



Parent Information 2024 – 2025 school year

Thank You for your interest in DaySpring Academy.

Please refer to the attached information which will outline detailed information about our:

1. Program / Curriculum
2. Tuition
3. Uniforms
4. School hours
5. Lunch program
6. Screening Policies
7. Learning Policies
8. Health & Safety Policies
9. Supply List



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Our Program

DaySpring Academy offers a full day, **comprehensive preschool program** using structured and unstructured play activities, hands-on activities and social experiences to reinforce key behavioral, social, academic and cognitive concepts. We help families raise successful children through educational opportunities that develop a child's positive self-esteem and positive self-worth.

Our **curriculum** is an integrated curriculum based on key elements from:

- The Ministry of Education Curriculum
- A Beka Phonics / Reading Program
- Saxon Math Program

It includes:

- Active Science Program
- Activities that develop fine and gross motor skills
- Activities which promote critical reading readiness skills
- Activities which promote critical skills for math readiness
- Activities which promote age appropriate language development
- Activities which promote age appropriate critical thinking skills

Our **behavior** management program is a school wide discipline plan using (PBIS) Positive Behavior Interventions & Supports. We use positive methods of correcting problem behavior with the assistance of behavior management professionals.

Optional Elements: Our program includes an optional lunch program, optional extra-curricular activities and optional afterschool care at an extra cost to assist working parents. We also have an optional learning support program to support struggling learners and learners with mild to moderate developmental delays. The learning support program is mandatory for a child who has a diagnosed developmental disorder such as Autism, a Global Developmental Delay or a Cognitive Impairment. **DaySpring does not provide therapy nor do we employ any specialist teachers. Our teachers receive on the job training from ABA, speech therapists and psychologists on techniques teachers can use to include special needs children in the general education preschool classroom.**

2024 – 2025 Tuition



Tuition for students is divided into 3 tiers depending upon the child's educational needs

Tier 1 - \$1200 / term (Standard Fee)

- **Preschool Student – Toddler group to K5 - (18 month to 5 year old) *typical learner**

Tier 2 - \$1500 / term (Learning Support)

- Student does not require a formal diagnosis but is in need of learning support or academic enrichment.
- Student requires intensive academic support from Learning Support Team.

Tier 3 - \$2000/ term (Students with MILD Speech / Behavioral Needs)

- Learning Support has determined that student requires a psycho-educational evaluation based on the results of the screening tools (Academic or Speech and Language).
- Learning Support has determined that student requires a full evaluation from a Speech and Language pathologist based on the results of the screening tools (Academic or Speech and Language).
- Student requires the services of independent therapists several times per week.
- Student requires the services of an ABA therapist for MILD repetitive, self-injurious or disruptive behaviors.
- Student requires direct supervision in the classroom in order to function and stay on task.
- Student is on the Autism Spectrum or has a Global Developmental delay and has received a diagnosis or has mild developmental concerns.
- Student requires coordinated efforts of independent therapists and Day Spring Learning Support Team.

*Students who are determined to have unusual academic, speech, behavioral needs or concerns with fine or gross motor control will need to be evaluated by our learning support team. DaySpring seeks to offer educational services to meet the needs of ALL of our students.

*Detailed information for monthly fees will be provided on request

Some fees & policies may change for the next school year.
ALL FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE

School Fees *additional Information



DISCOUNTS

- ◆ 2 SIBLINGS 5% OFF
- ◆ 3 OR MORE SIBLINGS 10% OFF

ADDITIONAL CONSIDERATIONS

The following fees are only paid ONCE per year:

Registration fee (once upon reg.)	\$150
Seat Fee (payable once per school year)	\$150
Annual Academic Supply fee: Toddler - 3 yrs	\$390
4 yrs	\$450
5 yrs	\$500

How are fees Paid?

1. Fees can be paid over the counter, in cash, at any branch of Fidelity Bank
 2. Fees can also be transferred digitally into the school (Fidelity or Scotia) account
- *Account information will be sent directly to interested parents by request*
**Fee slips will automatically be sent directly to parents by WhatsApp before the due date*

Late Fees

Fees which are not paid by the due date as stated on the childcare agreement or monthly agreement are subject to a \$60 late fee per month.

Monthly Fees

Parents may choose to pay the fees monthly if they are not able to pay the fees according to the term fee schedule. Fees which are not paid according to the monthly agreement are subject to additional late fees.

Tier #1 - \$480/ month

Tier #2 - \$592.50 / month

Tier #3 – \$780/ month

Other Financial Matters

LUNCH: Tickets can be purchased weekly at a cost of \$25 per set of 5 tickets

SNACKS: Parents may purchase snacks in the office at an additional cost \$1 / \$2 each

UNIFORMS: Regular Uniforms are available at a cost of \$40 per set

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ALL FEES ARE NON-REFENDABLE AND NON-TRANSFERABLE

Why are fees tiered?



We make an effort to include students of various developmental, academic and behavioral levels in the mainstream classroom. All students require different levels of educational support, behavioral support, accommodations, supervision and intervention. DaySpring learning support staff, teachers and assistants develop a Personal Training Strategy for each student with special needs in collaboration with the therapist the child is seeing as well as the parents.

1. Educational / Academic support – academic goals based on deficiencies or enrichment needs are made for each child on tier 2 / 3
2. Behavioral support – students who require special behavior interventions are able to receive it from the therapist of the parent's choice (at the parent's expense) in one of our classrooms.
3. Accommodations – Included in the Personal Training strategy are accommodations which need to be made in the classroom to help the child to be included in the mainstream classroom.
4. Supervision – Students who need additional or individualized supervision are able to receive it at various times throughout the day.
5. Intervention – Students whose parents have arranged for them to receive therapy while in school are able to receive it from the therapist of the parent's choice (at the parent's expense) in one of our classrooms. All students in tier 3 MUST be receiving independent speech, occupational or ABA therapy.

The fees are tiered based on the level of support that is required.

**** Independent Therapist will be required to collaborate with the classroom teacher for best outcomes and greater student success.**

Uniforms



Toddler – K5

DaySpring Uniform for preschool consists of a simple red dri fit PE kit embroidered with the school's logo. Uniforms are available for purchase in the front office at a cost of **\$40 per set**. To be worn with red or white socks and closed in shoes or sneakers.

Winter

Warm red fleece winter uniforms embroidered with the school's logo are also available at a cost of **\$60 per set** (\$35 / jacket and \$25/ long pants).

*Sample sizes are available for viewing in the office. Orders must be placed **in advance** in the office and will be filled once the uniforms are in stock.



School Hours



Office opens at 7:30am

Students should arrive between
7:30am and 9:00am

**Scheduled classroom activities begin
at 9:00am.**

School ends at 3:00pm. **Children
must be picked up before 3:30pm**

2024 - 2025 LUNCH MENU



1. Tickets sold in the office in sets of 5 @ \$25 per set (please bring exact change)
2. You may use the tickets at your discretion / Please keep them safe
3. To ensure that your child has lunch please give a ticket to your child's teacher
4. Be sure that your child's name is written clearly on the tickets

Menu #1

September, December, March, June

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Homemade Spaghetti & Broccoli	B.B.Q. Chicken & Macaroni, Vegetables	Chicken nuggets & Fries	Cheesy Turkey Pasta	PIZZA

Menu #2

October, January, April, July

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Chicken in Spaghetti Sauce with noodles	Steamed Tuna, White Rice & Corn	Cheesy Turkey Pasta	Curry Chicken, White Rice & Corn	Hot dogs & French Fries

Menu #3

November, February, May, August

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Steamed Tuna, White Rice & Corn	Pasta primavera with chicken	Steamed ground turkey with mixed veg. & rice	BBQ wings, Chinese noodles & Broccoli	PIZZA

DO NOT PUT MONEY IN YOUR CHILD'S BAG OR LEAVE MONEY WITH THE TEACHERS.



Student Screening

1. **ALL** Students will be required to have a **MANDATORY Academic Screener** administered by our learning support team during the month of September to determine academic strengths and weaknesses. There is no cost for this screener. Students will be identified who require learning support from our learning support team after the results of this screener are received.
2. **ALL NEW STUDENTS** are required to have a **MANDATORY Speech and Language Screener**. There is an additional cost for this screener. When the results of this screener are received students will be identified who may need further evaluation for speech or language concerns. Students who are identified as needing further evaluation will be required to have a full Speech and Language evaluation by a licensed Speech and Language pathologist.
3. **OPTIONAL Hearing Screeners** will be available during the month of October. Students whose parents are interested can rule out hearing concerns by having a hearing screener administered. There is an additional cost for this screener. When the results of this screener are received students will be identified who may be recommended for further testing for hearing related issues.



Learning Policies

1. DaySpring will make every effort to meet the needs of ALL of our students in the classroom using assessments and observations. In our Learning Support Program, we use screeners to determine a child's strengths and weaknesses.
2. Students who are determined to have unusual academic, speech, behavioral needs or challenges with fine or gross motor control will need to be further evaluated by our learning support team. Those students will be accommodated according to the availability on the learning support schedule. **We are only able to accept 2 special needs children per classroom.**
3. Students whose parents indicate are experiencing developmental delays (ie. delays in speech and language, behavior, or motor function) **MUST** be evaluated by a licensed school psychologist or the Ministry of Education Special Services BEFORE beginning school. Parents **MUST** provide copies of ALL reports from psychologists, doctors, or therapists relative to such delays to the school upon registration and periodically throughout the year.
4. Students who are already attending DaySpring whose teachers have indicated that they are experiencing speech delays or whose teachers have observed disruptive, repetitive, self-injurious or other concerning behaviors, **MUST** be evaluated by a licensed school psychologist or the Ministry of Education Special Services within three months of it being brought to the parent's attention in order to continue as a student with Dayspring. Parents who delay in pursuing evaluations will cause the school not to be able to meet the child's needs and therefore will be asked to leave until the evaluation is complete.
5. Students who are experiencing developmental delays must be enrolled in therapy through Special Services at the Ministry of Education, REACH or another independent therapist. **DaySpring does not provide therapy nor do we employ any specialist teachers. Our teachers receive on the job training from ABA, speech therapists and psychologists on techniques teachers can use to include special needs children in the general education preschool classroom.**

**Fees for students experiencing delays are tiered based on student's needs for support. Please see the school fee schedule for more information



HEALTH & SAFETY PROCEDURES

Please be aware of the measures which have been implemented to keep our school community safe. These measures are mandated by the Ministry of Health. Our ability to remain open to the public is conditionally based on our enforcement of these procedures.

Adults are asked to be transparent and honest about the status of your child's health – please let the staff know if there are any health concerns, of which we should be made aware, before dropping your child off at school.

Parents will be notified immediately if any person who has had direct contact with your child is diagnosed with any communicable illness as per the recommendations of the public health dept.

Safety and cleaning protocols will be carried out as per the direction of the Ministry of Health.

Arrival:

1. Students should be taken out of the cars by their **parents who are asked to sanitize the child's hands at the door**. A staff member will receive the child at the school's entrance and take him/her to class.
2. Parents can enter the office area - if lunch tickets or other purchases must be made, **parents are asked to put exact change in an envelope** (provided by the school) and write the name of the child along with the items being purchased.

In the classroom:

1. The classrooms will be sanitized at the beginning and end of each day. Frequently touched surfaces will be sanitized throughout the day.
2. We will limit the number of children in the classroom to 10 students at a time.
3. Student cubbies have been removed from the classrooms to have more spacious classrooms.

On the playground:

1. Playground equipment will be kept safe and sanitized periodically.
2. Additional hand-washing stations have been set up under the lunch cabana. This will allow adults and students to have multiple hand-washing stations to wash their hands before re-entering the classroom.

Lunch & Snack Time:

1. Students will eat snacks and lunch on the lunch benches outside.
2. Parents are reminded that our goal is to keep students healthy by offering healthy snack options. During the morning snack time, students will only be allowed to eat a fresh fruit or vegetable. Examples of appropriate snack options; carrot sticks, celery sticks, grapes, apples cut with lime squeezed on top to prevent browning, raisins, canned peaches, cut oranges, peeled & segmented tangerines.
3. Lunch is being offered by the school. Menus are attached and tickets are available for purchase in the office.

Sick Policy:

1. The sick policy will be strictly enforced. See a copy of the sick policy in the “Health and Safety Protocols” document. Children, who have a fever, runny nose, sneezing, cough or any other type of sickness, will not be allowed at school. Students who want to re-enter school after being sick **MUST** come with a doctor’s note saying that it is okay for them to return to school.
2. Students who show visible signs of being sick while at school will be separated from the other students. A parent or guardian will be required to pick up the child immediately (**within at least 30 minutes of being notified**).

Supplies:

1. In order to conserve space, students will **only be able to bring one bag into the classroom**. This bag **MUST** be able to fit inside the student’s cubby. The school bag must be made of hard plastic or another material which can be wiped with sanitizing liquid – no cloth lunch bags or rolling back packs. Please request a copy of pictures of appropriate lunch bags.
2. Each student is required to bring a change of clothing in a clearly labeled large Ziploc bag. This will remain in the student’s cubby until required. The clothing must be replaced once used. **All clothing must be clearly labeled with the child’s name.**

Miscellaneous:

1. We recommend limiting the approved persons for pick up and drop off for safety reasons.
2. Parents or guardians who are showing any signs of sickness or who are high risk are asked **NOT** to come into the school.
3. At pick up time parents or guardians should call the office at 393-1879 when they arrive to have their child brought to the office.



2024 / 2025 Supply List

*Items #7 –11 must be replaced every term.

ALL Items should be clearly labeled with **YOUR CHILD'S NAME**

1. Igloo cooler style lunch bag (no back packs)
2. One “regular sized” nap mat (NOT oversized NOT extra padded)
3. A large (bath sized) towel
4. One painting apron
6. A change of clothes in a large Ziploc bag
7. One large bottle of hand sanitizing gel (one each term)
8. One large can of Lysol Spray (one each term)
9. One large container of Clorox wet wipes (one each term)
10. One large boxes of Baby wipes (one each term)
11. One large boxes of Kleenex (one each term)

