



# The Learning Academy *of Teton Valley*



## Handbook

The Learning Academy of Teton Valley  
1480 South 500 West  
Driggs, ID 83422  
208.354.7898  
thelearningacademy@gmail.com  
www.the-learning-academy.org

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## School Hours

School begins at 8:15 and ends at 2:45. Our doors open at 8:00 am.

## Attendance and Tardiness

We begin circle time promptly at 8:15. If you arrive after we have begun, in order to avoid disruption, your child will wait until the circle time is over to join their class. Coming to school on time is very important to your child's day, as is attending daily. Please avoid tardiness and unnecessary absences.

Tuesday/Thursday preschool attendees may attend special functions on Monday/Wednesday/Friday by paying a full-day fee of \$45.

## Pick-up and Dismissal

Please pick your child up between 2:45 and 3:00 pm. Use the pull-through in front of the building, pulling as far forward as you are able to and remain in your vehicle. Your child will be sent out to you. If you need to enter the building, please park on the north side of the building. **PLEASE DO NOT LEAVE YOUR VEHICLE UNATTENDED IN THE PULL THROUGH.**

If your child has not been picked up by 3:05, they will be sent to our after school program. This program runs from 3:00-5:30 pm and the cost is \$12. A snack will be provided in after care. A late charge of \$20 will be applied if you pick up after 5:30 pm.

## Lunch

Please provide your child with a bagged lunch, two snacks and a water bottle daily. We ask that preschool students be sent with meals that can be eaten cold, however the kitchen is available to our older students for heating leftovers. 2% milk is available for 25 cents daily and chocolate milk is available on Fridays for 25 cents.



## Healthy Living and Learning

Healthy snacks and lunches are invaluable to your child's learning and behavior, as is eating a balanced breakfast. Please avoid sending "treats" to school with your students. Sugar can be a detriment to your child's behavior and affect their ability to concentrate during class time. Also, please ensure that your child is getting plenty of sleep, a tired child can exhibit behavior and learning difficulties.

## Teacher Availability

Your children's teachers love talking with you and always want you to feel that they are available, however, they are extremely busy in the morning and immediately after school. Please attempt to make an appointment with them if you feel that you may have an extended conversation so that they can give you the time you need.

## Folders

We provide all of our students with a plastic folder to transport school work and teacher notes back and forth between home and school. Please check this folder nightly, take out and keep anything on the "keep at home" side and return it to your child's backpack. Additionally, please ensure that your child has a backpack that is large enough to enclose all of their belongings.

## Napping

Preschool students are not required to take a nap, but they are required to have a quiet rest time. Please help your student (and their classmates) enjoy this refreshing time by reiterating the importance of being quiet and still while resting and sending them with a blanket and pillow of their own.

## Tuition

Tuition is due the 1st day of each month. Please pay on or before the 1st to avoid a late fee of \$25. Please see your tuition and early withdrawal agreements for further information regarding payment plans and policies.

## Communication

The majority of our communication with you is done via email. Please provide a valid email address and check your mail frequently to ensure that you are receiving all information that is being sent home.



## Outdoor Play

Students will be playing outside daily, even during the winter months. Please make sure to send your child to school with appropriate clothing and footwear for the weather. All students are required to attend each recess. Exceptions will be made for injured children.

## Warm Clothing

Our building is large and difficult to heat. In order to save energy and save on heating costs, we keep our heat at a reasonable, but low temperature. Please send a hooded sweatshirt, sweater or other “inside” warm layer to keep your child warm while in the classroom.

## Cancellation Policy

The Learning Academy does not follow the public school’s cancellation policy. We cancel in the event of unsafe or impassable roads or if the temperature is dangerously low. If school is cancelled there will be information regarding the cancellation emailed to you, posted on Facebook and announced on Local News 8 and Q102.

## Illness Policy

If your child is ill or has been within the past 24 hours, please do not send them to school. This includes, but is not limited to, vomiting and/or diarrhea, thick and/or green mucous, sore throat, cough or fever. If your child has other contagious conditions, such as pink eye, head lice and rashes, please keep them at home until they are cleared by a physician or other health professional. We understand that this can be difficult for working parents. Please consider the health and welfare of all of the children and teachers at school when making the decision to keep your child home.



## Behavior Policies

- Students will keep hands, feet and objects to themselves (i.e. students will not utilize aggressive behavior or initiate a physical confrontation).
- Students will speak to and act toward adults and peers in a courteous and respectful manner (including voice tone and body language).
- While in the classroom and walking throughout the building, students will generate no noise that could disturb or disrupt the learning of others while keeping hands, feet and objects to themselves.
- Students will listen to and follow the instructions or directions of all school staff the first time asked.
- All school facilities and equipment will be used in an appropriate and safe manner at the appropriate time.
- Students may not bring toys, trading cards, or electronic devices of any kind to school. Exceptions include outdoor toys such as balls, jump ropes, sleds, etc.

## Consequences

- Students will be given a place to reflect on their own behavior and to plan for better future choices. Depending upon the age of the student, they may be required to complete a form associated with their behavior which will be brought home and signed by a parent.
- Severe behaviors, such as swearing, hitting, name calling or other physical or emotional cruelty, or any form of sexual inappropriateness will warrant a phone call and/or meeting with parents, being sent home or spending the remainder of the school day working in the office. In recurring cases, students may be dismissed from The Learning Academy.



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**Thank you for helping us to have a wonderful year.  
Please come to us with any questions or concerns that you may have.  
208.354.7898 ~ [thelearningacademy@gmail.com](mailto:thelearningacademy@gmail.com)**