



"Preparing Children For A Successful Future"

OUR PHILOSOPHY

Academy To Success began with this goal in mind: to introduce children to a positive, educational environment. We feel strongly that if children begin their educational journey filled with a sense of wonder and discovery, they will enjoy lifelong enthusiasm for learning.

We specialize in providing our infants with a loving, stimulating environment, along with physical contact such as hugging, holding, and rocking. We continually talk and "mirror" back their efforts to communicate with us. These positive, early experiences with our warm and loving staff help establish a strong foundation on which future skills are built.

Our preschool environment focuses on "hands-on" experiences and open-ended learning opportunities. This provides an atmosphere that helps develop creativity and keeps learning fun and interesting. We stay informed of new and better ways to communicate what young children need to know before entering school, and to present new information in ways that will relate to each child's individual abilities and interest.

Our afterschool program recognizes the need to unwind from a busy school day. So we've designed a program that is fun and loosely structured, yet filled with both imagination and information. Kids from six to twelve can be involved with projects that use their creativity, developing their social skills, and just having time to be kids.

*We work hard at stimulating the children in a number of ways-
Not only intellectually, but physically, not only socially, but individually.*

We do not push children with formal learning. It's too soon.

Some of them would burnout.

*If you look around, you will see that we expose the children to
numbers, letters, colors, music, literacy and nature.*

We don't have a rigid structured program.

That's by design.

Academy To Success® - 3203 West DeLeon Street, Tampa, FL 33609 – (813) 874-5474 Fax (813) 874-7421

Nationally Accredited by The National Accreditation Commission for Early Care and Education Programs (NAC)

'We have a NAC for Excellence'



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Admission Date: _____ School: _____ Weekly Tuition: _____
Program: _____ Allergies: _____ Non-Refundable Lifetime Membership: _____
Hours in Care: _____ Lunch: _____ Quarterly Education Supply Fee: _____

Child's Enrollment/Information Part II

DEVELOPMENTAL SCREENING

During your child's first few years of life, many important skills and abilities are established – skills that are key to success in school and later in life. At Academy To Success, we believe that it is very important to monitor the growth and development of children in our care so that we may properly assess each child and may call attention to any possible developmental delays. Early attention often means delays can be solved and children can "catch up" with their classmates.

Our campus professors have completed training in the observation and screening of young children and we have implemented a program of periodic screening for our students. We will occasionally observe your child's development and will record the results using a checklist designed for this specific purpose.

We welcome your involvement in the screening process and would be glad to explain our approach to you in detail. As a result of any developmental screening conducted, we will provide you with a summary of your child's progress and will suggest developmentally appropriate activities that you might do with your child. If the results of the screening suggest areas of possible concern, we will advise you on how to schedule a more detailed assessment for your child. All information about your child and your family is kept confidential. Please indicate below, if we have permission to periodically monitor your child's growth and development.

Signature of Parent or Legal Guardian / Date

Signature of Academy To Success Representative / Date

FIELD TRIPS

I, the parent of _____, contracted the transportation services of Academy To Success for extra curricular field trips. I fully understand that Academy To Success is liable for transportation services only and not for accidents/injury during such activities when the children are under the supervision of other adults at other locations.

Signature of Parent or Legal Guardian / Date

Signature of Academy To Success Representative / Date

MEDIA RELEASE

Academy To Success will be hosting several events in which family members, friends, guests, and staff are invited. During these times cameras and video equipment are accepted to be used by our family members, friends, guests, and staff. On many occasions there will be group participation from all students. This is when your child may have their picture taken by somebody else or Academy To Success.

I do do not (please check appropriate space) grant permission to Academy To Success to use photographs or videotapes of my child for publication, (bulletin boards, newsletters, or other media outlets). Please sign below acknowledging and/or accepting this request.

Signature of Parent or Legal Guardian / Date

Signature of Academy To Success Representative / Date



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CHILD ENRICHMENT AUTHORIZATION

I, the parent of _____, authorize my child to participate in any "Child Enrichment Services" that Academy To Success may provide. This may include but not limited to:

- *language training
- *music instruction
- *educational instruction
- *food experiences

Signature of Parent or Legal Guardian/Date

Signature of Academy To Success/Date

ANIMAL ALLERGY RELEASE

During the school year we will be discussing, identifying, and researching different types of animals. To enhance each student's educational learning experience, we will be inviting petting zoos, wildlife rescue and other vendors to visit our school.

In order for your child to take part in any hands on learning experience that may be planned, please sign and return this form confirming that your child **DOES NOT** have any animal allergies and is able to participate in hands on activities involving animals.

Child's Name: _____

Allergies: _____

Signature of Parent or Legal Guardian/Date

Signature of Academy To Success/Date

CAMPUS INFORMATION PACKET / PARENT ORIENTATION CHECKLIST

This is to acknowledge that a staff member has reviewed with me the Parent Orientation Checklist and has provided an Academy To Success Information Packet, including the business policies of Academy To Success and discussed its contents.

PARENT HANDBOOK

This is to acknowledge that a staff member has provided me with a Parent Handbook, including all policies and procedures for Academy To Success. I have read and agree to all said policies and procedures there within.

Signature of Parent or Legal Guardian / Date

Signature of Academy To Success Representative / Date

INSURANCE

Your personal insurance is the insurance for all accidents. We at Academy To Success do not have the policy to be the company that provides the coverage. We have more than ample staff-to-child ratios. We cover the school at all times, but there will still be accidents.

Insurance Company

Group Policy Number

Signature of Parent or Legal Guardian / Date

Signature of Academy To Success Representative / Date

CHANGES : In the event any of this information changes, please notify us immediately. Thank you.



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BUSINESS POLICIES

The following rules pertain to Academy To Success business policies. These policies are non-negotiable and are legally binding.

A. Enrollment

1. All forms must be completely filled out and returned before beginning services.
2. The client understands that medicine forms must be filled out before any medication will be administered. _____ (Initial)
3. Parent agrees to submit (on or before the first day of care) a copy of each child's current medical card or insurance card, as well as each child's physical and immunization record. _____ (Initial)
4. The parent understands Academy To Success is responsible for informing parent(s) of any accidents occurring during the day. Accident forms are filled out, signed and filed into each child's history folder.

B. Payments

1. No place will be reserved without a non refundable deposit being paid.
2. A \$45 Lifetime Membership fee is paid at time of enrollment. _____ (Initial)
3. A \$25 quarterly education supply fee is paid at time of enrollment and then each quarter thereafter. _____ (Initial)
4. Post-dated checks are not accepted.
5. If payment is not made on the due date, you will be charged \$5 for the first day, \$10 for the second day, \$15 for the third day, \$20 for the fourth day, and \$25 for the fifth day. If services are not paid by the end of the week, your child will not be allowed to return to Academy To Success until payment and all late fees are paid.
6. Returned checks will be assessed fees payable in cash or money order for:
 - a. The full amount of the check
 - b. \$35.00 returned check fee and
 - c. Any additional fees incurred by Academy To Success as a result of the check not clearing _____ (Initial)

C. Hours/Days

1. For your convenience, two full time programs are offered: 9 hour and extended care. The 9-hour program includes up to 9 hours a day, five days per week. The



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extended care program is any **regularly scheduled** hours between 9 and 11 hours per day. **This does not include late pickup charges.** _____ (Initial)

2. Opening time for Academy To Success is 7am and pick up time is no later than 6:00pm. If you are late picking up your child, you will be charged an overtime late fee of \$10.00 for every 5 minutes past closing time. _____ (Initial)
3. Parents will be charged for the full week whether the child comes for one day or all five. Holidays that fall during the week will be paid for even though the facility may be closed for care. _____ (Initial)
4. Our program allows for 2 discounted weeks per child to be used as vacation. To retain your child's place in our program, a written notification in advance to the Director will provide you with one (1) week of tuition at no charge. The second week will require a written notification in advance to the Director and 50% of the full amount of tuition will be due on the same date specified in your contract. Any additional weeks are billed at the full tuition rate. If vacation is taken and not paid for, your place may no longer be available _____ (Initial)
5. Academy To Success observes the following holidays. On these days the campus is closed and substitute care is not provided: New Year's Eve, New Year's Day, Dr. M.L.K., Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & the day after, Christmas Eve and Christmas Day. _____ (Initial)

D. Illnesses

1. Parents should notify Academy To Success if there has been an illness in the family over the weekend.
2. A child will not be allowed to attend Academy To Success if there is a fever, diarrhea, or other contagious symptoms. (Please see illness policy in parent handbook for more specific details.)
3. Medication can be given if it is in the original container, labeled with the child's name and is accompanied by a signed authorization form. (Please see the medication policy in parent handbook for more specific details.)

E. Clothing and Supplies

1. Children's belongings must have their name written on it somewhere. Academy To Success is not responsible for lost items.



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2. Please send your children in appropriate clothing for the weather.
3. Parents are required to bring a small sheet & blanket for the children to use for naptime. _____ (Initial)

F. Discipline Procedures

Children of new clients will be placed in care on a two-week trial basis. This allows both parties to get acquainted with each other and to see if any personality conflicts or disciplinary problems may arise. During this time, both parties have the opportunity to terminate the agreement and seek alternative arrangements.

The goal of discipline is to help children see the sense in acting a certain way. Of course, this is a time consuming task and it is important that we remain realistic in the expectation of the behavior of each child. His/her developmental age and stage must be taken into consideration.

At Academy To Success we encourage positive behavior in the following ways:

1. Allowing the child choices of activities, equipment and materials, giving them a feeling of control over their environment so that conflict with others can be avoided.
2. Guidance in developing language skills which will help them resolve conflicts with words and not with inappropriate behaviors such as biting, hitting or kicking.
3. Fostering good communication and developing confidence and good relationships with others by communicating at eye level, listening attentively, and making simple requests in positive ways.
4. Recognizing and re-enforcing positive behavior. Acknowledging children when they are behaving appropriately and immediately complimenting them. Praising good behavior is one of the most effective discipline methods used at Academy To Success.
5. Clearly defining and consistently maintaining limits in the classroom. Classroom rules are kept simple, clear and few in number to set limits that children can learn and depend on.

If a child is experiencing difficulty controlling their behavior:

1. Teacher may suggest or help the child become involved in another activity in which he can be successful. Redirecting the child helps them avoid negative situations in which they may be rejected or frustrated, which may prevent escalation of the problem.
2. If a problem still exists, the child will be removed from the play area and given time away from the group for self quieting to regain control. Self quieting teaches internal control and self responsibility. It is taking a break in order to work through emotions or find alternative solutions to a problem. The child determines the time limit for this personal time. He/she may return to the group when he/she is ready.



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If continued unacceptable behavior occurs:

1. Within one week, the parent will be scheduled for a conference to create a Behavior Intervention Plan and to discuss possible solutions.
2. Ongoing documentation, "journaling", will begin, which will describe detailed daily behavior within the classroom. Journaling will continue for a period of no more than two weeks.
3. If necessary, *Care Options* through Hillsborough County's Interagency Referral Program will be asked to become involved. (Please see brochure for complete services.) This referral must be complete within a 3 week period.
4. If necessary, a developmental screening through *FDLRS* (Florida Diagnostic and Learning Resources System) will be recommended. (Please see brochure for complete services.)

While it is our desire to work through behavior related issues in the manner described above, **AGGRESSIVE PHYSICAL BEHAVIOR WILL NOT BE TOLERATED.** Any physical abuse against an employee, striking another w/ a foreign object, choking, kicking and biting are all considerations for immediate dismissal. **Parents will be held responsible for any destruction to school property.**

A written record of incidents affecting the program including unacceptable behavior, accidents, injuries to or minor illnesses of children will be kept on file using the Accident/Incident Form approved by Hillsborough County Child Care Licensing. The parent of the child involved in the incident or accident will be notified of such incident on the date of the occurrence and will be required to sign the record verifying such notification. The completed form will be retained by Academy To Success.

Spanking or any other form of physical punishment is strictly prohibited. Discipline shall not be associated with food, rest or toileting. Children may not be denied active play as a consequence of misbehavior. Children shall not be subjected to discipline that is severe, humiliating or frightening. These methods are considered child abuse.

Academy To Success is intended to be a safe and enjoyable learning environment for students, professors and extended staff. It is with mutual respect and ownership that we address issues of unacceptable behaviors, which requires complete support from everyone involved. Parents, teachers and administration are expected to respond quickly and positively to any issues of disruptive behavior so that we can effectively plan and address those issues that affect our students and offer a positive remedy. _____ (Initial)

G. Miscellaneous



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1. If warranted, parents will supply a change of clothes each day, even if their child is fully potty trained. This includes school-aged children. _____
(Initial)
2. Parents are responsible for diapers, wipes, creams, formula, infant food and special-needs food.
3. Parents will call before scheduled time of arrival if they are late or not coming that day. (Late fees still apply). _____ (Initial)
4. Parents will pick their child/children up inside Academy To Success and will walk their child to the car. No child will be released to a honking horn.
5. Only designated persons will be allowed to pick up the child/children.
_____ (Initial)
6. Parents are responsible for providing a two-week notice if they decide to terminate. Failure to provide such notice will result in being charged the full rate for two weeks, plus any back tuition owed. Failure to pay these fees within 10 calendar days will result collection or small claims court action. _____
_____ (Initial)

By signing this form you agree to the terms contained herein and that this is a legally binding contract. Failure to abide by the policies mentioned will result in termination of contract, forfeiture of any deposits or both. This policy agreement is subject to change with two weeks written notice.

Signature of Father or Legal Guardian / Date

Signature of Academy To Success / Date

Signature of Mother or Legal Guardian / Date

Signature of Academy To Success / Date



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SERVICE AGREEMENT

This agreement summarizes Academy To Success services to be provided and the fees, which will be charged for these services. By signing this agreement the parent(s) or legal guardian(s) indicate their understanding of and agreement with the campus policies.

The following agreement is made between Academy To Success and:

Parent or Legal Guardian's Name(s): _____

Address: _____

Home Phone#: _____ Work Phone#: _____

Childcare and educational services will be provided at 3203 West DeLeon Street, Tampa, FL 33609. It is agreed that these services will be provided between the hours of _____ and _____ on the following days of the week:

Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___

The fee for these services is \$._____ per week, due and payable in advance beginning _____ . The full fee is due and payable whether the child attends on the agreed day or not, without exclusion. For your convenience, two full-time programs are offered: 9 hour and extended care. The 9-hour program includes up to 9 hours a day, five days per week. The extended care program is any **regularly scheduled hours** between 9 and 11 hours per day. **This does not include late pickup charges.**

Late pickup charges, (overtime fees) will be charged at a rate of \$10 per every 5 minutes after the scheduled closing time and are due and payable on arrival on the day of overtime.

Academy To Success and parents agree to provide a two-week notice if this agreement is to be terminated.

By signing this form you agree to the terms contained herein and that this is a legally binding contract. Failure to abide by the policies mentioned will result in termination of contract, forfeiture of any deposits or both. This policy agreement is subject to change with two weeks written notice.

Signature of Father or Legal Guardian / Date

Signature of Academy To Success / Date

Signature of Mother or Legal Guardian / Date

Signature of Academy To Success / Date



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RESERVED DATE POLICY

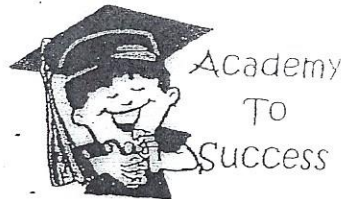
The following rules pertain to Academy To Success Reserved Date policy. This policy is non-negotiable and is legally binding.

1. A Reserved Date means that there is an established start date for your child attending Academy To Success.
2. A completed Registration Form is required to be placed on our Reserved Date Waiting List.
3. The following fees are required to be placed on our Reserved Date Waiting List and are considered **non-refundable**:
 - a. \$45.00 Lifetime Membership Fee (per child)
 - b. \$25.00 Quarterly Education Supply Fee (per child)
 - c. Two weeks tuition
4. **If you opt not to take the reserved date on date specified, your full Reserved Date Waiting List deposit becomes non-refundable.**
5. If you do not start on the scheduled date, payment for services are still due.
6. No one will be placed on the Reserved Date Waiting List without the appropriate fees having been paid with an accompanying Registration Form.
7. Post-dated checks are not accepted.

By signing this form you agree to the terms contained herein and that this is a legally binding contract.

Signature of Parent or Legal Guardian / Date

Signature of Academy To Success / Date



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FEES AND SERVICES

Enrollment Fees:

- \$45.00 Lifetime Membership Fee (**Non-refundable**)
- \$25.00 Quarterly Education Supply Fee (January, April, July and October)

Infant (2 wks-1yr old)

- \$275.00 Part Time Weekly, up to 9 hours per day program
- \$275.00 Full Time Weekly, up to 9 hours per day program
- \$285.00 Extended Weekly, up to 9-11 hours per day program

Toddler (1-2 yrs old)

- \$45.00 Part Time (9:00am-12:00pm) Daily
- \$125.00 Part Time (9:00am-12:00pm) Weekly
- \$55.00 Full Time Daily, up to 9 hours per day
- \$175.00 Full Time Weekly, up to 9 hours per day program
- \$185.00 Extended Weekly, up to 9-11 hours per day program

Preschool (3-5 yrs old)

- \$45.00 Part Time (9:00am-12:00pm) Daily
- \$125.00 Part Time (9:00am-12:00pm) Weekly
- \$55.00 Full Time Daily, up to 9 hours per day
- \$175.00 Full Time Weekly, up to 9 hours per day program
- \$185.00 Extended Weekly, up to 9-11 hours per day program
- \$125.00 VPK Wrap-A-Round Full Time, up to 9 hours per day program
- \$135.00 VPK Wrap-A-Round Extended, up to 9-11 hours per day program

Afterschool (Elementary Age)

- \$45.00 Daily Afterschool Hours: 2:00-6:00pm
- \$70.00 Weekly Afterschool hours: 2:00pm-6:00pm
- \$25.00 Additional per day for School Holiday and/or Early Release
- \$175.00 Full Time Weekly, up to 9 hours per day program
- \$185.00 Extended Weekly, up to 9-11 hours per day program

Miscellaneous Charges

- \$45.00 Return check charge + any additional fees incurred by ATS
- \$10.00 Late Pick Up Fee for every 5 minutes past closing time-6:00pm

*Academy To Success offers 10% discount on additional children after highest full price tuition on 1st child.