

Parent Handbook



Elsass Academy North Central

831 & 833 Houston Street
Austin, Texas 78756

(512)452-5437 Phone (512)453-8334 Fax

Website: www.elsassacademypreschools.com
Email: elsassacademy@gmail.com

School Director - Jennifer Kelly
Assistant Director - Lindy Watts
Owners - Gilbert & Candace Elsass

**A Preschool Kids Want
and
Parents Hope For!**

**Programs and Tuition
Rates effective September 1, 2016**

Full Time Purple/Yellow Room \$1130.00 monthly (6 weeks-14 months)
Year round. \$100.00 Registration Fee, \$50.00 Annual Supply Fee collected each February.



Mission Statement

Elsass Academy is an educational facility dedicated to the development and advancement of children through exposure to pre-academic concepts, athletics, a nurturing environment and group learning experiences that enhance social development. It is our goal to make **Elsass Academy** the most progressive facility of its kind. In striving to accomplish this goal, we never lose sight of the individual child. We pledge to do our best to develop each child's potential and provide them with a rewarding, enjoyable and positive experience in the process.

Elsass Academy is part of a family owned business that is dedicated to children's education.

CRESHAW ATHLETIC CLUB (Since 1952)
ELSASS ACADEMY NORTH CENTRAL (Since 1984)
ELSASS ACADEMY WESTLAKE (Since 1991)

\$100.00 Wait List Fee is applied to first month's payment. Registration and Supply fees are non-refundable.

Full Time Teal Room \$995.00 monthly (14 months-2 yrs)

Year round. \$100.00 Registration Fee, \$50.00 Annual Supply Fee collected each February. \$100.00 Wait List Fee is applied to first's month payment. Registration and Supply fees are non-refundable and non-transferable.

Full Time Orange and Green Room \$950.00 monthly (2 – 3 yrs)

Year round. \$100.00 Registration Fee, \$50.00 Annual Supply Fee collected each February, \$100.00 Wait List Fee is applied to first's month payment. Registration and Supply Fees are non-refundable and non-transferable.

Full Time Blue Room \$875.00 monthly (3 - 4 yrs)

Year round. \$100.00 Registration Fee, \$50.00 Annual Supply Fee collected each February, \$100.00 Wait List Fee is applied to first's month payment. Registration and Supply Fees are non-refundable and non-transferable. *Children turning 4 will be required to have the Hearing/Vision Test given at Elsass NC by Kathleen Tacquard each September. Approx \$40.*

Full Time Pre-Kinder Program \$875.00 monthly (4-5 yrs pre-kinder only)

Year round. \$100.00 Registration Fee, \$90.00 Annual Supply Fee collected each February, \$100.00 Wait List Fee is applied to first's month payment. Registration and Supply Fees are non-refundable and non-transferable. *Children in this class will be required to have Hearing/Vision testing at Elsass NC given by Kathleen Tacquard each September.*

After School Care \$295.00 monthly (Kindergarten through fifth grade)

Accepting students from Gullett, Brentwood and Highland Park. \$25.00 Annual Supply Fee collected each February. \$50.00 Wait List Fee. Registration and Supply Fees are non-refundable and non-transferable. Care is available on most school holidays and early release days. Early release day care is included in the monthly tuition. School holiday care, Spring Break and Winter Break care are available for an additional fee on a sign-up basis.

All Day Summer Camp pricing varies with each session

Accepting children ages 5 through 10 years. Activities on site. Weekly fieldtrips. Free gymnastics at Crenshaw's. Additional charge for swim lessons. \$100.00 (currently enrolled students) or \$200 (non-enrolled students) non-refundable deposit due per term upon registration (deducted from total tuition). Camp tuition is due 30 days before the first day of each term. Registration Fees are non-refundable and non-transferable.

Operational Policies as required by DPRS

Elsass Academy
Austin, TX 78756
512-452-5437

elsassacademy@gmail.com

1. Hours, days and months of operation: School hours are 7:00 a.m. until 6:30 p.m. and summer camp hours are 7:00-6:00 pm. Elsass Academy is open year around, Monday-Friday. Elsass Academy is closed in

observance of the following holidays:

Labor Day	New Year's Eve and Day
Good Friday	Independence Day (4 th of July)
Thanksgiving and day after	Memorial Day
Christmas Eve, Christmas day, and either the day before or the day after (Max of 3 days)	

2. Procedures for the release of children: All students enrolled in Elsass Academy fill out an enrollment form. Part of the information requested on this form is a list of individuals and their phone numbers who are allowed to pick up the child. Individuals picking up children are asked to show a photo ID, and are checked against the child's pick-up information on their enrollment form. If there is any change in the normal routine of picking up child, Elsass asks to be notified in writing, in person or by phone. Also, notify Elsass Academy of any unusual circumstances.
3. Illness and exclusion criteria: Elsass Academy send children home and asks parents to keep children at home for the following reasons;
 - A. Contagious disease
 - B. 101 fever (must be fever free **without** medication before returning)
 - C. Vomiting or diarrhea (2 or more incidents)
 - D. Discharge from eyes or ears
 - E. Head lice (including nits)If your child becomes ill while at school Elsass will place the child on their cot in the office. Parents will be contacted via contact phone numbers on enrollment form. In the event a child needs emergency care, Elsass will call 911 then the parents.
4. Procedures for dispensing medication:

Elsass Academy will administer medication prescribed by your child's physician, this includes over the counter medications as long as the following criteria are met:

 - A. You have fill out and signed Medication sheet
 - B. Medicine must be in the original container
 - C. The label clearly states dosage, child's name, date and the doctors name
 - D. Medicine will only be administered at lunch time unless other arrangements are made with the director/assistant director

Elsass employees will administer the medicine as signed in by the parent and as noted on the bottle. The employee will then document it and sign the medicine chart. If the medicine is not given the employee will document the medicine sheet with the words "not given". Medication sheets are available in the front office and should be filled out and given to the lead teacher. Each classroom has a container to store medications.

5. Procedures for handling medical emergencies: In the event a child requires emergency medical treatment, Elsass Academy will call 911, and then will notify the parents as soon as possible. Elsass Academy will follow all recommendations of emergency personnel in the absence of the parent
6. Procedures for parental notifications: Parents are notified of necessary information through many different formats. Parents have a “parent pocket” located in their child’s classroom; the “parent pocket” is used primarily for artwork and daily sheets. Classroom specific information can be found on the board just outside the classroom entrance. If a parent needs to be notified of an ill child or emergency, Elsass will call the parent using the phone numbers provided on the child’s enrollment form. Most communication is done through e-mail, this includes newsletters, field trip reminders ect. In the event of a true emergency we will also send out emergency texts. We will also do this in the event of a closure due to inclement weather. You can also visit our facebook page for updates and reminders.
7. Discipline and guidance practices: Elsass begins the discipline process by creating an atmosphere where the children are engaged in activities throughout the day. Teachers use positive reinforcement to acknowledge accepted and outstanding behavior. When a situation is non-threatening to another child or mild in nature, teachers may choose to use re-direction. Teachers also work with children helping them to interact with peers. Time out is only used with children 2 and up and only for the number of minutes the child is in age. An example is a 3 yr old can only remain in time-out for 3 minutes. A copy of the DFPS guidelines is part of your enrollment packet and will need to be signed by the legal parent or guardian and keep in your child’s admissions folder.
8. Suspension and Expulsion of children: If a child has become aggressive and is disrupting regularly scheduled activities they will be removed from the classroom to the front office. In the event the child becomes dangerous to themselves, teachers, or other students parents will be contacted to come and pick up the child. If his/her behavior becomes a daily or weekly problem we will ask the parent to have the child evaluated and will request an action plan created by a physician or counselor. If the behavior continues and we are unable to reach an action plan that is effective the child will be suspended or in case of extreme behaviors expelled.
9. Safe Sleep for infants:
 - A. Infants not yet able to turn over on their own must be placed in a face-up sleeping position. After 30 years of research scientists have found placing a healthy infant on his or her back to sleep may reduce the risk of SIDS.
 - B. Swaddling is not permitted at Elsass Academy North Central
 - C. DFPS has a list of approved sleep sacks, if you would like for your child to use a sleep sack it must be on the list approved by DFPS

- D. Infants are not allowed to sleep in restrictive devices such as swings, bouncers, or car seats
 - E. Nothing is allowed in the crib with infants 12 months and under, this includes bedding, stuffed animals ect.
10. Meal and food service practices: Elsass Academy provides a morning and afternoon snack. Water is served with snack. The snack menu is posted on the refrigerator every Monday morning and if changes are made they are updated directly on the menu. Children too young to eat table food or requiring specialized diets are requested to provide their own snacks. All children bring their own lunch. Elsass provides milk with lunch. Parents are asked to send nutritious lunches aimed at meeting the child's dietary needs. Sugary drinks and candy will not be served during snacks or lunchtime.
 11. Elsass Academy follows the Texas Department of Health Immunizations Requirements for children. A copy of the minimum vaccine requirement will be provided to parents during the enrollment process. Please note: a child must be up to date on all immunizations requirements by the first day of attendance at Elsass. They are also required to stay updated on vaccine schedule and submit documentation that shows the child is in compliance with the Health Department required vaccine schedule.
 12. Tuberculin testing requirements: Requirements for tuberculosis screening and testing vary across the state. The Texas Department of Health does not require tuberculosis testing for children attending childcare in this region at this time
 13. Hearing and Vision requirements: The Special Senses and Communication Disorder Act, Texas Health and Safety Code requires that all children enrolled in any public or private school in the State of Texas (including licensed child care centers) be screened or have a professional examination for possible hearing or vision impairments. Screening is required for children who are four years old by September 1st within 120 days. To full fill this state requirement Elsass Academy provides this exam in October or every year. Kathleen Tacquard and Associates do it. Many times Kathleen has caught hearing and vision impairments when regular doctor's offices doing routine exams did not. Kathleen Tacquard and Associates comes to Elsass to perform this test and results are sent home the same day. The test is \$40.00 and is included in your annual supply fee of \$90.00.
 14. Enrollment procedures, including how and when parents will be notified of policy changes: A \$100.00 registration fee (\$50.00 for after school) is required for all children enrolling in Elsass Academy. This is a non-refundable administrative fee. Elsass Academy provides an enrollment form that must be completed in its entirety before a child can begin care. Each sheet must be filled out and signed by a parent or legal guardian. A copy of the child's immunization records and health statement from the child's physician are also required.

Parents are given a copy of the policies and a parent handbook. In the event a change in policy is made, parents will be notified in writing. Parents are required to sign documentation that they have received and understand the policy change.

15. Water Activities: Swimming lessons are provided as part of the educational program at Elsass Academy North Central. Swimming lessons are taught per the Red Cross WSI program. There is always a certified lifeguard on duty at the pool. The pool is self-latching and is locked when not in use. During free swim, a lifeguard and one other teacher current in CPR, First Aid, and basic water rescue are on duty at the pool. Parents are invited to join children anytime during the summer for free swim. Several other fun water days are scheduled during the summer. Parents are notified of water days by newsletters, teacher notes or posted on the board outside the classroom.
16. Transportation: Elsass academy schedules field trips and events requiring Elsass to transport the children off site. Transportation is provided by van or bus. The vans are equipped with car seats, booster seats or seat belts depending on the age of the child being transported. Elsass uses buses or vans for transportation. All drivers have the appropriate license to drive the vehicle being used. In addition a FBI, DFPS and DPS criminal history is completed for each driver. Vans are in good working condition with current insurance, tags and inspections. Each van is equipped with a first aid kit and a fire extinguisher.
17. Field Trips: Field trips are a part of the educational program for children 3 and up. Examples of field trips would be to the fire station, pumpkin patch, tree farm ect. Parents are notified in advance of field trip and are welcomed and encouraged to join us. Field trip information can be found on the boards outside the classrooms, on newsletters and via e-mail reminders. The date, address of destination, and phone numbers can be found on the reminders!
18. Animals: The only animals permitted at Elsass Academy North Central are fish!
19. Procedure for sunscreen/insect repellent/ointments ect:
 - A. Sunscreen will be applied to the children as needed. We ask each parent to bring a bottle of sunscreen labeled with your child's first and last name written in heavy black ink. We will only apply the sunscreen provided by you the parents.
 - B. Ointments such as diaper rash medication will be provided by the parent as well and also labeled in heavy black ink. There is no need to fill out a medication sheet and by purchasing the ointment/sunscreen and bringing it to Elsass implies that you know it will be used as needed.
 - C. Elsass keeps "Off" bug repellent in each classroom to use as needed during outside time. If your child is in need of an organic product or you do not wish for us to use insect repellent on your child please note that on the enrollment form. If insect repellent is used we will note it on your Childs

daily form or communicate it to you on daily paperwork.

20. Review and discussion of concerns or policies: The director is always open to review or to discuss any concerns or questions concerning policies or procedures of the child care center. Either the Director or Assistant Director are almost always on site and available to assist parents. However we know your time is valuable and if it is more convenient you can set up a conference for a specific time and day.
21. Elsass Academy North Central adheres to an open door policy: Parents are welcome to visit Elsass Academy North Central at any time during the childcare center's hours of operation to observe their child, the childcare center's operation and program activities. Prior approval or a scheduled appointment is not necessary.
22. Parent Participation: Parents are encouraged to visit Elsass Academy North Central and participate in activities and operation. A prior arrangement with the teacher or Director is not needed for attending fieldtrips, participating in free swim, lunching with the children, attending scheduled class parties or general visitation throughout the day. Parents wishing to teach a class, provide a project, or assist in a scheduled project should schedule with the child's teacher a time and date that is appropriate
23. Procedure for review of minimum standards and DPRS Licensing Report: The most recent local DPRS Licensing report is displayed on the bulleting board in the kitchen. Parents are welcome to ask to review a copy of minimum standards. It can also be viewed on line at: www.dfps.state.tx.us/Child_Care/documents/Standards_and_Regulations/746_Centers.pdf
24. Instructions for contacting the local Licensing office, DPRS child abuse hotline and the DPRS website:
Local licensing office: 1-800-862-5252 or 908-9650
Child Abuse Hotline: 1-800-252-5400
DPRS website: www.tdprs.state.tx.us
25. Gang Free Zone: DFPS requires Elsass Academy North Central to inform you that we are a gang free zone. The state of Texas requires all Child Care facilities inform parents and guardians that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of Elsass Academy is a violation of the law and is therefore subject to increased penalty.
26. Visitor with sexual history offence: In an effort to keep all of the children that attend Elsass Safe it is our policy that no one with a sexual criminal history is allowed in our building at any time. This policy can and will be enforced with the help of local police
27. Breastfeeding policy: Elsass Academy North Central adheres to the belief all parents have the right to breastfeed or provide breast milk

for their child while in care at our facility. A breastfeeding room or nook is provided off of the infant room for parents who wish to breastfeed in private. Parents are also welcome to breastfeed in any space they find comfortable and accessible.

28. Emergency preparedness plan for Elsass Academy North Central: Elsass Academy North Central plans for all emergency events. Below are different emergency scenarios. We have tried to plan for all emergency's however if something not listed arises we will secure the safety of the children first and then begin notifying you through emergency texts. Your contact information is accessible by the Director/Owners and assistant director off campus. Elsass Academy North Central keeps a storage supply of emergency food and water along with weather appropriate first aid supplies. The SPR (standard response protocol) is used and all staff members are trained using this method once a year. For reunifying parents and children the Standard Reunification Method (per I love you guys) program is used and taught to all staff members once a year. It is also practiced many times throughout the year.
 - A. Fire: In the event of a fire, smoke gas ext. the children will be evacuated from the building. Each classroom has a specific place to gather. Relocations diagrams are located in each classroom, and in the main office and are available upon request.
 - B. Tornados/Bad Weather: The Star room is the relocation space for the pre-school side of NC, without windows it will provide the children and staff protection from high winds, hurricanes, tornados. The Media room in the camp house would be used for anyone in the 833 Houston St. building during this same emergency
 - C. Medical Emergency: In the event of a medical emergency all staff are advised and prepared to do a quick assessment of individual emergencies and are prepared to call 911. All classrooms are equipped to call 911 and will be called at the earliest possible moment. Parents will also be notified at the earliest possible moment.
 - D. Communicable Disease Outbreak: In the event of a communicable disease outbreak, Elsass Academy will call the Texas Department of Health and follow the plan as advised by the Health Department. This typically includes a letter to all parents and an authorization date from the Health Department for the child/children to return to child care
 - E. Intruder with weapon: In the event an intruder threatens the safety of staff or children, all staff are advised and prepared to call 911. Elsass will follow the advise of 911. In addition all staff are trained to recognize unusual commotion/noises of aggression (yelling, gunfire, ect) and to turn off lights, get low and quiet. Unfortunately, this is a true problem in today's world and in order to be efficient in the case of emergency this drill must be practiced. In the case of an outside intruder we lock all doors from the outside until we a

have been given an all clear from the police or proper authorities. In the case of intruder in the building we would “shelter in place”

- F. Explosion or Chemical Spill (including Waste water emergencies) In the event of an explosion or chemical spill in our area all staff are advised and prepared to call 911. We will follow the advise of 911. In addition we will keep all children in the building and away from window until given an all clear from the appropriate authorities.
 - G. Essential Documentation: All teachers’ keep a roll book with them at all times, including any evacuation procedures. This roll book contains all children’s parent contact numbers, emergency contact numbers and authorization for emergency care. Teachers mark the time each child arrives and departs the school in the roll book. Each arrival and departure is validated with the teacher’s initials.
 - H. Relocations: In the event Elsass Academy North Central becomes unsafe and teachers and children must be relocated we would relocate to our sister school Crenshaw’s Athletic Club. Everyone will be relocated via school buses, vans or personal vehicles. Children will transported using the same guidelines for accounting for children uses on field trips. Crenshaw’s is located at:

5000 Fairview, Austin TX 78731
Phone is 512-453-5551
 - I. Communication: Communication with anyone other than 911 will take place as soon as Elsass is authorized it is safe to make phone calls. Parents of all students in attendance will be called first. Once everyone is accounted for all parents and authorities have been notified Elsass will contact SFPS. All forms of communications will be utilized including but not limited to e-mail, texts, face book, and phone. The phone number for contacting Elsass in the case of an emergency is 512-452-5437.
29. Preventing and responding to abuse and neglect of children:
- A. Each employee will complete one hour of training each year on Child abuse signs, responses and prevention
 - B. Each parent upon enrolling his/her child will be given a packet on “child abuse” and each year in January when we update children’s files this packet will be handed out again for the purpose of increasing employee and partnet awareness about child abuse and neglect, including warning signs and factors that indicate a child is at risk for abouse or neglect
 - C. Posted on our board next to the currents years DFPS inspection is the number and website to report suspected abuse
 - D. In the yearly update we will include a short letter that describes factors that indicate a child is at risk

- A. Essential Documentation: All teachers' keep a roll book with them at all times, including any evacuation procedures. This roll book contains all children's parent contact numbers, emergency contact numbers and authorization for emergency care. Teachers mark the time each child arrives and departs the school in the roll book. Each arrival and departure is validated with the teacher's initials.
- B. Relocations: In the event Elsass Academy North Central becomes unsafe and teachers and children must be relocated we would relocate to our sister school Crenshaw's Athletic Club. Everyone will be relocated via school buses, vans or personal vehicles. Children will transported using the same guidelines for accounting for children uses on field trips. Crenshaw's is located at:
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- C. Posted on our board next to the currents years DFPS inspection is the number and website to report suspected abuse
- D. In the yearly update we will include a short letter that describes factors that indicate a child is at risk for abuse or neglect

30. Vaccine preventable diseases: Elsass Academy North Central understands that DFPS recommends that childcare centers consider some vaccines for the safety of teachers and for the safety of the children they care for. Since vaccines are neither perfectly safe nor perfectly effective, and some persons who receive vaccines will be injured as a result, and some persons

who receive vaccines will not be protected Elsass Academy North Central policy requires that all teachers consider the flu vaccine yearly, and the DTap and Varicella as a one-time vaccination. After speaking with his/her physician and considering the recommendations of DFPS each Elsass NC employee should make the personal decision as to what is best for his/her health. All employees that have a cough or symptoms of allergies or a cold must wear masks and gloves until symptoms have subsided.

What sets Elsass apart from other preschool facilities?

Elsass Academy and Crenshaw Athletic Club...Crenshaw Athletic Club was purchased in 1976 by Art and Gil Elsass, long time Austin residents. The original facility, which specialized in gymnastics and swimming, began operation in 1949 and is one of the oldest private gymnastic schools in the United States. In 1986, art and Gil expanded what was then a morning only preschool at the Crenshaw location into a all day academy. This was the beginning of Elsass Academy. There are currently two locations: North Central and Westlake.

Elsass Academy is different that other preschool facilities..The goal for the programs is to reach beyond the typical child care settings and provide a fun and unique environment for preschoolers, after school students and summer camp students. Our children enjoy ample amounts of gross motor play each day which include but not limited to swim during the summer, gymnastics, August– May, and of course our two beautiful playgrounds and rock wall.

Our three, four and five year old children rotate classes...By allowing teachers to teach specific subject areas, we are able to recruit a more specialized staff. Additionally we are able to concentrate supplies and equipment into specific areas. Much more time can be spent on a subject if the area does not have to be completely changed and re-arranged for a different activity for every class. Rotations also accommodate the children's attention spans by allowing them to vary activities and surroundings often.

We do feel the very youngest children will benefit from being with the same teacher all day. This will promote an easier transition into preschool for toddlers. They will be able to experience many of the same activities as older preschoolers while maintaining the consistency of one caregiver. Each morning , children rotate from: Reading/Language Readiness– Math/ Science Readiness– Homeroom-Gymnastics (once a week) PE-Computers-Arts and Crafts. The morning also includes a snack and outdoor free play time.

Our Staff.....our goal is to hire lead teachers with high levels of early childhood education, knowledge, training and experience. Our teachers are required to continue their education (24 hours or more per year) in early childhood training. Throughout the year, they will attend classes and seminars encompassing a wide range of early childhood topics from early literacy, motor skill development, behavioral techniques and just plain fun!

Elsass Academy: The Great Outdoors

Playgrounds: Elsass Academy has two great playgrounds. Each playground is designed differently to meet the specific needs of our various age groups. Shade awnings are installed on both playgrounds to lower the summer temperature. The covered basketball, four square and rock wall climbing area is a source of great fun. Fans are added for cooling.

Swimming Pool: The pool at Elsass North Central is created for fun and function. Elsass also incorporates weekly play swim time for children two to ten years of age. The pool area is always a child, parent and staff favorite.

Outdoor Picnic Area: Our outdoor picnic area is adjacent to the pool and is perfect for summer parties, snack times, outdoor lunches and messy art activities. This area is covered and has ceiling fans installed above the picnic tables. The boys and girls outdoor restroom area also adds a dimension of comfort to the outdoor day.

Elsass Academy: The Great Summer Camp (ages 5-8)

Elsass Academy summer Camp is designed to meet the needs of active children ages five through eight. Camp is dedicated to summer fun by combining interests from a wealth of athletic and academic areas. Summer projects include everything from tie dying t-shirts, arts & crafts to extreme water balloon fun and much, much more.

Summer Camp is located in our spacious clubhouse. The Clubhouse is located at 833 Houston St. In the Clubhouse you will find a great game room, art area, and multi purpose sports room and imagination station.

Summer Camp is divided into terms. These terms are based on the AISD calendar. For more summer camp information contact: Lindy @ 512-452-5437



**Please sign and date the last page of this booklet,
tear off and return to the front office. Thank you!**

Elsass North Central Handbook

I have read and understand the policies set forth by Elsass in the Elsass NC Handbook. I understand that policies are subject to change and that I will receive those changes in writing and will be asked to sign and return those changes. I agree to the policies and can come office at any time with questions or concerns.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

Director Signature _____ Date _____



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