



Academy Handbook

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www.curiosity.school

The Curiosity Shoppe and The Toddler Center I & II are an equal opportunity education and employment provider.
Subject to change at the discretion of Curiosity Academy administration in accordance with government department mandates and guidelines

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The Curiosity Academy Parent Handbook and all policies issued therein are created to provide a safe, supportive, educational environment for students and families. We must abide by the requirements of the state agencies that issue our licensing to serve. Policies and procedures set forth are flexible and nimble to accommodate guidance, recommendations, and mandates for our facility buildings and operations. It is critical that strategies be revised and adapted depending on the level of health risk at our school and throughout the community and done so in close communication with local public health authorities. We are considerate of and will work to accommodate special circumstances and needs of students and families, especially those who are vulnerable.

We kindly ask for understanding and support of our need to refine approaches when specific policies are not working, or changes are issued by our governing departments. We appreciate your respect for our efforts toward the safety of our entire community.

MISSION & PHILOSOPHY

Mission

At Curiosity Academy, our school's mission is to provide high-quality educational opportunities to children while fostering each student's positive intellectual, social, physical, and moral skills in an academically and developmentally rich classroom and outdoor learning environment.

Philosophy

Our philosophy at Curiosity Academy is rooted in Christian values and promotes acceptance and respect for all. We focus on providing enriching and educational opportunities for young students. Our school programs are designed to help students achieve academic and developmental goals, laying a strong foundation for their education. We foster learning, communication, character development, and interpersonal skills in a safe and caring environment. At Curiosity Academy, we strive to nurture each student's full potential in their creative, intellectual, social, spiritual, and independent growth.

Curiosity Academy's three foundational principles for our students, parents, families, and faculty aim to establish are:

- **Respect** for our peers, our teachers, our learning tools, our standards, and our environment.
- **Responsibility** for ourselves, our belongings, and our choices.
- **Safety** in our actions.

Our Campus Facility & Staff

At Curiosity Academy, we have a unique 50-acre campus that features an orchard, garden, woods, fields, courts. These areas allow our team of educators the opportunity to instruct and encourage discovery, exploration, inventiveness, and creativity and provide our students the ability to learn through hands-on experiences and from their surroundings. Our staff are experienced in early childhood education and trained to educate with consideration, kindness, and love in a safe and nurturing environment.

Curiosity Academy meets or exceeds the standards set by our licensing agencies. We must abide by the requirements of the state agencies that issue our licensing to serve.

- Licensed by the PA Department of Education and Certified by the State Board of Private Academic Schools (Kindergarten)
- Licensed by the PA Department of Human Services and Office of Child Development and Early Learning (OCDEL)
- Licensed by the PA Department of Health
- A Keystone Stars Facility

ACADEMIC CURRICULUM & PROGRAMS

The Curiosity Academy program curriculum is designed for the student's age, developmental level, milestones, and learning goals. Our curriculum utilizes the Pennsylvania Learning Standards for Early Childhood to build a program that provides a customized learning experience for each individual student. Students are exposed to a wide variety of experiences to expand creative thinking and make each day exciting.

Our key program curricula include:

- Handwriting without Tears (Preschool-Kindergarten) will help our students learn and practice

handwriting, as age appropriate.

- Growing Up Wild (Preschool) will be utilized for students and teachers to discuss language arts, science, and nature.
- Go Math (K-Prep & Kindergarten) will be our foundation for instruction and development of mathematical skills, as age appropriate.
- Reading A-Z (Kindergarten) will strengthen and hone reading skills for our students.

Our curriculum may be modified to meet the needs of our students and classes. All curricula will be supplemented with creativity and resources created by our teachers.

Specials

In addition to our standard program curriculum, students will engage in special areas of learning that are teacher and specialist-led.

- Health & Wellness
- Music and Creative Arts
- Science & Nature
- Library
- Recreational Education
- Garden
- Social Studies
- Community Service

Preschool Program

The focus of our Preschool program is to provide academic learning support in developing emotional and social skills, the practice of independence, opportunities to lengthen focus and attention span, and foster communication and verbal skills.

Preschool “Acorns” - 2 years of age as of September 1st

- Bathroom Training or Trained Program
- Child must be fully, independently bathroom trained to enter K Prep (see policy)
- Afternoon Nap/Quiet Time

Preschool “Sprouts” – 3 years of age as of September 1st

- Bathroom Training or Trained Program
- Child must be fully, independently bathroom trained to enter K Prep (see policy)
- Afternoon Nap/Quiet Time

Developmental Goals

- Language
 - Recites and recognizes alphabet A-Z
 - Produces letter sounds, prints first name
 - Expanding vocabulary
 - Uses sentences, illustrates and explains, asking questions for information
 - Rhyming, opposites, and position-oriented words
 - Recognizes primary colors

- Mathematics
 - Beginning to recognize and recite numbers 1-20
 - Identifying, composing shapes and colors
 - Sorting, extending patterns, and making estimates

- Physical
 - Developing gross motor skills through running, jumping, skipping, galloping, hopping, and climbing
 - Alternating feet on stairs
 - Working on balance
 - Developing control of fingers and wrists and pincer grip

- Cognitive
 - Thinks aloud through talking to self, and others and naming things, learn by experimenting, and trial and error, understanding cause and effect, beginning to find alternate solutions, predicting, developing short- and long-term memory, attention span is lengthening, role-playing and pretend play, recalls some story details, recalls first name and age.

- Social/Emotional
 - Using more words to express needs instead of pointing, is excited to play with peers, learning to share, can work independently and with others, participates in activities, shows individuality, understands simple commands, follows single -step directions, follows the rules and simple routines, transitions with a warning from one activity to another, is learning manners, understanding community roles, and character development.
 - Comfortable with familiar adults, accepting guidance, seeking help, working on resolving conflict, and developing self-control.
 - Can manage changes in daily routine, separates easily from primary guardian.

- Self-Reliance
 - Beginning to use the bathroom independently
 - Washing hands, some dressing/undressing, and cleaning up
 - Eats independently
 - Begins to take care of belongings, places items in cubby

Kindergarten Prep Program

Our Kindergarten Prep (K-Prep) program has been designed to help support readiness for children one year away from entering his/her Kindergarten year based on the extent of a child's enrollment. The main focus of the Kindergarten Prep program is to provide a positive, academic learning environment that promotes experimentation and exploration to build higher-level thinking, language, math, social, and physical motor skills with fun and challenging activities. Our highly qualified, certified, and experienced teachers integrate learning into the classroom in language arts, early math, phonics and writing, and social sciences and focus on preparation for Kindergarten. Team and individualized techniques cultivate a genuine appreciation and excitement about learning. Our program is designed to educate and prepare your child in various academic disciplines, including reading, writing, phonics, language arts, mathematics, social studies, science, and social development.

Kindergarten Prep “Pines” – 4 years of age of September 1st

- Fully, Independently Bathroom Trained (see policy)
- No nap
- A Kindergarten Prep program for kindergarten entry in succeeding academic year

Kindergarten Program

Students enrolling in our Kindergarten program may be evaluated for readiness before school. Academic evaluation requirements that must be met include recognition of and ability to compose all upper and lower case letters, knowledge of phonics of most letters, recognition of and ability to compose numbers 0-115, recognition of basic shapes and colors, and writing first name.

Our full-day Kindergarten has been designed to help prepare children who are one year away from entering First Grade. Our highly qualified, certified, and experienced Kindergarten teacher implements an excellent scholastic program that balances unique activities with a wealth of hands-on learning opportunities and experiences. Our program is designed to educate and prepare your child in various academic disciplines, including reading, writing, phonics, language arts, mathematics, social studies, science, and social development.

Kindergarten “Oaks” – 5 years of age as of September 1st

- Fully, Independently Bathroom Trained (see policy)
- No Nap
- A First Grade Prep program for entry Grade 1 entry in succeeding academic year

FACILITY & PROGRAM POLICIES**Academic Year**

Our academic calendar runs from September to mid-June with guidance from the annual Central Bucks School District calendar. Session commencement and completion dates vary by year and are subject to change.

Hours of Operation

Our campus hours are Monday-Friday, 8:00AM – 5:00PM. Our academic instructional hours will commence at 9:00AM and conclude at 4:00PM. Our office hours are Monday-Friday, 8:30AM - 4:30PM.

Arrival and Departure Hours

Arrival hours are between 8:00 – 9:00 AM and departure hours are between 4:00 – 5:00 PM and do not include formal curriculum and instruction. Hours are supervised with available activity options, but not staff instructed and will be outdoors weather permitting.

Each student must arrive/depart through our designated areas. Students must be accompanied to and from their designated drop-off and pick-up area and may not be on the campus alone. During indoor drop off and pick up, parents/guardians must ring the doorbell outside classroom doors. For the safety of our students, parents/guardians and authorized individuals are not permitted to enter designated areas or classrooms.

Siblings are not permitted to enter a classroom and must remain outside the classroom in the designated areas with a parent/guardian when picking up siblings.

Authorization to Pick-Up

Parent/guardians and authorized individuals who are picking up a child **MUST** show identification at time of pick-up to ensure each child's safety. Any person picking up a child must be authorized to do so by parent/guardian permission and must be 18 years or older. Any person listed as a legal parent/guardian will have permission to pick-up their child with identification unless stated otherwise in a Custody Order that must be on file in our office at time of application.

Late Drop-Off and Early Pick-Up

Daily activities commence at 9:00 AM.

Between 9:00-9:15 AM, our students transition from drop-off location to their respective classrooms.

If a student who arrives after 9:15 AM:

1. A parent/guardian **MUST** notify our office via Class Dojo, phone - 215-348-7221 or email office@campcuriosity.com with arrival time.
2. A parent/guardian must accompany the student to the school office.

Daily activities conclude at 4:00 PM. If student/s will be picked up before 4:00 PM, the parent/guardian must notify our office with time to pick up in advance and come directly to the school office to sign out.

Immediate departure due to illness onset or injury during school hours will be conducted through the school office.

Late Pick-up Fee

A fee of \$15 per student will be charged for late pick up after 5:00pm. Late pick ups after 5:10pm will be charged an additional fee.

Parking Lot & Vehicle Safety Rules

- **The SPEED LIMIT is 5 MILES PER HOUR!** Thank you for obeying the speed limit for the safety of all campus pedestrians.
- All vehicles must be TURNED OFF when parked. Please DO NOT leave your car idling while parked or unattended.
- Please refrain from talking on your cell phone while parked or driving through the property.
- Dogs & pets are NOT permitted on our grounds. Please keep them home or in your vehicle.
- For your student's safety, please DO NOT let your student walk or run alone on campus.
- Please do not leave any student unattended in your vehicle!
- Please DO NOT walk or visit areas of the campus at arrival/departure without school personnel.

Vacation & Absence Policy

Please contact our office if your child will be absent on their regular scheduled day by emailing office@campcuriosity.com.

If your family is enrolled for our academic year, you are financially responsible for all time from commencement date through the conclusion of the academic year. Tuition payment secures a child's space in our program. *We do not reimburse, credit, refund and/or reduce tuition (to include any deposits and registration fees), switch and/or make-up to compensate for missed days of absence due*

to illness, holidays, vacations, weather, closed days, personal days, and/or emergency closure days.

Weather & Emergency Related Closures

Guardians will be notified via email and Enrolls app for any school closures. We do not permit reimbursement, trade, switch, and/or make-up days to compensate for weather and emergency related closures.

Our school will follow the Central Bucks School District (CBSD) for any weather or emergency related closings, delays, and/or early dismissals.

If CBSD is or has one of the following, Curiosity Academy will be:

- Closed = our facility will be closed
- 2-hour Delay = our facility will open at 10:00AM for drop-off
- Early Dismissal = our facility will CLOSE at a time designated by our administration
- Virtual instruction or scheduled to be closed (e.g. holiday/in-service) = our facility will assess conditions, staff availability, as well as follow Pennridge School District (if open).

We thoroughly evaluate our campus conditions, staff availability, and our ability to safely open in the case of weather-related emergencies. We do not issue refunds or reductions in tuition (to include any deposits and registration fees) to compensate for weather/emergency related closings, delays, and/or early dismissals.

Calendar and Closed Holidays

Our academic school year begins on Tuesday, August 27th and ends on Friday, June 6th and is based on a 9-month, 180-day academic school year with 181 scheduled student days. This allows for closed days either planned or unplanned, weather related.

Our facility will be **CLOSED** the following days during the 2024-2025 academic calendar, but not limited to:

- Monday, September 2 - Labor Day
- Friday, November 1 - Diwali (Professional Development Day)
- Wednesday, November 27 - Parent Conferences
- Thursday, November 28 - Thanksgiving Day
- Friday, November 29 - Black Friday
- Monday, December 23 through Friday, January 3rd - Winter Break
- Monday, January 20 - Martin Luther King, Jr. Day (*Professional Development Day*)
- Monday, February 17 - President's Day (*Professional Development Day*)
- Friday, March 21 - Parent Conferences
- Friday, April 18 - Good Friday
- Monday, April 21 - Easter Monday
- Friday, May 23 - Professional Development Day
- Monday, May 26 - Memorial Day

Our facility will also be closed for preparations the week prior to school and camp commencement.

What to Bring to School (Daily):***Please label all student personal belongings!***

Each student will be provided a 13x13” cubby to hold all daily and stored personal items including coat, extra clothing, water bottle, and a mailbox bin for daily work and creations to be sent home.

- A great attitude!
- Backpack to keep personal belongings.
- Wear comfortable, washable clothing. Students wearing dress or
- Sneakers or closed-toe shoes with rubber soles are required.
- Lunch & 2 Snacks (AM/PM). *Please include utensils and containers.*
- Water bottle for daily use and refill. *(No open, twist open, or tops please)*
- Hat (for sun)

What to Bring to School (To be kept at school):***Please label all student personal belongings!***

- 2 full changes of clothing in labeled ziplock bag, *clothing may get dirty, messy, wet or sandy (include shirts, shorts, pants, underwear, socks, and sweatshirt)(Extra shoes and socks for children that are potty training)*
- 2 new, unopened bottles of sunscreen (See [Sunscreen](#)).
- Personal medications (See [Medication Policy](#))

What NOT to bring to school:

- Large bags for personal items (please provide a child-size backpack they can carry)
- Collector/trading cards and games from home
- Fidgets (if a student seeks sensory stimulation - See [Fidgets](#))
- Toys, dolls
- Stuffed animals and blankets (exception for Preschool - See [Napping Policy](#))
- Pacifiers or teething necklaces/devices
- Valuables
- Cell phones and electronic devices (See [Cell Phone Policy](#))
- Weapons
- Medications and products labeled “keep out of reach of children” (See [Medication Policy](#))

Any personal belongings brought to campus will be placed in the student’s cubby and sent home at the end of the day. Ongoing issues will be discussed with a parent.

Dress Code

We want to create a positive school environment where our students are able to express their individuality. Students are expected to dress appropriately. Students’ clothing and footwear may not be a disruption to the program or considered a safety hazard.

TUITION RATES & ENROLLMENT PROCESS

Tuition Rates, Payment Methods, & Discounts

2024-2025 Tuition Rates

Annual tuition is fixed based on a 9-month, 180-day academic school year with 181 scheduled student days. This allows for closed days either planned or unplanned, weather related.

Monthly tuition is subject to change and does not include any eligible discounts, registration fees, specialty fees, or additional/late fees. The tuition will not be refunded, credited, or reduced for absence, late arrival, delays, early dismissal and departure, or hours attended less than 8:00AM – 5:00PM.

Tuition is a monthly payment due on the first of the month.

We are not able to reduce tuition rates for trial and transition time. However, parents are welcome to use time after their child's scheduled start date to transition as needed if that is best for your child and family.

| PROGRAM | PRESCHOOL (Ages 2-4) | KINDERGARTEN PREP & KINDERGARTEN (Ages 4-6) |
|--|-------------------------|--|
| Deposit | First Month's Tuition | First Month's Tuition |
| Registration Fee (Non-Refundable) | \$75 per student | \$75 per student |
| 5 Full Day (Monday-Friday) | \$1575 per month | \$1575 per month |
| 3 Full Day (Monday, Wednesday, Friday) | \$1085 per month | Not Available |
| 2 Full Day (Tuesday, Thursday) | \$725 per month | Not Available |

The above pricing is subject to change and does not include any eligible discounts, registration fees, specialty fees, or additional fees.

Payment methods

Our software, Enrollsy, accepts credit card and ACH (eCheck) payments. All credit card transactions will have an additional 3% processing fee (subject to change). eCheck will be paid directly from your bank account through Enrollsy and does not have a processing fee (subject to change). A connection will need to be independently set up to the bank account through Enrollsy to use the ACH option.

Cash and check is also accepted for tuition payment. All cash and check payments must be received by the Office for processing by the payment due date and must be paid in full. Please include the student/s name/s in the memo and make checks payable to the:

- "Toddler Center" for Preschool classes
- "Curiosity Shoppe" for Kindergarten Prep and Kindergarten classes

Sibling Discount

Families with two or more students enrolled are eligible for a 5% sibling discount on the second child and more under the same account. Siblings must be actively enrolled in each month to qualify. Eligibility may be altered by enrollment changes. **Registration fees, school year discount, and additional fees are not eligible for any additional discounts.*

Service Discount | Military & First Responders

Parents/guardians who are currently active military or veteran and first responders may be eligible for a 5% service discount on the tuition rate of each child when enrollment is confirmed. Parent/guardian must submit proof of valid identification with one of these services to be eligible to receive our service discount to the office at office@campcuriosity.com. **Registration fees, school year discount, and additional fees are not eligible for any additional discounts. Can not be combined with sibling discount.*

Waitlists

Our availability is always fluctuating. Therefore, we may not be able to confirm class availability at any given time. If you are interested in the Academy program, please send an email to office@campcuriosity.com to express interest in the program and to be placed on our prospective student list to schedule a tour.

We recommend for parents/guardians to schedule a tour, even if there is no current availability in the interested classroom, as class enrollment may fluctuate to accommodate a prospective student and/or we may be able to open more spots. Toured families will receive school applications first as they have completed the first step in the application process.

The Office will contact a parent/guardian if a classroom has spot/s become available. Parent/guardian may not hear from us if a classroom does not have availability. Application and waitlist expire at the conclusion of the school term, then it is the parent/guardian's responsibility to renew application.

Temporary Pause in Enrollment from Curiosity Academy

If you find that a pause in enrollment from our school is necessary, this notice must be submitted by email to office@campcurioisty.com. We are not able to hold a spot without financial commitment. To hold a spot in your child/ren's class, the child's monthly tuition must continue to be paid.

Withdraw from Curiosity Academy.

If you find that a permanent withdrawal from our school is necessary, this notice must be submitted by email to office@campcuriosity.com 30 days in advance of the withdrawal effective date. Parents are responsible for all tuition and fees 30 days prior to the withdrawal effective date. Withdrawals may alter eligibility for discounts and/or enrollment.

Enrollment Policies

As you and your child plan to begin our programs, we like to provide the best opportunity for you to get to know us through a tour of our facility, discussion with our director, meeting our staff, and website information. Once your child is accepted, we will provide parents with welcome information regarding your child's program.

Facility Tour & Student Enrollment

As a requirement for the state, all prospective students and their parents/guardians **MUST** tour our

facility as part of the enrollment process.

The enrollment process is as follows:

1. A parent/guardian MUST first contact the Office to express interest in the Academy program.
2. The Office will notify with class availability, place family on the prospective family list, and provide a link for the family to schedule a tour of the facility.
3. Once the parent/guardian has toured the school facility, the Office will send the enrollment link and checklist.
 - a. To be enrolled in the Academy, the following must be completed:
 - i. Completed online enrollment form
 - ii. All required paperwork listed on [Academy Checklist](#).
 - iii. Non-refundable registration fee of \$75 per student.
 - iv. First month's tuition per student.
4. The Office will review and process all enrollment and paperwork upon submission. A confirmation email will be sent to the parent/guardian/s stating the child's acceptance into the Academy.

*If a child enrolls into the Academy program after the school's start date, all required paperwork and payment must be submitted **14 days prior to the child's first day of attendance**.*

We **DO NOT HOLD SPACE** in a program without tuition payment and required paperwork.

If a parent would like to register for a program for a future start date after the session start date, regardless of our availability at time of registration, we do not hold a space in a program until the child's intended start date. Parents may choose to pay the required tuition for their child to hold that space, otherwise we will offer the space to the next child on our wait list.

COMMUNICATION

To provide the best experience for our students and their families, we will be sharing school information on a daily, weekly and monthly basis. Our primary communication regarding your child's paperwork and tuition will be through Enrollsy. Parents/guardians are highly encouraged to visit the Parent Portal Login available on our website or download the mobile app for account information and communication.

Our primary communication regarding the children's daily activities, incident/symptom report notifications, messages from teachers will be sent through Class Dojo. Parents/guardians will be able to send messages directly to their child's teachers through Class Dojo.

**Staff may only communicate with parents/guardians using their Curiosity Academy-provided email address or Class Dojo. Staff and/or administrators will respond to emails during hours of operation, Monday-Friday. Parents and Curiosity Academy staff should NOT call, text, and/or email using personal cell phones or email addresses.*

Methods of communication:

- Enrollsy (Available on web and mobile app; Parent Portal Login is available on website)
- Class Dojo (Available on web and mobile app)
- Emails from School Office (office@campcuriosity.com) and teachers

- Text messaging - Occasionally sent directly to primary account holders' phone number

Notifications: (including but not limited to)

- Academy Welcome Information
- Student photos
- Daily messages and notes
- Incident and Symptom reports
- Emergency or weather-related notifications (via Enrollsy text messaging, and email)

Reoccurring:

- Monthly newsletters and calendars containing details of classroom curriculum, special events, and reminders.
- Curiosity Academy Parent Center
- Photos and videos of activities throughout the academic year accessible to only school families through a secured network
- Camp Curiosity & Curiosity Academy social media (Facebook and Instagram)

Please note:

Students are divided into two separate “centers” or “locations” by company in the Enrollsy software. Preschool students are grouped in one “center” as “The Toddler Center” and Kindergarten Prep and Kindergarten students are grouped in another “center” as “Curiosity Academy.”

Parents/guardians with children in both programs MUST switch or toggle between the two locations to view each child’s daily classroom messages, notes, and photos.

Child Progress Reports & Service Reports & Conferences

Throughout the year, we assess, evaluate and document each child’s growth and development through progress reports and child service reports.

- **Progress Reports** are completed and provided for Preschool (November/May), Kindergarten Prep and Kindergarten (November/February/March).
- **Child Service Reports** are completed and provided in November and April for all students enrolled in the academic year. If a child is enrolled during the school year, the service report will be completed and provided within 30 days of the child’s start date.
- **Conferences** are held either in person, by phone or virtually twice for Kindergarten Prep and Kindergarten (November/March) and as needed or upon request by teacher, parent/guardian, or director in May.

Preschool class conferences or meetings with a student’s parent/guardian may also be scheduled as needed or upon request by teacher, parent/guardian, or director.

Child Records

Emergency records and tuition contracts MUST be updated every six (6) months for every child enrolled in our school program.

Only a parent/guardian listed in the child’s account may sign documents and authorize any changes to schedule, personal, medical, and emergency contact/release information, or additions/removals by

emailed notification in advance.

HEALTH & MEDICAL POLICIES

In the interest of your child's health, as well as the other children and staff at Camp Curiosity, Curiosity Shoppe, and Toddler Center ("Camp Curiosity"), the following guidelines have been adopted. According to the PA Department of Human Services regulations, all children must be immunized following the American Academy of Pediatrics or provide a Statement of Exemption.

The health assessment form **must be valid and dated within ONE YEAR of start date** with the signature of the licensed physician or certified pediatric nurse practitioner, date of your child's wellness check-up appointment that he/she was examined, and immunization record. Health assessment forms expire annually and **must be renewed within THIRTY (30) DAYS** from previous health assessment date. **Sixty (60) days of attendance without current health and immunization record will result in dismissal in accordance with the PA Department of Health (Chapter 28 § 27.77).**

If you have a Medical or Religious Exemption from the CDC schedule of child vaccinations, we require a signed Statement of Exemption from Immunization with application. The PA Statement of Exemption from Immunization is located at https://www.woodmed.com/html/Exemption_to_Immunization_Law.html

Guardian Responsibility

Guardians and families have a critical role in maintaining a safe and healthy environment for everyone at Curiosity Academy. Guardian responsibilities will include:

1. Notifying Curiosity Academy with timely, accurate, and honest information if:
 - a. A student, household members, or direct contact with the student has become ill or symptomatic or is being monitored for illness by a healthcare professional.
 - b. A student, household members, or direct contact with the student has had exposure or potential exposure to a person who has been diagnosed with COVID-19.
2. Fully complying with all health precautions issued and mandated by Curiosity Academy including, but not limited to:
 - a. Student departure within 30 minutes of symptom onset
 - b. Physician-signed diagnosis, treatment, and recommendation for return

Health Policy

We are unable to care for the children who are ill and will uphold all health and safety policies with strict adherence. Any child exhibiting symptoms of illness or that is not well enough to participate in daily indoor/outdoor activities will not be permitted to attend. We do not issue credit for absence due to illness.

If your child becomes ill or severely injured during school hours, parents will be notified immediately and are requested to arrange for their child to be picked up **within 30 minutes of notification**. We kindly ask that parents who may be unavailable for sudden pick-up make arrangements with authorized release persons to be on call. When parents are unable to be reached, the emergency contacts listed by the parent will be contacted and emergency treatment will be sought.

For the following symptoms, a child will not be permitted to attend and must be symptom-free for 24-hours without the use of medication in order to return to school. We may ask for a medical clearance depending on the combination and severity of the symptoms.

If a child is already in attendance upon onset of symptoms, he/she will be separated from peers and taken to the school office for pick up.

1. A child has an ELEVATED BODY TEMPERATURE of 100.4°F (Fahrenheit, 37.8°C) on an infrared forehead thermometer or axillary reading is 99.4°F (37.2°C) or higher.
2. A child has SEVERE, PERSISTENT or PRODUCTIVE COUGH or COLD SYMPTOMS.
3. A child has symptoms of a potentially communicable or unidentifiable RASH, SKIN SORES, or COMMUNICABLE ILLNESS.
4. A child has a WOUND with a discharge or that is draining with or without bandaging.
5. A child has EAR PAIN or complains of OTHER PAIN that inhibits participation in activities.
6. A child VOMITS after 1 episode at home or during care hours.
7. A child has DIARRHEA after 2 episodes at home or during care hours.
8. A child has CONJUNCTIVITIS ("Pink Eye"), EYE DISCHARGE or REDNESS.
9. A child BEGINS A PHYSICIAN-PRESCRIBED MEDICATION for an illness or medication is administered for the first time for 24 hours following administration of the first dose.

For the following diagnoses, a written medical clearance is required in order for child to return to school:

10. A child or household member has had close contact with a HEMOPHILIC TYPE B Infection (ie. MENINGITIS) until written medical clearance by a physician has been obtained confirming diagnosis, treatment, and that your child's illness is non-infective for readmittance.
11. A child is diagnosed with CHICKENPOX from the first time that bumps first emerge on the child after exposure for 10 days minimum AND until all sores have developed scabs. Written medical clearance by a physician must be obtained confirming diagnosis, treatment, and that your child's illness is non-infective for readmittance. A severe outbreak involving multiple cases of chickenpox may require that any child who has not received vaccination for chickenpox (varicella) as age-appropriate according to the PA Department of Health and CDC vaccination schedule and/or a parent/guardian has provided documentation of their exemption to vaccination for chickenpox (varicella) and the child's inoculations are not current with the PA Department of Health and CDC vaccination schedule to refrain from attending school at our campus for 21 days from date of outbreak.
12. A child is diagnosed with COXSACKIE VIRUS ("Hand, Foot, Mouth") until your child has been treated as appropriate for at least 24 hours AND child must be fever-free, any skin blisters must be dry and healing, and written medical clearance by a physician must be obtained confirming diagnosis, treatment, and that your child's illness is non-infective for readmittance.
13. A child is diagnosed with STREP THROAT, SCARLET FEVER, IMPETIGO, BACTERIAL or PARASITIC INTESTINAL PROBLEM, RINGWORM, PINWORM, SCABIES, or FIFTH DISEASE until your child has been treated as appropriate for at least 24 hours. Written medical clearance by a physician must be obtained confirming diagnosis, treatment, and that your child's illness is non-infective for readmittance.
14. A child is diagnosed with MEASLES, MUMPS, or RUBELLA ("German Measles") for 4 DAYS from the onset of rash at minimum. Written medical clearance by a physician must be obtained stating diagnosis, treatment, and that your child's illness is non-infective for readmittance.
15. A child is diagnosed with PERTUSSIS ("Whooping Cough") for 4 WEEKS or 10 DAYS from the start of antibiotic treatment. Written medical clearance by a physician must be obtained confirming diagnosis, treatment, and that your child's illness is non-infective for readmittance.

16. A child is diagnosed with INFLUENZA (“A”, “B”, “H1N1”). Child may not have any influenza symptoms before returning to care. Written medical clearance by a physician must be obtained stating diagnosis, treatment, and that your child’s illness is non-infective for readmittance.
17. A child has a diagnosed VIRUS or develops symptoms of a contagious virus. Written medical clearance from a physician must be obtained stating diagnosis, treatment, and that your child’s illness is non-infective for readmittance.

COVID-19

Masks are optional (as of 4/1/2022). **Subject to change based on current events and CDC guidelines.*

If a student, sibling, guardian, or any other household member or persons you have had contact with has symptoms of illness or has been diagnosed with a communicable illness including COVID-19, we ask that you notify us immediately so that we can take required action.

If a student or staff member is diagnosed with COVID-19:

- The student/staff member will be immediately excluded. **Following CDC guidelines*
 - Student/staff member may return after 5 day quarantine with subsiding symptoms AND fever-free for 24 hours (without the use of fever-reducing medication).
 - i. If student/staff has symptoms, the 5-day quarantine will begin on the date of symptom onset as day zero.
 - ii. If student/staff does not have symptoms, the 5-day quarantine period will begin on the date of the positive test result is day zero.
 - Student/staff member will be required to be masked indoors the 5 days after return (total of 10 days).

If a student or staff member are exposed to COVID-19:

- Class will be notified, but do not need to isolate.
- Sibling/s of the student who tested positive may continue to attend if they remain asymptomatic and have provided a negative COVID-19 test result. Parents/guardians must continue to monitor for symptoms.
- If a student/staff are asymptomatic:
 - Student/staff may still attend school. We recommend taking a COVID test, especially after Day 5 of exposure
 - Parents/guardians are asked to monitor symptoms of student/s exposed and notify the school office if their student begins to develop symptoms.
- If a student/staff begins to develop COVID symptoms:
 - We will require a negative COVID test to return and attend school.

School staff will also monitor daily for any signs, symptoms, or changes in appearance or behavior that could be a cause of an illness.

Splinters & Ticks

We plan daily outdoor activities for our school programs and recommend parents/guardians to regularly check their child’s hair and body for ticks. Splinters and ticks will NOT be removed by campus staff and personnel. We will contact you and make your child comfortable until you are able to remove the splinter/tick or arrange to pick up your child.

Head Lice

Our campus has a strict “Bug Free and Nit Free” policy. We recommend that parents check their child’s hair for signs of head lice frequently and spend time removing all nits and bugs from their child’s hair and scalp as well as your home. Our campus is not responsible for combing through or removing any lice or nits from a child’s hair. We do not issue tuition credit for days missed due to head lice or if a parent chooses not to send their child to school on their regular scheduled day to reduce the risk of their child getting head lice.

- Should a child be found with active head lice or nits, parent/guardian will be:
 - Be asked to pick up child immediately at the office
 - Required to accompany their child to the office for a recheck before he/she is readmitted to school
- A child will not be cleared to return if lice and/or nits are found.
- A child may not be readmitted to school or checked again the same day of the exclusion or checked twice in the same day.

Anaphylaxis & Allergic Reaction

If a child is having an anaphylactic reaction (trouble breathing, swelling, itching) involving a known food or environmental allergy and the child has an emergency medical plan and appropriate medication on file, they will be used according to the physician-directed plan of action and parent/guardian will be contacted immediately. See [Emergency Medications](#) for more information about emergency use medications.

If a child is having an anaphylactic or allergic reaction and does not have any record of known allergies, the child will be treated as required for their safety in a timely manner and the parent/guardian will be contacted immediately.

Medications | Prescription & Non-Prescription Medications

All prescription and non-prescription medications, including over-the-counter medications, that need to be stored and/or administered at school **REQUIRES** a signed [Medication Form](#), indicating permission and instructions for treatment and submitted to our office before the medication can be administered by our staff.

Our school staff will NOT administer medication for the first time, except personal injectors if needed, or if a medication is expired. Expired medications will require replacement and an updated medication form and emergency medical action plan from the student's physician.

Prescription medications must include:

- Parent/Guardian and Physician Signatures
- All original containers and pharmacy labels
- A valid expiration date
- Both Epinephrine injector pens in the package
- Emergency Medical Action Plan for any emergency-need medications such as epinephrine injector, inhaler, etc. (see [Emergency Medications](#))

Non-prescription and Over-the-Counter medications must include:

- Parent/Guardian Signature
- New, unopened containers and packaging with manufacturers label indicating contents and dosing information
 - If the manufacturers label on a non-prescription and over-the-counter medication requires physician consultation for dosing, a student's primary physician's signature is required on the medication form for administration
- A valid expiration date

A student may NOT have any medication in their possession while in our care including sunscreen, personal injectors, inhalers, oral medication, topical cream, bug spray, hand sanitizer, chapstick, etc. Our office is equipped with Tylenol, Ibuprofen, and Benadryl as needed. We require guardian permission to provide any of these medications on the school application. A parent/guardian will be contacted if the administration of medication is necessary.

Emergency Medications | EpiPens, Inhalers, Allergy Medicines

Students with allergies, asthma, or any medical condition that requires medication to be administered and/or stored for *emergency use* must have:

- [Medication Form](#) with a parent/guardian and physician signatures.
- [Emergency Medical Action Plan](#) from the student's physician.
- All original containers and pharmacy labels.
- Both Epinephrine injector pens in the package if applicable.
- A valid expiration date.

Medications include but are not limited to epinephrine injectors, inhalers, Benadryl for allergy, etc.

Our school office will contact the student's parent/guardian prior to the first day of school to discuss and review the child's allergies, asthma, or any medical condition and emergency medical action plan.

Sunscreen

Sunscreen, unless prescribed by a physician, is considered a non-prescription medication. Our [Sunscreen Form](#) is required to be signed by the guardians indicating permission for use before sunscreen can be stored and administered by school staff or declining sunscreen use while the student is in our care. Sunscreen must be applied at home before arrival each morning and will be reapplied throughout the day with staff assistance. Without a guardian's permission on the Sunscreen Form in the registration, our staff will not apply personal sunscreen.

Please provide **2 labeled bottles of NEW, UNOPENED sunscreen bottles PER student** to be stored on campus. The sunscreen expiration date must be valid during the academic year. Sunscreen will not be administered if expired. Sunscreen may not be in the possession of any student under age 16 on our campus.

School Dental Form

To adhere to state regulations, we require that all students enrolled in the Kindergarten class have a dental examination record on file.

Parents/guardians must provide a valid School Dental Form that documents the **signature of the licensed dentist, date of your child's exam appointment and record** with application for entry into Kindergarten program.

Student Hygiene Policies

Bathroom Training Policy

All students enrolled in our Kindergarten Prep and Kindergarten classes MUST be fully and independently bathroom trained 24/7. The Preschool Programs (ages 2.5-4) are the only exception.

Our definition of trained includes:

1. Child is comfortable using the bathroom independently including wiping without adult assistance.
2. Child is communicating their need to use the bathroom to an adult at home and school without prompting.
3. Child is wearing underwear 24 hours (not diapers or pull-ups while awake or asleep).
4. Child is staying clean and dry during the entire day and during sleep throughout the night and naps.
5. Child is taking care of all bathroom responsibilities independently including undressing/dressing, wiping, washing hands, communicating needs to guardian /caregiver without any physical or verbal support and prompting from an adult.
6. Child is wearing underwear **accident free 24/7 for 2 weeks consecutively at home and school.**

Preschool Bathroom Training

When a child begins to show interest and readiness to bathroom training our experienced staff will begin working with parents to establish and support a consistent bathroom training procedure between home and care.

Is my child ready for Pull Ups? We ask that a child only use Pull Ups at school if they are almost bathroom trained and communicate their need to use the bathroom. Children must continue to wear regular diapers at school until they become more consistently dry and clean. To maintain a clean and

sanitary environment for all children, we ask that a child who does not meet this requirement continue to use regular diapers during care

The staff will provide guidance if the child is ready to wear Pull Ups and/or if Pull Ups are necessary in the bathroom training process. A child may go from wearing diapers to becoming fully bathroom trained.

We cannot use free standing potty seats or toilets that do not flush.

Kindergarten Prep & Kindergarten Bathroom Trained

We cannot register or hold a spot in our Kindergarten Prep and Kindergarten programs for a child who will turn four years of age prior to the start of the session who is not yet fully and independently bathroom trained and who does not fully meet our bathroom training policy within 30 days of school commencement date.

The child is not eligible for enrollment, but may remain on the waitlist. If a child becomes trained prior to school commencement date, meets all bathroom training requirements, and is eligible to enroll in our program, the child may be enrolled if there is availability.

We do not provide physical support in the form of wiping to children in our Kindergarten Prep and Kindergarten classrooms. Staff can offer frequent reminders and verbal cues.

Diapering & Diaper Cream

All diapers must be supplied by parents for the child's use during our care. We will not use reusable or cloth diapers. Our campus provides wipes for use in the classroom, but parents may supply personal wipes for our staff to use for their child during our care.

Any topical ointment used for diapering a child must have written permission from the child's parent on our [Medication Form](#), as it is considered a **non-prescription medicine** (see [Medication Policy](#)). Without parental permission on the Medication Form, our staff will not apply personal medication.

Please provide a labeled bottle of **NEW, UNOPENED** diaper cream to remain stored on campus for the term. Diaper cream expiration date must be valid during the academic year. Diaper cream will not be administered if expired. Diaper cream may not be in the possession of a child.

Napping

Preschool classes will have nap/quiet time from 1:30-3:20PM daily using a school-provided nap mat and sheet. A clean sheet will be provided to each student daily. Laundry services of bedding is provided and done frequently throughout each week.

Preschool students are permitted to bring **ONE** sleeping "friend" daily, either a blanket measuring 3x3 foot maximum OR a stuffed animal no larger than a tissue box to sleep with during naptime only. Before and after naptime, any personal items will be placed and kept in the students cubby. Pacifiers, "suckers", and bottles are not permitted.

Positive Behavior Management

We want to foster and support our students to build positive friendships in a successful school environment utilizing positive reinforcement, redirection and communication.

It is our goal to work with our team of school staff and guardians to evaluate an issue, identify areas of concern, and develop a positive, effective solution that benefits the needs of a student. Our administrative team will provide support to our staff and students through guidance and communication with guardians as concerns are identified.

Guidelines for Positive Behavior Management

No two students and no two incidents are alike. Each opportunity to offer positive behavior management requires the consideration of the student's individual needs. If a student demonstrates unacceptable behavior, especially aggressive behavior that poses a threat to their safety and/or the safety of others, the staff member responsible for the student care will follow these guidelines to address the student and situation.

1. Staff will help the student to **REDIRECT** to create a safe environment for the student, peers, and staff.
2. Staff will **COMMUNICATE ONE-ON-ONE** with the student at their age level to discuss the situation, allow the student to share concerns and emotions, and determine positive options to help the student experience success.
3. Students who are having difficulty with a **severe or ongoing behavior concern should be ADDRESSED WITH THE DIRECTOR** and a plan of action will be set in place to support the student's individual needs.
 - a. An ireport will be written at the discretion of the Director and parent/guardian will be notified immediately.
 - b. Conferences scheduled with a member of administration and the student's parents/guardian to discuss concerns regarding the child's severe or repetitive behavior and determine optimal plan of action.
 - c. Positive reinforcement reward system used at school with support and cooperation of parents at home; Follow through with plan and reward until goals have been achieved or plan of action changes.
 - d. Personal motivators may be used with an individual student that is able to be successfully monitored and managed at home and at school.

Biting

We recognize that biting is a developmental behavior for children from infancy through age 2.

Our steps in case of a biting incident:

1. If your student bites or is bitten, we will notify parent/guardian immediately.
2. After their **second biting incident**, we will ask that the student be picked up from school immediately regardless of the reason and we will require a discussion with both parents/guardians and a Director before the child may return to school.
3. If a student of any age continues biting others for any reason after parent/guardian discussion with the Director, the child may be dismissed from enrollment in our programs.

Parents/guardians are expected to work with staff to identify and implement strategies to curb the behavior at home and at school. Lack of cooperation and support from parents/guardians will result in dismissal from the program regardless of the student's age.

At this time, we cannot permit the use of teething necklaces or other devices.

Bullying

Our campus will not tolerate bullying and mistreatment of any kind including (but not limited to) physical, mental or emotional harm, malicious targeting of a student or staff member, taunting, teasing, name-calling, offensive or obscene language, profanities, inappropriate dialogue, or abuse for any reason. Any student who inflicts bullying of any kind on a student or staff member will be brought to the director. Any student who inflicts physical violence of any kind causing harm to a student or staff member will be brought to the director.

Guardians will be contacted and may be required to pick up the student. Both guardians are required to meet with directors to discuss concerns and agree upon a plan of action. A student may not be permitted to return to school until a meeting has taken place between directors and both guardians, and a plan of action is established and agreed upon by all parties. Lack of guardian support and consideration, the continuation of or additional incidents of behavior or similar/related behavior, or extreme severity of the initial incident or a single incident may result in immediate dismissal from enrollment at the discretion of members of administration..

Dismissal

If a student physically, mentally, or emotionally mistreats another student or staff member, said student will be dismissed at the discretion and review of the director. Curiosity Academy reserves the right to cancel any enrollment of a student if the conduct, influence, or behavior of a student and/or guardian violates center and campus policy and/or is deemed unsatisfactory or inimical to the best interest of the campus, in which case any unused tuition will be refunded at of the date of dismissal.

Fidgets

We provide school-owned sensory bags, including fidgets, in the office and/or classroom when needed to allow students a quiet space to participate in calm activities for self-regulation and sensory stimulation. Students are not allowed to bring or carry personal fidgets in their backpack.

Outside Support Services Authorization & Consent Form

We welcome any outside support or evaluation services during the school day. These support and services will require written authorization and consent in advance to best fit the student schedule.

MEALS & FOOD ALLERGENS**Meals**

Lunch and two snacks (AM & PM) must be provided by the parent/guardian.

Please **label snacks** with the child's **name** and **AM or PM**. For your child's ease during meal times, please pack items that they will eat successfully with independence. Children are only permitted to eat during allotted meal times. *We do not provide or include time in our program schedules for breakfast or dinner.*

Children must bring their own lunch, snacks, and drink in sealed containers with all required utensils, plates, and napkin. Snacks must be quick, simple, non-refrigerated items and do not need to be microwaved or refrigerated. Easy snack options may be crackers, pretzels, fruit, vegetables, raisins,

yogurt, cheese, applesauce, and nut-free granola bars. We DO NOT PERMIT candy, chewing gum, or soda in a child's lunch or snack, including in pre-packaged Lunchables. Please no glass containers!

Lunch boxes will be kept in the classroom refrigerator. Staff can warm lunch items in the microwave, but all items should be previously cooked and prepared in a microwave safe container exactly as the child will eat them prior to warming, including cutting up at home.

100% Nut-Free Policy

We are a **100% all nut-free campus** and we strictly prohibit any peanut and tree nut products on our campus. Food products that contain any nuts or a manufacturer's label stating the product "may contain nuts" may NOT be consumed on our campus and guardians will be contacted immediately regarding the situation and to provide an alternative meal for their student.

Any food products that contain a manufacturer's label stating "product was manufactured in a facility that also processes food containing nuts" or "may contain allergens" without allergen specified or "may contain other allergens due to shared production areas" are permissible on our campus if they do NOT contain any nuts in the list of ingredients.

Curiosity Academy's policy does not and cannot guarantee that edibles provided by parents for their child's lunch and snacks will be nut-free. Our staff will do their best to verify that food products on our campus are nut-free, however our staff are NOT responsible for the food products brought onto our campus by a child, parent/guardian, family member, staff member, or volunteer.

Other Food Allergens

Curiosity Academy acknowledges that there are other food allergens affecting students and staff such as egg, dairy, fish/shellfish, wheat, sesame, seeds, soy, etc. We do not prohibit these products from our campus. However, we will notify guardians and prohibit food from entering our campus for a specific class if a student enrolled has a potentially life-threatening allergy to that food for the safety of that student while in our care.

Please include all details of any food allergies, intolerances, or allergy testing in progress on your student's application and contact our office to further discuss your student's allergy plan and medications. SnackSafely.com is a great resource with additional information about food allergens, options to replace allergens, and recommended brands.

Program Activities with Food

Programs will incorporate educational lessons and discussions about food, healthy choices, and cooking. Staff will notify parents of any future cooking activities in advance. Our staff will review child allergies in advance and plan accordingly to maintain safety and inclusion for all students.

Sharing Edibles | Birthdays and Holiday Treats

More information to come at Back to School Night.

We still recommend that a **non-food treat be provided to every child in the class**. This will ensure that all students are able to participate in the celebration without any dietary restrictions or allergies being a factor.

Meal Prayer

Before beginning each meal, teachers will commence a prayer with the children. Children may decline to recite the prayer but will be asked to sit quietly and respectfully until the conclusion of the prayer before eating.

Our classes will recite one of the following prayers:

Roll them, roll them, give a little clap.

Roll them, roll them, fold them in your lap.

Thank you, Lord, as we pray, for the food we have today.

Help us do the things we should, and to others be kind and good. Amen.

Roll them, roll them, give a little clap.

Roll them, roll them, fold them in your lap.

We fold our hands and softly say, thank you for our food today. Amen.

ADDITIONAL SCHOOL POLICIES

Cell Phones & Electronic Devices

We are an “unplugged” campus. We want our students to be actively engaged in the programs that we offer instead of being on a device. Students are **NOT** permitted to use personal cell phones, cameras, or any other electronic devices on our campus. Students who are seen calling, texting, taking photos or videos or using cell phones while in our care will be warned once about our policy. If a student continues to use their cell phone after one warning, a member of administration will contact the student’s guardians and they will be required to keep their cell phone in the school office until pick up.

Photography & Video

Parents/guardians **MUST** provide photography and video consent for internal school communications, family sharing, and social media/advertising purposes. Photos and videos of our school experiences will also be shared to parents/guardians through a secured site. Photographs of the student uploaded on the application and school account must be appropriate and may not contain objects or other people.

If a parent/guardian explicitly does not want their child to be photographed for social media/advertising purposes, please contact office@campcuriosity.com.

Privacy of Information

To ensure information privacy for our students and staff, we do not permit students and parent/guardians to:

- Share their personal cell phone number with any members of Curiosity Academy employees, volunteers, and/or enrolled students.
- Contact and/or communicate with a member of our staff using their personal cell phone number for any exchange, including calls, texts, photos, and social media.
- Take photos and/or videos of other students on our campus.
- Store, share, or post pictures or videos featuring other students on personal social media accounts.

Parent & Staff Additional Care Agreement

Curiosity Academy engages staff to provide services at the facility during the school day. We are not responsible for any outside services between staff and school families. It is the responsibility of the staff and parent to notify a member of administration of any such agreement. Any additional services between the staff and school family require the completion of the Waiver of Liability Additional Service Agreement signed by all parties prior to agreement commencement.

Lost & Found

We do our best to prevent the disappearance of items. If labeled, misplaced items found on campus will be given back to the student. Any items not labeled will be placed in the lost and found bin in each classroom. Camp Curiosity, Curiosity Shoppe, and Toddler Center are not responsible for missing, broken, or stolen personal belongings that are brought to our campus.

Visitors

Visitors are **NOT** permitted on campus without prior permission and must report immediately to the School Office upon arrival. Any persons not authorized in advance to be on our campus for a dedicated or required purpose will be asked to leave the premises immediately. We want Curiosity Academy to remain safe for all and we need your cooperation to make this happen.

Substance & Weapon Policy

Our campus is a drug-free, alcohol-free, and weapon-free zone. We do NOT permit smoking, alcohol, illegal drugs, or weapons of any kind on our grounds.

Playground Safety Rules

Playgrounds are designated and designed for each program age. Playgrounds are supervised by our staff for your child's safety. Parents and siblings are not permitted to enter the playground areas. Food is not permitted to enter our playgrounds.

Equipment: When using slides and climbers, climb one step at a time, keeping a safe distance from the other child ahead. Only one person should slide down at a time in the sitting position with feet in front, not backwards or on stomach. No crawling or running up slides.

Equipment should not be used by a child if he/she cannot independently use and access without support. Playground: No throwing sand. No jumping off **any** equipment. No toys may be taken onto/under equipment. Playground gate must be closed while occupied.

Emergencies

In the case of an emergency, guardians will be notified by the office of the situation as soon as safely possible. In the event of a fire emergency, need for immediate shelter, building evacuation, or relocation from the campus, office personnel will keep parents/guardians informed as to when student pick-up becomes available. For the safety of our students and staff, during an emergency, we ask that guardians follow the information and instructions given by our office.

Emergency Action Plans

Safety and security are of the utmost priority. Our buildings will be locked to parents and visitors on our campus. Parents will receive more information during active enrollment. Personal identification verification of authorized representatives is utilized to confirm those authorized to pick the children up from school/camp. Each parent or representative is required to sign the child(ren) in and out. Administrators physically visit each room daily to supervise the safety of all children in each

classroom. In the case of an emergency, our facility has set in place the following procedures: Child Injury or Emergency, Fire Emergency, Electrical Storm, Immediate Shelter in Place, Immediate Evacuation, and Evacuation to Relocation Facility. Our facility staff and children practice these procedures during the year through drills to instill preparedness in the case of an emergency. Any parents who have any questions regarding our policies and procedures for these emergencies should please contact our Director for additional information.

Emergency Notifications to Parents

Both parents listed in a child's Enrollsy account will receive emergency notifications to their Enrollsy Parent App. . The Enrollsy software system will be used for all parent notifications. Parents should set up the Enrollsy Parent App. on their mobile device.

Expectation for Parents

In the case of emergency, parents will be notified by the office of the situation as soon as safely possible. In the event of a fire emergency, need for immediate shelter, building evacuation, or relocation from the facility, office personnel will keep parents informed as to when child pick-up becomes available. For the safety of all our staff and children, during an emergency we ask that parents follow information and instructions given by our office.

Power Outage

Should a power outage occur due to, but not limited to, severe weather affecting our area, electrical problems, or necessary measures being taken by our electric provider, and we are unable to restore power during regular hours of operation, campus closings may be necessary. We will determine campus closings based on the safety and security of our families and staff. We will not issue reimbursements if it is a matter of emergency. **If our facility is experiencing a power outage, our facility may need to CLOSE ONE (1) HOUR from power outage.** If the power outage occurs during the day, parents will be notified to pick up children within one hour of notice. We will follow our emergency action plans as needed. We do not issue refunds or reductions in tuition (to include any deposits and registration fees) to compensate for electrical power related closings, delays, and/or early dismissals.

Mandated Emergency Closure

Should an emergency closure mandated by federal, state, or county government agencies and officials require our center to close our campus, we may be unable to provide in-person services based on, but not limited to, emergency circumstances affecting our campus, staff, or programs, community safety such as communicable illness, threat of violence, or environmental hazard, and mandated closure issued by government, state agency, or local authority mitigations. Emergency closure will be evaluated as a center with governing officials and agencies. We do not issue refunds, credits, or reductions in tuition (to include any deposits and registration fees) to compensate for health, emergency, and/or community safety related closure, delays, and/or early dismissals. Should the entire school facility and campus be mandated to close by governing authorities for a period extending past 14 consecutive days (10 consecutive weekdays), as of the 11th weekday of the closure until school reopens tuition credit will be applied.

Assumption of Risk

We do our best to provide the safest school environment possible. Even with all precautions being taken, we can not guarantee that we will have a risk-free environment. Please be aware of the risk you are assuming by participating in school activities.

Curiosity Academy Parent Handbook is subject to change.

Updated January 24, 2025