

Yuong Sang Academy

영생 유아원



Parent Handbook

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Welcome Parents...

Welcome to Yuong Sang Academy, a ministry of Yuong Sang Presbyterian Church in Horsham, PA.

We are so glad we have the opportunity to partner with you in the greatest act of our lives: raising children! We are grateful for the trust you have placed in us to raise world changing leaders. We are excited to get to know your child and your family! Please read this handbook carefully, as it provides specific information about our policies and purpose as a preschool. We have the unique opportunity to influence the minds and spirits of the next generation. As a staff, we realize we may be your child's first interaction to the world outside their immediate family. We have the potential to influence and shape how these world changers see the world and experience God's love, grace, and His awesomeness. Given these responsibilities, we ask our teachers and parents to continually seek and pray for direction from the Lord as we embark on the journey of this year together.

It's an exciting task that lies before us. United in one purpose, equipped by God's strength and grace, we can make an eternal impact on the lives of the children entrusted to us.

In His Love,

Sarah Byun

Director of Yuong Sang Academy

Introduction

Organization

Yuong Sang Academy (YSA) of Horsham, PA, operates within the structures of the Constitution and by-laws of Yuong Sang Presbyterian Church.

YSA Mission Statement

Yuong Sang Academy is committed to partner with parents and community to prepare and train the whole child: mind, body, and spirit through quality developmental learning that is interwoven with ministry and worship. Proverbs 22:6

YSA Vision Statement

Our students will become successful life-long learners and leaders in a lifetime relationship with the Lord Jesus. 1 Thessalonians 2:11 & 12

Child Care Licensed Facility

YSA is a State Licensed (CER-00100583) Facility. The licensing agency shall have the authority to interview clients including children or staff. Licensing agency can audit client's facility records without consent. The licensing agency shall have the authority to observe the physical conditions of the client which could indicate abuse, neglect, or inappropriate placement and to have licensed medical professionals examine the client.

Policies and Procedures

General

Admission Policy and Forms

School policy requires children to be at least 18 months of age and for three years of age (must be FULLY) potty trained. We admit children of any race, color, sex, or national origin. Each year, a completed online application with a NON REFUNDABLE registration fee along with the below documents must be completed before children are enrolled into the program and can attend school.

Registration

Agreement Form

Emergency Form

Parent Handbook Signature

Physician's Report

Immunization Record/Waiver or TB Test

Photo/Web Consent

Registration and Tuition

Each year you enroll your child in Yuong Sang Academy, a registration form must be submitted along with an annual \$65.00 non-refundable registration fee. Tuition is prorated so your monthly payments will be the same amount each month. Tuition payments are due by the first day of each month. Any cash payments must be delivered to the office by an adult and a receipt must be obtained. If your payments are not received by the 10th of the month, regardless of what days your child attends school, a late charge of \$25 will be assessed. There will be a fee service of \$25.00 for all returned checks. If your payment is more than 30 days delinquent, the student will be unable to continue attending the school. If you are having any difficulty in making payments, please speak with the director prior to due date. These matters are treated with the utmost confidentiality.

Photo Consent

Each student must have a "photo/web release" and "student work" consent form on file for the current/upcoming school year. The form grants authority and consent to Yuong Sang Academy to use student classwork, photographs, still or motion pictures, and the voice of the student in web pages, school newsletter or commercial advertising, and/or promoting Yuong Sang Academy. The student's last name will not be used on public media i.e. commercials, Internet, etc. Permission and consent will continue until revoked by the parent in writing.

Probation Period

The first six weeks of your child's preschool enrollment are considered probationary. At the end of this time, if needed, a parent, teacher, and director meeting will take place to evaluate your child's needs.

Withdrawal from the Program or Schedule Changes

A two-week written notice is required before your child's last day at Yuong Sang Academy. The date of departure should be given to the director.

Please notify the director of your desired change, 7 days before your tuition is due. Please allow 7 business days before your student's schedule can take effect. For withdrawals please give the office a 2-week notice or allow 2 weeks for the change to go into effect.

Tuition Payments

Tuition payments are due monthly. In order to make sure that tuition payments are made in a timely manner, YSA uses Quicken tuition management program to help with the automatic debit of tuition payments from your checking or savings account. Late fees will be charged if there is a late payment.

Release of Children/Absences/Holidays

Staff personnel are responsible for the release of children to adults. Only parents or other responsible adults listed on the child's **EMERGENCY CARD** may pick up a child. If the child is going to be picked up by someone not listed on the emergency card, a parent must add that person to the child's emergency card in the office BEFORE the child will be released to the new person. The newly added person must bring a photo I.D. with them to show a staff member at time of pick up. Children must be legibly signed in and out using the parent or responsible adult's full legal name. These are state licensing requirements for all children being dropped off and picked up. A student's days of enrollment are set. We do not trade days. If a child misses school s/he cannot trade it for another day. Annual tuition is split into 10 months. There will be no refunds for days missed.

Days that the school will be closed in observance of various holidays will be announced in school calendar. Should your child be absent due to sickness or otherwise planned absence/s (vacation, doctor, etc.), please notify the academy office via e-mail or phone.

Health:

Illness/Medication Policy

Children must be kept at home if they are showing any of the following signs and for 24 hours once the signs/symptoms have subsided: fever, vomiting, diarrhea, discharge from the eye, ear, or nose, or have any kind of rash. **Children with the following contagious diseases are not permitted to attend school:** strep throat, pinworms, viral infections (demonstrated by yellow or green colored mucus), measles, mumps, chicken pox, conjunctivitis (pink eye), fifth disease, whooping cough, or head lice. Please do not send cough drops or over the counter medicines to school with your child.

Morning Checks

Each child needs to be screened before entering the classroom to ensure they are healthy.

The teacher may look for:

1. Temperature of 100 degrees or greater with the past 24hrs
2. Severe shortness of breath or wheezing
3. Loose stools / diarrhea
4. Suspected communicable disease
5. Red, draining eyes
6. Productive cough accompanied by fever
7. Undiagnosed rash or spots
8. Unusual pallor and flushed face.
9. Persistent runny nose with yellow/green discharge or accompanied by a fever
10. Vomiting within past 24 hours
11. Earache

12. Dizziness or faintness.
13. Symptoms of acute cold (green mucus, fever, excessive coughing).
14. Sore throat.
15. Stiff or rigid neck.
16. Chest pain or neck pain.
17. Listlessness or sleepiness.
18. Red or weeping eyes.
19. Excessive scratching of the head.
20. Any marked change in appearance.

Children who become ill during the school day will be sent home. **Sick children must be picked up within 30 minutes of initial phone call from the school.** Parents are responsible for providing up-to-date emergency phone numbers, promptly picking up an ill child and consulting with your child's doctor about diagnosis and care. It is important that you have an emergency contact person who is local and available for timely pickup if necessary. If your child is sent home sick, he/she may not return to school until they are symptoms free for 24 hours.

Additionally, the teacher is to inspect the child before the child is permitted to come back into the classroom. The following conditions are permissible:

- When a cold is over, but the child is left with minor clear nasal drip.
- After chicken pox blisters have all dried up and crusted over and/or on the 6th day after the rash began.
- After head lice is treated and the child is nit free.
- 24 hours after the parent began giving medicine for conjunctivitis (pink eye) or strep throat.

For all medical concerns Yuong Sang Academy refers to the recommendation by the American Academy of Pediatrics distributed by the National Association for the Education of Young Children.

No tuition credit or refunds are given for sick days.

Hand washing

The best way to reduce disease in our school is to follow recommended hand washing procedures. Students AND parents will be asked to sanitize their hands through traditional hand washing procedures or by using hand sanitizer provided in the classroom upon entering the classroom.

Students will wash their hands:

- When they come into the classroom in the morning.
- After coming in from outside.
- Before eating, serving, or preparing food.
- After wiping his or her own nose, sneezing, or coughing.
- After they have been to the bathroom.

First Aid/Injury

First aid kits are provided for teachers as well as basic first aid training. Basic accidents include, but are not limited to: scraped knees, head accidents, and hurt fingers etc. Basic first aid includes band aides and ice packs. Teachers are encouraged to use his or her best judgment on how severe the injury is and whether or not the child should be sent to the office. Should a child persist in his or her crying or if the injury is beyond the basic first aid, the teacher will escort the child to the office and emergency procedures will commence. "Ouch reports" will be send home notifying guardians of minor injuries.

Operational

Dress Policy

Parents are responsible for helping their child adhere to the dress code. If a child comes to school in clothes that do not adhere to the dress code, the teacher is to enforce the dress policy and ask the parent to keep the child until the dress code is followed.

YSA's dress policy is as follows:

- Shoes need to be closed-toe and have a full back or back strap. NO SANDALS. Shoes should also be well fitted (not too big or loose). For safety and ease, flat shoes are preferred for girls (vs. shoes with heels).
- We go outside frequently, so it is probably best to send a coat or jacket (labeled with your child's name) to school with your child. If the temperature is 60* F or lower, we ask students to wear jackets outside. If the temperature is 90*-99* F we use discretion as to whether or not we will play outside. We will not go outside if it is over 100*F.

Extra clothes are to be kept in the classroom for emergencies. The clothes are to be reflective of the season outside. On the first day of school please bring a zip-lock bag labeled with your child's name with the emergency/spare clothes on the inside. The teacher will notify parents if their child is in need of extra clothes. In the event the child is missing clothes from his or her emergency zip-lock, the office will provide "loaner" clothes. "Loaner" clothes are to be cleaned and returned on the child's next scheduled school day.

Toileting (Age 3 and up)

The term "potty trained" means that a child can go by themselves and take care of their own needs – including fastening and unfastening their clothes, cleaning themselves, washing and drying their hands, and returning to the group. (This includes napping/resting without the use of pull-ups/diapers.) We understand that "accidents" do happen **occasionally**. However, if your child begins to have accidents regularly (directly dependent on the number of days enrolled per week), then we will request s/he be removed from the school until they are fully potty trained.

Naptime

Student will nap/rest quietly on their own specifically designated nap/rest mat during daily nap/rest time from 1:00pm-2:45pm. If your student stays for nap/rest time please send a small thin blanket to school with them. Please make sure your student's name is on their blanket. Please do not send pillows or stuffed animals to school. We do not have enough storage space. *Blankets and sheets will be washed on a weekly basis.

Arrival and Departure

- 8:00-9:00 AM All Day Drop Off
- 9:00-9:30 AM School Day Drop Off
- 12:45-1:00PM Morning Pick up
- 3:15-3:30PM Afternoon Pick up

Late Pick-Up Policy

Please see the above schedule for appropriate pick up times. Students who have not been picked up by the end of the designated pick up times will be charged a late fee. **There is a \$5 late charge for the first 15 minutes and an additional \$1 for every minute after the first 15 minutes.** This policy is put in place in order to help us adhere to state regulations. Late fees will be added to your account at the end of each week and should be paid each month.

Lost and Found

Lost and found articles will be gathered and placed in the preschool office. Occasionally, lost and found bins will be put outside the preschool office. Articles that are not gathered after an extended period of time will be sent to a local charity/thrift store. The staff will give advance notice before items are packaged and given away. To help identify lost and found articles, please write your student's name, in permanent marker, somewhere on your student's items.

Class Parties

Throughout the year there will be occasions for a celebration or a party at school. The major holidays celebrated in the classroom are: Thanksgiving, Christmas, Valentine's Day, Easter, and the Last Day of School. In addition to holiday-oriented parties, some teachers may choose to have behavior incentive parties. We do not include the Easter bunny, Santa Claus, elves, leprechauns, witches, ghosts, jack-o-lanterns, and magic in any celebrations or room décor.

For parties, food restrictions do apply. We do not wish to have an abundance of sugary snacks in the classroom; teachers and parents usually aim to have a balance of dessert and protein or find non-food ways to celebrate.

Share Items/Toys

Each individual teacher may choose to initiate share days within his or her classroom. On those days, the teacher will communicate what share items are acceptable to bring in and those items will only be shared during designated share times. We ask that any other toys or personal items that are not for share times be left at home or with parents (this includes pacifiers or special stuffed animals). If the student has personal items in the class they may be asked to stow them in their box or the teacher will hold onto the item until the end of the school day.

School Pictures

In the fall and spring, a professional photographer will take individual pictures of your child. If you would like to purchase your child's pictures, packages must be prepaid. You will receive the fall pictures back in time for Christmas. Check the school calendar for the date that the photographer will be at school.

Parent Volunteer Hours (Blue Class Only)

Throughout the school year parent volunteer hours will be made available through in class sign-up sheets or sign-up genius. Two of the clearances required by law are, 1. Report of criminal history from the Pennsylvania State Police (PSP); and 2. Child Abuse History Clearance from the Department of Human Services (Child Abuse). Additionally, a fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent is required if the volunteer has lived outside the Commonwealth of Pennsylvania in the last 10 years.

Meet the Teacher Night

Shortly after school begins in September we schedule a "Meet the Teachers Night" This is an opportunity for all parents to meet the teachers and hear about the overall program for the year. You are encouraged to ask any questions you might have regarding the program your child is enrolled in. It is our goal to nourish this relationship during the time that your child is enrolled in our program. We welcome suggestions and participation.

School Closings

We follow the Hatboro/Horsham School District policy for closing dates. If they are closed due to inclement weather, Yuong Sang Academy will adhere to the same practice. Please check the status of the school closings on www.yspcacademy.org. If Hatboro/Horsham School District has a 2-hour delay, YSA will start at 10:30 A.M.

Evacuation Site

We have received permission from the county to utilize the Horsham Township Community Center, located at 1025 Horsham Road, Horsham PA as our evacuation site. In case of an emergency, we will leave our school and be there. Signs will be posted on our door and you will be able to pick up your children at the Horsham Township Community Center.

Staff and Curriculum

Overall Curriculum

We are looking to develop whole individuals who thrive academically, spiritually, emotionally, and socially with God being the center of all subjects.

Core Curriculum

Teachers are asked that these principles be taught in the classroom at the academic level of your students.

1. Literacy Concepts

- a. (letter sounds, basic handwriting technique, lowercase and uppercase alphabet, sequence and recognition of letters*, letters/words/sentences*, concepts of print*, fluency*, rhyming, beginning and ending sounds*, blending*, name recognition and writing)

2. Math Concepts

- a. (shapes, colors, patterns [AABB/ABAB/ABCABC], basic addition [single digit]*, even and odd numbers*, least and greatest*, count objects up to 10, numbers 1-20 [number recognition and sequence], sorting, sequencing*, measuring*)

3. Calendar Concepts

- a. days of the week, months of the year, seasons, weather,

4. Character Development

- a. obedience, attentiveness, helpfulness, contentment, patience, kindness, diligence, forgiveness, self-control

5. Opportunity to grow their relationship with God

- a. Adoration
- b. Weekly Key Bible Stories and verses
- c. Kingdom Keys (Healing the sick, Giving Encouraging words, etc)

6. Other

- a. Body Parts (arms, legs, head, teeth, etc.)
- b. Positional Skills (above, below, beside, on, off, inside, outside, between, under, and behind)
- c. Basic Vocabulary skills (boat, sun, girl, boy, etc.)
- d. Conflict Solving Skills
- e. Korean language

While these components are the core of academics at the preschool, we do recognize that depending on the class ages/abilities a modified version may need to be taught in order to meet the developmental needs of each class. Those topics denoted with a "*" indicate concepts primarily taught in Pre-K classrooms (4's/5's).

Overview of the Day

While the day tends to fluctuate based on classroom, there are many core components that exist in all rooms.

Worship/Bible Time – Worship is a time for the children to focus their hearts and attention upon the Lord. This can be achieved through praise, prayer, or Scripture reading. We do follow weekly Bible themes, in which key elements of Bible stories are taught to the children.

Circle Time - A gathering of all students, directed by the lead teacher to instruct on key curriculum including academic elements, teacher/student connection, student/student connection, as well as corporate social and spiritual growth.

Center Time - This is a time for the children to engage in creative play or educational play. This is also a time for the teacher to work with students individually who may be struggling academically or to engage with students who are more academically advanced.

Snack Time - Snack is not only great to refuel and recharge, but it is also a great time to build relationship with each other and to reinforce/learn basic life skills. (How to clean up after yourself, follow instruction, communicate respectfully to peers/adults, etc.)

Outside Time - Each class has at minimum a 30-minute time during their day in which the teacher monitors students on the playground. Students build their gross motor skills through skipping, climbing, running, hopping, kicking, etc.

Discipline Procedures

Discipline is a word that means “to train”: guiding, molding, encouraging, teaching, reproofing, and correcting, all with a goal of students learning to manage their own behavior. When a student is trained they will become self-disciplined. As much as possible, the characteristics of our discipline are modeled after God’s.

- o God teaches us out of unconditional love. He does not love us any more when we do good, nor does he love us any less when we do evil. [Proverbs 3:12, Hebrews 12:6]
- o God delights in us. [Proverbs 3:12]
- o As Christ did with his disciples, we visualize what a student can become. [Romans 8:29, Hebrews 12:10]
- o God expects us to produce fruit in our lives. [Colossians 1:10]
- o The fruit of repentance. [2 Corinthians 7:9-11]
- o The peaceable fruit of righteousness. [Hebrews 12:12, Galatians 5:22, 23]
- o God forgives and forgets. [Hebrews 8:12, Titus 2:14]

Attendance at YSA is a privilege. Each student is accepted as an individual with individual needs. Students are expected to conduct themselves according to the state policies and programs of the school. The school endeavors to work with and communicate closely with parents in all matters of discipline. YSA’s discipline is based on Danny Silk’s “Loving Our Kids on Purpose” and Jim Fay and Foster Cline’s “Love & Logic”. Students will be treated as individuals. When the need for correction is required, it is viewed as an opportunity for the student to learn by his/her mistake. The student will be actively involved in determining the best course to make amends; by asking forgiveness and deciding to repair damaged relationships or objects (cleaning up their “mess”). The student must learn that, as in life, when I make a bad choice it affects others and I have to fix it. We are not here to bail them out, but to guide them in making better choices. It is our goal to work with parents/guardians in the area of discipline. In order for any discipline to work in training children, it is essential for the school staff and parents/guardians to be in agreement. A parent/guardian who is not supportive of the school’s discipline program will undermine the structure of the school. For this reason, parents/guardians that are

against the policies of this school and school board may be asked to leave the school if no understanding can be reached.

The following is an example of some common language that may be utilized with Loving on Purpose or Love & Logic:

Loving On Purpose Cheat Sheet Language Used by YSA Preschool Staff

- No Fun Chair

- This is not a time out chair. This is a chair for the student to think over how s/he can fix their mess or fix the problem s/he created in their classroom. The child can decide when s/he wants to leave the chair based on the method they have come up with to clean up their mess.

- Hassle Time

- When a child refuses to do something or is being unreasonable the teacher will start the hassle clock. The student will then have to “pay back” the amount of time they “hassled the teacher” when it is least convenient for him/her.

- Procedure of Discipline:

1. Child receives a verbal warning –should the action merit a warning or s/he may receive a redirecting prompt.
2. Child is asked to leave the circle time or activity, questions are asked, and a resolution is sought.
3. If needed the child can stay in the no fun chair/hassle time for an extended period of time until the mess is cleaned up or the attitude of the heart has shifted. Sitting in the chair is not to be a punishment, it is a place for the child to think about what happened and come up with a solution.
4. The teacher who invited the child to the no fun chair/hassle time will be the one to restore the relationship with the child.
5. Should the child continually be disruptive or continually be in the no fun chair/hassle time, the child is to be taken to the office to have some hassle time with the director.
6. Hassle time is to be administered if the child is being continually disruptive or destructive in the class. It is up to the teacher’s discretion where hassle time should be served.
7. Ongoing hassle times or continual behavioral problems should be recorded and a meeting should be arranged among the student, parent(s), teacher(s), and the director.

Parent School Communication

Parent Communication

There are a number of ways in which a staff member may try to get in touch with you. Communication means may include mass e-mails to the whole school or whole classroom, individual e-mails, paper/e-mail copies of monthly newsletters, touch reports, proud moments, connection cards, bulletin boards, and remind.com. As a staff we are aware of how important it is to maintain and continue to build partnership with parents, students, and families, therefore we take great efforts to keep you updated and informed as to what may be taking place corporately with the whole school or individually with your child.

Monthly Newsletters

The preschool administrative staff will be providing monthly newsletters for the entire school. The monthly newsletters will include a review of important dates, policy reminders, testimonies, weekly themes, and academic highlights etc. These newsletters may also include “take-homes” that serve as opportunities to further solidify what is being taught at

school. “Take-homes” include ideas or activities that can be done with family and friends outside of school, in order to cement growth in students socially, spiritually, emotionally, or academically.

Ouch (Incident/Injury) Reports

As stated earlier, in the Policies and Procedures section, in the case of a basic accident, which include, but are not limited to: scraped knees, head accidents, and hurt fingers, parents may receive a phone call (where necessary) and/or an “Ouch Report”. Such reports will describe what happened that resulted in an “ouch” and what action was taken by the teacher or staff.

Proud Moments

Proud Moment notes highlight exemplary behavior often unsolicited by a teacher. These are actions that demonstrate honor, love, compassion, support, respect, or moments of breakthrough and success. These are opportunities not only for the teacher to identify and encourage that kind of outstanding choices, but to let parents know of the student’s exceptional choices and allow parents to further reinforce and celebrate that kind of behavior at home.

Communication and Connection

As students are becoming even more powerful decision makers, we know that poor choices may create “messes”. Messes that are physical, emotional, or spiritual in nature (Ex-hitting another student/teacher, generally being unsafe for themselves or others, yelling/screaming, etc). Teachers will partner with the student to walk through certain messes that may have been created and equip them with positive conflict resolution skills. In many of these situations the teacher may choose to inform you of the student’s growth experience and invite you to partner with the progress the student has made through email, a phone call, a note home or in person. In certain instances, students may be asked to go to the office. In this case, the office staff will send a note home to the parent describing the nature of the incident.

Progress Reports/Conferences

There will be two progress reports sent home each year. The first will be sent in November and will include how the child did on his or her first skill assessment and how his or her behavior has been so far in the classroom. A conference will be held with the parents in November to discuss the progress report. The second progress report will be sent at the end of the school year.

General Communication

General school information will be added to YSA’s school website (www.yspcademy.org) and dropped into your child’s paper file in his/her classroom. We encourage you to build a time in your daily or weekly routine to check your student’s paper file and the website so that we can keep a solid parent/school connection. Change of Address/Phone/Emergency Pick Up In the event that your address, phone number, or any pertinent information has changed please inform the office IMMEDIATELY. It is important that we have all up to date information on file so we can contact you in the case of an emergency.

YUONG SANG ACADEMY

706 Witmer Road, Horsham, PA 19044

267-468-0592 Fax 215-542-9037

I/We, _____ the parents of _____, have received, read, had the opportunity to ask questions about, understand and agree to abide by the policies set forth in the Yuong Sang Academy parent handbook. Furthermore, I/We agree to abide by the policies set forth in the manual. I/We understand that the policies described in the Parent Handbook are not conditions of enrollment, and the language does not create a contract between Yuong Sang Academy and the parents. YSA reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice. I/We also understand that future questions regarding policies in the parent handbook may be directed to the center Director or the Committee.

Parent/Guardian Name and Signature

Date

Parent/Guardian Name and Signature

Date