



Windmill Creek Academy



Parent Handbook



Voted "Best Child Care"
SEVEN Years in a Row

2682 S Horseshoe Court Naples, Florida 34104 239-434-5439
www.windmillcreekacademy.com

A Note from the Director

Hello and welcome! We are so glad to have you as a part of the Windmill Creek Academy school family -- and most of all as the parents of our laughter and smiles -- the students! We know your children will have a unique learning experience here -- full of discovery, learning, music and art -- full of the wonder of childhood!

Windmill Creek Academy's dedicated teachers and staff are here to make this a successful year for you and your child. We invite you to participate in as much of your child's school experience as you find possible. This helps to make learning a family tradition with memories to last a lifetime.

I am hopeful you will find all the basic answers to your questions in this handbook but in case you don't please do not hesitate to give us a call or stop by the front desk. There are exciting opportunities in the year ahead!

Best,

*Janine Connell
Founder & Director
Windmill Creek Academy*

Our Mission

At Windmill Creek Academy, it is our mission to develop strength of character and strong academic skills in our students. For over 40 years, the founder of Windmill Creek Academy and her family has been dedicated to the education of young children in Northern Virginia. Our teachers and staff are committed to helping each student obtain the tools necessary to attain academic excellence and, at the same time; never lose sight of the fact that each child is a unique individual with special strengths. In this atmosphere of love and acceptance, the children learn to play and work with others. The Windmill Creek Academy is a school community that inherently respects each person, welcoming students of all races, creeds and nationalities.

We will endeavor to:

- Encourage the unique talents and potential of each child in a safe and nurturing environment
- Embrace the joy of learning
- Promote academic excellence
- Develop strength of character to make morally sound decisions
- Provide support and service to our families
- Treat the members of our school community -- students, staff and parents -- and the world around us -- with respect and kindness
- Nourish compassion and the desire to serve others

The mission of Windmill Creek Academy is to nourish and challenge the intellectual abilities, creative talents and growth of our students. We fulfill this mission by providing a safe and loving environment that is both academically enriching -- and fun!

Windmill Creek Academy's Character Training Values

Each month Windmill Creek Academy focuses on the following character training values. In the classroom, this can be achieved through discussions at circle time, role play, music, and stories. At home and while traveling in the car, you can discuss these character traits as you discuss the day's events, situations that arise with siblings, etc. We build character each and every day -- we can "catch" one another being compassionate and praise the attribute. Turn on your radar and look for opportunities to share these core character training values!

September	Respect - Courtesy and Awareness Attentiveness - Listening and Thoughtfulness
October	Sharing - Generosity and Charity Self-control - Moderation and Prudence
November	Thankfulness - Appreciation and Gratitude Responsibility - Trustworthiness and Dependability
December	Joyfulness - Cheer and Optimism Wisdom - Good judgment and Prudence
January	Caring - Sympathy and Compassion Patience - Persistence and Diligence
February	Love - Gentleness and Empathy Honesty - Integrity and Truthfulness
March	Kindness - Tenderheartedness and Consideration Forgiveness - Understanding and Pardoning
April	Courage - Bravery and Determination Tolerance - Fairness and Justice
May	Helpfulness - Support and Understanding Perseverance - Endurance and Prioritizing
June	Politeness -- Manners and Courtesy Neatness -- Organization and Cleanliness
July	Citizenship -- Patriotism and Honor Loyalty -- Faithfulness and Dedication
August	Cooperation - Teamwork Sportsmanship - Initiative, Creativity and Motivation



Try not to have a good time, this is supposed to be educational.
--Charles Schultz

Our School

Windmill Creek Academy is a year-round, privately owned child care and preschool education center for children ages 6 weeks to 5 years old. We are open Monday through Friday from 7:00 am until 6:00 pm.

Windmill Creek Academy remains open until 6:00 p.m. After this time late charges apply (a late charge of \$1.00 per minute, due at pick-up, will be assessed for anyone arriving late with the minimum charge being \$5.00. We apologize for this, but our teachers need to go home to their families, prepare dinner, do homework, etc. Also, if you are going to be late please give us a call -- thank you! ☺.

Windmill Creek Academy is licensed and inspected by the Florida Department of Children and Families and is inspected in accordance with The Florida Department of Children and Families Chapter 65C-22 Childcare Standards and The Florida Statutes Section 402.26-402.319.

Enrollment

When enrolling in Windmill Creek Academy, you will need to provide us with a current immunization record (blue form). The state of Florida requires every child to be up-to-date on annual physicals (yellow form). *Updated shot records and physical forms are required to continue attendance.* All agreement papers that are given to you in the enrollment package need to be signed and are due at enrollment. If applicable, we will need a copy of any court orders dealing with your child's custody. *Before* allowing your child to attend Windmill Creek Academy, we must have this information in hand. Please call the school if your child will not be attending on a regularly scheduled school day. Thank you.

Shot/Immunization Records

Please understand that it is a state regulation that we have up-to-date shot/immunization records and up-to-date physical. They must be updated every time your child receives an immunization. We will check records monthly and give you a reminder if you need new documents. If you do not comply with these state standards, your child may not return to the school until we receive updated records. You must submit your child's shot/immunization and physical records within 30 days of enrollment.

Registration

In order to officially enroll your child in Windmill Creek Academy, we have a registration fee (see Tuition Rates). In addition there is an annual supply fee (see Tuition Rates) which covers a portion of the supply fees for specialized art projects and the many special activities planned for your child. This supply fee allows your child's teachers to plan special projects for their specific class throughout the year. A re-registration fee along with the annual supply fee is due for every succeeding year of enrollment.

Tuition Payments

Tuition payments are due in advance on the 5th and the 20th day of each month and are payable via FACTS Management (our tuition management company). If we do not receive payment within five days of the payment date, a late fee of \$30.00 may be charged for each week the payment is tardy. If you choose not to use FACTS Management for your child(ren)'s tuition payments, a 7% accounting fee will be assessed to the monthly tuition.

NSF Checks

If a check is returned due to insufficient funds, a fee of \$30.00 will be charged. This covers the bank handling fees. If this occurs twice, you must pay your tuition by money order, cash or credit card (fees apply). We appreciate your understanding.

Monthly and Annual Supplies

Windmill Creek Academy requests that you bring in certain items for your child. These lists will be provided to you by your child's classroom teachers. Some of the supplies include as applicable: diapers, wipes, diaper cream, zip lock bags, changes of clothing, insect repellent, etc.

Pick Up/Drop Off

Pick up and drop off occur at the front lobby. When dropping off your child each morning, our front desk supervisor/receptionist will greet you and your child and bring your child back to his or her classroom. When picking up, please indicate your child's name and which classroom he or she attends. The front desk supervisor/receptionist will alert your child's teacher that you are picking up and we will bring your child out to you. If an authorized representative (as indicated on your child's Enrollment Form) is picking up, please call the school to alert us so that we may welcome them and also ask for identification (as needed). Thank you for your cooperation.

Release of Children Policy

When you enroll your child in Windmill Creek Academy, you will receive a pick-up authorization form which is included in the Enrollment Form. This form notifies us with the names of those whom you allow to pick up your child. Your child will not be released to anyone whose name does not appear on your list. When an authorized person comes to pick up your child, he or she must show us a valid driver's license or photo identification (please share this information with your family if they are going to be picking up your child(ren)). If there are custody issues, court ordered documentation must be provided. Our only entrance to the school facility is monitored. All individuals entering the facility must have a security access code or must be buzzed in by one of our staff members.

Windmill Creek Academy reserves the right to refuse to release any child to an impaired individual. If either the parents or authorized individuals seem impaired either physically or emotionally and if the Director or staff members feel that the child is at risk, the child will not be released. In this event, an authorized individual on the emergency contact list will be called. If we cannot reach any of the persons on the list, the Department of Children and Families may be notified.

Sick/Vacation

If your child is home sick or there is a school holiday, you are still responsible for a full week of tuition as our staff is here and being paid all 52 weeks of the year and we are holding a place for your child.

Attendance

Core classroom activities and Teacher-guided learning projects are scheduled from 9:00 a.m. – 12:00 p.m. each day. If possible, please have your child at the school by 9:00 a.m. each day so that he/she may fully experience the learning activities and discussions. If your child is in VPK, absences should be kept to a minimum, especially during the 9:00 a.m. – 12:00 p.m. learning and instructional hours.

Illnesses

For the protection of all children and staff, children should not be brought to Windmill Creek Academy when they are ill. Please do not send your child to the school if your child is displaying one or more of the following symptoms:

Fever: A child with a temperature of 100.5 degrees or more needs to be picked up within an hour and *kept at home until he or she is fever-free for 24 hours.*

Diarrhea/Vomiting: A child with diarrhea or one who has vomited, needs to be picked up within an hour and should remain at home for 24 hours after symptoms clear.

Colds/Ear, Eye or Nasal Discharge: A child with eye discharge should be checked for conjunctivitis. Runny noses are a common occurrence among children; however, if a cold is severe -- the mucus from the child's nose is thick and/or greenish, if the child has a bad cough, or if your child is lethargic or not feeling well, please keep the child at home until symptoms subside.

Highly Contagious Diseases: If your child has contracted or has been exposed to a highly contagious illness, please inform the office immediately of the condition. Highly contagious illnesses or conditions include: strep throat, pinworms, measles, mumps, chicken pox, conjunctivitis, lice, scabies, whooping cough, impetigo, meningitis, hepatitis A, salmonellosis, shigellosis, or scarlet fever. Windmill Creek Academy does require a physician's note before returning to school after a bout with any contagious illnesses or conditions.

Antibiotics: A child on antibiotics should be kept at home at least 24 hours after the first dose to allow the medicine to work on the condition. When a child becomes ill during the school day, we will contact a parent/guardian with the request that the child be taken home. Please pick up your child within an hour of our call. We will call the next emergency contact on the registration form if a child is not picked up within this timeframe or we cannot reach the parents/guardian as indicated on the child's enrollment form.

Health and Hygiene

It is the parent's responsibility to inform the Director/Assistant Director, **in writing**, regarding food allergies, asthmatic conditions, insect allergies or any other physical or health condition diagnosed by a physician and critical to providing the child with proper care. If there is a special circumstance regarding your child's care (i.e., special food and/or lunch required at a certain time), please be sure to let one of the Directors know or leave them a note. Teachers can get very busy attending to children during the busy drop-

off and pick up times and it can be difficult to remember specific details regarding a child's needs which are not within their usual routine. Making a written note regarding special food circumstances (i.e. brought lunch) is imperative. Thank you for your cooperation.

Medication

Medication will be kept at the front desk. If your child needs to have medication administered, please notify both the Director/Program Manager and your child's teacher. You must sign a medication form authorizing us to administer the medication. If the form is not signed, Windmill Creek Academy will not be able to administer any medication. *The medication must also be in its original bottle and/or box with the child's name, current date, doctor's name and dosage amount printed on the label.* Medications shown to cause excessive drowsiness will not be given at school. Medicine must be taken by mouth only. Windmill Creek Academy does not administer vitamins or diet supplements as these are not considered medicine unless prescribed by the physician. At the end of the day, you may check back with the office to see the medication verification log, where the time, dosage amount given, and the staff's initials will be kept.

Cell Phones/Safeguards

Please turn off your cell phone as soon as you enter the parking lot of Windmill Creek Academy. Please be aware our parking lot can be a busy place; please watch closely for children and parents as you enter and exit the property. Please do not leave other children in the car as you pick up your Windmill Creek Academy student(s). And remember, cars need to be turned off, never left running without a driver, in the parking lot! The children, staff and other families need your complete attention when on the premises of the school. Thanks for your understanding!

Attire

We set attire guidelines to further help protect your child. We ask that you please do not dress your child in open-toe sandals since mulch can get stuck in sandals and cause splinters. We ask that you send your child to school in rubber-soled shoes such as sneakers or tennis shoes. We consider footwear such as flip-flops, "jelly" shoes, or shoes with more than a half inch heel unsafe and inappropriate for school since the children are busy running, jumping and climbing while at school. A child wearing flimsy or ill-fitting shoes runs the risk of a sprain or fracture while engaging in normal physical activities. Proper footwear helps the foot and ankles of a small child to develop properly if worn consistently.

Please dress your child appropriately for the weather. If it is hot please do not send your child to school in long sleeves. During cold weather, we request that you bring in a jacket (clearly labeled with your child's name). When dressing smaller children, please do not put small barrettes in their hair. We understand that they are cute but they become a choking hazard to all children. Also, please keep in mind that we have daily art projects and outdoor play and this means that life can get a little messy! ☺ All the paint we use is "washable" but we ask that you do not dress your children in their favorite outfit. If your child is potty training, please do not dress him or her in pants with a lot of fasteners or belts. They need to wear clothing that is easy to pull down and pull up. Lastly, please do not send your child to school wearing any type of jewelry as the school cannot be responsible for loss or damage. Earrings and necklaces present a potential

danger of getting caught on something or accidentally pulled on by another child.
Thanks!

Safety

The safety of your children is of utmost importance. We take every precaution to make sure that your child's safety and security needs are met. The only way anyone may enter the building is through the front entryway with a security code. Anyone that enters will be required to show a photo ID if they are not immediately recognized by the staff. In the event of an evacuation emergency, there are pre-planned posted exits from each classroom.

Windmill Creek Academy Staff

At Windmill Creek Academy, we are committed to providing your child with the best possible qualified teachers. All staff are carefully screened (criminal and background checks, fingerprints, reference checks, etc.), and are required to meet all state and local requirements in order to work with young children. They are selected for their educational background, experience and training in working with children, and/or their ability to show genuine care and affection in helping children to develop into confident, happy individuals. All teachers are required to be trained in identifying child abuse and have taken (or are in the process of taking) 45 hour Childcare Certification classes. We encourage our staff to further their education and achieve 600 hours of child care training by earning a CDA (Child Development Associate certificate)/Staff Credential. Windmill Creek Academy provides an enriching and positive environment for both teachers and children so that there is a harmonious balance of safety and fun in an ambience conducive to learning.

Windmill Creek Academy Academics

Windmill Creek Academy will nurture your child with a wide range of developmental activities and goals. The childhood years are the most influential time of a child's life for absorbing the sounds and meanings of words as well as developing social and emotional well being. We provide developmentally appropriate experiences to enable all the children to become active learners. For example, our curriculum encourages the children to explore language and literacy, creative representation, initiative, social relations, movement, music, classification, seriation, the concepts of space and time, etc. These experiences encourage a love of learning and problem solving skills in an environment that is safe and fun! ☺

Assessments

Our program embraces the individuality of each child by promoting a unique learning experience; each child is encouraged to develop at his or her own pace and the progress of each child is gauged on a periodic basis. Currently, Windmill Creek Academy utilizes the national developmental screening tool "Ages & Stages Questionnaire" which is recommended by the State of Florida. Through the "Ages & Stages Questionnaire" or "ASQ," assessment we can adjust your child's' daily activities to enhance his or her development in fine motor skills, gross motor skills, problem solving skills, communication and social and emotional development. If there is a concern regarding your child's development, we will administer an ASQ and share the results of the questionnaire with you along with follow-up activities as needed. At Windmill Creek

Academy we foster open communication with the children as well as the parents. Together, we strive to achieve the appropriate academic and developmental levels of each individual child.

Redirection

The purpose of redirection is to help a child learn which behaviors are acceptable and appropriate in a given situation. Our job is to be the “guiders” and set limits as well as help steer the children into making the right decision. Children need to know that they are loved and feel secure in their surroundings. Our staff will model self-control and help the children learn the various ways in which they can express themselves effectively. This is an ongoing active learning process. Our job is to teach the children ways of communicating and build their desire to get along with their peers.

We use positive reinforcement to encourage positive behavior. We will provide redirection choices and/or guidance. Positive reinforcement and redirection consists of encouraging self-control, self-direction, self-esteem, and cooperation. We view discipline as a potential for learning. No form of punishment is used at Windmill Creek Academy. In a situation where the child’s behavior is out of control, the teacher will remove the child to a quiet area of the room or sometimes out of the classroom. This allows the child to calm down and gain self control of his or her emotions. Our teachers will explain why the behavior is unacceptable and what the child must do in order to return to the classroom activities. A hug or encouraging words will help reassure the child that he or she can try it again and be successful.

Children in preschool are in formative years of development. An important part of any child’s education includes training in getting along with others, respect for authority, and encouraging a child to willingly participate and follow reasonable rules designed for his/her safety.

- Create a positive environment
- Establish simple and reasonable rules
- Be consistent in enforcing rules
- Redirect inappropriate behavior whenever possible
- Maintain a calm, positive demeanor towards your child
- Use “quiet time” or “time out” as a calming technique as opposed to a form of punishment



**One hundred years from now it will not matter
What kind of car I drove,
What kind of house I lived in,
How much I had in the bank,
Or what my clothes looked like.**

**But the world will be a better place because . . .
I was important in the life of a child.**

Snacks and Meals

Snacks are included in tuition and are served after naptime between 3:00 and 4:00 p.m. Lunches are to be provided by parents. An optional “Lunch Program” is also available for a monthly fee. Please see the front desk for more detailed information. If preparing your child’s lunch, please endeavor to provide healthy meals for your child. If your child’s lunch requires refrigeration, please include a “cold pack” in the lunch bag to preserve freshness. Currently, we offer “Pizza Fridays.” For a small fee, your child will receive Little Caesar’s Pizza, a vegetable, fruit and milk/water. If you elect to have your child participate in Pizza Friday, please provide the designated fee to your child’s teacher or the front desk representative (exact change, please).

“Sippy Cups” are permitted for infants through one year old classes only. **They must be clearly labeled with the child’s first and last name.**

Water Bottles: For those children one and older, we request you to bring in a daily, reusable water cup clearly labeled with your child’s first AND last name. First and last name labeling is required by our child care licensing.

[Dietary note: Please note that candy, gum, soft drinks, etc., are not allowed at school. Thank you!]

Rest Periods

The Windmill Creek Academy students will enjoy a nap/rest period from approximately 1:00 p.m. and 3:00 p.m. A small blanket (no larger than 48 inches by 60 inches) should be kept at the school Monday through Friday and taken home to be laundered on Friday. Please do not send in pillows. Thank you.

Birthdays

We welcome the celebration of your child’s birthday at school. Parents are welcome to send in or bring special food for their child’s birthday or even organize some sort of special brief activity (cupcakes are preferred over sheet cakes). For an activity, please check with the Director at least one week in advance to discuss and schedule an appropriate time during the day. Please note that home (off-premises) birthday party invitations may be handed out at school if the ENTIRE class is invited, otherwise we ask that you mail your invitations.

Combining Groups

As our days begin or wind down and as children are dropped off and picked up at school, the children will be divided/combined into age-appropriate groups before or after class time.

Accident Reports

Unfortunately, as the saying goes, “accidents happen.” At Windmill Creek Academy, if an accident does occur an “Accident Report” will be written up to notify you of the accident. A Director or Lead Teacher will sign the form and your child’s teachers are available to review the accident report with you. You will be asked to sign the form and return it to indicate you have read it.

Withdrawal

Windmill Creek Academy requires a written, two (2) week notice of attendance termination. If you fail to provide a written two week notice, you will be held responsible for two weeks payment for each child. In the event that you withdraw and there is an unpaid balance remaining on your account, we will take the appropriate legal action to recover the outstanding balance.

Termination Policy

Windmill Creek Academy reserves the right to discontinue the care of any child. The decision will be well considered and based on the interest of the child, staff members, and/or other students. Before termination occurs, a parent consultation will be held. If solutions are ineffective, the school will terminate the child's enrollment. Termination may result from: disruptive behavior, violation of policies, abuse of staff, children or property; non-payment of tuition; or the school's inability to provide the care necessary for the child. If such a termination arises and money is still owed, you are still responsible.

Biting Guidelines

Incidents of biting are a relatively common, yet unpleasant, experience with infants, toddlers and two-year olds because these children have not yet acquired the verbal skills to express their frustrations or desires. Often they are also experiencing the pain of teething. Because we understand the nature of biting at this age, we feel it is necessary to deal with biting in these classrooms on a case-by-case basis rather than to adopt a blanket policy.

Teachers respond to biting incidents in this manner:

- Immediate care and comfort will be given to the victim
- A reprimand will be directed at the biter, who will be separated from the group until the situation is under control.
- Accident Reports will be filled out for aggressive biting.
- When a child becomes stuck in a biting pattern any one or all of the following measures will be taken:
 - Shadowing and Separation: A staff member will shadow the biter, ready to intercede where possible before a bite occurs. If necessary the biter may also be separated from the group during very busy times like diapering, feeding, transitions, etc.
 - Room Arrangement: Staff will observe when and where biting takes place. They will then experiment with different room arrangements to help divide children into smaller, more manageable groups using physical barriers (i.e.: shelf units, tables, etc.)
 - Program Planning: Staff will evaluate planned activities and the level of frustration or excitability they may evoke.
 - Parent Conferencing: We will share the biting incidence concerns with the parent/guardian(s), and develop a plan of action and possible resolutions (i.e., teething rings, applying topical analgesics, etc.).
 - Call to the Parent: If a serious bite (one which breaks the skin) occurs, parents may be asked to pick up their child for the remainder of the day.
 - The Preschool Director may recommend that the parent make an appointment with a child psychologist to determine strategies applicable to that child.

- Disenrollment: The final measure for repeated biting incidents may be disenrollment and/or a “leave of absence” with referral to home care until the child has passed this stage of development. Often these children respond well to a smaller environment with limited stressors.

Open Door Policy

Parents are welcome to visit the school at any time -- announced or unannounced. We request that your child is dropped off by 9:00 a.m. each morning so that he or she can fully participate in the school’s curriculum and teacher-led activities. Unless previously arranged, children should not be dropped off after 11:00 a.m., as they may have difficulty acclimating to the classroom schedule on that day.

School Closings (subject to change - please consult yearly calendar)

Labor Day, Thanksgiving Day, Day after Thanksgiving, Martin Luther King Jr. Day, Presidents’ Day, “Good” Friday, New Year’s Eve, New Year’s Day, Christmas Eve, Christmas Day, Memorial Day, Independence Day (4th of July), Veteran’s Day, Columbus Day

If any holiday falls on a Sunday, then we are closed Monday. If any holiday falls on a Saturday, then we are closed on Friday.

If Collier County Schools are closed due to impending bad weather/hurricanes, Windmill Creek Academy will also be closed (standard tuition rates are not affected and no deductions are made due to unforeseen school closings). Announcements will be made via the school’s voicemail (239-434-5439), the school’s website (www.windmillcreekacademy.com) and Facebook.

Labeling

Please remember that your child needs spare clothes. Please make sure you have at least two outfits at school and that they are stored in a clear, zip lock bag with your child’s name clearly indicated on the bag. Make sure your label everything with your child’s name that you want back. Labels should be the first name AND last name. Please label all clothing and bedding with a permanent marker, laundry pen, adhesive or sewn-in label to identify your child’s belongings.

Toys

For those children age two and above, personal toys are not allowed at Windmill Creek Academy. The school has a variety of toys, blocks and manipulatives designed to challenge, instruct and provide opportunity for social interaction. Thank you for your understanding.

Parent Communication

At Windmill Creek Academy we recognize the importance of parent involvement in their child’s growth and development. Our open door policy allows you to chat briefly and spontaneously with the Director, Assistant Director or Director’s Assistant about any concerns you might have concerning your child at school and we expect you to communicate to the Director and/or staff members about any concerns you may have for your children and their educational experience at Windmill Creek Academy. For longer

parent/teacher or parent/director conferences, we do ask that you schedule an appointment in order to insure that the staff member is free from classroom responsibilities when you arrive. Please know that every member of the staff is here to serve you, the Windmill Creek Academy families. Also, please let us know of any concerns or problems you might have. Usually most worries can be solved with a discussion with the Director/Assistant Director/Front Desk Supervisor or a note to the teacher; however, if an issue requires further attention, the Director/Assistant Director will be available to listen to your concerns. If an issue is important to you, it is important to us. At Windmill Creek Academy, we want you to feel certain in knowing that we are here for you and your child(ren).

Don't forget to check the bulletin boards/front desk/entry doors of the school for other important reminders and/or pertinent information (i.e., school events, product recalls, helpful hints, "Picture Day," fun websites and/or information web links, etc.).

Daily Information Sheets

Windmill Creek Academy parents are provided with an information sheet each day and/or week (depending on the classroom). This sheet summarizes your child's activities and includes important information about daily activities, eating/toileting, upcoming events, needed supplies, etc.

Suggestions

We welcome your suggestions! If you have an idea that would benefit the Windmill Creek Academy and our school environment, please contact the Director or Assistant Director and let's chat!

Children Learn What They Live

If children live with criticism, they learn to condemn.

If children live with hostility, they learn to fight.

If children live with fear, they learn to be apprehensive.

If children live with pity, they learn to feel sorry for themselves.

If children live with ridicule, they learn to feel shy.

If children live with jealousy, they learn to feel envy.

If children live with shame, they learn to feel guilty.

If children live with encouragement, they learn confidence.

If children live with tolerance, they learn patience.

If children live with praise, they learn appreciation.

If children live with acceptance, they learn to love.

If children live with approval, they learn to like themselves.

If children live with recognition, they learn it is good to have a goal.

If children live with sharing, they learn generosity.

If children live with honesty, they learn truthfulness.

If children live with fairness, they learn justice.

If children live with kindness and consideration, they learn respect.

If children live with security, they learn to have faith in themselves and in those about them.

If children live with friendliness, they learn the world is a nice place in which to live.

Excerpted from the book [CHILDREN LEARN WHAT THEY LIVE](#)

©1998 by Dorothy Law Nolte and Rachel Harris

**Acknowledge Receipt and Agreement
(Keep this copy for your records)**

Enrollment Agreement

I agree to hold the school and staff harmless for any liability to my child or any guardian or parent thereof because of claims on behalf of my child against the school or its staff because of any injury to my child. Should legal action be taken against Windmill Creek Academy, LLC or any staff member on my child's behalf, and the school or its staff not be found at fault, I agree to pay any attorney fees, court fees, damages or other costs that Windmill Creek Academy, LLC or its staff should incur to defend itself against such action. I understand that should my marital, occupational status or contact information changes, it is my responsibility to inform Windmill Creek Academy, in writing, to make requisite changes to my emergency card/information.

Windmill Creek Academy agrees to notify the parent/guardian whenever the child becomes ill. The parent agrees to pick up the child within one hour, with the understanding that the child should remain at home for 24 hours after symptoms clear before being allowed to return to school if fever, diarrhea or vomiting are present or 24 hours after being placed on antibiotics.

Parents understand that they must inform Windmill Creek Academy staff within 24 hours whenever a member of the immediate household has been exposed to a communicable disease. Exposure to life-threatening disease must be reported immediately.

The parent/guardian authorizes Windmill Creek Academy to obtain immediate care if any emergency occurs when he/she cannot be reached immediately. I grant permission for Windmill Creek Academy to use photographs or videos of my child, both print and electronic, and understand no compensation will be given for photographs used by the school.

I have read the Windmill Creek Academy Parent Handbook and accept and agree to all policies stated within.

Child's name: _____

Parent's name: _____

Parent Signature: _____

Date: _____

**Acknowledge Receipt and Agreement
(Sign and detach this copy for Windmill Creek Academy)**

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Child's name: _____

Parent's name: _____

Parent Signature: _____

Date: _____