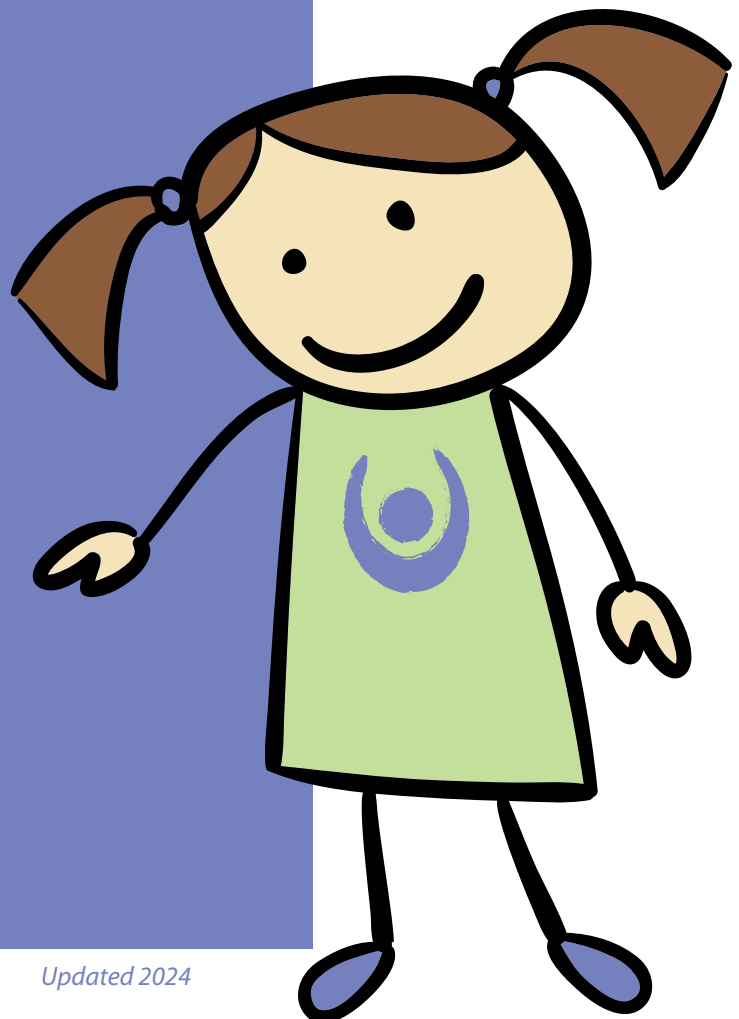


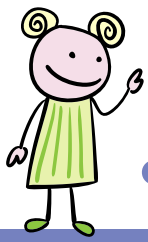
FAMILY ORIENTATION

Best Memories Academy

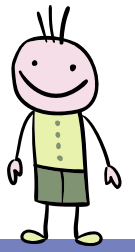
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Updated 2024



Best Memories Academy • FAMILY ORIENTATION •



Partnering with families to meet the needs of the whole child.



At Best Memories Academy we are proud to partner with parents and families to guide children in their growth and development. We believe that all children of various abilities, even developmentally on track with ages and stages, have a special need for a safe and nurturing environment. Our program's demographics have been able to integrate children of various ages and needs due to our select therapy resources and quality childcare personnel. Each child and family's needs are different and through partnership and collaboration, we can provide quality care here at Best Memories Academy.

Throughout our childcare program, children of all ages learn and grow with Teaching Strategies Creative Curriculum. Our dedicated teachers apply the knowledge that children "learn by doing". Each classroom is created to encourage exploration in the critical developmental areas of cognitive, social/emotional, physical, and language goals.

With our four individually sectioned play structures, infants through age five experience safe and secure outdoor play. With large grassy play areas, and pour in play surfacing each age group has special features to support enjoyable outdoor experiences. All of the children can experience safe and secure indoor and outdoor play.



Administrative Staff



LYANA VAZQUEZ
Owner & Director

✉ bestmemoriesacademy@gmail.com



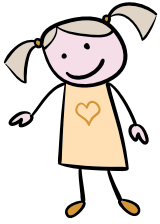
IVANIA SANTIAGO
Assistant Director

✉ bestmemoriesacademy@gmail.com



CHAELA POTENTE
Assistant Director

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Age-Appropriate Curriculum:

Throughout our childcare center children of all ages learn and grow with the Teaching Strategies Creative Curriculum. Our degree certified and tenured teachers apply the knowledge that children “learn best by doing.” Each classroom is created to encourage exploration in these critical developmental areas.

Teaching Strategies Creative Curriculum



Objectives for Development & Learning

Birth Through Kindergarten

Social-Emotional

1. Regulates own emotions and behaviors
2. Establishes and sustains positive relationships
3. Participates cooperatively and constructively in group situations



Physical

4. Demonstrates traveling skills
5. Demonstrates balancing skills
6. Demonstrates gross-motor manipulative skills
7. Demonstrates fine-motor strength and coordination

Language

8. Listens to and understands increasingly complex language
9. Uses language to express thoughts and needs
10. Uses appropriate conversational and other communication skills



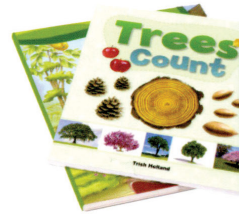
Cognitive

11. Demonstrates positive approaches to learning
12. Remembers and connects experiences
13. Uses classification skills
14. Uses symbols and images to represent something not present



Literacy

15. Demonstrates phonological awareness
16. Demonstrates knowledge of the alphabet
17. Demonstrates knowledge of print and its uses
18. Comprehends and responds to books and other texts
19. Demonstrates emergent writing skills



Mathematics

20. Uses number concepts and operations
21. Explores and describes spatial relationships and shapes
22. Compares and measures
23. Demonstrates knowledge of patterns



Science and Technology

24. Uses scientific inquiry skills
25. Demonstrates knowledge of the characteristics of living things
26. Demonstrates knowledge of the physical properties of objects and materials
27. Demonstrates knowledge of Earth's environment
28. Uses tools and other technology to perform tasks



Social Studies

29. Demonstrates knowledge about self
30. Shows basic understanding of people and how they live
31. Explores change related to familiar people or places
32. Demonstrates simple geographic knowledge



The Arts

33. Explores the visual arts
34. Explores musical concepts and expression
35. Explores dance and movement concepts
36. Explores drama through actions and language



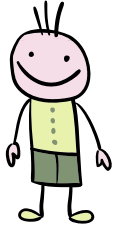
English Language Acquisition

37. Demonstrates progress in listening to and understanding English
38. Demonstrates progress in speaking English

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Conferences:

Parents may arrange for a conference with their child's teachers at any time. Formal conferences are offered in the fall and spring with your child's teacher. The Center's Program Director, Service Manager, and/or Program Supervisors may schedule conferences as needed, and parents may ask for conferences with administration as needed. At the time of a conference, your child's portfolio for Teaching Strategies Creative Curriculum will be reviewed.



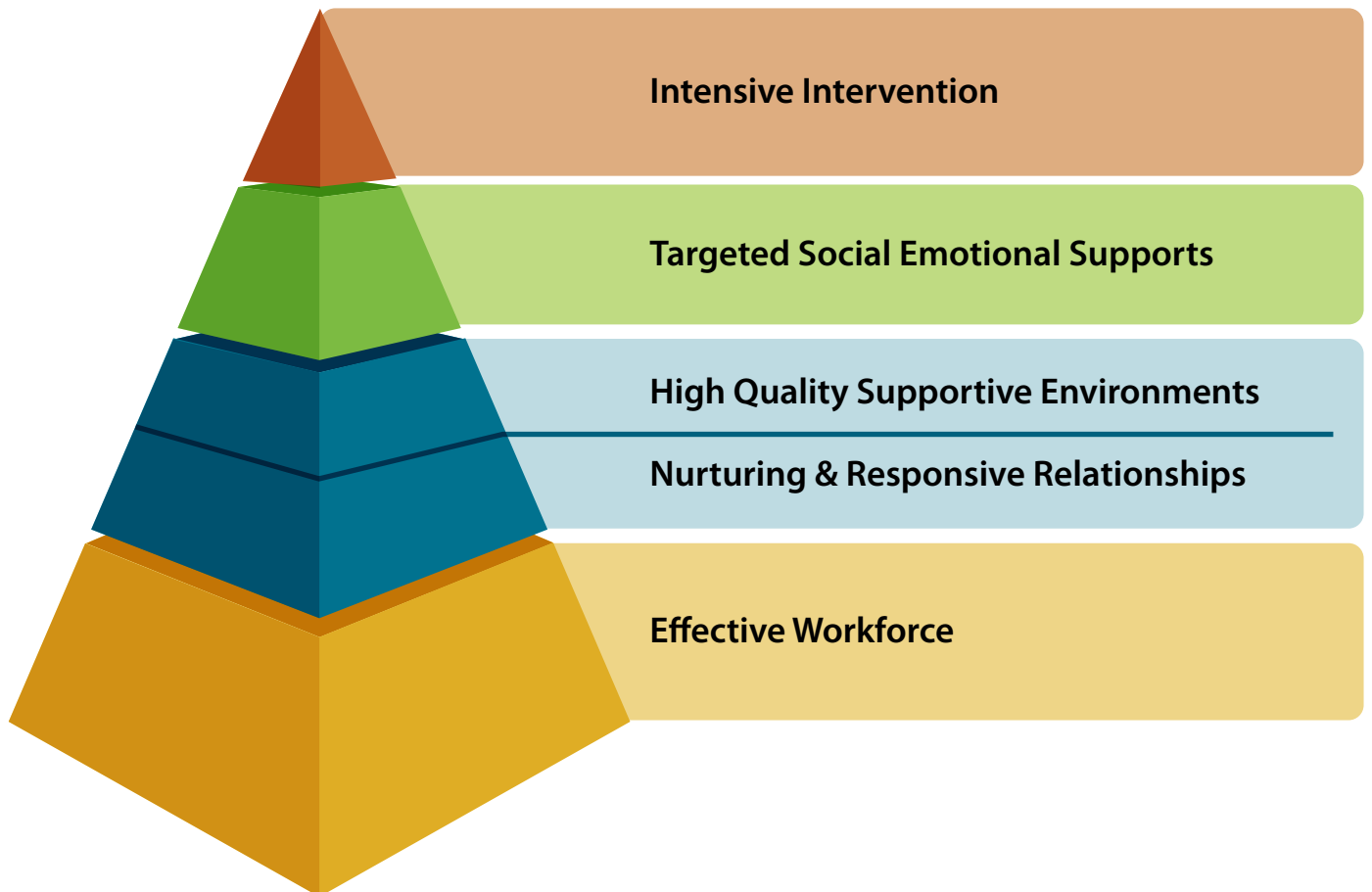
Positive Behavior Intervention Support (PBIS):

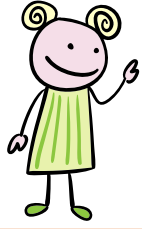
What is PBIS? PBIS focuses on promoting social emotional development, providing support for children's appropriate behavior, and implementing strategies to decrease challenging behavior. Our center's center-wide expectations are for staff, families, and children.

We refer to these expectations as our **Three Bees**.



PBIS is most successful when universal language, rules, and expectations are infused throughout the center and at home. We must all start at the base of the pyramid and work our way up. Partnerships, relationships, and consistency are essential for PBIS to be successful. It is our intention to build positive relationships with children, families, and colleagues as the foundation of our effective early education program. These relationships are the key to teaching and guidance in social, emotional, and behavioral development.





Child Requirements:

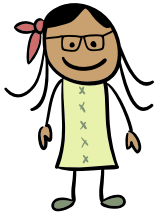
Children 6 weeks up to 6 years may enroll in the Center for childcare. Program applications may apply dependent on specific children's needs upon and during enrollment. Upon enrollment each family will receive a *Best Memories Academy* welcome packet which contains the following required documents.

- Each child must have a medical examination and provide the the administrative team at Best Memories Academy with a report prior to being admitted.
- Each child must provide the center with an immunization record prior to enrollment. All children must be vaccinated unless the administrative team is provided with a religious exemption form.
- An enrollment packet consisting of the Child Fact Sheet, Health Information, Consent and Authorization Sheets must be completed and returned to the center **one week prior to the child's start date.**
- A fee agreement, including guidelines for notification of termination of childcare, must be completed prior to enrollment.
- Child specific care plans must be completed by the family prior to enrollment.

How do I enroll my child?

- First, a tour will be scheduled with one of the administrative team members at a time between 9m and 2pm, Monday through Friday. The majority of the children nap between the hours of 12:30pm-2:30pm.
- Prior to confirming enrollment at Best Memories Academy the child must also tour, meet the teachers, and the administrative team. We want to provide a quality early childhood education for each child. This is based on the individual child's need and ability to learn, have fun, and be safe in group care.
- Once the family and administrative team are in agreement for a starting date, based on classroom availability, the family will pay the enrollment fee.
- If you are holding a spot for an infant there is a service agreement form to be completed. This form indicates that the infant spot will be reserved for the month determined, based on need and availability, and that the enrollment fee has been paid. **This full deposit is non-refundable.**
- Our intent is to have the transition to our center and the children's new classroom as smooth as possible. Some children may require more transition time than others. If your child experiences struggle with transition, teachers, the administrative team and families will work together to effectively support the child for a smooth tranistion.





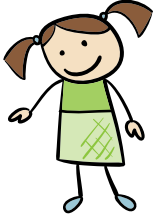
What to Bring on Your Child's First Day:

First days can be hard enough as it is...skip the stress by following our first day preparation guide!

- Program applications complete
- Extra clothing. We recommend at least 3 extra outfits for your child. Kagd child should not wear clothing with drawstring ties near the neck. To prevent injury, your child should wear rubber-soled, closed-toe shoes, preferably sneakers, especially on the playground. Jellies, sandals, and crocs are discouraged. Flip-flops are not permitted.
- Rest and Naptime for children over the age of 12months may be accompanied by a favorite blanket from home. We provide a cot and sheet. Please label all items from home. Parents are encouraged to bring a sleep sack for their infant for naptimes. Swaddling is not permitted.
- Label all items from home. All bottles must be labeled as detailed below.
- Bottles: Must each be labeled with the child's first and last name, date prepared, and the type (formula or breast milk). Labels will be provided but the date must be recorded each day in the space provided on the label.



Therapy Services



Providing free screenings for therapy services is an effective way to promote mental health, increase access to care, and identify children who can benefit from these services. At Best Memories Academy, we are proudly partnered with Orlando Children's Therapy and Kinder Konsultants to provide young children the opportunity for free assessment and screenings in speech, occupational, and behavioral therapies throughout their developmental stages. Best Memories Academy is dedicated to reducing barriers to treatment, fostering great awareness, and ensuring children and families receive the support they need at the right time.

Therapy services are tailored to help children with specific needs. With our partners, children and parents are provided with an individualized plan of care, and weekly progress reports on their success and development throughout their sessions. Treatment plans are adjusted as needed, and re-evaluations are conducted every six months and discussed one-on-one with parents in a scheduled meeting, with flexibility via in person or video call. Teachers are encourage to join meetings for the best results of collaboration in meeting the developmental goals of each child.



Hours:

The Center is open Monday through Friday from 6:30 am to 6:00 pm. There is a late fee charged for every 1 minute period a child is picked up after 6:00 pm. The fee is \$5.00 per every 1 minute. Each sibling will be charged the late fee. Repeated abuse of picking up a child past 6:00 pm will result in termination of care. Please see our Family Handbook for a list of scheduled days closed.

Attendance:

If your child will not attend on a given day, or arrive late, please notify the center no later than 10:00am via ProCare or phone call.

Discharge Policy:

If your child is not ready for group experiences or if your child's needs are not being met in a group setting, we will ask for removal of your child in a confidential conference with parents. Please refer to our Family Handbook for more details. Families wishing to discontinue services must give two week's paid notice and turn in a letter of discharge via email.

Sick Children/Medication:

A child with a temperature of 101 degrees or higher, diarrhea or vomiting should not be sent to the school. If your child has been diagnosed as having a contagious disease please advise the center. Sick children must remain home for 24 hours and they must be symptom free 24 hours before returning.

Prescription medication must be brought in a container labeled with the prescription. Prescription and over the counter medications will require a doctor's note giving directions and dosage. The parent must sign written authorization for medication.



Student Files:

A student file is maintained for each child enrolled in the center. Please inform the center of any name, address or phone number changes. Please inform the center/administrative staff of any family status changes or pick up permission changes. A court order will be required to restrict a biological parent from pick up if that parent has been named as a legal guardian at a point of enrollment.

When children are excluded from the Center:

Sometimes children have developmental behaviors or needs that may require intervention; treatment or care beyond what is available at *Best Memories Academy*. In determining whether to continue or terminate care is up to the a

- Lead teachers will keep parents informed of any concerns regarding the child's behavior adjustment.
- The parent(s), lead teacher and the administrative team may meet to brainstorm strategies and solutions.

The strategies may include procedures for guiding behavior at home and school, or recommendations and referrals for alternative care. If staff recommends alternative care, the service manager will be consulted and will review the staff and parents' recommendations. If a child's behavior jeopardizes the health and safety of other children, we may ask you to remove your child without notice.

Handbook:

A full copy of our Family Handbook is available upon enrollment. Please let a administrator know if you do not have access to the electronic form or if you need assistance with translation.



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