Voyage Student Success Center. We hope your entire family will enjoy the center and the friends you will make here. This handbook has been written to describe our program, goals, policies and the myriad of practical details that go into making each school day as happy and successful as possible. Please keep it for a reference, as it should answer many of your concerns.



Mission Statement: Provide stimulating early literacy and educational experiences which promote each child's social/emotional, cognitive development, and problem-solving skills, preparing them for Elementary and beyond.
Vision Statement: our vision is to become a multi-site center creating an educational community where all children feel safe, loved, accepted, respected, and encouraged to develop to their fullest potential

Philosophy: We believe that providing the perfect balance of learning and social-emotional development in a nurturing environment will stimulate the love of learning in all children. We believe that focusing on Early Literacy will enhance school readiness and overall learning and writing. We also strive to work with the individual learning styles of each child to build their confidence and enthusiasm for acquiring knowledge in a hands-on way.

Core Values:

Teamwork

integrity

fun

educational excellence

passion

Our Goals

- ⚓ To provide a focus in early language development and literacy
- ⚓ To provide clean, safe, high quality, and affordable care for our parents and children
- ⚓ Stay committed to families by providing support and encouragement
- ⚓ Maintain a cooperative partnership with the surrounding communities
- ⚓ Offer children experiences that will last a life-time
- ⚓ Offer a full range of extended day activities to include: Full-time childcare, tutoring, mentoring, holiday, , reading, and math enrichment.

Our Program

The Learning Voyage Student Success Center offers childcare for children 6 weeks to 12 years of age. While our center operates programs that are individualized in goals and objectives, each program forms its specific aims within the contexts of educating the whole child with a focus of early language development and literacy. The programs of the center arise from a common desire for excellence in meeting the needs of children and their families, for nurturing, growth and development, relationships and understanding.

Hours of Operation

The Learning Voyage Student Success Center hours of operation are from 6:30 a.m. to 5:00 p.m. We are open Monday through Friday, year-round from January to December for full time childcare. We are open full-time over all school breaks including Spring Break, Summer Break, Winter Break, fall break or any time the school system is closed. The center is closed on most major holidays. During severe weather we will close the center in accordance with the Barrow County Public School System. Tune in to WSBTV Channel 2 or Fox5 for a listing of school closings. We request that children arrive by 9:00 a.m., so that they may take full advantage of the learning program.

Posted Notices are posted at the front entrance of the center for your information, and copies will be made at your request:

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- Current Reports
- Communicable Disease Chart
- Names and numbers of persons in charge
- Monthly Calendar & Newsletter
- Weekly Menu
- Emergency Plans for Severe Weather and Fire
- Statement of All Visitors to Report to the Office upon entering the center



Holidays and Closings

Observance of the New Year

Observance of Dr. Martin Luther King Jr. Birthday

Presidents Day

Memorial Day

Observance of Independence Day

Juneteenth

Labor Day

Independence Day

Columbus Day

Thanksgiving Holiday (& the day after)

Christmas Holiday (Christmas Eve)



In the event of storm or natural disaster we follow the Barrow County Public Schools (BCPS) system closing schedule. Stay tuned to the local news channel for updated info.

We are open

- BCPS Fall Break
- BCPS Winter Break
- BCPS ALL Teacher Workdays
- BCPS Spring Break
- BCPS Summer Break

Enrollment Policy

The Learning Voyage welcomes families of all faiths, race, color, national and ethnic origin with all rights, privileges, programs and activities generally accorded to the student at the "A Place Where All Students will succeed" center. Parents are expected to notify the Center immediately of change in Name, Address, Telephone numbers and family status so they can be reached in cases of emergency. We accept children fulltime. Full Time= 3-5 days per week

Each child must have on file (at the time of enrollment)

- Completed enrollment forms including medical history and emergency contact information, etc.
- A copy of the birth certificate, current immunization form, and any required physical examination forms
- No child will be permitted to stay in the center past 30 days without proper immunization and updated health records.

Children are not to enter or leave the center unattended. They must be escorted by the parents or authorized personnel. Children must be signed in and out daily. Children will not be released to anyone other than that of a parent or guardian unless the person is listed as an authorized person on the child's enrollment form. Any changes to pick up, authorization must be in writing and signed by the parent. NO TELEPHONE CALLS ACCEPTED UNLESS YOU SPEAK DIRECTLY TO THE DIRECTOR/OWNER. Any person other than the parent must show state issued photo identification before the child is released. All persons picking up must be 18 or older.



Pick-up and Drop Off

Upon arrival, please walk your child into the foyer. We will check your temperature and the child's temperature. After a reading of you both of less than 99.8 degrees, sign the child in using the ProCare system at the front desk. For departure, call the center ten minutes in advance so we can have the child (ren) prepared for departure. Sign out via the ProCare application.

Termination of Care

Either party may terminate our contract at any time for any reason with proper notice. According to the contract, proper notice will consist of written/verbal notice to the provider not less than two weeks prior to the child's last day of care. If you choose to terminate care with less than proper notice, you agree to forfeit the regular tuition charges for the remaining time your child is in our care. Leaving without proper notification will still deem you responsible for paying any balance forward. If at any time, after consultation with the parent or guardian, I feel that you or your child pose a safety risk to the staff or any of the children in our care, we will give you as much written notice as possible that care is terminated. This action will be reserved for extreme cases only, and we will first attempt to resolve any issues with you before resorting to termination of care. Under these conditions, forfeiture of the deposit will be at owner's discretion.

We reserve the right to terminate for the following reasons (but not limited to):

- Lack of compliance with handbook regulations
- Failure to pay or pay on time
- Failure to complete required forms
- Lack of parental cooperation
- Disrespect
- False information given by parent either verbally or in writing
- Consistent late arrivals disrupting our routine
- Failure of child to adjust to the childcare after a reasonable amount of time
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs



★ Tuition Fee

Tuition/Fees (Fee may change at anytime)

Smart Voyagers	\$250
6 wks. to 12 mo. (or not walking)	
Clever & Bright Voyagers	\$215
12 months to 24 months	
Gifted & Creative Voyagers 25 to 36 mo.	\$215
Intelligent Voyagers 36 to 48 months	\$215
Scholar Voyagers 4 yrs.	\$215

Pm part time \$125 weekly (4pm-8pm arrival by 5:30)
 full time + extended care; additional \$60 per week

There is a \$50 non-refundable annual registration fee (due June 30th). You will be notified in advance in the event of an annual tuition increase. Weekly tuition is due on Fridays: all payments are due Fridays by 6pm. At 6:01 each Friday a \$35 late fee is added to the late account.

Tuition payment link is found on our website www.thelearningvoyage.org

There will be a \$45 charge on all returned checks. After (1) returned check, tuition must be paid by cash, credit card or money order.

Tuition is charged weekly. In the event of absence (all or part of the week) payment is due. If absent for more than one week without notice to the center, the slot may be forfeited. Keep in mind you are paying for a slot not the child's attendance. You may earn 1 consecutive week of unpaid vacation per year after 1 year of enrollment. Allowances will be made for sick time at the discretion of the director/owner (must have doctors note). If you need to be late, PLEASE talk with director/owner prior to due date. If you are late past 3 days, daycare services can and will be terminated until payment is made, unless PRIOR arrangements have been made. If you are late more than two times, this may also cause termination of daycare services. If we are closed on our scheduled daycare tuition due date of Fridays,

Tuition is due by last day open for that week. In order to provide our staff with a stable financial situation, we cannot offer exemptions of tuition payment for days your child is not in our care, such as when you are on vacation, days when your child is ill, or other days when you choose not to bring your child. Such absences need to be put in writing and submitted to the center as far in advance as possible so that we may operate and plan accordingly. Though we realize daycare is a major expense for most working parents, we also rely on this business to help support our own families. Since we will be holding your child's space for you to use at will, we need to charge your weekly tuition whether you use it or not. Rare exceptions may be made at the owner/director's discretion for extreme circumstances.

Late pick up is \$5 per min after 5:00pm. The late fee is due at pick up with no exceptions. LATE FEES ARE ASSESSED ACCORDING TO THE CLOCK IN THE WAITING AREA. AFTER 5:15pm AND NO WORD IS RECEIVED FROM THE PARENTS, Department of Family and Children Services (DFACS) will be notified to pick up the child.



Excessive tardiness in fee payment or failure to pay fees in a timely manner will result in termination of enrollment from the center.

Curriculum

Our center use GELDS (Georgia Early and Development Standards), Little Dreamers for them based and Abeka reading and math components as our curriculum. We focus on the whole child specializing in early literacy skills. Our literacy focus comes within our methodologies we implement in our classrooms, teacher specific literacy trainings, materials in the classroom, and early introductions to the alphabetic principle, phonemic awareness, phonics through hands on learning and visuals. We provide a structured environment to facilitate learning through developmentally appropriate practices. The teacher's expectations and classroom activities are safe and achievable by children of the age span of the group. We will observe your child throughout the year to assess their development in all areas along with their language skills. Formative assessments are completed weekly to monitor each student's growth.

Nutrition

We provide nutritious meals and snacks in accordance with Childcare and Adult Care Food Program, USDA standards and childcare licensing regulations.



The teachers are responsible for supervision of mealtime and encourage proper table manners. Parents may check the weekly menu on the parent/teacher bulletin board.

We serve breakfast between 6:45 a.m.-7:45 a.m. Lunch will be served from 11 a.m. to 12 p.m. An afternoon snack will be served from 2:30 p.m. to 3:30 p.m.

If your child has food allergies, please make sure that it is documented in the enrollment packet. It must be documented by a physician's statement, which will be posted in the kitchen, classroom and a copy kept in the child's file. When a child requires a modified diet for medical or religious reasons, a written statement from a medical authority and/or parent shall be on file. Food provided by parents must be sealed in the original package. There should only be enough for one serving, as the center cannot store food overnight. Non-nutritional foods such as potato chips, certain types of candy, most cakes or cookies and fruit drinks with less than 100% fruit juice, may be served on special occasions only.

Feeding

Infant formula bottles shall be labeled with the individual child's name. Any unused formula or milk shall be discarded or returned to the Parent at the end of the day.

Infants under six months of age and older children who cannot hold their own bottles or sit alone shall be held during feeding. Baby bottles shall never be propped and the infant's head shall be elevated while feeding.

Parents must label bottles with the infant name and current date. Bottles must be pre-made before arriving at The Learning Voyage.

Our policy warmly welcomes lactating mothers. We provide a dedicated, private space where they can comfortably nurse.





Transportation

All students using transportation services must have a transportation agreement and a transportation emergency form on file. The center provides transportation to and from schools within a ten (10) mile radius. Educational and enriching field trips are planned at least a month in advance. Parents will be given information about the field trip. The center encourages parents to volunteer as schedules permit to chaperone during field trips.

(For safety reasons, only the Pre K classes will take advantage of field trip privileges at this time.) Permission to go on field trips requires a signed and dated Authorization & Transport form.

All van riders must adhere to the safety policies. Each child must be fastened in seat belts when the vehicle is moving. Riders ages 8 and under must use state approved car seats. Food is not permitted in the van.

All van drivers have a valid Georgia's Driver's License, and CPR/First Aid Training. The drivers have attendance sheets, first aid kit and fire extinguisher and permission forms for each child being transported.

Our Staff

Our staff is made up of highly qualified and trained individuals dedicated to offering an excellent childcare program. These standards are maintained each year as staff members attend Workshops, Seminars and In Service Trainings. Current literature keeps staff members abreast of new ideas and new research in childcare. 100% of our staff is trained in First Aid/CPR; 95% of our staff has a combination of an AA, TCC, CDA, BS and MS degree/certification. Our staff members are mandated reports and by law we have to report any suspicion of child abuse and/or neglect.

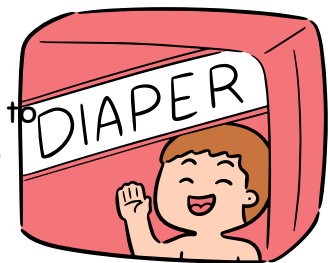
Our Students

We value each student

- With praise, reward and encouragement With reason and set limits for children
- By modifying the classroom environment to attempt to prevent problems before the occur
- By listening to the child
- By providing alternatives for inappropriate behavior
- By providing natural and logical consequences of their behaviors

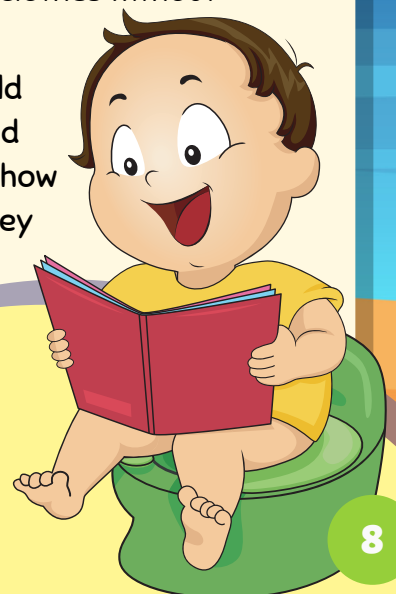
Diapering Procedures

- 1** Prepare for the diaper change. Collect supplies needed (clean diaper, wipes, plastic bags, latex gloves, and clean clothes) and place them near -- but not on -- the diapering table. Cover the table with a disposable covering, such as nonporous paper. Put on disposable latex gloves before picking up the child. Place the child on the covered surface, and always keep a hand on her.
- 2** Remove clothing and unfasten the diaper. Place soiled clothing in a plastic bag to send home. Unfasten the diaper, but leave the soiled diaper under the child.
- 3** Clean the diaper area. Clean the child thoroughly with disposable wipes. Wipe front to back. Be sure to clean all creases and cracks in the child's skin. Roll up the soiled diaper with used wipes inside and dispose in a lined, covered trash can.
- 4** Remove gloves Remove gloves by grabbing one glove from the middle and pulling it off, then pulling the cuff of the other glove by sliding your hand inside the cuff and pulling it down toward your fingertips. Turn the second glove inside out over the first glove as you take it off. Avoid touching the glove surface with your bare hands. Dispose of gloves.
- 5** Wipe your hands and the child's hands. Use separate wipes for yourself and the child. Dispose of wipes.
- 6** Put on the clean diaper. Use facial or toilet tissue to apply any necessary diaper creams. Fasten the diaper securely, and dress the child.
- 7** Wash the child's hands with soap and warm running water. Encourage the child to help with hand washing as soon as he or she shows interest. If the child is too young to wash her own hands, place soap on the child's hands and rub them together, then rinse well and dry.
- 8** Return the child to the play area without touching anything else. Do not hand the child a toy or touch any equipment. Remember that your hands still have not been washed.
- 9** Clean and disinfect the diaper table. Clean the surface with a spray bottle of soap and water, rinse, and wipe with a paper towel. Disinfect the diapering area with a bleach and water solution. Allow the solution to stay on the surface at least two minutes, then wipe dry with a paper towel or allow the surface to air dry.
- 10** Wash your hands thoroughly with soap and warm, running water. Record the child's diaper change on the daily record sheet to give to parents. If you are changing several children's diapers in a row, be sure to wash your hands and disinfect the diaper table after each diaper change



Toilet Training

- Help parents be prepared. When a child is about to begin toilet learning, encourage parents to bring in at least three or four changes of underwear and clothing in case of accidents. Ask them to dress their child in clothing that is easy to manage. Pants should be loose-fitting and easily pulled down. Elastic waistbands are easier for most toddlers to remove quickly than pants with snaps or buttons.
- Watch for signs that the child needs to go. Children just learning to use the toilet may or may not know to tell you they need to go. Some will use the words they have learned, but you may have to rely on behavioral cues from others. Watch for signs like wiggling, crossing their legs, pulling your hand, or tugging at their diaper. As soon as you notice these behaviors, take the child to the bathroom.
- Create a consistent toileting routine. When children begin toilet learning, make it a part of the daily routine. Take the child to the toilet at regular intervals, whether or not she indicates that she needs to go. Help her remove clothing and sit on the toilet.
- Stay with the child. As a child is beginning to use the toilet, stay with her. Remember that this is a serious activity, not playtime. Do not provide toys to play with while she is on the toilet. Encourage the child to sit for a few minutes, but never force a child to stay on the toilet when she wants to get off. When she has finished using the toilet (whether or not she actually went), remind her to flush the toilet and wash her hands.
- Use lots of encouragement. When a child successfully uses the toilet, tell him, “You used the toilet. You must be really proud of yourself!” Focusing on his pride in the accomplishment will help motivate him to keep trying. (For more on praise and encouragement, check out [Encouragement Is More Effective Than Praise in Guiding Children’s Behavior](#).)
- Handle accidents casually. As children begin wearing underwear instead of diapers, accidents may happen. Help the child make the connection between the wet clothes and toileting by saying something like, “Now that you are wearing underwear, you need to use the toilet. When you forget to use the toilet, your clothes get wet.” Help the child change clothes without scolding or lecturing.
- Keep toileting routines as consistent as possible between home and child care. Children will learn more easily and smoothly when parents and child care providers use the same basic toileting routines. Explain to parents how you are managing toilet learning, and encourage them to share what they are doing. Work together to create as consistent a routine as possible.



Toilet learning is an important milestone for young children. With patience, routines, and clear communication between child care providers and parents, you can help children learn to use the toilet independently.

Sick Child

The Learning Voyage Student Success Center is not equipped to care for sick children. State regulations do not permit the Center to admit Children with a 101 degree or higher oral temperature and other contagious symptoms such as:

- 🤧 Any COVID-19 Symptom
- 🤧 Diarrhea
- 🤧 Symptoms of a sore throat in conjunction with fever and swollen glands
- 🤧 Impetigo or any stubborn blisters on the upper lip or other parts of the body
- 🤧 Streptococcal Infection (Strep Throat)
- 🤧 Pin works (Ring Worms)
- 🤧 Chicken Pox
- 🤧 Conjunctivitis (pink eye)
- 🤧 Thick Green or Yellow mucous coming from the nose
- 🤧 Drainage from the ear
- 🤧 A cough bringing up yellow phlegm (Whooping Cough)
- 🤧 Watering eyes
- 🤧 Head lice

If a child shows any symptoms of illness, he should be kept at home or taken to see a doctor and receive medication. Children may return after 24 hours of watchful care of the illness. 14 days after COVID-19 Symptoms or exposure. Take time to investigate any symptoms your child may complain about or you may notice. Please DO NOT bring your child to the Center if he/she is sick. If your child becomes sick at the Center, he/she will be isolated and you will be notified to pick him/her up as soon as possible, this is for the health and safety of your child and the other children at the Center. Prescription medication will be administered by the Center upon receipt of written permission from the parent and child's pediatrician. NO OVER THE COUNTER MEDICATION WILL BE ADMINISTERED. Permission forms are located in the director's office. If there are any adverse reactions to the medication the director will call 911 then the parents immediately.

Sick Care Policy

- Children suspected of having a contagious illness will not be admitted to the Center. Teachers will observe children daily for symptoms of illness. If the child appears ill, the parent will be requested to keep the child at home and seek medical attention as needed.
- Parents will be notified if there is an epidemic of contagious disease at the Center. A memo will be sent home immediately along with suggested, necessary precautions for you and your child.
- Children with open abrasions, minor scrapes and/or burns will be required to cover the injury.
- We will administer medicine once a day at 12:00, before naptime. The child must have a completed medication authorization form. We will record all noticeable adverse reactions to medication given.
- According to the universal precaution in day care rules we store children SOILED OR WET clothing in individual plastic bags. We will not rinse out soiled diapers or under pants.
- If a child gets hurt and need immediate medical attention, 911 will be called then the parent will be notified and the children will be transported to the nearest hospital.
- If the child has a minor injury, we will contact the parents, and give parents an accident report upon arrival to get the student.
- The Center will request a note from a doctor once your child has been cleared of any illness; to return to school.



Safe Sleep Policy

All childcare providers at The Learning Voyage will follow safe sleep recommendations for infants to reduce the risk of sudden infant death syndrome (SIDS), Sudden Unexpected Infant Death (SUID), and the spread of contagious diseases. All parents must sign the safe sleep form

CHILD'S MEDICATION

[Only Asthma pump (Albuterol) or Epipen]

Prescription medicine must:

- be dated within the past 30 days
- have child's name printed clearly on the label
- have dosage amount and times

Prescription medicine must also be accompanied by a "medication log" which must include:

- date
- Child's name
- Doctor's name and phone number
- Pharmacist name and phone number
- Name of medication
- Dosage amounts and times to be administered
- Route of medication, i.e., oral, eye, etc.
- Why medication is needed
- Date medication is to end
- Special directions, i.e., take before eating, etc.
- Parent's signature

Uniforms

All children that are able to walk (1 & up) are required to wear their uniforms every day except on Friday. The uniform consists of Khaki bottoms, logo polo shirt and closed toe shoes suitable for outside play. An extra set of clothing (well labeled/suitable for weather) including underwear, socks, pants, and shirt must be left at school permanently in case of accidents.

Potty trainers should wear clothing that allows for easy access to the bathroom.

Cubbies/Personal Belongings

The Center accepts no responsibility for and discourages children from wearing jewelry, hair bows and hair beads. Hair beads pose a choking hazard to all children.

A cubby is provided for each child and is marked with the child's name. Please check cubbies daily as your child may have papers to go home. Cubbies are our only storage space for personal belongings for the children. Therefore, personal play items and toys will not be permitted, exceptions during Show-N-Tell. Unclean items and items of a violent nature (ex. Toy guns, knives etc.) will not be allowed at the Center. Parents should provide diapers/pull-ups and wipes as needed. Pacifier clips and tie bibs are prohibited! All items must be labeled with the student's full name. This includes bottles, bottle tops, jackets and any other items brought into the center. The Learning Voyage is not responsible for unlabeled items. Once the child is unenrolled, we are not responsible for the child's materials. Please gather all materials and clothing during the last day your child is enrolled at The Learning Voyage.

Supplies:

Parent/guardian will provide diapers, diaper wipes and baby bottles with adequate formula. To eliminate the daily bundle of items to carry you may bring us a package of each item to leave at the center. We will notify you if items are running low. All items will be marked with the child's name.

Parent/guardian will provide a change of clothes on a weekly basis or keep a change of clothes at day care until needed – replacing as needed. An infant may require more than one change of clothing daily; please provide a few changes of clothing based on your own experiences with your infant. We will offer an emergency change of clothing, wipes, sleeping mats, cribs, for your child.



Discipline and Behavior Management Policy

All students at The Learning Voyage Student Success Center will be expected to follow the rules established by the Director for the purpose of safety and smooth operation of the program.

1

The Center does not administer any type of corporal punishment nor permit it on the Center's premises. When a child misbehaves, the staff will explain why the behaviors are wrong and show the child how to correct it. In accordance with the severity of the infraction and the number of times it occurs, a child may have special privileges taken away, or placed in isolation for short periods of time from the group. If a child's behavior threatens the safety of him or herself, another child and/or staff, we will remove the child to the office and call the parent to come and immediately remove the child from the property.

2

If your child intentionally destroys school property, we assess the parent the cost of replacing the property.



3

A child's enrollment may be terminated for (and not limited to): the child intentionally going into an unauthorized area of the facility, refusing to remain with his/her assigned group during activities, using foul language, being disrespectful to staff and other students, fighting, stealing or defacing other student's property and belongings, the parent or guardian does not follow our policies or the child becomes disruptive and/or uncontrollable and the parent does not work with the Center to improve the situation.

4

Biting is a stage that many toddlers go through. Staff members will encourage children not to bite and will watch for habitual biters. Children that insist on biting others may be asked to leave the Center for health and safety reasons. If a bite occurs and skin is broken, parents of both children will be notified.

5

'Time-out' is the removal of a child for short period of time (3-5 minutes) from a situation in which the child is misbehaving and has not responded to other discipline techniques. The 'Time-Out' space usually a chair, is located away from classroom activity but within teacher's sight. During time out, the child has a chance to think about the misbehavior, which led to his/her removal from the group. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown to other children.

6

Removal of physical activity will not be a punishment for misbehaving. Our school staff is committed to positive reinforcement and to promoting a feeling of unity and warmth among both teachers, as well as children. Please cooperate with us in our efforts to stress the importance of appropriate behavior. We want to keep the program fun and safe for everyone.



Birthdays/Celebrations

Parents are always welcome at their child's birthday celebration. Birthday treats are optional. If you plan to bring a treat, please notify The Director or supervisor ahead of time so that we may plan accordingly. Occasionally we will acknowledge certain holidays with a special celebration of some type. Parents will be informed ahead of time. We strongly encourage healthy foods for all parties and fundraisers.

Parent Involvement/Volunteers

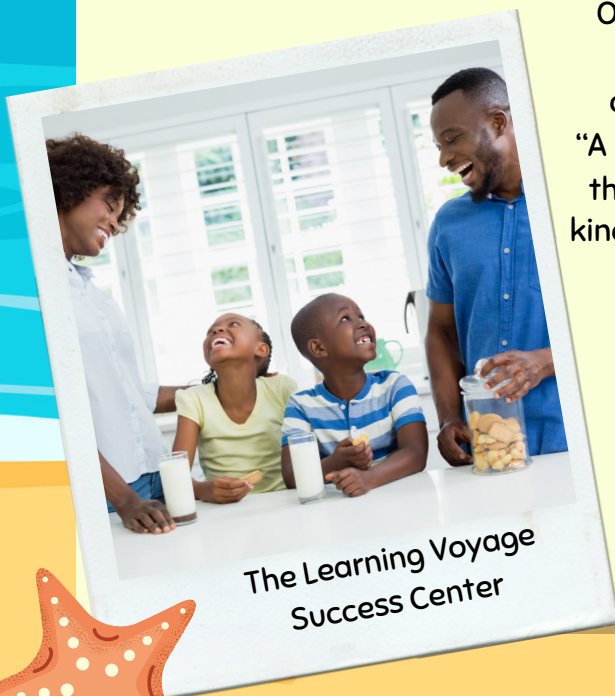
Postponed until further notice

We love volunteers! All parents with children enrolled at The Learning Voyage Student Success Center should learn as much as possible about the Learning Center's programs. Parents are encouraged to take part in the learning experience as often as possible. A parent may volunteer in the classroom, on field trips and other outings, or by donating supplies, materials and monies toward special projects. All parents must participate in fundraising activities while their child is enrolled at The Learning Voyage. While our staff members are nurturers and care for your children during the day, TLV will not be held liable for any harm that may come to the child in the care of a staff member after hours and off the premises. We also ask that parents not date staff members and vice versa. Doing so will jeopardize the job of the staff member. Please respect the teacher parent relationship.

Open communication with the teachers to discuss your child's development at home and in relation to their childcare experiences is essential. It is important that "A Place Where All Students will succeed" parents work with the teachers and other staff to help prepare your child for kindergarten. Thank You for your commitment in helping us to create a space where "All Students Succeed"!

Communication

All parents must download our Procure Parent Communication App. In the app, we will communicate about your child's day and any important information.



The Learning Voyage
Success Center



Parent Involvement Policy

- The Learning Voyage Student Success Center values and prioritizes parent involvement in the school community.
- All parents are required to participate in the two fundraisers that occur each school year. This involvement is essential to support the various educational initiatives and programs provided by the school.
- Parents are required to attend the onboarding Parent Meeting within the first month of enrollment.
- Parents are strongly encouraged to actively participate in all holiday events, class events, and school-wide events. Their presence and engagement contribute to creating a vibrant and inclusive school community.
- Parents are welcome to volunteer in their child's classroom to enhance the learning experiences of all students. This can include activities such as reading to the class, assisting with crafts, or chaperoning field trips. The involvement of parents enriches the educational environment and fosters a sense of collaboration between home and school.
- Parents who wish to organize a birthday party for their child at the school must first check with the school administration regarding any allergies or dietary restrictions. The party should be scheduled during snack time, ensuring minimal disruption to instructional time.
- The school administration will provide guidelines and suggestions for parents to plan age-appropriate and inclusive birthday parties, promoting a positive and inclusive environment for all students.
- Ongoing communication channels, such as newsletters, emails, and the school website, will be utilized to inform parents about upcoming events, volunteer opportunities, and ways to get involved.
- The school will provide ample opportunities for parents to engage in open discussions, workshops, and parent-teacher conferences, allowing for meaningful collaboration and continuous improvement of the educational experience.
- The administration and staff will be available to provide support and guidance to parents, facilitating their involvement and addressing any concerns or queries they may have regarding their participation at the school.
- The Learning Voyage Student Success Center appreciates and recognizes the valuable contribution of parents in creating a nurturing and supportive environment for all students.

VIDEO POLICY

AT THE LEARNING VOYAGE, WE HAVE CAMERAS OPERATING IN EACH CLASSROOM. WE BELIEVE IN CREATING A SAFE LEARNING ENVIRONMENT, AND WE KNOW THAT CAMERAS ADD AN EXTRA LAYER OF PROTECTION FOR PARENTS AND STAFF. IT IS OUR PLEASURE TO HAVE A SYSTEM THAT WILL SPEAK FOR ITSELF IN THE EVENT OF AN EMERGENCY.

- CAMERA FOOTAGE IS NOT PROVIDED OR REVIEWED FOR LEISURE OR NON-EMERGENCY PURPOSES.
- VIDEO FOOTAGE IS ONLY REVIEWED WITH PARENTS IF A SERIOUS EVENT OCCURS. (SUCH AS A CHILD SUSTAINING AN INJURY)
- FOOTAGE FOR ANY REASON THAT IS NOT AN EMERGENCY OR CHILD INJURY IS SHOWN AT THE OWNER'S DISCRETION.
- REVIEWING VIDEO FOOTAGE IS TIME-CONSUMING AND TAKES TIME FROM THE OPERATIONAL FLOW OF OUR DAY. ONLY PARENTS MAY VIEW FOOTAGE FOR MATTERS THAT RESULTED IN A CHILD BEING HURT WHILE IN OUR CARE.
- OUR ADMINISTRATION USES THE CAMERAS FOR OTHER PURPOSES SUCH AS STAFF SUPERVISION, CHILD ASSESSMENTS, INVESTIGATIONS IN SERIOUS MATTERS, ETC.

MEDIA POLICY

- FOR CHILDREN TWO AND UNDER:
- MEDIA-FREE ENVIRONMENT: WE UPHOLD A MEDIA-FREE ENVIRONMENT FOR CHILDREN AGED TWO AND UNDER. PARENTS ARE KINDLY REQUESTED TO REFRAIN FROM PROVIDING ELECTRONIC DEVICES DURING THEIR CHILD'S TIME AT THE CHILDCARE FACILITY.
- FOR CHILDREN THREE AND UP:
- LIMITED USAGE: DURING THEIR TIME AT OUR FACILITY, CHILDREN AGED THREE AND UP ARE ALLOTTED LESS THAN 30 MINUTES OF MEDIA USAGE PER WEEK. WE ENCOURAGE PARENTS TO EXTEND THIS PRACTICE BY LIMITING THEIR CHILD'S MEDIA USAGE BEYOND THE CHILDCARE FACILITY.
- COORDINATION WITH LESSON PLANS: IF ELECTRONIC MEDIA IS INCLUDED IN THE WEEKLY LESSON PLANS, PARENTS WILL BE INFORMED IN ADVANCE. YOUR COOPERATION IN MAINTAINING A BALANCED AND ENRICHING MEDIA EXPERIENCE FOR YOUR CHILD IS APPRECIATED.