



**thedanielacademy**

310 W 106th Street  
Kansas City, MO 64114  
Telephone: (816) 943-0923  
[www.thedanielacademy.com](http://www.thedanielacademy.com)

## Little Daniels Preschool Policies

### Parent Information

Parents will receive update emails regularly with classroom information. Handwriting work done in class will be sent home so you can track progress. Parents are encouraged to check out additional books and/or find fun activities to do at home with your students that will enhance their classroom time. Our TDA teachers will be including some fun ideas in their communication emails to help with this.

Simple “work for home” assignments may be sent home for you to complete with your child. These will not be graded in any way and are completely optional.

We understand that this may be the first classroom experience for many of our students. The first few weeks could be difficult at drop-off time for both parents and children. We do ask that parents give reassurance with hugs and kisses and then leave the room. We will most certainly contact you if your student is not able to settle into the classroom.

We find that parent observations in the classroom can be very disturbing to the children. If a parent would like to observe classroom time, they are welcome to make a request to Stephanie Gerard at [stephaniegerard@thedanielacademy.com](mailto:stephaniegerard@thedanielacademy.com).

### Snack Policy

#### **TDA/Little Daniel IS A PEANUT-FREE SCHOOL!**

We ask that all students bring a **PEANUT-FREE** snack to school for your student to eat during break time. We do ask that snacks are not sugary. Good ideas for snacks would be items such as cheese sticks, fruit, almonds, raisins, etc.

Please send a water bottle labeled with your student’s name as well as their backpack each day. Children will go outside each day (weather permitting) so please send coats/hats/gloves when it starts to get cooler.

## **Allergies**

Little Daniels will do everything we can to prevent exposure to any food allergens.

It is the parents' responsibility to inform Little Daniels of any and all allergies a student may have. (please send an email to [stephaniegerard@thedanielacademy.com](mailto:stephaniegerard@thedanielacademy.com) with allergy info)

The family is required to bring a copy of an emergency action plan as well as any emergency medication, such as an epi-pen, for Little Daniel staff to have on hand.

For any student with an EAP and/or epi-pen, Little Daniel staff will contact you for a brief meeting to clearly understand your student's needs.

## **Birthday Recognition**

If you would like to recognize your student's birthday by sending a "take home" gift you are more than welcome to send that with your student. We will help your student distribute those to their classmates at the end of the morning. A parent is also welcome to come to dismissal and help their student pass out their gifts. Please email your teacher at least one class period before so the details can be arranged.

*We do ask that you follow the NO PEANUT rule when celebrating your student's birthday.*

## **How Sick is too Sick?**

If your student has any infection and has been on antibiotics less than 24 hours, has greenish/yellowish discharge OR is running a fever, please do not have them attend class until they are well (or have been on antibiotics for at least 24 hours). If they have thrown up or have had diarrhea in the past 24 hours, please keep them home until a full 24 hours have passed with no reoccurrence of the symptoms.

## **Discipline Policy and Miscellaneous Info**

If a child is misbehaving in any way (pushing another student, being unkind, not obeying, etc) the teacher will take the student aside in the classroom and verbally warn the student that this behavior is unacceptable. If the behavior persists the teacher will then place the student on a small chair away from the activities for a time-out. If the student should have more than one time-out in a class period, the teacher will email or talk to the parent upon pickup.

If behavior problems continue over time, the teacher and program director will meet with the student and/or parents. If there is no resolution, the student may be asked to withdraw and wait until the following year to try again. In that case, a discharge sheet would be filled out on the student explaining all action taken.

## **Off and Dismissal**

Your student will need to be dropped off at the North entrance of the building. Students will wait with their teacher and walk to class as a group. If your child will be late for class, please come in the South entrance and sign in at the security desk to walk your child to class.

Students will be dismissed at the South end of the building. Families will be given a name card to place in the car. Please display this name so the teacher/parent helper can escort your child to the car.

**\*\*\*Please read note below if you have someone else picking up your child.**

## **IMPORTANT DISMISSAL NOTE**

If someone other than their parent is picking up a Little Daniel student, **the parent must email or call the school informing us who will be picking up your student. (816-943-0923, info@thedanielacademy.com)** If we have not received a message that someone else has permission to pick up your student, we will not be able to let your student leave.

## **Late Pick-up**

Please note that in accordance with The Daniel Academy policy, if a parent is more than 15 minutes late to pick up their student, a phone call will be placed to the family. If late pick-up (more than 15 mins) happens more than one time, a \$20 fine will be applied to the tuition account. The parent will need to come to the main entrance (south entrance with glass doors) and come to the security desk to sign out their child and pick them up.

## **Absences**

Please email The Daniel Academy at info@thedanielacademy.com no later than 8:30 if your child will not be able to attend class. If we have not heard from you by this time, someone from The Daniel Academy will be calling you to check on your student's location.

## **Events**

There will be one scheduled field trip during the year that will require parent chaperones. Your student will need to wear their Little Daniel t-shirt for this event. This shirt is provided as a part of enrollment.

Little Daniel families are invited to join the K-12 Daniel Academy families at our annual Fall Picnic. This is a great time to meet other families.

Little Daniel students will participate in The Daniel Academy Christmas Program.

There will also be a year-end Little Daniels Graduation held for the students who will be moving on to Kindergarten.

Little Daniel families are welcome to join either of our 2 morning assemblies every MTWTH from 8:00-8:30am. We have separate assemblies for our K-4<sup>th</sup> students and our 5<sup>th</sup>-12<sup>th</sup> students.

### **Tuition Information**

Tuition is due on the 15<sup>th</sup> of each month August-April. Checks can be made payable to The Daniel Academy. Payments can be placed in the tuition box at the South entrance of the building. Payment can also be made via RenWeb (details on how to pay via RenWeb will be sent with your tuition statement).

Each family will receive a tuition statement sent to the email address provided on the 1<sup>st</sup> of each month.

If payment is not made by the 15<sup>th</sup>, a late fee of \$20 will be applied to the tuition account.

If a check is returned, a fee of \$20 will be assessed to the account.

If more than 2 bounced checks are written, all future payments must be made with cash or cashier's check.

Any tuition questions can be directed to Stephanie Gerard at [stephaniegerard@thedanielacademy.com](mailto:stephaniegerard@thedanielacademy.com)