


SMART-FIT PRESCHOOL ACADEMY

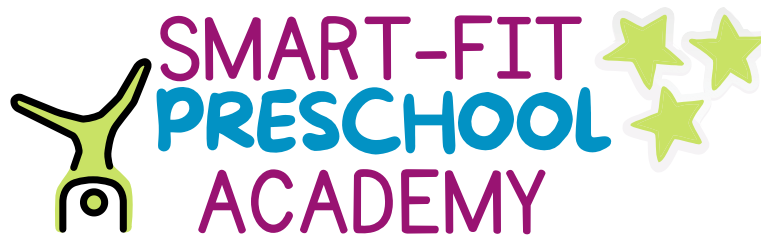


PARENT HANDBOOK



2401 WHITEHALL PARK DR
CHARLOTTE, NC 28273



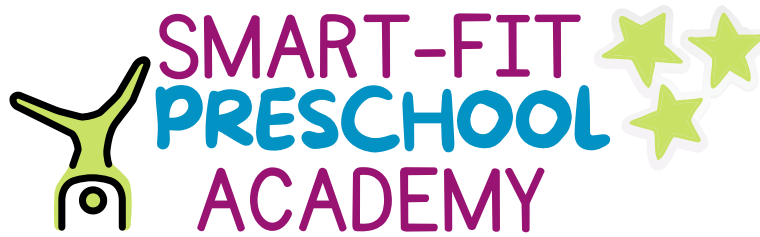


WELCOME TO THE SMART-FIT PRESCHOOL ACADEMY FAMILY!

Our hope is that the Smart-Fit Preschool Academy is a wonderful experience for both you and your child, and that you feel welcomed and valued by our staff. We are honored to have your trust in the care and development of your child.

To maintain a safe, fun, and secure environment for your children we observe the following policies and procedures. Please read our Parent Handbook completely. Your paid enrollment fee acknowledges that you understand and will follow our policies and procedures outlined in the Parent Handbook. Please share your questions, comments, or concerns with the Program Director.





PHILOSOPHY STATEMENT

A pillar within the Gym-Fit family, the Smart-Fit Preschool Academy creates a fun, safe, and inclusive learning environment for young children. Through our progressive approach to early childhood education, we provide opportunities to meet the needs of students' minds and bodies by implementing a multi-sensory, play-based learning environment that provides a solid foundation for your children's early learning years. We are committed to creating a partnership between families and our team members through positive and respectful interaction to ensure children feel safe and secure in their new learning environment.

Our Smart-Fit Preschool Academy provides a hybrid curriculum that combines The Creative Curriculum, the Responsive Classroom approach, and the FitKids gymnastics program to support young children in a developmentally appropriate way by promoting social, emotional, cognitive, and physical growth.

We developed our comprehensive early childhood program to meet the needs of all students by creating a nurturing and inclusive learning environment. Our goal is to provide experiences enriching the whole child to set students up for success and develop a love of learning.

CLASS ENROLLMENT OPPORTUNITIES & TUITION

Tuition is a monthly fee. Tuition must be paid in full regardless of absenteeism, vacations, school closures, or any other events beyond the control of the preschool. All tuition will be collected through our Gym-Fit Parent Portal. Tuition payments and the enrollment fee are non-refundable.

4-5s CLASS

- 4 years of age on or before 8/31/23
- Must be potty trained
- \$369/month for 4 days per week (Mon-Thurs)
- \$150 non-refundable enrollment fee (\$50 towards first month's tuition)
- Includes a weekly gymnastics class (up to a \$95 value)

3-4s CLASS

- 3 years of age on or before 8/31/23
- Must be potty trained
- \$329/month for 3 days per week (Mon-Wed)
- \$150 non-refundable enrollment fee (\$50 towards first month's tuition)
- Includes a weekly gymnastics class (up to a \$95 value)

WITHDRAWAL

All cancellations require a two week notice via email. Please email your notice to info@gymfitsports.com and the Program Director to ensure proper and timely cancellation. Cancellations with less than two weeks' notice will result in a prorated charge for the month regardless of whether the child attended. Enrollment and supply fees are non-refundable.

SCHOOL CLOSINGS AND HOLIDAYS

Smart-Fit Preschool Academy will observe the same holidays/teacher workdays/inclement weather days as Charlotte Mecklenburg Schools. In the event of inclement weather, you will be notified via email if our preschool closes. This information will also be posted to our Facebook page. If public school is delayed one hour or more, our school will be closed. We will not make up any days taken for bad weather, nor is tuition refunded for school closures.

First Day of School - September 5, 2023

Last Day of School - May 9, 2024

Smart-Fit Preschool Academy will be closed on the following dates:

September 20, 2023

January 15, 2024

September 25, 2023

January 24-25, 2024

October 24-25, 2023

February 7, 2024

November 6-7, 2023

February 19, 2024

November 22-23, 2023

March 13, 2024

December 18, 2023 - January 2, 2024

April 1-4, 2024

EMERGENCIES

In all emergencies, Smart-Fit Preschool Academy has permission to take reasonable measures which are necessary to maintain the welfare and safety of the child. Our staff is certified in Infant/Child CPR and First Aid. We are well equipped to handle and treat routine cuts, scrapes, and bumps. In the case of serious illness or an accident involving your child we will provide appropriate care and contact you immediately. Be aware that in cases of a true emergency, 911 will be called first. Smart-Fit Preschool Academy is not liable for accidents or illnesses occurring to the child while in the care of the school which are not a direct result of negligence. An accident/incident form will also be completed, signed by the Director with a copy placed in the child's file.



MEDICATIONS

With the exception of medication for severe allergic reactions, the Smart-Fit Preschool Academy expects that all medications be administered at home before coming to school.

ALLERGIES

Allergies and/or allergic reactions to food, insect bites or stings, etc. must be documented on each child's enrollment form. The child's parent or guardian is responsible for providing necessary information and instructions that should be followed if an allergic reaction occurs. This includes the provision of an Epi-pen or Auvi-Q, if required. An Allergy Action Form will be kept in the child's folder in the Gym-Fit office and posted clearly in the classroom.

Allergy restrictions will be decided on an as needed basis. Our entire Gym-Fit facility is a peanut-free zone. Healthy snacks will be provided during snack time. A weekly snack calendar will be communicated with families.

SICK POLICY

Do not send your child to school if they show signs of illness or give them fever-reducing medicine and send them to school. For the protection of all the children and staff, and for the comfort of your child, we ask that children be kept home if they seem ill.

Signs of illness include:

- Fever over 100.0 °F when taken by mouth
- A cold that is more than four days old
- Significant cold symptoms, such as heavy, thick runny nose, severe cough, difficulty breathing, and fatigue
- Diarrhea, vomiting, or an upset stomach
- Undiagnosed rash or skin irritation
- Eyes that are red or have a discharge

SICK POLICY (CONT.)

If a child is sent home sick from school, they must be kept home the next consecutive school day and until they are free of any of the listed symptoms for 24 hours. The child must be fever free without the use of fever-reducing medicine for 24 hours before they can return to class. Please do not medicate your child in the morning and send them to school. This continues to spread the illness and does not allow your child the proper time to rest and recover.



POTTY EXPECTATIONS

All children entering our preschool program must be fully potty-trained and able to dress/undress themselves. At the beginning of the school year, we understand that students can have accidents due to a new environment and routine. If a student has three accidents in a two-week period, that student will need to be kept at home for a one-week period to reinforce potty training. If there is no progress after 2 months, the preschool reserves the right to withdraw the student.

If a student has a written letter from a pediatrician stating a medical or behavioral reason for a potty-training delay, the preschool will determine if we can adequately serve the student and their needs. This must be presented prior to the beginning of the school year so a determination can be made.

ARRIVAL AND DEPARTURE

Our program begins at 9:00 am and ends at 12:00 pm. Please be mindful of our school hours and do your best to arrive on time to pick up your child. If excessive lateness occurs a late fee will be assessed to your child's tuition account. More information will be sent out closer to the beginning of school with details on our drop-off/pick-up procedures.

Children will be released to authorized persons only. If you are going to be late, please notify the school immediately so that we may reassure your child.

COMMUNICATION

At Smart-Fit Preschool Academy, we want our families to be involved and informed. Communication between families and teachers is strongly encouraged and happens through a variety of methods.

Backpack

- Handouts and reminders will be sent home as appropriate in your child's backpack and communication folder. Please check and empty your child's backpack after school each day to ensure that you do not miss any important news.

Email

- Monthly calendars, weekly newsletters, program wide information, and upcoming events/activities will be emailed to families. Please reach out to our Program Director via email for any questions or concerns.

Social Media

- Please "like" Gym-Fit Sports Center Facebook and Instagram pages. Join our Smart-Fit Preschool Academy Private Facebook group to check out daily pictures, fun activities, and additional learning opportunities for families.

Conferences

- Parent-Teacher Conferences will take place in January. More information will be provided closer to that time. Additional conferences will be scheduled as needed.



CELEBRATIONS AND BIRTHDAYS

Smart-Fit Preschool Academy is an inclusive program, and we will celebrate and learn about holidays and traditions from around the world in an appropriate way. While birthday parties are not allowed, we will celebrate each child on their special day. All birthday treats must be store bought, prepackaged, and labeled peanut/tree nut-free.



DRESS CODE

Dress your child in comfortable clothing that is free of complicated fastenings so they can manage easily for their bathroom needs. To account for weather changes, we advise you to dress your child in easily removable layers. Remember that your child will enjoy a busy, and possibly dirty day at Smart-Fit Preschool Academy, so dress accordingly. Please label your child's possessions. For your child's safety, we recommend rubber soled shoes. Please, no flip flops or open-backed shoes/sandals.

On our gymnastic/ninja class days, students should wear comfortable clothing, nothing with buckles or zippers. Pull hair back and secure with a ponytail holder and remove any jewelry (other than stud earrings) for their safety.

Children always need at least one complete change of clothes in their cubby that are seasonally appropriate. Please include underwear, bottoms, top, and socks. Soiled clothing should be taken home and replaced with a clean set the next day of attendance.

SCHOOL SAFETY

At Smart-Fit Preschool Academy, the safety of your child and our staff is the top priority. Throughout the year, we practice fire, severe weather, and lockdown drills. We want everyone to be prepared in case of an emergency. In the event of a true emergency, we will communicate with you once we know our staff and children are safe.

Please reach out to the Program Director for any questions or concerns.

Thank you for choosing Smart-Fit Preschool Academy as your child's first school experience. We look forward to collaborating with you and your child as they learn and grow!

