



A Readiness Learning Academy

Dear Parents,

We are delighted you have chosen to enroll your child in our Academy and we look forward to having you and your child become a part of our A.R.L.A. family. We commit ourselves daily to be partners with you and the care of your child.

Communication is a very important part of the tremendous trust you impart to us when you enroll your child. Please take a few minutes and read the *Parent Guide* which describes the policies to ensure the safety and well-being of your child at the Academy.

We communicate with you about your child's day at the Academy in several ways:

- A weekly *Activity Plan* highlights the daily program of the activities our staff plan for each age level. The activities provide children with learning through play opportunities which develop physical, social, emotional and cognitive skills.
- Parent of infants and young toddlers receive a *My Day Daily Report* from your child's teacher which outlines your child's activities and routines for that day. This report includes observations of foods eaten, length of naps taken, diaper changes and a comment on general mood and disposition.
- For pre-schoolers and pre-kindergarteners, we post "*Parents, Today Your Children*" notes which further inform you on how your child spent the day. These notes are posted daily by your child's teacher.
- Each week you will receive a Newsletter, via e-mail, from your child's teacher. The Newsletters inform you of what activities the children participated in and upcoming learning and events.
- Monthly Newsletters from the Director are also e-mailed to you.
- Conferences with the Director and your child's teacher can be scheduled at your request.
- Staff periodically assesses the children's developmental progress on an *Infant & Toddler Assessment* or a *Child Development and Learning Checklist*. In addition, ASQs (Ages & Stages Questionnaires) may also be used. The Assessments communicate developmental milestones in the four areas of growth and is available for your review.

Please be reminded of other "First Day" needs and/or requests:

- An extra set of clothing with your child's name on each item.
- If your child naps, please bring a small blanket and a fitted crib size sheet, labeled with your child's name on each item.
- Diapered children need wipes and diapers.
- Photos of your child's family for our classroom "family trees".
- Tuition is due in advance, on the Friday before services are given.
- Food brought from home must be store bought or from a bakery i.e. birthday cakes.

In addition to these regular channels of communication, we would like to know how we can best meet your needs as a parent with a child enrolled in our Academy. Please tell us your preference of other ways in which we can share with you your child's day.

We look forward to building a partnership with you and the care of your child.

Sincerely,

A Readiness Learning Academy Director and Staff