ACADEMY

A2D Academy Handbook
As of July 2022

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A2D Academy Handbook
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A2D Academy Mission

Mission: A2D Academy works to inspire lifelong learning, creative thinking and the love for learning through active play, hands-on learning and creation of the arts through accessible programming for all.

A2D Academy Slogan

"Teaching the love of Arts and Education"

Legal and Administrative Structure

A2D Academy is a 501c3 non-profit organization guided by a volunteer Board of Directors that may include current and past parents, program staff, local school teachers or staff, and individuals from the larger community. A2D Academy is not licensed or supervised by the state of Minnesota and is not eligible to receive child care assistance payments.

Insurance

A2D Academy carries Commercial General Liability Insurance.

Program Philosophy

A2D Academy is an all encompassing education facility. Its number one purpose is to provide quality programming by licensed teachers and local artists that spark the love of learning and arts that is accessible to all. It is supervised by a licensed elementary teacher with a passion for reaching each student and helping them pursue their highest goals and dreams.

A2D Academy is dedicated to providing programming and opportunities that intrigues a wide range of learners. It offers a time and space for students to work collaboratively, focus on content areas that intrigue them and push themselves to reach any goals. We reach students where they are at in their learning journey and spark their love of learning.

All of our programs take place in studios. The Studio is a unique tutoring and learning space as it mimics a school classroom. It allows students to feel comfortable, enjoy the opportunity to learn and use learning manipulatives while bridging the gap between home and school. Oftentimes when students are not secure with a certain topic or concept, they may know how to do it at home or at school but have a hard time crossing the bridge of being able to do it in both situations. The studio allows students to have the feeling of school but the one on

one nature of home. The Studio gives students the opportunity to practice their learning in different learning spaces. The Studio is designed to welcome large and small groups of students or individual students into the space for learning. The studio is student guided. Students are able to use and focus on areas of learning that interest them.

Our Beliefs:

- **Group Activities and Play:** Play is an essential part of growing and expanding young learners' lives. Play teaches cooperation, independence, problem solving, expands imagination, creativity and promotes learning in a non threatening way. The studio is an active learning environment. Even in the upper primary grades, children use a lot of hands-on experiences.
- **A mixed-age classroom:** Our program houses K-3 together. Our multi-aged classes provide an atmosphere of collaboration, cooperation and built in role models with plenty of experience to draw from. Through peer mentorship students learn from one another, whether this be from peers in their own age group or in younger or older age groups. Younger children can learn through observing the behaviors of older students and their activities and older students have the unique opportunity to gain self-confidence, responsibility and leadership skills. Because the curriculum is individualized, learning is not defined by age or grade. Students work at their own pace to develop important skills. This notion is supported by letting students work above grade level standards, working at different levels in different subjects and gaining support for areas of growth.
- **Empowered by choice and child centered:** Each learner is a unique individual. Creating a learning model that best supports each child is key to success. Students have the freedom to move and choose activities that are interesting to them. This fosters independence, self-confidence and self-awareness. You will often see the teacher down on the student's level asking questions to deepen learning instead of in front of a white board at the front of the classroom. Each child will receive individual attention from his/her teachers and be helped to grow to the maximum he/she is able.
- **Whole Child Education:** We care about the whole child because of this we believe that a strong relationship between student and teacher and between students is important. It is hard for learning to take place when a child is not feeling safe in their surroundings. Some days learning may focus on social and emotional growth versuses academic growth, depending on what the learner is showing that they need.

Program Components

Explorers Club- Grades Kindergarten-Third Grade
Explorer's Club is our after school care that is two sided. It offers students an opportunity to relax and unwind after school while hanging out with friends. It also offers a focus class time in which students are expanding their learning through art, coding/typing, steam challenges and nature exploration.
Students are bussed directly from their respective schools (Concord & Cornelia Only) to A2D Academy.

Snacks are provided daily.

Once a term outside speakers and presenters will come into each of the four focus classes to teach a special class.

Explorers Club is broken into 5 terms. Each term has a special theme in which students will learn about. At the end of each term, families are invited into exhibition night to see, experience and learn about what their students have been doing during Explorers Club.

Term 1 Theme: Simple Machines; Exhibition: Friday Oct 14
Term 2 Theme: Around the World; Exhibition: Friday Dec 16
Term 3 Theme: Service Projects; Exhibition: Friday Feb 16
Term 4 Theme: Entrepreneurs; Exhibition: Friday April 14th
Term 5 Theme: Sharing the Planet; Exhibition: Friday May 26th

Monday-Thursday from 2:30pm-4:00pm

Students may attend two or four days a week.
Two Day options: Monday/Tuesday, Wednesday/Thursday, Monday/Wednesday or Tuesday/Thursday

Monday- Art focus
Tuesday- Coding/typing class focus (use of Sphero Robotics and CodeSpark)
Wednesday- Environmental Sciences Focus
Thursday- STEM challenges focus

2:45-3:05- Snack and free choice
3:15-4:00 Focus Time (Art, Coding, Environmental Sciences, STEM)

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Homework Helpers: Grades Kindergarten-Third Grade
Homework Helpers offers a time for students to get help with their homework from a licensed teacher and practice what they are learning in school outside of the school day. Students will be able to work together, independently or guided by a licensed teacher. During this academic practice time students will receive support in areas of growth and be challenged with new engaging material. Students do not need homework everyday, there will be other activities offered to support what students are learning in school even without having assigned homework. Students will receive small group and individual help when needed.

School to Studio Connection: Studio instructors will reach out and work with teachers to work on goals for students.

Monday-Thursday from 4:00-5:00pm
Students may attend one, two or four days a week.
Two Day options: Monday/Tuesday, Wednesday/Thursday, Monday/Wednesday or Tuesday/Thursday

Monday and Thursdays are reading focused
Tuesday and Wednesdays are math focused

Homework Helpers is broken into 5 terms. At the end of each term, families are invited into exhibition night to see, experience and learn about what their students have been doing during Homework. This is also a great time to informally connect with your child's teacher about student progress.

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Kiddie Camp- Ages 3-5
Kiddie Camp is for our youngest learners (ages 3-5). This is in an introduction to a school setting. Students work towards kindergarten standards focusing on learning through play. Students will work on early literacy and math skills in a variety of hands-on stations along with creative/imaginative play.

Tuesdays & Thursdays 9:00am-11:30 am

Lunch Bunch: Tuesdays and Thursdays 11:30am-12:30pm (Additional Fee)

Daily Schedule:
9:00-9:20 check in and free choice time
9:20-9:40 Morning circle and calendar time
9:40-10:10 Science/Math Exploration
10:10- 10:20 Snack
10:20-10:45 Movement
10:45-11:00 Read Aloud
11:00-11:20 Craft
11:20-11:30 Closing Circle

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Tutoring- Grade Pre-Kindergarten- 6th Grade

Tutoring is offered in a variety of different ways. Whether you want one on one tutoring with a teacher, or are looking for a group of students to learn together, our teachers build each tutoring session around the learner(s). Each tutoring session is tailored to each learner's needs, strengths, learning styles and academic goals. We are not a one size fits all program.

Monday-Thursday Evenings
Individual Tutoring Spaces and Studio space are available for tutoring based on the students preference and needs.

Individual Tutoring- One on One tutoring with a licensed teacher
Dual Tutoring- Same Grade- Two on One tutoring with a licensed teacher, families provide both students (grab a friend!)
Dual Tutoring- Different Grades- Two on One tutoring with a licensed teacher, this is for families wishing to split their time between two children.
3-4 person small group tutoring- Three or Four on One tutoring with a licensed teacher, families provide the small group of students
5-8 person small group tutoring- Five to Eight on One tutoring with a licensed teacher, families provide the small group of students

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Artist Workshop- Age 3- Adult

Dive into the arts by experiencing different styles of art, from creating pottery, to creating culinary cuisines to learning to sew or learning a dance. Our art classes are taught by local artists who want to share their unique skills and passion for the arts! Class themes, ages, and class times are announced the month prior to the workshop on our website and social media.
Saturday from 10:00-11:30 or 2:00-3:30

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Kids Night Out- Ages 3-11

Grab a friend and come to KNO for an evening of fun and friends. Eat pizza, create a craft or do a science experiment, play games, and enjoy activities based on the KNO monthly theme!
Friday from 5:00pm-8:00pm

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Summer Camps- Ages 3-11

Keep the learning going throughout the summer with hands on activities to different themed camps! Camps themes and dates will be available in January and Registration will be available March 1st.
Monday-Thursday from 9:30-12:30
Lunch Bunch Monday-Thursday 12:30-2:00 pm

Program Enrollment

A2D Academy accepts applications for registration without regard to race, religion, gender, or national origin. All children accepted for the A2D Academy programs must consistently demonstrate appropriate social skills, follow adult direction, show readiness for learning and follow safety rules.

A2D Academy strives for class sizes in the elementary level of 15-18 students and 10-12 in the preschool level. These numbers are based on state licensing recommendations, effective teaching environment and financial stability. Classes are filled on a first come first served basis.

Explorers Club: Enrollment is for the full school year. Students may be added at each term break depending on enrollment availability to finish out the remainder of the school year. A minimum of 10 students must be enrolled in the program.

Homework Helpers, Kiddie Camp, KNO, Art Classes, Summer Camps: Enrollment is based on a term by term basis. Registration for the next session will open a week early for current students before registration is open to the public. A minimum of 8 students must be enrolled in Kiddie Camp, Homework Helpers, KNO, Art Classes and Summer Camps.

Tutoring: Enrollment is based on a term by term basis. Registration for the next session will open a week early for current students before registration is open to the public. We try to keep to the same schedule throughout the school year unless otherwise requested from parents. Families can choose how many terms they would like tutoring to happen.
** Term meanings: Homework Helpers & Tutoring: 6 or 7 week sessions; Kiddie Camp, KNO & Art Classes= monthly sessions; Summer Camps= weekly sessions**

Required Forms

The following forms are required to be in a child's file and MUST be present on site before any child may participate in A2D Academy:

- **Registration Form**
- **ICCP/ICCPP (If required)**
- **Transportation Form (Explorer's Club Only)**

Hours and Days of Operation:

School Year:
Monday: 2:00pm-6:00pm
Tuesday: 8:30 am-6:00pm
Wednesday: 2:00pm-6:00pm
Thursday: 8:30am- 6:00pm
Friday: Closed except for occasional KNO from 5:00-8:00pm
Saturday: Closed except for occasional Art Classes from 10:00am-11:30am or 1:00pm-2:30pm
Sunday: Closed

Summer:
Monday: 8:30 am-6:00pm
Tuesday: 8:30 am-6:00pm
Wednesday: 8:30 am-6:00pm
Thursday: 8:30 am-6:00pm
Friday: Closed
Saturday: Closed
Sunday: Closed

Tuition

A2D Academy offers a multi-child discount for families with more than one child enrolled in Explorers Club, Homework Helpers, Kiddie Camp and Summer Camps. You will receive a 10% discount off the tuition of each additional child enrolled.

A2D Academy is pleased to offer scholarships for students. Scholarships are limited and are offered to students on a first come first serve basis who have completed the scholarship form.

A2D Academy offers a special combination rate for families who enroll in both Explorer's Club and Homework Helpers using the 2 or 4 day options.

Tuition payment is to be made by the first day of the term. Payment can either be made via cash, check, venmo or an invoice sent through square for credit card payments. If you would like to pay by credit card, a 3.5% fee will be added to your amount. You may find the link to pay online in the body of your invoice email.

A $20 charge will be added to tuition for invoices not paid in full by the first day of each term.

If a payment made to A2D Academy results in a check returned to the bank for Non-Sufficient Funds (NSF) the family will issue a new check for payment plus reimburse the school for any fees that resulted from the NSF check. If a second payment is returned due to NSF, all future payments will be made in cash or by cashier's check.

If your account is more than three weeks overdue, your child will not be able to attend the program until the account has been paid in full.

Registration Fee for Explorer's Club, Homework Helpers, Kiddie Academy, Tutoring and Summer Camps ($50 for first child, $35 for each additional child) is non refundable and billed upon confirmation of placement (one to two weeks after registration).

Refund Policy

Explorers Club & Homework Helpers: Withdrawals received 15 days prior to the first day of a term will receive a refund of all amounts paid less a $100 cancellation fee. Withdrawals received within 15 days of the first day of a term or after a term starts will not receive a refund unless the family is moving out of the Edina District or for health reasons that advise against continuing in the program. In these cases, tuition will be prorated less a $100 cancellation fee.

Kiddie Camp, KNO, Art Classes, Summer Camps: Withdrawals received 15 days prior to the first of a term will receive a refund of all amounts paid less a $15 cancellation fee. Withdrawals received within 15 days of the first day of a term or after a term starts will not receive a refund unless there are health reasons that advise against continuing in the program. In these cases, tuition will be prorated less a $25 cancellation fee.

Tutoring: Withdrawals received 15 days prior to the first of a term will receive a refund of all amounts paid less a $15 cancellation fee. Withdrawals received within 15 days of the first day of a term or after a term starts will not receive a refund unless there are health reasons that advise against continuing in the program. In these cases, tuition will be prorated less a $25 cancellation fee.
If you have to cancel a tutoring appointment, we will try our hardest to reschedule or make up the lost time. Cancellations due to the Tutor will be fully refunded or a credit will be applied to your account. Cancellations due to the student with more than 72 hours in advance, a credit will be applied to your account, a refund will be offered or the option to reschedule. Cancellations due to the student with less than 72 hours in advance forfeit all rights to reschedule and payment is still required in full.

Transportation

Explorers Club: Students are bused from their respective Edina schools by a private bus company to A2D Academy. Transportation is then the responsibility of the child's parents to get them home. Each child must be picked up and signed out from an authorized adult.

Homework Helpers, Kiddie Camp, KNO, Tutoring, Art Classes: Transportation to and from programs is the responsibility of the child's parents. Each child must be brought to the check-in table and picked up by an authorized adult.

All Programs: We must be notified in writing those who are authorized to pick up your child. For your safety and that of your children, you are asked to supervise them very closely as you walk in the parking lot and enter the building.

Unauthorized pick-up
To ensure the safety of A2D Academy students a list of persons authorized to pick-up a child is written on the child's Emergency Form. A child is NEVER released to: an unauthorized person, a person who is incapacitated, or someone suspected of abuse. The staff is not expected to jeopardize his or her safety or the safety of children. If an unauthorized or incapacitated person attempts to pick up a child, the Edina police will be called.

Check-in Procedures During A2D Academy Hours
For security reasons the studio doors lock during hours of operation. If parents/guardians arrive during this time they must call the number listed on the door. Doors will open to the studio 10 minutes prior to scheduled class times for pickup and drop off purposes.

Severe Weather Closings

A2D Academy's Policy indicates that during severe weather conditions, it shall close whenever the Edina Public Schools District issues a school closing. Parents will be notified via email and text as early as possible in the event of a school closing.

Explorers club: Tuition includes up to three school closings per school year. In the event that there are additional school closings, families will receive reimbursement for missed days.

Homework Helpers, KNO, Kiddie Camp, Art Classes, Summer Camps and Tutoring: In the event of severe weather closings families will have the option to have a credit on their account or receive a reimbursement for missed days.

Attendance, Tardiness and Absences

Classes start promptly at their designated time and attendance is taken daily. We understand that students get sick, have family situations that require absences and may periodically have school functions that require them to miss a class. If a child is going to be absent for a day, we require that parents notify us via phone or email either the day of or for future absences.

Due to transportation for Explorers Club, if we need to contact you to locate your child, you will be charged a $15 absence confirmation fee (these charges will be billed on a monthly basis).

Please note that it is important to pick your child up promptly at the end of their class or programming. We understand that there may be extenuating circumstances that cause you to arrive late at some point. However, after the second late pick up (more than 5 minutes), a written reminder will be given. There will be a $20 charge added to your invoice for subsequent tardiness. We appreciate your demonstration of respectfulness to our teachers and consideration of their time by being prompt.

Daily expenses remain constant throughout the school year. There will be no reduction in tuition for holidays, illness, vacation or other absences.

Disenrollment

A2D Academy reserves the right to remove a student from our program when the following situations exist:

- The child is causing the safety of a classmate or staff to be compromised
- The child creates a situation causing the integrity and intent of the program to be repeatedly compromised
- The modifications to the staff or site required to provide reasonable accommodation for a student causes a financial hardship

If a student's conduct proves he/she is unable to abide by the basic rules set forth for behavior and if staff and parents are unable to remedy the unacceptable conduct, the staff, with the approval of the A2D Academy Board, may remove the student from enrollment in the A2D Academy Programs. In such a case, registration payments made to A2D Academy are nonrefundable.

Behavior Guidance

Our basic classroom philosophy is: "to love and teach each other". Every child has the right to learn and no child may prevent another from learning. Every child and teacher has the right to feel safe while they are learning.

A2D Academy has basic expectations for students to remember:
1. We respect ourselves, others, and property
2. We behave in a safe and orderly way
3. We act as responsible citizens
4. We use appropriate language
5. We follow the directions of the person in charge

It is our policy to protect the safety of the children and staff while on the premises. Immediate, age appropriate and directly related consequences shall be used for a child's unacceptable behavior.

Unacceptable Behavior includes but is not limited to:
1. Consistently interrupting the class discussion
2. Consistently distracting others and not being engaged in the classroom
3. Physical aggression (pushing, shoving, hitting, etc.)
4. Unwanted touching of another student
5. Demeaning behavior (name calling, teasing, or purposefully hurting others' feelings)
6. Inappropriate talk (swearing or sexual talk)
7. Purposeful destruction of class materials or equipment
8.Inappropriate sexual touching
9.Drugs, alcohol, tobacco, or weapons used or in possession during class
10.Interfering with the health and/or safety of another student

A2D Academy seeks to provide a safe, fun, creative and educational opportunity. We believe in setting limits and explaining boundaries for all participants. At the beginning of each program, our staff will go over expectations and ground rules of life at A2D Academy. Students have the opportunity to ask questions about policies and rules, so that everyone is clear about expectations. When these expectations are tested, we use procedures to help the student continue his/her experience at the academy, such as taking a break, having a conversation, redirecting behaviors and family check ins.

The staff will:
1. Observe and record the behavior of the child and staff response to the behavior.
2. Notify parents in the event of continuous unacceptable behavior, and work with parents to take action to improve the child's behavior.

While A2D Academy strives to be all-inclusive, any student conduct, either individually or in a group, that is intentionally disruptive to or designed to be disruptive to the normal operation of the program may result in being sent home early from class. Such conduct includes but is not limited to the following: destruction of property, refusing to cooperate with staff attempting to maintain or restore order in the class, starting or engaging in fights and arguments, trying to harm themselves or other students. A2D Academy does not tolerate students who harm other students, whether it is physical or verbal, including degrading, demeaning, threatening other students or staff, or making fun of others. Any student involved in such conduct will have their parent/guardian contacted and will be sent home. Our discipline policy attempts to let students know that while they are cared for, certain behaviors are not acceptable in our educational setting.

Prohibited Actions
The staff at A2D Academy will NEVER subject a child to corporal punishment which includes but is not limited to: rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking. The staff will not participate in or subject a child to: name calling, ostracism, shaming, derogatory remarks about a child or his/her family or use any language that threatens, humiliates, or frightens. The staff will not engage in psychological abuse or coercion. Physical comforts such as food, light, warm clothing, or medical care will not be withheld as punishment. Food will be offered to children if they are unable to participate in the program due to hunger. Mechanical restraints, such as tying, will never be used. Physical restraint will only be used when it is necessary to protect a child from harm. The children in this school will never be punished for lapses in toilet training.

Personal Electronic Devices for Elementary Students

If students bring a personal electric device (cell phone, video game, ipad, etc.) to A2D Academy, it must remain in the school backpack during their time at the Academy. This time includes transportation on the bus, time spent in class or transitioning to/from class and in the bathroom. If an emergency arises, and a student needs to contact their parent during their time at A2D Academy, they can get permission from the classroom teacher, who will allow an exception as needed.

If a student is found using a personal electronic device during their time at A2D Academy, the student will be asked to return the device to their school backpack. The parent will be notified and is expected to enforce the no personal electronics policy with their child. Parents will be contacted and special disciplinary action may be taken by the program in the event that this becomes an ongoing problem, or in the event that inappropriate or unauthorized activity is conducted while at A2D Academy.

Data Practices Notice

A2D Academy complies with the Minnesota Data Practices Act. Teachers are trained to practice confidentiality and thus encourage parents to call to discuss matters in a private manner. Individual student records and student files are kept secure and confidential in a locked office. They will be made available immediately to A2D Academy staff members working with an individual student, the student's parents or legal guardians, and regulatory authorities.

The Board of Directors has been designated the responsible parties to collect, use, and disseminate data considered private and confidential. Information is only accessed when necessary for the administration and management of our Program. You may choose not to provide us with this information. However, we may not be able to enroll your child to A2D Academy without this information. A2D Academy does not share or sell data with other organizations. All information is kept in a server that is in compliance with the Health Insurance Portability and Accountability Act of 1996, (HIPAA). HIPAA is a U.S. law that governs the security and privacy of personally identifiable health information stored or processed electronically. This information is referred to as electronic protected health information (ePHI).

Parent Communication & Conferences

It is very important for us to maintain our commitment to excellence in providing educational opportunities for your child. If you have any questions, concerns, or comments, please talk with your child's teacher. Staff will communicate (through notes, texts, emails, classroom communication apps, and/or phone calls) as designated below. We are committed to collaborating with families to make sure all concerns are addressed in a timely manner.

Conferences are informal and happen at Exhibition nights for Explorer's Club, Homework Helpers Club and Kiddie Camp. Tutoring Conferences happen on a needed basis and can be deemed necessary by either the tutor or family.

Explorer's Club & Homework Helpers: Bi-Weekly (every two weeks) newsletters are emailed home to outline learning, share pictures and explain happenings in the Explorer's Club and Homework Helpers. These newsletters are general reports of what is taking place in the class as a whole. For more specific learning updates about an individual student, please contact your teacher. A great opportunity to talk with teachers is at the end of term exhibition night.
Exhibition nights happen once a session on a Friday evening. Families are invited into the studio to see displayed work and see what students have been learning. This is an opportunity for parents to check in with teachers about progress (very informally).

Kiddie Camp: Bi-Weekly (every two weeks) newsletters are emailed home to outline learning, share pictures and explain happenings in Kiddie Camp. Parents are invited to exhibition nights in accordance with the Explorer's Club and Homework Helpers schedule in order to informally meet with teachers about their students' progress in Kiddie Camp, see what their child is creating and experience their child's learning first hand.

Tutoring: Monthly progress reports will be emailed home at the end of each month. These will be brief communications that talk about student progress, goals and overall achievement with next steps. Parents and Tutors are encouraged to use the last 5 minutes of each session to talk about daily reports and address any questions or concerns.

All parents are encouraged to openly communicate with the staff. If a parent has a difficulty or difference with a staff member, he or she is to contact the Lead Teacher/Supervisor immediately. The Lead Teacher/ Supervisor will promptly counsel with the teacher and develop a plan for correcting the situation. The parent will be notified of the action plan within 24 hours. If the situation is not resolved, a parent meeting will be called to work toward a solution. The primary language spoken by children and parents at A2D Academy is English, however, A2D Academy will secure a person to interpret conversation in native language if deemed necessary.

Parents/guardians are invited at any time to discuss their child's growth and development and to confer with the teacher about goals and methods to achieve those goals. Teachers are available by appointment to meet with parents/guardians throughout the year.

Bathroom Policy

Bathrooms are located in the hallway, outside of A2D Academy. These are shared bathrooms with other building tenants.
ALL students must be accompanied to the bathroom by a staff member. Staff members will make sure that students are alone in the bathroom and stand outside the bathroom door. To help reduce the amount of bathroom breaks, please take your child to the bathroom before entering A2D Academy.

Children attending A2D Academy are required to be potty trained. A staff member will verbally coach and encourage your child through the toileting process. Our staff does not change soiled undergarments or clean children after using the toilet so children must have the ability to clean and redress themselves. If there is a wetting or a bowel movement incident, our staff will verbally assist and support your child as they clean and redress themselves. Please provide a full change of clothing (labeled) in the case of an accident. Soiled outer garments will be bagged in plastic and sent home on the same day for cleaning.

Snack Policy

A2D Academy is committed to providing a healthy snack each day. In accordance with our licensing guidelines, we provide a snack with a minimum of two food groups represented and expiration dates of foods served are checked regularly. We do not offer foods that are choking hazards.. If teachers are serving foods at snack time that need cutting, they cut into pieces no larger than 1/2 inch squares.

LUNCH BUNCH For children registered for Lunch Bunch, A2D Academy follows and strongly encourages families to follow USDA requirements for healthy lunches. Please visit the USDA Website for a list of recommendations and serving sizes.
In compliance with licensing regulations, A2D Academy IS REQUIRED to supplement the following if NOT provided by the family: 1% milk, a serving of protein, grain, vegetable AND fruit.
Please remember to:
● Label the outside of your child's lunchbox with first and last names.
● Provide a lunch with either non-perishable food items OR include an ice pack or thermos for perishables.
● Be sure all foods are cut in appropriate size pieces for your small child to prevent choking (for example, all grapes and olives should be cut in half or smaller).
Both snack time and Lunch Bunch are social opportunities where good manners and interesting conversation are encouraged.

NUT-SENSITIVE SCHOOL If your child has special food requirements or restrictions, please notify a teacher promptly. Due to food allergies, we require that all snacks be store-bought and nut-free. Please carefully read labels to avoid nut products for all snack AND lunchbox items. We do not allow nuts or products manufactured with nuts at school.

Special Dietary Needs
An Individual Child Care Plan (ICCP) is required for all students with food allergies or special dietary needs. Parents/guardians and A2D Academy' staff work together to develop a plan to ensure the student's safety. All food allergy information will be confidentially posted in the office and in each classroom. All staff members will be informed of any allergies or special dietary needs. An alternative safe snack supply for a child with allergies and/or food restrictions must be provided by the family and stored at school. Label the snack with the child's name.

Water Bottles

Proper hydration is an important element to ensure that children remain healthy. Water is provided at A2D Academy anytime throughout the day that children ask for it. Teachers serve water: after playing at the park, during snack or lunch and at any time during the school day. Water in the classroom is served in single serve disposable cups. This is the best way to avoid germ contamination in drinking vessels. The Minnesota department of Health guidance for child care centers requires that if water bottles are brought from home that they MUST be stored at the center, labeled with the child's name and sanitized daily using very specific equipment and processes.

Backpack

Please provide a sturdy, labeled backpack daily that is large enough to hold your child's daily supplies and precious creations.

Students in the Kiddie Camp– Provide an extra set of clothes in a labeled re-sealable zipper bag stored within the students backpack. These clothes are in anticipation of those messy moments in life.

Clothing

Students will be playing, creating and exploring which gets messy at times. Please dress your child comfortably for play. Children enjoy themselves more if they do not have to worry about keeping their clothing clean and they will be exposed to many kinds of art media (i.e., finger-painting). Protective shirts/smocks are provided. Comfortable, washable clothing should be worn to school with outerwear appropriate for the season. Students should always have a pair of socks in order to participate at Edinborough Park.

Personal Belongings

Toys and other personal belongings should remain at home unless requested by the teacher as in the case of Show and Tell. Exceptions may be made for items required to meet the comfort needs of a child as outlined on an ICCP or on the Information forms. A2D Academy is not responsible for personal belongings. Things brought from home may be sprayed with disinfectant.

Nap and Rest Policy

A2D Academy's Nap and Rest Policy is consistent with the development level of the children attending the programs. Teachers are responsive to a child's need to rest and provide a quiet, comfortable place for children to rest at their will. Structured nap periods are not scheduled. The parents/guardians are informed and agree to, in writing, that their child will not receive a structured nap period.

Special Activities and Presentations

A2D Academy does not leave the premises with our students. Professional presenters are brought in throughout the school year to enhance our curriculum themes and provide children with enrichment experiences. Parents with special talents, hobbies or professions are also encouraged to share their expertise with the children. Presentations from firefighters, mail carriers, dentists, nurses, etc. have made welcome additions to our program. Contact your child's teacher for the appropriate time and content to share with the class.

Teachers

Our teachers and tutors all hold current Minnesota State Teaching Licenses. Assistant teachers are always in direct supervision of the teacher. Assistant teachers may be past teachers, students seeking their degree in education or aspiring teachers. A2D Academy personally recruits and interviews each educator to ensure that they have experience with kids, education and knowledge required to provide your child with the support they need. The teachers and supervisor work together on a consistent basis to develop and improve teaching techniques and materials.

All staff members are trained in CPR and Pediatric First Aid/Choking for young children.

Drug and Alcohol Policy

It is the policy of A2D Academy to maintain an environment free from drugs and alcohol. The child care staff, volunteers or any adult caring for the children at A2D Academy must not be under the effects of any substance that would impair their ability to care for the children. A2D Academy prohibits the possession and/or use of alcohol or illegal drugs while on our site.

Background Checks

Background studies are done on:

- Board Members
- Teachers
- Assistant Teachers
- Tutors
- Volunteers
- Any and all other Staff of A2D Academy

Board of Directors

The board of directors is comprised of volunteers who have a passion for the arts and education.

Allison Deme- Chair of the Board
Justin Kasmiskie- Treasurer & Secretary
Abby Bried- Board Member
Eden Flaa- Board Member
Kevin Kasmiskie- Board Member

Giving and Development – Opportunities to support the program

Giving and development activities are important for funding that portion of the budget, which is not covered by tuition. Your generous gifts help to keep tuition costs as low as possible. We ask that every family make A2D Academy a giving priority and support our program through your fully tax deductible donations. If you would be interested in donating to a specific need within the program, please contact the President of the Board or the Board Treasurer to see what the specific needs are at that time. Parents with knowledge and/or background in working with grants and grant writing are encouraged to volunteer their time to work with A2D Academy.

Communicable Disease Policy

In an effort to minimize the spread of infectious disease, A2D Academy follows the Edina Public School District's guidelines for exclusion from school in the case of contagious illness.

If your child is not feeling well, please keep him/her home to rest. Your child will be exempt from A2D Academy if he/she has the following conditions or has experienced them within the past 24 hours:
● Diarrhea
● Fever (100 degrees or higher, taken under the arm)
● Sore Throat
● Excessive cold symptoms
● Contagious Diseases (i.e., pink eye, chicken pox, etc.)

Your child may return to school when Pediatrician/Health Department guidelines allow.

Please report any contagious disease your child has developed to the academy. A2D Academy will notify all families whose children have been exposed in a confidential manner. It is our desire to maintain a happy, healthy and safe environment while your child is at the academy.

In the event of a health care emergency, A2D Academy will do the following:

**Please note: As stated in our Covid-19 Preparedness Plan we will follow MDH and CDC Guidance for Coronavirus Pandemic protocol.

At the onset of notification that a child tests positive for a serious communicable disease, such as E. Coli, A2D Academy will report this to the State Health Department and follow their recommendations.

A2D Academy will then:
● Contact every parent within 24 hours of the notification of the illness.
● Place a letter in each child's cubby with information concerning the situation within 24 hours for students in Kiddie Camp, Homework Helpers or Explorers club OR emails will be sent home to families who participated in the drop in programs such as KNO and Art Classes.
● Close the facility for a period of time if recommended by the State Health Department.
● Remove and sanitize all toys. Wash in dishwasher and use bleach sanitizer.
● Continue to communicate with parents through written documentation until the situation is under control.

If a child becomes ill while at school, your child's teacher will notify the parents. In the event that a parent cannot be reached, the emergency number(s) on the Emergency Form will be called. The child will be removed from the class and will remain with an adult until picked up. The parents of children who may have been exposed to illness will be notified with information on the illness from the Health Department.

In the event of an accident requiring emergency (urgent) attention, the child will be transported to the health care facility designated on the child's Emergency Form. If not specified, Fairview Southdale will be used. In the case of an injury not requiring emergency medical care, the teacher will contact the parents first and the child's physician, if needed.

If a child receives a bump on the body while at school, a cold pack is placed on the bump. If a scrape or cut occurs and is not an emergency situation, the wound may be washed with soap and water and a bandage or Band-Aid placed on the wound.

No medication will be dispensed at A2D Academy with the exception of individually dosed Benadryl and/or Epi-pen in the case of an allergic reaction or a medical condition that is evaluated case by case (i.e., diabetes). Please inform the academy if your child has a special medical condition, needs, or allergies. We will work closely with you and your physician/specialist to create an Individualized Child Care Plan (ICCP) to be followed at A2D Academy.

All staff members are certified in Pediatric First Aid/CPR, and maintain this certification by renewing every 2 years as required by the Department of Human Services Licensing Division.

A2D Academy will report serious injury, fire, death, animal bite or reportable diseases to the Department of Human Services. The Edina Police Department will be notified in the event of an animal bite.

A2D Academy is smoke free; therefore, please do NOT smoke in or on the grounds of the academy.

Handling and Disposal of Bodily Fluids

A2D Academy's policy for handling and disposal of bodily fluids states that:

Surfaces that come in contact with potentially infectious bodily fluids, including blood and vomit, are cleaned and disinfected according to Minnesota Rules, part 9503.0005, subpart 11 which states that the surfaces are disinfected to reduce microorganism contamination.

Illness or Emergency

This plan is developed from Minnesota's Statewide Child Care Emergency Plan.

Care of Ill or Injured Children
If your child becomes ill or injured while at A2D Academy, he/she will be removed from the classroom and brought into the quiet room to be supervised until pick up. You or your designated alternate will be contacted to pick up your child immediately. Until you arrive, your child will be monitored and comfort measures provided according to program procedures. If staff think it necessary, the child's health care provider will be contacted or 911 will be called.

Administration of First Aid

In the event of any injury A2D Academy trained staff will administer appropriate first aid. If staff decides this is an emergency situation, 911 will be contacted. If necessary, the emergency medical service will transport your child to a medical facility as designated by emergency services. A parent/guardian or alternate listed on the Emergency Card will be contacted as soon as possible. An attempt to contact your child's source of health care may also be made. A2D Academy staff will not transport children.

Severe Weather
If sirens are heard or a tornado warning is announced all staff and children will proceed to the severe weather shelter which is located in tutoring room 3 and tutoring room 4.
Parents/guardians are asked NOT to come to pick-up children during a severe weather event. A2D Academy practices severe weather drills from April-September.

Fire
In the event of a fire emergency, A2D Academy will evacuate the building. Parents will be notified by phone or email. A2D Academy practices monthly fire drills.

Lockdown Procedures
In the event of a building wide lockdown all doors will be locked and people will not be able to enter or leave the building until an all clear is announced. Teachers and children will remain in locked classroom area. If appropriate for the situation, communication with parents will be attempted. Safety of the children is of upmost importance.

Off-site Evacuation
Evacuation site 1:
Residence Inn by Marriott Minneapolis Edina
3400 Edinborough Way, Edina, MN 55435 **P:** (952) 893-9300

Evacuation site 2:
Southdale YMCA
7355 York Ave S., Edina, MN 55435 P:(952)835-2567

In the event that the A2D Academy determines the need for the building to be evacuated, staff will move the students to the primary or secondary evacuation site. Students will be moved in the safest and quickest way. Parents/guardians will be notified as soon as possible of the evacuation. The children will be with an A2D Academy staff member at all times.

Emergency Phone Numbers (posted in every classroom)

Police and Fire	911
Poison Control	800-222-1222
Local Health Department	952-351-5200
Child Protection Services	612-348-3552
M N State Licensing	651-431-6500
Maltreatment Intake	651-431-6600

Suspected Child Abuse or Neglect

Minnesota State Law requires that all cases of suspected child abuse and/or neglect must be reported by the school staff.

Maltreatment of Minors Mandated Reporting Policy Required Complete DHS Policy (2/21 Update)

What to report Maltreatment includes egregious harm, neglect, physical abuse, sexual abuse, substantial child endangerment, threatened injury, and mental injury. For definitions refer to Minnesota Statutes, section 260E.03, and pages 3-6 of this document. Maltreatment must be reported if you have witnessed or have reason to believe that a child is being or has been maltreated within the last three years.

Who must report If you work in a licensed facility, you are a "mandated reporter" and are legally required (mandated) to report maltreatment. You cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. In addition, people who are not mandated reporters may voluntarily report maltreatment.

Where to report If you know or suspect that a child is in immediate danger, call 9-1-1.

Reports concerning suspected maltreatment of children, or other violations of Minnesota Statutes or Rules, in facilities licensed by the Minnesota Department

of Human Services, should be made to the Licensing Division's Central Intake line at 651-431-6600.

Incidents of suspected maltreatment of children occurring within a family, in the community, at a family child care program, or in a child foster care home, should be reported to the local county social services agency or local law enforcement at.

When to report Mandated reporters must make a report to one of the agencies listed above immediately (as soon as possible but no longer than 24 hours).
Information to report
A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the maltreatment (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected maltreatment occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.

Failure to report A mandated reporter who knows or has reason to believe a child is or has been maltreated and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report serious or recurring maltreatment may be disqualified from a position allowing direct contact with, or access to, persons receiving services from programs, organizations, and/or agencies that are required to have individuals complete a background study by the Department of Human Services as listed in Minnesota Statutes, section 245C.03.

Retaliation prohibited An employer of any mandated reporter is prohibited from retaliating against (getting back at): an employee for making a report in good faith; or a child who is the subject of the report. If an employer retaliates against an employee, the employer may be liable for damages and/or penalties.

Staff training The license holder must train all mandated reporters on their reporting responsibilities, according to the training requirements in the statutes and rules governing the licensed program. The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

Provide policy to parents For licensed child care centers, the mandated reporting policy must be provided to parents of all children at the time of enrollment and must be available upon request. The definitions section (p. 3-6) is optional to provide to parents.

Internal review When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the Director must

complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether: related policies and procedures were followed; the policies and procedures were adequate; there is a need for additional staff training; the reported event is similar to past events with the children or the services involved; and there is a need for corrective action by the license holder to protect the health and safety of children in care. If the Director is involved in the alleged or suspected maltreatment, The Director of Finance will be responsible for completing the internal review.

Documentation of internal review The facility must document completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request. Corrective action plan Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan to correct any current lapses and prevent future lapses in performance by individuals or the license holder.
The mandated reporting policy is intended to protect the rights of both the child and the accused staff member.