

# GenU ACADEMY

## PARENT HANDBOOK

Last updated: August 1, 2023



108 Hwy 85 N  
Niceville, FL 32578  
P: 850-678-7133  
genuacademy@genuchurch.com  
FLOCS Certification #50957

## RESERVATION OF RIGHTS

GenU Academy's rates, hours, policies, and procedures are subject to change to reflect the needs of the program, children and families we serve. We reserve the right to make changes or modifications to our rates, hours, policies, and/or procedures, that are deemed necessary by GenU Academy management, Generations United Church Executive Staff, and/or our licensing/accrediting agencies.

GenU Academy will inform parents of changes or modifications taking place whenever possible in a timely manner.

## MISSION STATEMENT

At GenU Academy, we believe that every child is special, each with distinct needs, interests, and personalities. Our goal is to give each child a place where they may learn, grow, and develop to the fullest, in a supportive, safe, stimulating, and Christ-centered environment. We strive to support families by providing excellent childcare services that cater to the wants and needs of both the parents and children.

## GENERAL INFORMATION / PROCEDURES

- No child will be refused admission or dismissed from GenU Academy for reasons of race, color, religion, or creed.
- Admission to the Academy is open to children 6 weeks through 5 years old.
- Interested parents/guardians inquiring about general enrollment information should do so through the GenU Academy website ([www.genuacademy.com](http://www.genuacademy.com)) or by contacting the Academy Director or Assistant Director.
- Parents/guardians who wish to either enroll their child/children or be put on a waitlist at GenU Academy, must do so by paying a non-refundable application fee of \$55 and completing the online application found on the Academy website mentioned above.
- GenU Academy uses a secure childcare management software called "Kindertales" for purposes of admissions, enrollment, billing, daily activities, and communication with/for families.

## HOURS OF OPERATION

GenU Academy is open Monday, Tuesday, Thursday, and Friday 6:30am-6:00pm and Wednesday 6:30am-5:30pm with the exception of listed holidays/closures. We are closed for all major federal holidays, and reserve several days throughout the calendar year for teacher workdays, holiday breaks, etc.

Please see the attached "Holiday / Closure Schedule" for exact dates.



## REQUIREMENTS TO FULLFILL PRIOR TO CHILD'S FIRST DAY OF CARE

Parents/guardians must fulfill several requirements prior to their child's first day of care, all of which are outlined in this section. Some of the following requirements are established by the State of Florida and our licensing agency, and some are set in place by GenU Academy for our general purposes, but most importantly, for the overall health, safety and well-being of the children enrolled with us at GenU Academy.

**All requirements must be met before the first day of the child's care at GenU Academy, otherwise the child's start date will be postponed until all requirements have been fulfilled.** This is to ensure that GenU Academy stays in full compliance with the regulations and requirements set forth by our licensing agency and the State of Florida.

Such requirements are as follows:

- **Kindertales:**
  - All forms on Kindertales are to be completed in their entirety
  - Ensure the child's demographic information (DOB, etc.) is correct
  - Ensure the child's pertinent medical information (allergies, physician info, etc.) is included and current and accurate
  - Review and ensure that all contact information, including that of emergency contacts and authorized pick-ups/drop-offs, are current and accurate
  - Application, registration, and supply fees paid in full
  
- **Records & Documents to provide:**
  - Immunization Records (***\*\*must be on the "Florida Certification of Immunization", Florida DOH Form 680\*\****)
  - Physical Exam (***\*\*must be on the Florida DOH "School Entry Health Exam" form within last 12 months\*\****)
  - Copy of birth certificate
  - Signed Acknowledgment of Parent Handbook - (*GenU Academy form*)
  - Media/Photo Consent and Release Form - (*GenU Academy form*)
  - Authorization for Medical Treatment of a Minor - (*GenU Academy form*)
  - Permission to Apply Sunscreen - (*GenU Academy form*)
  - Permission to Apply Bug Spray - (*GenU Academy form*)
  - Permission to Apply Non-Prescription Topical Ointments/Preparations (for ages birth through 2 years old only) - (*GenU Academy form*)
  - ASQ Consent Form – (*GenU Academy form*)
  - Signed Distracted Adult Brochure
  - Signed Influenza Brochure



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As per the State of Florida and our licensing agency, all students, whether established locally or establishing from out of state, are required to have proof of immunizations on the Florida Certification of Immunization Form (Form 680) and a physical examination signed by a Florida physician on the Florida Department of Health School Entry Health Exam Form.

Certification of Immunization Forms are only valid up to the date of expiration stated on the Form. Parents are required to and responsible for providing a new/updated Certification of Immunization Form to the GenU Academy front office immediately upon expiration of the previous form.

Physical examinations are valid for one year from the date of issue and parents are required to and responsible for providing a new/current Physical to the GenU Academy front office immediately upon expiration of the issuance of the previous Physical.

If for some reason your child cannot receive scheduled immunizations and/or physical due to illness, infection, or otherwise, parent(s)/guardian(s) must provide a written confirmation of such to the front office stating the reason the child cannot/did not receive the scheduled immunizations/physical.

Pursuant to the regulations and requirements set forth by the State of Florida and our licensing agency, in the event a child's Certification of Immunization form and/or health Physical form is/are past the expiration date/validation date, the child's enrollment is to be suspended until the applicable updated forms have been provided to the GenU Academy front office.

**GenU Academy reserves the right to postpone, or in lieu of suspend, the enrollment of a child until all required documentation is received and has been confirmed accurate.**

## **PART TIME ENROLLMENT vs. FULL TIME ENROLLMENT**

GenU Academy does not offer part time infant care.

Full time enrollment is anything over 20 hours per week. For pricing on tuition and fees, please see the "Tuition & Fees Sheet" attached hereto.

Part time enrollment is 20 hours or less per week and availability of such enrollment is limited. Any time in attendance that exceeds 20 at the end of the week will result in a \$10 fee per every 30-minute increment.

Parents/guardians **MUST** provide the front office with a schedule of the days and times their part time child/children will be attending. This requirement is to ensure that we are adequately staffed accordingly.

For questions as to whether a part time spot is available in a specific program/room, please contact the front office for further information.



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## TUITION / PAYMENTS / LATE FEES

GenU Academy's does all billing through the Kindertales software/app. All who are enrolled are **required** to have a valid form of online payment method (i.e. credit card, bank card, bank info for automatic draft) set up in Kindertales for purposes of weekly tuition payment.

Tuition charges are generated weekly on Mondays at 12:01am. GenU Academy will accept cash payments or certified cashier's checks on a case-by-case basis, at the discretion and approval of the Director. **ABSOLUTELY NO PERSONAL CHECKS ALLOWED.**

Tuition is billed weekly, every Monday at 12:01am and is due no later than close of business every Friday. Outstanding tuition that is not paid by close of business on Friday will result in an automatic \$50/per week late fee.

Failure to pay tuition in a timely manner may result in the suspension and/or termination of your child's/children's care. **Any tuition/fees not paid after 2 weeks (i.e., cannot enter a 3<sup>rd</sup> week of going unpaid) will result in immediate termination of your child's/children's enrollment. Re-enrollment of the child/children after such termination will require new payment of enrollment and supply fees in addition to any outstanding balance owed.**

We ask that all parents/guardians respect and comply with the Academy's hours of operation. Failure to pick-up your child/children by the scheduled closing time, will result in the following fees:

- For the first 15 minutes late (from 6:00pm-6:15pm) = \$ 20 fee per child
- For every minute after 6:15pm = \$ 1 fee per minute, per child

Continued failure to pick-up your child/children by closing time may result in the suspension and/or termination of your child's/children's care. **Re-enrollment of the child/children after such termination will require new payment of enrollment and supply fees in addition to any outstanding balance owed.**

\*\*\* For pricing on tuition and fees, please see the "Tuition & Fees Sheet" attached hereto. \*\*\*

## SCHOOL COMMUNICATION INFORMATION

Communications from Academy staff to parents/guardians will come either via the Kindertales messaging feature and/or via the GenU Academy business phone.

Parents/guardians who wish to either follow their child's program or check for general Academy updates can do so via the Kindertales app or follow the Academy website at [www.genuacademy.com](http://www.genuacademy.com).



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## SAFETY / SECURITY

At GenU Academy, the safety of our children and staff is top priority. Therefore, GenU Academy is a secure facility with an automated locking door security system which requires access via code and/or key fob.

Codes are generated specific to each individual and are individually assigned and logged into our system for security and tracking. Key fobs are optional and are available upon request and for purchase at \$10 each.

**For safety and security purposes, codes and fobs are not to be shared with anyone at any time.**

On a child's first day of care, codes are only provided to each parent/guardian listed on the enrollment form. Any additional individual(s) for whom the parent(s)/guardian(s) wish to obtain a code/key fob for purposes of dropping off or picking up their child, a request must be made by the parent(s)/guardian(s) to the front office staff to obtain a code for each desired individual.

Any individual for whom a parent wishes to have access into the Academy building, **MUST** be listed in Kindertales as an authorized pick-up of the child. Under no circumstances will a code and/or key fob be provided to an individual who is not listed in Kindertales as either a parent, guardian, and/or authorized pick-up/emergency contact, and absent a request from the primary parent/guardian of the child. Therefore, it is the responsibility of the parent(s)/guardian(s) to ensure that all individuals for whom they request access for, are entered into Kindertales appropriately.

## DROP-OFF / PICK-UP PROCEDURES

**\*\* To minimize the disruption of classroom schedules and activities, children are not to be dropped off or picked up between the hours of 9:00am and 2:00pm.\*\***

For the health and safety of the children, we ask that parents do not enter the classrooms during drop-off or during pick-up.

Parents/guardians are to submit a "check-in request" via the Kindertales app upon arrival to the Academy. Parents/guardians are then to walk their child/children to their designated classrooms. Under no circumstances are children allowed to escort themselves in and/or check themselves in.

Academy staff are to check temperatures of all children upon arrival to the classroom and prior to checking the child in. Any child exhibiting a temperature of 99.9 degrees or higher will not be permitted to check in nor will they be permitted to stay.



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All children are to be checked out via the Kindertales “check-out request”, therefore anyone who arrives to pick up a child, must submit a “check-out request” via the Kindertales app.

For the safety of the children, anyone who arrives to check out a child without a check-out request who is not recognized by Academy staff as an authorized pick-up for the child is 1.) to be verified as an authorized pick-up for the child, and 2.) required to provide a government-issued photo ID to guarantee they are an authorized pickup person.

GenU Academy will not release a child to anyone (other than the parent/guardian) under the age of eighteen (18), including siblings.

Parents/guardians are responsible to list in Kindertales any persons authorized to pick up their child. Should a parent/guardian wish to have their child picked-up by a person not identified in Kindertales as an authorized pick up for their child, the parent/guardian must notify Academy staff in advance, in writing. GenU Academy will not release a child without prior authorization. In the event a parent/guardian is unable to submit a pick-up authorization in writing to the Academy, and needs to call it in, Academy staff will use that parent/guardian’s personal information from Kindertales to verify his/her identity.

Children are not permitted to bring toys from home. In the event a child brings a toy from home, the toy will be collected from the child and secured in the front office until pick-up.

Every day, please take home any lunch boxes, take-home folders, or other items that need to be taken home. On Fridays, please take any bedding (to include blankets, sheets and nap mats) home to be cleaned and brought back on Monday.

## MEALS / SNACKS

Each family is responsible for breakfast, lunch and two snacks. Each lunch box, sippy cup/drinking cup, or any other items, must have your child’s first and last name clearly written on it. We encourage families to prepare well-balanced and age-appropriate meals for their children. The Director may contact parents in the event it is observed that a child is not receiving well-balanced and/or age-appropriate meals/snacks.

As it is in every childcare facility and/or school, there is always a possibility that one or more children who attend GenU Academy have severe food allergies. Therefore, it is possible that, at any given time, one or more of our rooms may strictly prohibit certain foods due to a severe allergy within that age group. In the event of a severe food allergy, whichever room that child/children attend will prohibit whichever food that causes the allergy. An official “NOTICE” will be posted next to the door entering the classroom, and the parents of all children in that room will be notified of the change in policy for food. For the health, safety and wellbeing of the children, in the event your child attends a room that has prohibited certain foods due to severe allergies, we ask that all parents please be respectful of that restriction.



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## CURRICULUM

GenU Academy has chosen to incorporate the Abeka Curriculum into our daily teaching lessons, to enhance your child's learning ability while in our care. Your child will experience a well-rounded balance of learning activities and many opportunities to develop important skills needed for later success in school.

The Abeka Curriculum's proven approach to teaching helps teachers teach and students learn by providing academic resources based upon biblical values. This teacher-directed framework empowers teachers to focus students' attention on the material they need to learn—in a context and sequence that will help them learn it best.

## GENU ACADEMY ENVIRONMENT / CONDUCT ON CAMPUS

At GenU Academy, we strive to provide a welcoming and safe environment. We believe that all parents/guardians and staff play a crucial and valuable role in the effective operation of GenU Academy and in enriching each of our programs provided for children. We expect parents, guardians, and visitors to conduct themselves in an appropriate, respectful, and courteous manner when on the premises of GenU Academy. Further, to ensure that all interactions with staff, children, and/or other parents, are done in a manner that is appropriate, respectful, honest, courteous, tactful, and considerate.

GenU Academy's environment is one that is maintained free from insults and harassment. Jokes, stories and comments which carry sexual or racial overtures are always inappropriate. Verbal or physical conduct which creates an intimidating, hostile or offensive environment will not be tolerated.

Communications of any kind between parents, guardians, volunteers, and staff shall remain respectful at all times. Yelling, taunting, threatening, or abusive behavior, cursing, foul language, or derogatory remarks are unacceptable and will not be tolerated. Conflict of any kind between parents, guardians, volunteers, and staff shall be handled in an appropriate and respectful manner.

If a parent feels that the actions of another child have infringed upon the rights of his or her child, under no circumstances shall the parent/guardian approach another child while at GenU Academy to discuss, comment on, etc. The parent(s)/guardian(s) may approach the teacher, Director, or Assistant Director to seek a peaceful resolution to the situation.

**WE ARE A DRUG / ALCOHOL / TOBACCO FREE ENVIRONMENT.** Alcohol, smoking, and the use of all e-cigarette and tobacco products are prohibited on the premises of GenU Academy. Additionally, please make other arrangements for the drop off and/or pick up of your child(ren) if you are under the influence of alcohol or drugs. The safety of all of our children and families is our primary concern.





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Any such conduct violations observed shall be reported immediately to the Director or Assistant Director for further action if deemed necessary.

A valid complaint of conduct violation may lead to appropriate and strict disciplinary action, including termination of your child's enrollment.

## APPROPRIATE CLOTHING

Each child must have at least one change of clothes to be kept at the facility. These items will be used in cases such as bathroom accidents, extreme lunch spills, and other accidents that may occur. Three- and four-year-olds must be able to manage their clothes while in the bathroom. We try and keep the classrooms at a comfortable temperature setting in accordance with the outside temperatures. Your child will be involved in a number of fun and possibly messy activities throughout the day.

When weather is appropriate, we have two scheduled outside play times. One in the morning and one in the afternoon. Please dress your child accordingly to the day's weather. We want your children to experience nature as God created it and sometimes that can get pretty messy, so keep in mind that some outfits may get messed up during the school day.

Should you wish for your child to wear sunscreen and/or bug spray during outdoor play, please provide your preferred product labeled with your child's name. All children **must** have on file a signed "Permission to Apply Sunscreen" form and a signed "Permission to Apply Bug Spray" form. These forms are provided to all parents and are also available in the front office.

## CONFIDENTIALITY

Family information is safe and kept confidential and it will not be used for any other purpose outside of GenU Academy. Information that is considered confidential will not be given to anyone that is not a parent/guardian or emergency contact.

## CHANGES TO INFORMATION

Parents/guardians are responsible for ensuring that the information in Kindertales remains current at all times.

Parents/guardians are responsible for updating Kindertales to reflect any changes to any information including but not be limited to, child demographics, addresses, phone numbers, emergency contact



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information, authorized pick-up information, child's allergies, or any other changes to the child's medical history/condition(s).

**GenU Academy is not responsible nor authorized to make any changes to a child's information within Kindertales.**

## **BIRTHDAY / HOLIDAY CELEBRATIONS**

We love to celebrate each other, and the federal holidays observed by the community. We love when classmates bring in snacks to celebrate birthdays. Snacks must be pre-packaged from a store and not homemade. State regulations prohibit us from sharing homemade snacks. Also, an alternative to cupcakes could be fruit and veggies. Holiday celebrations will be organized and communicated by your child's teacher.

When planning to provide snacks for special occasions, parents are expected to follow any food restrictions of their child's room due to allergies.

## **MEDIA (PHOTOGRAPHS, VIDEOS, AND AUDIO TAPES)**

Children may be photographed and/or videoed at GenU Academy during normal daycare hours or during special events and/or activities organized by GenU Academy. Such photographs and/or videos may be used in print and/or electronic form for purposes of promoting GenU Academy and to further its purpose. Additionally, such photographs and/or videos may be used, published, and/or posted in GenU Academy newsletters, slideshows, emails, bulletin boards, brochures, the GenU Academy website, Facebook page, or any other GenU Academy publication. Personal identification (i.e. child's name) will not be used when photographs and/or videos of children are published by GenU Academy.

All children **must** have a signed "Media/Photo Consent and Release Form" on file. These forms are provided to all parents and are also available in the front office.

## **WEATHER / NATURAL DISASTER / EMERGENCY RESPONSE**

Our priority is to keep our children, families, and staff safe in the event of a weather emergency, natural disaster, or any other emergency situation.

GenU Academy follows the Okaloosa County School District closures and recommendations; however, we also reserve the right to do what's best for GenU Academy and its students' families.



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We will communicate via Kindertales messaging, email, and/or text/phone call if the school will experience closures including the safest way/time to pick up your child in the event of inclement weather or an emergency.

If GenU Academy remains closed for more than 5 days due to weather, natural disaster, or any other emergency situation, tuition will be reimbursed at a pro-rata amount. **GenU Academy will not afford refunds, credits, or other allowances for closures of 5 days or less.**

## CLOSURE DUE TO ILLNESS

It is our top priority to keep the GenU Academy children healthy and safe. However, there are times when the spread of illness is out of our control, and we must therefore close to help prevent further spread of the illness.

In the event GenU Academy must close due to illness, our staff will communicate via Kindertales messaging, email, and/or text/phone call to notify parents/guardians of such closure, including the time to pick up your child.

If GenU Academy remains closed for more than 5 days due to illness, tuition will be reimbursed at a pro-rata amount. **GenU Academy will not afford refunds, credits, or other allowances for closures of 5 days or less.**

## HOLIDAY POLICY

We are closed for all major federal holidays, and reserve several days throughout the calendar year for teacher workdays, holiday breaks, etc. Please see the attached "Holiday / Closure Schedule" for exact dates.

**GenU Academy will not afford refunds, credits, or other allowances for holidays.** If a holiday falls on a weekend, it will be observed on either the preceding Friday or the following Monday.

## VACATION POLICY

Each family will receive a vacation discount **per calendar year**. The discount includes two weeks at half pay or one full week with no tuition due. The Academy must have in writing as to which week(s) it will be, **no less than thirty (30) days before you are to utilize the discount.** Vacation discounts do not "roll over" into the next year if they are not used. They are "use it or lose it" discounts.



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A child is not allowed to be brought and checked in for childcare during the week(s) their credit is being used.

## ATTENDANCE

Please notify GenU Academy if your child is unable to attend due to illness, vacation, emergency, etc. There will not be a reduction in payment for missed days with the exception of the vacation policy and payment of tuition is still expected as scheduled.

## WITHDRAWAL

It is a goal of GenU Academy to provide a safe and nurturing environment at an affordable price for all families attending the facility. **GenU Academy requires 30-days advanced notice from any parent who wishes to withdraw their child from the Academy. Such notice must be submitted in writing or via email to the Director no later than 30 days prior to withdrawal.**

Parents who wish to withdraw their child but fail to provide a 30-day written notice, **will be responsible for tuition for the remaining 30 days.**

Any re-enrollments will be required to pay in full new enrollment fees, new supply fees, and any outstanding balance owed, all of which must be paid before the child's first day back at the Academy.

## ILLNESS AND COMMUNICABLE DISEASE

It is a top priority for GenU Academy to offer a clean and healthy environment for all children that have access to the facility. In order to protect the children at GenU Academy, we request that all children who have the following symptoms do not return to the facility until they have been symptom free for at least 48 hours:

- Fever of 99.9 degrees and higher - this includes the night before/morning of daycare. Fever-free for 48 hours without taking fever reducing medication.
- Vomiting
- Diarrhea
- Strep Throat
- Flu/Pneumonia
- Unexplained Rashes
- Conjunctivitis (Pink Eye)
- Head Lice
- Or any other Contagious Disease



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Children suffering from a common cold will be assessed on an individual basis. Factors of consideration include the developmental level of your child in congruence with the ability to limit the spread of germs.

If you have any questions concerning this policy and/or whether your child should attend, please call GenU Academy before bringing your child.

## COVID-19

A COVID-19 protocol is in place to assist in the management of the health and safety of the children, families and staff of GenU Academy during the COVID-19 pandemic. However, GenU Academy first and foremost follows the guidelines, recommendations and instructions of the CDC and local Florida Health Department and therefore reserves the right to modify and/or lift the protocol in its entirety, as per the CDC and/or Health Department recommendations/instructions.

Any child and/or adult exhibiting the following symptoms are strictly prohibited from entering the GenU Academy facilities:

- Fever and/or chills
- Headaches
- Flu-like symptoms
- Shortness of breath and/or difficulty breathing
- Loss of energy/fatigue
- Loss of taste and/or smell
- Cough
- Runny nose / stuffy nose / congestion
- Sore throat
- Body aches / muscle aches
- Diarrhea
- Nausea and/or vomiting

If a child and/or adult has been in direct contact with a positive COVID-19 individual, they are not to enter the GenU Academy facilities until the CDC and/or local Health Department requirements have been met and they have been cleared to return to the facilities.

For a copy of the COVID-19 Protocol, please see the administrative staff in the front office.

Please refer to page 10, under "Closure Due to Illness" for further explanation regarding COVID closures and policy regarding tuition reimbursement.



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## MEDICATIONS AND OINTMENTS

GenU Academy staff will only be allowed to administer medications in the original container and if a medication administration form is completed and on file. The medication must be age/weight appropriate and if a Doctor's prescription is required, and a copy of the prescription must be on file in our front office. Please see the Director or your child's teacher for the appropriate paperwork to fill out before medication can be administered.

Regarding the use of non-prescription topical ointments/preparations (i.e., diaper ointment/cream, Vaseline, baby powder, etc.), parents must provide the preferred product in the original container labeled with the child's name on it. In order for GenU Academy staff to apply such ointments/preparations, the child **must** have on file a signed "Permission to Apply Non-Prescription Topical Ointments/Preparations" form. These forms are available in the front office.

## DISCIPLINE POLICY

At GenU Academy, we believe that praise and positive reinforcement are effective methods of behavior management for children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief our facility uses a positive approach to discipline and practices the following discipline and behavior management techniques.

GenU Academy uses but is not limited to the following forms of positive reinforcements:

- Communicate to children using positive statements.
- Communicate with children on their level.
- Talk with children in a calm quiet manner.
- Explain unacceptable behavior to children.
- Give attention to children for positive behavior.
- Praise and encourage the children.
- Reason with and set limits for the children.
- Apply rules consistently.
- Model appropriate behavior.
- Set up the classroom environment to prevent problems.
- Provide alternatives and redirect children to acceptable activity.
- Give children opportunities to make choices and solve problems.
- Help children talk out problems and think of solutions.
- Listen to children and respect the children's needs, desires and feelings.
- Provide appropriate words to help solve conflicts.
- Use storybooks and discussion to work through common conflicts.



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GenU Academy will not under any circumstance inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.) GenU Academy will also abstain from using any strategy that hurts, shames, or belittles a child.

Conferences will be scheduled with parents if particular disciplinary problems occur. If a child's behavior consistently endangers the safety of the children and/or staff around him/her, then the Director has the right, after meeting with the parents and documenting behavior problems and interventions, to terminate childcare services for that particular child. The Director has the authority to suspend or expel any child should they feel the child's offense warrants such action.



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## 2023 Holiday / Closure Schedule

January 6, 2023	Closed	Teacher Workday
January 16, 2023	Closed	MLK Jr. Holiday
February 20, 2023	Closed	Presidents' Day
March 27, 2023	Closed	Teacher Workday
April 7, 2023	Closed	Good Friday
May 29, 2023	Closed	Memorial Day
June 19, 2023	Closed	Juneteenth Holiday
July 3, 2023	Closed	Teacher Workday
July 4, 2023	Closed	Independence Day
September 4, 2023	Closed	Labor Day
October 9, 2023	Closed	Teacher Workday
November 10, 2023	Closed	Veteran's Day
November 20-24, 2023	Closed	Thanksgiving Break
Dec. 22, 2023 – Jan. 1, 2024	Closed	Christmas Holiday





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## 2024 Holiday / Closure Schedule

January 5, 2024	Closed	Teacher Workday
January 15, 2024	Closed	MLK Jr. Holiday
February 19, 2024	Closed	Presidents' Day
March 18-22, 2024	Closed	Spring Break
March 25, 2024	Closed	Teacher Workday
March 29, 2024	Closed	Good Friday
May 27, 2024	Closed	Memorial Day
June 19, 2024	Closed	Juneteenth Holiday
June 24, 2024	Closed	Teacher Workday
July 1-5, 2024	Closed	Mid-Summer Break
August 5, 2024	Closed	Teacher Workday
September 2, 2024	Closed	Labor Day
October 14, 2024	Closed	Teacher Workday
November 11, 2024	Closed	Veteran's Day
November 25-29, 2024	Closed	Thanksgiving Break
December 23-27, 2024	Closed	Christmas Holiday
December 31, 2024	Closed at NOON	New Year's Eve
January 1, 2025	Closed	New Year's Day



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FLOCS Certification #50957

## INFANTS: WHAT TO BRING TO SCHOOL

- Bottles must either be pre-made and clearly labeled (both the bottles and the lids) with child's first name, last name, and date, or if not pre-made bottles, parents have the option to bring cans of formula ONLY IF they are clearly labeled with the child's first name, last name, and feeding instructions (frequency, amount, etc.)
- A supply of your child's diapers (**\*\*\*NO cloth diapers\*\*\***), wipes, and diaper cream (if needed).
- Extra clothes appropriate for weather/accidents.
- Pacifier if your child uses them.
- For infants learning to eat whole foods, please provide any finger foods or purees you would like your child to consume, labeled appropriately, to include a label for which is for morning snack, lunch, and afternoon snack.
- Due to the rules and regulations set forth by the State of Florida and our licensing agency, blankets are not permitted. In lieu of a blanket, a sleep sack for sleeping is acceptable, and should be labeled appropriately. To keep with safe sleeping directed by the APA, your child will be placed in his/her crib for sleep on their back.
- One (1) play yard (play pin / pack-n-play) crib sheet.
- We will help facilitate your child's development through each stage of their first year, to include but not limited to the following:
  - Cognitive learning
  - Physical milestones, including learning to sit up, crawl and walk
  - Tummy time
  - Learning to say words and communicate with easy sign language
  - Feeling safe and loved by our staff



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## YOUNG ONES & ONES: WHAT TO BRING TO SCHOOL

- A sippy cup with water, clearly labeled with your child's name. (\*\*No bottles, except for those enrolled in our Young Ones program – see below)
- A supply of your child's diapers (\*\*NO cloth diapers\*\*), wipes, and diaper cream (if needed).
- Two snacks (1 snack for morning and 1 snack for afternoon) and a lunch. For toddlers learning to eat whole foods, please provide any finger foods or purees you would like your child to consume, labeled appropriately to include a label for which is for morning snack, lunch, and afternoon snack.
- A nap mat for sleeping, labeled appropriately.
- Extra clothes appropriate for weather/accidents.
- Sunscreen and bug spray clearly labeled with your child's name.
- We will help guide your child through each stage of their second year, to include but not limited to the following:
  - Cognitive learning
  - Physical milestones
  - Self-help skills
  - Learning to say words and communicate with easy sign language
  - Feeling safe and loved by our staff

## YOUNG ONES:

Bottles are permitted for children who are enrolled in our Young Ones program. Bottles must be pre-made and clearly labeled (both the bottles and the lids) with child's first name, last name, and date.



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## TWOS: WHAT TO BRING TO SCHOOL

- An age-appropriate cup or water bottle, clearly labeled with your child's name.
- A supply of your child's pull-ups and/or diapers (**\*\*\*NO cloth diapers\*\*\***), wipes, and diaper cream (if needed).
- Nutritious meals/snacks - two snacks (1 snack for morning and 1 snack for afternoon) and a lunch, labeled appropriately to include a label for which is for morning snack, lunch, and afternoon snack.
- Sleeping mat, labeled appropriately.
- Extra clothes appropriate for weather/accidents.
- Sunscreen and bug spray clearly labeled with your child's name.
- We will help guide your child through this third year of their development to include, but not limited to the following:
  - Cognitive learning
  - Physical milestones
  - Self-help skills, to include toilet training
  - Social and emotional development
  - Enriching vocabulary, both receptive and expressive; learning to say words and communicate with easy sign language
  - Feeling safe and loved by our staff



## THREES AND FOURS: WHAT TO BRING TO SCHOOL

- An age-appropriate cup or water bottle, clearly labeled with your child's name.
- A supply of wipes.
- Nutritious meals/snacks - two snacks (1 snack for morning and 1 snack for afternoon) and a lunch, labeled appropriately to include a label for which is for morning snack, lunch, and afternoon snack.
- A sleeping mat, labeled appropriately.
- Extra clothes appropriate for weather/accidents.
- Sunscreen and bug spray clearly labeled with your child's name.
- We will help your child progress through each stage of their growth to include, but not limited to:
  - Cognitive learning
  - Physical milestones
  - Self-help skills
  - Self-Regulation
  - Enriching vocabulary; receptive, as well as expressive, scaffolding into pre-writing and reading skills
  - Feeling loved and safe by our staff

### \*\*\* PLEASE NOTE \*\*\*:

- All three-year-old's must be potty trained in order to enter and/or advance to our Three-Year-Old Program/Room.
- No toys from home.



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## TUITION & FEES SHEET

### DUE UPON ENROLLMENT:

Non-Refundable Application Fee _____	\$ 55
One-Time Enrollment Fee (per child) _____	\$ 100
Supply Fee (per child) **renewed annually on August 1** _____	\$ 75

Tuition is billed weekly, every Monday at 12:01am and is due no later than close of business every Friday. Paying past close of business on Friday will result in a \$50/per week late fee. For detailed information regarding tuition and fees, please refer to the “Tuition/Payments/Late Fees” section in the Parent Handbook.

### FULL TIME:

INFANTS _____	\$ 230
ONES _____	\$ 215
TWOS _____	\$ 200
THREES (NOT potty-trained) **see below for requirements** _____	\$ 200
THREES (potty-trained) **see below for requirements** _____	\$ 185
FOURS _____	\$ 175

POTTY-TRAINED CRITERIA: *In order to be considered “potty-trained”, the following criteria must be met by the child:*

- *Must go a minimum of 2 straight weeks without pull-ups or potty accidents.*
- *Must be able to participate in naptime without the assistance of pull-ups.*
- *If a child has 3 or more accidents in 1 week, his/her tuition rate will revert back to the non-potty-trained rate for 1 month, at which time the Director or Assistant Director will reassess the child’s progress for further determination.*

**PART TIME: (20 HOURS OR LESS PER WEEK).** We DO NOT offer part time infant care. Time exceeded past the 20 hours will result in a \$10 fee per every 30-minute increment.

A schedule of the days/times the child will be attending is required, and such schedule is to be provided to the office prior to each week of attendance.

FLAT RATE _____	\$ 140
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## ACKNOWLEDGEMENT OF RECEIPT OF PARENT HANDBOOK

RE: \_\_\_\_\_ (Child's / Children's Name(s))

I \_\_\_\_\_ (Parent / Guardian Name) have received and read the GenU Academy Parent Handbook.

I understand the policies and procedures given to me and agree to adhere to all GenU Academy policies.

Please note: GenU Academy's rates, hours, policies, and procedures are subject to change to reflect the needs of the program, children and families we serve. We reserve the right to make changes or modifications to our rates, hours, policies, and/or procedures, that are deemed necessary by GenU Academy management, Generations United Church Executive Staff, and/or our licensing/accrediting agencies.

We will inform parents of changes or modifications taking place whenever possible in a timely manner.

Signature: \_\_\_\_\_

Date \_\_\_\_\_