

# **Londonderry Learning Academy**

## **Family Handbook**

**2011-2012 Academic Year**



## Welcome

Welcome to Londonderry Learning Academy! We are looking forward to a new academic year, and to getting to know our students and their families even better.

The summer of 2011 was a busy one. The staff has been busy revising the academic curriculum and we are excited to put these new programs into practice. We also made a number of improvements to the school over the summer; including changes to the playground, updates in the classrooms, and new educational materials. We have more changes and additions planned, and will be working on these projects during the coming weeks and months.

One of our primary goals at Londonderry Learning Academy is to help our students grow and learn within a happy and caring community. We want to help our students explore their individuality, learn how to thrive in society, and learn the academic fundamentals that will prepare them for higher grades. This goal is a challenge, and we hope to hear praise for our work; but we know that we will all benefit from constructive criticism.

We hope this handbook will serve as a useful reference during the coming year and we encourage you to look on our website, [www.londonderrylearningacademy.com](http://www.londonderrylearningacademy.com) to download this handbook and to view other information. We also want to encourage you to share any questions, or concerns with us at any time.

Sincerely,

Meg Dolan

# Table of Contents

- Philosophy..... 6
- General Information ..... 7
  - Contact Information..... 7
  - Hours of operation..... 7
  - School Closings..... 7
- Emergency Procedure..... 8
  - Incident or Injury Reporting..... 8
- School Programs ..... 9
  - Preschool..... 9
  - Pre-Kindergarten..... 9
  - Kindergarten Enrichment..... 10
  - Elementary Enrichment ..... 10
  - Transition Weeks ..... 10
  - Summer Program ..... 10
- Health and Safety..... 11
  - Illness ..... 11
  - Medication ..... 11
  - Allergies..... 12
  - Lice ..... 13
- Arrivals and Departures ..... 14
  - Drop-Off and Pick-Up..... 14
  - Absences/Tardiness ..... 15
  - Legal Custody Issues ..... 15
- Family Involvement..... 16
  - Parent Information Night..... 16
  - Meet and Greet..... 16
  - Monthly Newsletter..... 16
  - Volunteer Program ..... 16

Support for Families.....	16
Academic Progress.....	17
Home Extension Activities .....	17
Circle Time .....	18
Letter Basket .....	18
Creative Activity Time .....	18
Free Play.....	18
Indoor Musical and Physical Education .....	18
Outdoor Play .....	18
Field Trips.....	19
Parties .....	19
Snack Time .....	19
Lunch.....	19
Rest Time .....	19
Policies .....	21
Open Door Policy .....	21
Suspected Child Abuse or Neglect .....	21
Fire Drills .....	21
Personal Information .....	21
Photography.....	21
Toy Policy .....	22
Enrollment Requirements.....	22
Registration.....	22
Enrollment.....	22
Registration Fee .....	22
Health Form .....	22
Trial Period .....	22
Withdrawl Policy.....	23
Nondiscrimination.....	23
Tuition .....	23
Contracts.....	23
Additional Fees.....	24

Discounts.....	24
Discipline.....	24
Termination of Enrollment .....	25
Receipt of Family Handbook.....	27

## Philosophy

The motto of Londonderry Learning Academy is, “Helping Children Put the Pieces Together”. These pieces include academics, arts, creative play, and social interactions. We plan to introduce lessons that target each of these areas every day, in ways that make learning fun and exciting. We also plan to regularly review student’s progress to track how well they are following the lesson plans, and to identify areas for further work.

Every one of our students is an individual, with their own individual interests and needs. We work to build on these interests to introduce age-appropriate academic subjects. We also work to develop student’s self-respect, imagination, creativity, and independence while encouraging teamwork and fair play. Finally, we seek to promote respect and courtesy toward others in a safe, nurturing environment.

Our plan is to use a theme-based curriculum throughout the school year. Each day will consist of a set of recurring activities designed to establish familiar patterns. Weekly activities will be designed to introduce new concepts and experiences to all students. Longer-term activities will serve to review and reinforce lessons learned during the school year.

## General Information

### Contact Information

The contact information for Londonderry Learning Academy is:

Londonderry Learning Academy, LLC

28 Buttrick Road

Londonderry, NH 03053

Telephone/Fax: 603-425-2645

E-mail: [meg@londonderrylearningacademy.com](mailto:meg@londonderrylearningacademy.com) or [mrscox@londonderrylearningacademy.com](mailto:mrscox@londonderrylearningacademy.com)

### Hours of operation

The 2011-2012 Academic Year begins on 29 August 2011 and ends on 18 June 2012.

Londonderry Learning Academy will be open on non-holiday weekdays, Monday to Friday, from 7:00 AM to 6:00 PM.

### School Closings

Planned holiday school closings will be provided separately and will be included on a monthly calendar of activities that will be sent home in your child's folder.

Announcements of school closings or delays caused by weather or other unforeseen circumstances will be made on WZID/95.7 FM radio and WMUR/Channel 9 television.

Londonderry Learning Academy staff will make every reasonable effort to begin classes at regular times in the event that Londonderry Elementary Schools delay their opening due to bad weather.

***Please note that you are still responsible for paying tuition for the day if school is closed on a day that your child is normally scheduled to attend.***

## **Emergency Procedure**

In the event of an emergency, parents will be contacted using the information provided on the Londonderry Learning Academy registration form. Individuals will be contacted in the order listed on the form (i.e. parent(s) first, emergency contact persons next).

In the event of a major medical emergency, Staff will contact Emergency Services first by dialing 911 and will provide First Aid/CPR support if necessary. Parents will then be contacted and provided with available information.

If Emergency Services are not required, then Staff will address the child's needs first and contact parents as soon as possible.

If there is a prolonged power outage, then parents will be notified of the outage after 30 minutes have elapsed. Londonderry Learning Academy is required to evacuate all children within 90 minutes after the start of a prolonged power outage, regardless of the season.

If Londonderry Learning Academy is required to close due to inclement weather, then parents will be notified in the order listed in the registration forms (i.e. parent(s) first, emergency contact persons next).

## **Incident or Injury Reporting**

If a serious medical event affects your child or an incident occurs that Londonderry Learning Academy must report, then a written Injury or Incident Report will be prepared and provided to parents. Injury Reports will be prepared for injuries requiring more than basic, reasonable treatment for minor cuts, scrapes, or bruises. Staff members will notify parents of events requiring either Incident or Injury Reports as soon as is practical.

The Staff member(s) that witnessed the event will complete and sign the report. Parents will be asked to review and confirm receipt of the report, in writing, when they pick up their child. Photocopies of the reports will be available upon request, and will be kept on file at Londonderry Learning Academy for a minimum of three years.



## School Programs

The Londonderry Learning Academy currently offers several basic programs for children. Children may attend for half (mornings or afternoons) or full days in the Extended Care programs.

### Preschool

Age: 2 years, 7 months + 3 years by September 30th  
Availability: Mornings: Monday - Friday, 8:40 AM to 11:40 AM  
Afternoons: Monday – Friday, 12:30 PM to 3:30 PM  
Extended Care is available during business hours (7:00 AM to 6:00 PM)

A scheduled minimum of two (2) ½ - day classes are required per week

The Preschool program is designed to introduce young children to a more structured play and learning environment. We work to build the child's social/emotional development, identity, self-respect, and confidence while increasing their awareness of health, safety, and respect for others. Learning programs focus on building language literacy, letter/number recognition, problem solving, and fine motor skills such as writing and cutting paper.

### Pre-Kindergarten

Age: 4 years +  
Availability: Mornings: Monday - Friday, 8:50 AM to 11:50 AM  
Afternoons: Monday - Friday, 12:30 PM to 3:30 PM  
Extended Care is available during business hours (7:00 AM to 6:00 PM)

A scheduled minimum of three (3) ½ - day classes are required per week

### **Prerequisites**

The Pre-Kindergarten program is designed to prepare children for Kindergarten. So, children planning to enter this program must be four years old by September 30<sup>th</sup> of the current school year.

Children must be completely toilet-trained to enter this program.

### **Program**

A primary focus of the Pre-Kindergarten program is to develop children's communication skills. Letter/number recognition, writing, developing beginning sounds, and comprehension are emphasized. Problem solving skills and strategies for social living are practiced. Children's sense of identity, self-worth, and confidence are also reinforced.

## Kindergarten Enrichment

Availability: Monday-Friday, before and after Kindergarten  
Extended Care is available during business hours (7:00 AM to 6:00 PM) when elementary schools are closed and Londonderry Learning Academy is open, based on availability.  
***Space may be limited, so please register in advance***

The Kindergarten Enrichment program works to augment the lessons that children are learning in Kindergarten. A primary focus of this program is to further develop interpersonal skills, teamwork, and creativity. This program takes place in a Preschool and Pre-Kindergarten environment where the Kindergarten students serve as role-models to the younger students, which in turn helps develop their self-esteem and confidence.

## Elementary Enrichment

Age: 1<sup>st</sup> – 7<sup>th</sup> grade (under age 12)  
Availability: Monday – Friday, before and after school

The Elementary Enrichment program is designed to provide academic support and active playtime in a nurturing environment. Homework help and supplementary lessons will be planned to augment student's learning at school. Students will also have additional, appropriate indoor and outdoor physical activities to reinforce healthy, active exercise habits. Elementary enrichment students will also have opportunities to act as role models for their younger classmates.

## Transition Weeks

Age: Preschool, Pre-Kindergarten, Kindergarten, as above  
Availability: Monday – Friday during business hours (7:00 AM to 6:00 PM)

Transition weeks occur at the beginning and end of the summer. Transition weeks are the period between the final scheduled day of school at Londonderry Learning Academy and the beginning of our Summer Program, and the period between the end of our Summer Program and the first day of school. Londonderry Learning Academy will be open during regular business hours, from 7:00 AM to 6:00 PM during transition weeks. ***Please contact the Director if you wish to have your child attend school during transition weeks since availability may be limited.***

## Summer Program

Availability: Monday – Friday during business hours (7:00 AM to 6:00 PM)

The 2011 Londonderry Learning Academy Summer Program is currently being revised to include new activities for a wider range of children. An eight-week program is planned with different themes each week.

***Additional details on the summer program, including registration costs and details, will be available in a separate flier in the spring of 2012.***

## Health and Safety

The health and safety of all staff and students at Londonderry Learning Academy is our highest priority. All Staff are certified by the American Red Cross for Basic First Aid and Cardio-Pulmonary Resuscitation (CPR).

### Illness

We ask parents to keep their children at home if they suffer from any of the following symptoms of illness (this list covers many common illnesses, but is not inclusive). Mild colds are acceptable, but please use good judgment if your child has a persistent cough or runny nose.

- Fever of 100°F or higher in the previous 24 hours
- Vomiting
- Diarrhea more than once in a school day (child can return 24 hours after a firm stool)
- Difficulty breathing or wheezing
- Severe cough
- Complaints of severe pain
- Questionable skin and eye irritants (rashes, redness, etc.) will require a physician's letter of approval to attend school
- Illness that requires more attention from the staff than can be provided without jeopardizing the health and safety of other students

***The Director will determine whether a child is too sick to remain at school***, and will contact parents to arrange to have the child taken home. Any child sent home for illness must be free from the above symptoms for at least 24 hours before returning to school.

Children must take antibiotics for at least 24 hours before returning to school if the antibiotics are prescribed to treat an illness.

Please inform the Director if your child cannot attend school due to illness.

Finally, please inform the Director if your child acquires a contagious disease. A doctor's note will be required before children with contagious diseases may return to school.

### Medication

Londonderry Learning Academy Staff will not administer any over-the-counter medication. Please inform Staff if you have given your child any over-the-counter medication prior to their arrival at school.

Londonderry Learning Academy Staff will not administer any prescription medication without a completed medication form being on-file. Prescription medication must be in the original container with the student's name, date, time of dosing, and dose. All prescription medication will be locked in a

secure container for safety. **All prescription medication must be handed to a Staff member upon arrival at school.**

No medication of ANY kind should be placed in children's belongings prior to arrival at school.

## Allergies

Children with severe allergies face continuous challenges to their health. Our primary goal is to reduce the risk of children suffering a serious allergic reaction. Our secondary goal is to minimize the impact of a child's allergies on their day-to-day activities.

The following specific efforts will be undertaken to identify children with severe allergies:

1. All parents will be required to submit an Allergy Questionnaire with the registration package. Please notify the Director and Staff immediately if your child has a severe allergy.
2. Once a child is identified as being susceptible to severe allergic reactions, that information will be transmitted to all Staff.
3. Photographs of children with severe allergies, along with a listing of the foods of concern, will be posted in classrooms, kitchens and office spaces. Parents are requested to approve the photographic release in the registration package for this purpose.

The following efforts will be undertaken to reduce the risk of an allergic reaction occurring:

1. All children are normally taken to bathrooms before and after snacks/meals to wash their hands.
2. Specific food for children with severe allergies will be clearly labeled and separated from other children's food.
3. An eating area will be designated for children with severe allergies, as necessary.
4. If a child with a severe allergy is identified, then the Director will send a letter home with all of the children registered in that child's class. The purpose of this letter is to encourage awareness and cooperation between Londonderry Learning Academy Staff and parents. The letter will identify the allergens of concern, and the privacy of the individual child will be respected.

The following procedures will be implemented to prepare Staff to respond if an allergic reaction occurs:

1. Parents of children with life-threatening allergies will be asked to give a short, written summary of suspected allergens and symptoms that their children may experience in the Allergy Survey Form. The purpose of this description is to provide Staff with insight into behavior that may indicate that an allergic reaction has begun.
2. Additional training for Staff members will be conducted if necessary.
3. Parents of children with life-threatening allergies must provide a medical treatment protocol for their child along with necessary medication. Anti-anaphylactic medication provided by parents, such as Epi-Pens, will be kept in a locked box over the refrigerator in the kitchen.

If your child has specific dietary restrictions, then written guidance from a doctor and parent-provided snacks may be required.

## Lice

In the unlikely event that your child suffers from head lice, parents must immediately notify the Director. All registered families will be informed that a child has contracted head lice, and all families will be asked to inspect their children's hair. Children with head lice must receive treatment, and all lice, nits, and eggs must be removed prior to returning. The Director will then check affected children for lice prior to re-admitting them to class.

## Arrivals and Departures

All individuals entering Londonderry Learning Academy are required to check in with Staff at the front desk. This policy is designed to insure the safety of all students and staff.

We ask visitors to respect the learning environment and to minimize disruptions to students when entering or exiting the classrooms.

We expect to have a variety of visitors while school is in session. These visitors could include parents, observers, interns, volunteers, special education associates, and inspectors. All of these visits will be individually authorized by the Director.

### Drop-Off and Pick-Up

The drop-off/pick-up times are:

- Preschool: 8:40 AM and 11:40 AM
- Pre-Kindergarten: 8:50 AM and 11:50 AM

Please help us ensure the safety of all children during indoor pick-up and drop-off. Please be alert for children and parents in the parking lot, and park in one of the designated parking spaces on the side of the building. Please do not block the front entrance. Please open the front door for your children, and only your children. Finally, please identify yourself to a Staff member upon entry and exit to the building.

Children are not permitted in the area of the front door, or to open the front door, by themselves for safety reasons. Accordingly, a Staff member will meet you at the front door, assist the child with their belongings, and ensure that your child gets to their assigned classroom.

Finally, please keep conversations with the Staff short during drop-off or pick-up so we may maximize your child's learning time and minimize disruptions to the rest of their class. We are happy to arrange classroom coverage to accommodate pre-arranged meetings with teachers to discuss specific questions or concerns.

Please notify the Director, in writing, if someone other than the child's parent(s) will drop-off or pick-up your child. Please educate this person on the workings of the car-line. **Staff members will not release your child to someone other than the parent(s) unless we are notified in writing. Identification may be required to be presented to Staff by the alternate pick-up person before the child is released into their custody.**

## **Absences/Tardiness**

If you arrive after car-line closes (8:50 AM/11:50 AM for Preschool or 9:00 AM/Noon for Pre-Kindergarten), then please follow the Indoor Drop-Off and Pick-Up process described immediately above.

Londonderry Learning Academy Staff work hard to provide a consistent routine for each class. Students entering the classroom late can be very disruptive to the entire class. Please notify the school by 9:30 AM if your child will be absent on a particular day. Children will only be allowed into any program after 9:30 AM at the Director's discretion.

## **Legal Custody Issues**

If a legal custody matter is resolved in which individuals are restricted from seeing a child, then Londonderry Learning Academy must be informed immediately of this restriction via a written legal document from the court handling the case.

## **Family Involvement**

Family involvement at Londonderry Learning Academy is encouraged through both formal and informal programs.

### **Parent Information Night**

Parents or guardians and teachers will gather during one evening in June to discuss the upcoming school year. A notice will be sent home with the children in late May detailing this meeting.

### **Meet and Greet**

Parents or guardians, students, and teachers will meet before the first day of school to get acquainted with each other and the classroom. A notice will be sent to the parents/guardians of all enrolled children in July.

### **Monthly Newsletter**

Your child will receive a newsletter during the first week of each month that will summarize recent events and describe plans for upcoming activities.

### **Volunteer Program**

We welcome families to participate in various ways at Londonderry Learning Academy. Family members who have specific interests or talents that they would like to share with a class are encouraged to add their name to our volunteer sign-up form. The sign-up form will be reviewed by the Director, and volunteers will be contacted to discuss participation and availability.

### **Support for Families**

The Staff at Londonderry Learning Academy are concerned about the health and well-being of not just the students, but the student's families. Some resources we can supply include:

- Copies of the free monthly Parenting Magazine
- A bulletin board at the front entrance hosting information on family workshops, fun family activities and events, and early intervention programs
- Information about family support provided by various State and Federal agencies
- Community resources



## **Academic Progress**

Teachers observe the performance of students on a variety of developmental and academic tasks throughout the year. Formal progress reports are prepared and sent to parents in November and in April. Either teachers or parents may request a conference to discuss the child's progress at any time throughout the year.

## **Home Extension Activities**

Periodically, Londonderry Learning Academy teachers may ask parents and children to work on projects at home. The purpose of this homework is to reinforce the connection between home and school for children, to build their self-esteem, and to help parents see the progress their children are making. The projects will be shown at school so that teachers and other classmates will gain a better appreciation of individual students.

## Typical Daily Activities

### Circle Time

The day typically begins with the students gathering in a circle. The group is introduced to the theme of the day, and the teachers lead the class in singing songs, practicing rhymes, etc. The United States flag is saluted, attendance is taken, and the calendar and the weather are discussed.

### Letter Basket

Each month, the school calendar will designate a different letter of the alphabet each week for Letter Basket. Children are encouraged to bring an item to school that starts with the designated letter and place it into the Letter Basket. The group will discuss the Letter Basket items as a means to reinforce vocabulary and learning the letters in the alphabet. We ask all parents to examine candidate Letter Basket items and eliminate any breakable items, items containing small parts or sharp edges, or weapons of any kind

### Creative Activity Time

Each day, a creative activity will be planned for each class. Creative activities may include a variety of art projects requiring painting, cutting, coloring, and pasting. Creative activities will augment learning using numbers, shapes, colors, the alphabet, basic mathematics, and reading readiness.

### Free Play

Students will explore learning areas during free play to develop communication, sharing, and social language skills. Children may choose their own play areas during some periods, and will be assigned play areas by teachers during other periods. Efforts will be made to adapt free play activities to balance individual interests and learning styles with activities to promote socialization.

### Indoor Musical and Physical Education

If students are required to stay inside due to bad weather, then teachers will lead students in dancing, musical games, and physical exercises. Music and physical education activities are also incorporated into normal weekly activities.

### Outdoor Play

The outdoor fenced play area has both sunny and shady areas, and all children are supervised by the teachers for safety. There are swings, slides, and jungle gyms to encourage large motor activity and sandboxes with outdoor toys to encourage creativity. All children will go outside during their classes' assigned play time every day, unless there is severe weather. Please provide your children with appropriate clothing that is labeled for each child for the expected weather conditions. ***Please do not send your child to school if they are too sick to play outside.***

## Field Trips

All field trips will be held on the premises of Londonderry Learning Academy for the safety of the children. Field trips might include visits from local policemen, firemen, storytellers, musicians, and other special guests.

## Parties

Birthdates will be marked on the monthly school calendar. One day each month will be designated to celebrate the birthdays of all the students who have birthdays during that month. Additionally, all classes will celebrate different holidays with parties and activities during the year. Parents may be asked to donate party materials or special snacks prior to the party.

## Snack Time

Students will be served a nutritious snack in the morning and in the afternoon. Milk or water will be provided each day.

## Lunch

Please observe the following lunchtime rules:

1. Please provide lunch from home for your child if you opt to have them stay for lunch.
2. Please make sure that your child's name is on their lunchbox/bag.
3. Please include any utensils needed by the child to eat their lunch.
4. Please let us know if your child's lunch must be refrigerated. We recommend placing an icepack or frozen food item in an insulated lunchbox.
5. Hot food may be provided in a thermos.
6. Milk or water will be served with lunch, but you may provide a juice box or thermos if desired.
7. Children will be encouraged to eat the healthiest food items in their lunch first. Candy or soda will not be allowed at lunchtime.

We will work to encourage polite table manners during lunchtime. We will routinely say "grace" before eating ("Thank you for our friends and food. Amen.").

## Rest Time

Children in attendance for five or more hours are required to have a 30-minute rest-time.

Children who routinely take an afternoon nap will be provided a safe, quiet place to lie down. Londonderry Learning Academy will provide a mat on which to lie, and this mat will be cleaned by Staff

after each use. Parents must provide a crib sheet for the mat and a light blanket or large beach towel to cover the child at the beginning of each week. The sheet and blanket will be sent home at the end of the week for you to launder. Children may have a sleep animal or toy, but it should be small enough to fit into their backpack. After 2:00 PM, teachers will turn on the lights and the general activity level will increase.

**Children who do not take naps, or who do not fall asleep within 30 minutes, will be allowed to quietly read books or work on puzzles individually. After a minimum 30 minute rest period, children who are awake may begin the afternoon program once a small group forms.**

## **Policies**

### **Open Door Policy**

Parents are welcome to visit Londonderry Learning Academy at any time during normal business hours. Please understand that children are often excited during visits and may seek attention in a variety of ways. Children may also become upset when the visit ends, if you need to leave without them.

### **Suspected Child Abuse or Neglect**

In order to assure the safety of all children attending Londonderry Learning Academy, all Staff members are encouraged to be alert for child abuse or neglect. All Londonderry Learning Academy employees are required, by law, to report suspected child abuse or neglect to the New Hampshire Division for Children, Youth, and Families (DCYF). The failure to report a case of suspected child abuse or neglect to DCYF is a misdemeanor offense under RSA 169C: 29. Individuals must not be able to prove the suspected abuse, but they must be able to present the observations that led to the suspicion of abuse or neglect.

### **Fire Drills**

Londonderry Learning Academy is required to conduct monthly fire drills. Staff will explain the procedure to all children, and practice the evacuation procedures to ease children's fears prior to the fire drill.

### **Personal Information**

A list of the names and addresses of all the children in each class will be circulated to all families. If you wish to have your child's name and address excluded from the class list, then please indicate this on your registration form.

Londonderry Learning Academy will not publish the telephone numbers or other personal identification information of students or their parents without prior written approval.

### **Photography**

A photography release will be provided which requests permission to take your child's photograph at various times throughout the school year. The photographs taken will be used in photo albums, on student's cubbys, in art projects, and throughout the classroom.

This photography release is separate from the release required by professional photographers who may visit the school to take class pictures.

## Toy Policy

In order to encourage sharing, turn-taking, and to reduce confusion between children over the ownership of toys, it is the Londonderry Learning Academy policy to ask that children leave their personal toys at home. This policy also helps ensure the age-appropriateness and safety of all toys introduced into the school.

## Enrollment Requirements

### Registration

A student registration form and emergency contact information must be on-file at Londonderry Learning Academy prior to your child's first day of attendance. The parent(s) or guardian are responsible for updating this information in the event of any changes.

### Enrollment

Enrollment to Londonderry Learning Academy for the next school year is first offered to families who are registered in a program through the month of January.

### Registration Fee

A non-refundable \$60.00 registration fee is required to reserve a schedule for your child in a program.

### Health Form

Londonderry Learning Academy is required to have a current health form on file for your child. This health form must be updated annually and signed by your child's physician. The form must include the date of the last physical examination, a list of known allergies, a list of known prescription medications the child is taking, a developmental assessment, a list of immunizations received, and any medical information that could impact your child's success at Londonderry Learning Academy. ***An updated immunization list must be on-file for the child to be on the premises.***

### Trial Period

We recognize that the first 30 days after enrollment are an adjustment period for the child, the parents, and the Staff at Londonderry Learning Academy. During this 30-day period, either the parents or the Director may terminate care without advance notice. After the 30-day period, termination of enrollment requires a two-week notice. If a family defaults on the two-week notice, payment is still required for the full two weeks.

## Withdrawal Policy

After the Trial Period described above, a two-week written notice is required prior to withdrawing your child from Londonderry Learning Academy. This notice must be signed and dated by the parent(s) and handed to the Director. ***Tuition will be due for the two weeks following the date on which the Director receives the notice of withdrawal.***

If you have prepaid your child's tuition and decide to withdraw your child, then the tuition will be reimbursed minus the two-week tuition cost following the date that written notice of withdrawal is supplied to the Director.

If you choose to withdraw your child during the month of June, you will be responsible for payment of tuition from June 1 until the posted last day of school.

## Nondiscrimination

It is the policy of Londonderry Learning Academy, in its actions, and in the actions of its employees, that there shall be no discrimination on the basis of sex, race, religion, nationality, ethnic origin, age, and/or handicap for employees in participation or operation and administration of any program or activity within Londonderry Learning Academy.

## Tuition

### Contracts

***Tuition is due regardless of your child's attendance, illness, school closings, inclement weather or holidays.***

Parents must sign the tuition contract at the end of the Family Handbook to register their child in a program at Londonderry Learning Academy. This contract will confirm your child's schedule for the school year. A two-week written notice to the Director will be required in advance of any schedule changes.

Two payment plans will be accepted during the 2011-2012 academic year

- Weekly – Payment for each week is due by the prior Friday.
- Monthly – Payment for each month is due by the last Friday of the prior month.

***Please place checks inside your child's folder in their backpacks on in the payment box at the front desk. Please do not hand payments to the teachers.***

## Additional Fees

There are three types of additional fees that may be assessed:

1. Late Fee. A \$10.00 late fee will be charged for all payments not received by the due date listed in your tuition contract.
2. Check Return Fee. A \$25.00 fee will be charged to your account if a tuition check is returned for insufficient funds. Payment in the form of cash may be required indefinitely in the event that two or more checks are returned for insufficient funds.
3. Late Pick-Up Fee. We ask families to pick up their children by closing time, 6:00 PM. Please make every effort to contact Londonderry Learning Academy as soon as possible if you think that you may be late to pick up your child.

If your child is enrolled as a half-day student, and you pick the child up after 12:10 PM, then a late pick up fee payable to Londonderry Learning Academy will be assessed in the amount of \$10.00 for a pick-up between 12:10 PM and 12:15 PM. An additional \$10.00 fee will be charged for every 15 minute delay beyond 12:15 PM.

If your child is enrolled as an extended care student in the afternoon, we ask that a late pick-up fee be paid to the closing teacher at the time of pick up. This fee will be \$10.00 if you pick-up the child between 6:05 PM and 6:15 PM. An additional \$10.00 fee will be charged for every 15 minute delay beyond 6:15 PM.

## Discounts

Discounts of the lower tuition amount will be given to parents who enroll more than one child at Londonderry Learning Academy. These discounts are listed below:

Number of Enrolled Children	Discount
2	10% of lowest tuition fee
3	15% of lowest tuition fee
4	20% of lowest tuition fee

## Discipline

***Children are never subjected to corporal punishment, humiliation, or frightening discipline techniques such as verbally reprimanding children in loud or threatening voices.***

A core belief of all Staff at Londonderry Learning Academy is that children pay attention to responsive, caring adults. Our staff works to build a positive relationship with each child, and to use this relationship to promote discipline in the classroom.

Londonderry Learning Academy Staff use positive techniques to provide guidance in the classrooms. These techniques include positive reinforcement, encouragement, redirection, and anticipation of potential problems. Negative learning techniques, such as competition, comparison, or



criticism are avoided. Rules are explained to the children, reinforced consistently, and understood by all Staff.

Typically, children will spend the first few weeks at Londonderry Learning Academy adapting to the classroom environment. Children are encouraged to explore the classroom and develop new friendships. Londonderry Learning Academy teachers understand child development, and have realistic expectations about the behavior of children just entering the classroom. The Staff work hard to not place inappropriate demands on the behavior of the children during this period of adjustment.

As children become more comfortable in the classroom, the Staff will begin to help the children learn strategies to navigate through the classroom and social scene. Two classroom rules are introduced to help develop self-discipline. The first rule is that everyone must be safe. The second rule is that everyone must have fun. If a child's behavior is at odds with either of these rules, then a Staff member will take the child aside, remind the child of the rules, and work with the child to develop strategies to comply with these two rules.

### **Termination of Enrollment**

Rarely, a child may experience serious problems controlling their behavior. The Director and Staff of Londonderry Learning Academy will meet with parents and attempt to develop strategies to replace negative or dangerous behaviors with positive behaviors. Every effort will be made to work with the child and parent(s) to correct behavioral issues and avoid termination of enrollment.

If these efforts are unsuccessful, then it may be necessary for the Director to terminate the enrollment of the child. Termination of enrollment may be the result of the following:

- Abuse of other children, Staff, or property
- Disruptive or dangerous behavior
- Illness that presents a health or safety risk for children and Staff
- The Londonderry Learning Academy's inability to meet the child's needs

## Tuition and Enrollment Contract

This tuition contract will be valid for the 2011-2012 Academic Year.

Londonderry Learning Academy is open Monday-Friday from 7:00 AM to 6:00 PM. Enrollment and tuition requirements are described in the Family Handbook, and in a separate listing of tuition costs.

Tuition payments may be made by either personal or cashier's check. Payments are due either one week in advance, if the weekly payment option is selected; one month in advance, if the monthly payment option is selected; or at the beginning of the school year if the yearly payment option is selected. Weekly payments are due on Fridays, and monthly payments are due on the last Friday of the month. Monthly rates are based on the number of Fridays in a given month.

Please select one of the following payment options:

\_\_\_\_\_ Weekly payments

\_\_\_\_\_ Monthly payments

My child, \_\_\_\_\_, will attend Londonderry Learning Academy on a regular basis on Days: \_\_\_\_\_ and Hours: \_\_\_\_\_

The tuition charge for my child is:

\$\_\_\_\_\_ Weekly (Tuition is due on the Friday prior to week that your child attends)

\$\_\_\_\_\_ Monthly (Tuition is due on the last Friday prior to the month that your child attends)

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_ understand these charges and agree to pay the specified, above-stated amount.

\_\_\_\_\_ I understand that a late fee of \$10.00 may be assessed for any payments not paid on or before my scheduled payment date based upon this contract.

\_\_\_\_\_ I understand that a \$20.00 charge may be assessed for any check returned due to insufficient funds.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Receipt of Family Handbook

I, \_\_\_\_\_, acknowledge receipt of the 2011-2012 Academic Year edition of the Londonderry Learning Academy Family Handbook.

Acknowledgement of receipt of the Family Handbook means that:

- I agree to review the contents of the Family Handbook, and direct questions to the Director.
- I understand the programs, policies, and procedures which Londonderry Learning Academy will operate under.
- I understand that the Family Handbook is not a contract, and may be amended as necessary, at any time. Parents and guardians will be notified in writing of these changes.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date