



PSA Preschool Academy

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6500 Preston Meadow
Plano, Tx 75024
972.208.5437

www.psaplano.org

GOALS

PSA is a private non-profit. Our mission is to offer quality youth sports to children. Our goal in PSA Preschool Academy is to prepare your preschooler emotionally, physically, intellectually and socially for kindergarten. We also want to instill in them a love of sports.

PRESCHOOL CURRICULUM

For academics we use Frog Street Press curriculum supplemented with various publications and activities. We will work on letter recognition, math concepts, music, science concepts, physical education and creativity.

We feel and research shows that preschool children need a the minimum of one hour of instructor led large muscle activities. Your child will learn skills in soccer, t-ball, and basketball. They will have opportunities for lots of physical activity.

Daily and Monthly schedules will be posted in the classroom.

STAFF

Our staff is background checked with the State of Texas. They acquire a minimum of 24 continuing education hours annually. Should you have any concerns please contact the Senior Director of Sports.

DISCIPLINE AND GUIDANCE POLICY

Our understanding is that children put into competitive situations will not always react in the proper way. We look upon ourselves as teachers and mentors to these kids and will work with them to learn how to better react to certain situations.

• Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

DISCIPLINE AND GUIDANCE POLICY Cont.

A teacher may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

EARLY INTERVENTION

PSA believes that early intervention, when needed is in the best interest of the child and that specialists trained in the field of learning differences provide the child the greatest benefit for long term success. PSA reserves the right to request that parents arrange for their child to be tested for speech, hearing, and/or learning differences through ECI, the public schools or by private services. Termination of enrollment may result if the parents refuse to arrange for testing and/or it is determined that our staff is not able to meet the needs of the child while providing a quality experience for the child and for the other children in the classroom.

STATE LICENSING

PSA Preschool Academy is licensed by the Texas Department of Family and Protective Services.

ACADEMY CALENDAR

The Academy year is from September through May. The Academy Calendar will be posted on the www.psaplano.org website and will be emailed to the parent's by June 1st or sooner. We closely follow the PISD school schedule for major holidays. Academy operation hours are from 9am-2pm.

ACADEMY CLOSINGS

The safety of the children and their families is of utmost importance when decisions are made concerning the opening of Academy on bad weather days.

- When PISD schools are close or open late due to inclement weather or other regional emergencies, PSA Academy will be closed
- If PISD schools close early due to inclement weather or other regional emergencies, PSA Academy will close early. In the event of an early closure a message will be placed on our Cancellation page on the website. www.psaplano.org
- PISD school closings can be found on their website www.pisd.edu. They also relay that information on Dallas tv stations beginning at 6am.
- PSA will not make up any preschool days missed due to inclement weather or other regional emergencies.

TUITION

PSA is a nonprofit organization. The tuition for each of our programs is determined by the Academy yearly budget requirements. The assessed tuition is then divided into 10 equal payments. The first amount is due at

registration, the remaining amounts will be due September 1st, October 1st, November 1st, December 1st, January 1st, February 1st, March 1st, April 1st, and May 1st. You may pay the balance off at any time if you do not wish to be billed monthly. You must have a credit card on file to use monthly billing. Let us know if you have any questions. Returning student may get a \$100 discount if deposit is paid before May 1st. There is a 10% discount on the tuition of each additional child for families with more than one child in the program.

When extended absences are planned, full tuition payments will be required in order for his/her place to be held.

WITHDRAWALS

If you need to withdraw your child from PSA Preschool Academy before the end of the Academy year, two weeks written notice must be given to the front desk. Any refund must be approved by the Senior Director of Sports.

STUDENT RECORDS

The Texas Department of Family and Protective Services requires the following forms to be completed and on file in the PSA office prior to the child's admission. Your child will be prohibited from attending Academy the first day of class if all required information is not complete. The following items must be turned over to the PSA office before the first day of PSA Preschool Academy.

- Deposit (due at registration)
- 1st Month payment-Charged on September 1st
- Registered in MySam with waiver acknowledged
- State of Texas Registration Form
- Copy of your child's Immunizations

The State of Texas form is online also. Parents are responsible for keeping current emergency numbers and release authorizations on file at PSA.

DEFERRED IMMUNIZATIONS

The State of Texas allows individual exemptions from any and all required vaccinations for medical reasons, religious beliefs or reason of conscience.

In the case of medical exemption, a physician's statement is required before the child can start the Academy. PSA will only accept an original, notarized affidavit which can be found at www.immunizetexas.com. Unvaccinated children will be required to stay at home in the event of an epidemic or other health emergency as determined by the Texas Commissioner of Health.

VISION AND HEARING SCREENING

The State of Texas requires that all four and five year olds in group care have a hearing and vision screening. There is a section of your admission form for the doctor to sign.

Student Drop Off and Pick Up

Children should be brought to the classroom door in the morning, signed in on the classroom clipboard, picked up downstairs at the end of the day and signed out on the clipboard. For your child's safety and licensing requirements please use the clipboard to sign in and sign out.

DISMISSAL TO ANOTHER PERSON

If the child is to be released to a person unknown to PSA, please be sure to give us a driver's license number of the person picking up. Please let your child's teacher know the name of the person picking up and number before you leave for the day.

ILLNESS/INJURY POLICY

Any child that arrives at PSA noticeably ill (exhibiting a rash, a fever, heavy nasal discharge , or other signs of illness such as vomiting, diarrhea or persistent cough) will not be admitted for the day. A child exhibiting any of these signs of illness must be symptom free for 24 hours before returning to PSA. Although the symptoms may not be contagious, your child is not up to the activities of the day.

- If your child becomes ill at PSA, you will be notified immediately and asked to come and pick up your child.
- If your child is hurt at PSA, but does not require emergency treatment, you will be notified at the end of the day.
- In the event of a serious emergency, 9-1-1 will be called and you will be notified.
- Parents must be notified if a communicable disease is reported in their child's group
- A child with a communicable disease will not be allowed to return to PSA until released by a doctor.

MEDICATION

No medication (except for medication required to control a life threatening situation) will be given at PSA by the PSA staff.

Please do not send medications to PSA in your child's bag. Any medication required to control life threatening emergency, must be kept at the Academy's office and a Medication Administration Authorization form must be completed for each medication. All medications kept at PSA must be in the original container with a physician's dosage instructions. No medication will be administered if beyond its expiration date.

PEANUT/TREE NUT POLICY

Any food item that lists peanuts, peanut oil, tree nuts, or tree nut oils as an ingredient or is produced in a facility that also processes peanut and/ or tree nut products or many contain traces of peanut/tree nut products will not be processed or served by PSA for any purpose. The selection of all food items served by PSA will be based upon the ingredients list as printed on the package label.

MEALS AND SNACKS

- Parents should provide breakfast for their child before arriving. They should bring a lunch to be eaten at the Academy. PSA is not responsible for the nutritional value of parent provided meals and snacks or for meeting the children's daily nutritional requirements.
- PSA requires that parents prepare and send nut free lunch items for their children.
- PSA will provide a daily snack. All snacks purchased and served by PSA will be free of nuts.
- Families wishing to celebrate their child's birthday at PSA can leave cake and/or ice cream cups at drop off time. Please make sure to have nut free products.

REST TIME

The State of Texas requires that a supervised rest period must be provided after a lunch. We will not have the kids take a nap. We will find a short quiet activity for them to rest by.

EMERGENCY PREPARATION

The safety of our kids is our number one priority and PSA policies are designed for the protection of all students. We practice fire drills and severe weather drills.

In the event we have to evacuate the children we will do our best to notify the parents as soon as possible. You can help us best by staying by the phone numbers you gave us in their admissions report. Visiting the www.psaplano.org cancellation page, may be the quickest way to get a update.

COMMUNICATION WITH PARENTS

- PSA encourages parents to contact the Director and or the teachers with questions or concerns. However conferencing with the teachers at the classroom door during the arrival and departing times in inappropriate. Please understand that the kids come first. If you wish to discuss something with the teacher or Director please call the PSA front desk 972.208.5437, and they will get a message to them to call you back.

- Parents are informed of activities through monthly newsletters, e-mail reminders, calendars and the posting of lesson plans, daily schedules and illness reports.
- You may communicate with the Academy through email at teresaf@psaplano.org.
- A copy of the Texas Department of Family and Protective Services Minimum Standards for Licensed is available at the front office. The local licensing office can be reached at 469.229.6906
- Additionally, the Child Abuse Hotline is 1.800.252.5400 and the TDPS website is www.tdprs.state.tx.us.
- Parents will be notified of changes in operational policies and/or enrollment agreements in writing.

PARENT VOLUNTEERS

PSA has several holiday parties and celebrations throughout the year. Parents may volunteer to help with a variety of teacher-directed activities possibly including food preparation, craft projects, story time or games. PSA will also be forming a Preschool Advisory Committee. If you are interested please send a email to teresaf@psaplano.org.

ACADEMY PHOTOGRAPHY

We will have a professional photographer take pictures in the spring.

BIRTHDAY CELEBRATIONS

Birthdays are very special events for young children, and they love to share them with their friends. If you wish us to help with the celebration please let us know. We would be happy to hand out birthday treats as long as they are nut free.

If you want to hand out birthday invitations to your child's class please invite everyone. We can't hand out invitations that exclude someone.

WHAT TO BRING AND NOT TO BRING TO PSA

- Change of clothes
- Jacket in cool weather
- Don't bring toys unless it is show and tell day.
- Lunch including a drink.
- Backpack or bag
- Label Everything
- Dress them appropriately. Sneakers only please.

