

# Eagle Creek Academy

*We are the future.*

3739 Kern Rd., Oakland, MI 48363  
 www.eaglecreekacademy.com  
 248-475-9999

Family Handbook  
 revised 7.28.22

## **Table of Contents**

Philosophy	p. 2
Communication	p. 2
Calendar	p. 2
Schedule	p. 2
Extended Care	p. 2
Required Forms (School Year Only)	p. 3
Required Health & Vaccination Forms	p. 3
Anaphylaxis Emergency Action Plan	p. 3
Medical Action Plan	p. 4
Request to Administer Medication	p. 4
For All Medications	p. 4
Pick-up People	p. 4
Drop-off and Pick-up	p. 5
The Loop (School Year Only)	p. 5
Tardiness (School Year Only)	p. 5
Late Arrivals & Leaving Early (School Year Only)	p. 5
Absences (School Year Only)	p. 6
Family Vacations (School Year Only)	p. 6
Communicable Diseases	p. 6
Health	p. 6
Notifying Families	p. 7
Security: For Children	p. 7
Security: For Parents	p. 7
A Sense of Community	p. 8
Protect the Children	p. 8
Playgrounds	p. 8
Technology	p. 9
Technology (School Year Only)	p. 9
Grades (School Year Only)	p. 10
Misconduct	p. 10
Consequences	p. 10
Topicals	p. 11
Lost & Found	p. 11
Parties	p. 12
Field Trips (School Year Only)	p. 12
Food and Drink	p. 12
Clothing	p. 12
Dress Code (School Year Only)	p. 12

Licensing	p. 13
Sample Preschool Day	p. 13
Potty-Training	p. 13
Napping	p. 13
Loyalty	p. 14
Fundraising	p. 14
Discrimination	p. 14

### **Philosophy**

- We have small classes with experienced teachers.
- We tailor our lessons to meet each child's strengths and needs.
- We love your kids!

### **Communication**

- Contact us in the office between 7:45 am and 4:30 pm.
- We are happy to talk on the phone or meet in person. Just let us know.
- Our emails are our first initial, our last name, @eaglecreekacademy.com.
- Our names and pictures are on the ECA website / Our Team pages.
- During the school year:
  - Contact your child's teachers through the free app called Seesaw.
  - If your children are older, check their Google accounts for homework.
  - We have Meet and Greet the Thursday before school starts.
  - We have Parent Teacher Night in early September.
  - K-5 teachers write report cards four times per year.
  - Preschool and Young Fives teachers write report cards two times per year.
  - All teachers offer Parent Conferences three times per year.

### **Calendar**

- For the summer calendar, please see the ECA website / Summer pages.
- For the school-year calendar, please see the ECA website / Forms page.

### **Schedule**

- School year
  - 7:15 to 8 Sign up for before-care
  - 8 to 8:15 Drop-off
  - 8:15 Children should be in their seats working
  - 12 Morning preschool ends
  - 3:20 School ends
  - 3:20 to 3:35 Pick-up
  - 3:20 to 6 Sign up for after-care
- Summer camp
  - 8:50 to 9 Drop-off
  - 9 to 3 Camp
  - 3 to 3:10 Pick-up
  - 3 to 5 Sign up for after-care

### **Extended Care**

- During the summer, after-care goes until 5 p.m.

- During the school year, before-care starts at 7:15 a.m., and after-care goes until 6 p.m. Please refer to the school calendar for days we may close earlier.
- Only children who sign up for the semester may use it. There is no drop-in.
- Please come into the building to drop off and pick up.

### **Required Forms (School Year Only)**

- Records Request
  - This form is for children who are new to Eagle Creek and entering grades 1 to 5.
  - Please sign it and give it to us.
  - We will submit it to your child's previous school to get his or her records.
  - This form is available on the ECA website / Forms page.
- Permission to Walk Out Unsupervised at Dismissal Time
  - When you enrolled online, you had the option to give your K-5 child permission to walk out unsupervised at dismissal time.
  - If you would like to change your choice, please send an email to the classroom teacher and the business director saying that you now rescind or give your K-5 child "permission to walk out unattended at dismissal time." Please include your child's name.

### **Required Health & Vaccination Forms**

- Summer: most summer families do not need to turn in the health and vaccination forms. Please ask the administrative team about your family.
- School year: you must submit the below forms for your child to attend school.
- If your child is...
  - Two or three years old on September 8 = submit a Health Appraisal form dated June 1, 2022 or later. This includes a vaccination record.
  - Four or five years old and in preschool or young fives on September 8 = submit a vaccination record or official waiver. The Health Appraisal form is not required.
  - In kindergarten = submit a Health Appraisal form dated June 1, 2022, or later. This includes a vaccination record. For kindergarten children, the vision section is mandatory. Your child's regular doctor will probably complete this section.
  - In 1st through 5th grade AND new to ECA' school-year program = submit a Health Appraisal form dated June 1, 2022, or later.
- If you need the Health Appraisal form:
  - You may find the form on the ECA website / Forms page.
  - Give the form to your child's doctor.
  - If your child is up-to-date on well visits and shots, you will not need a doctor's appointment.
  - Your doctor may fax the form to us at 248-475-1616.
- If you need the vaccination record only:
  - Your doctor will print it out.
  - Your doctor may fax it to us at 248-475-1616.
- If you need the vaccination waiver only:
  - If your child has a medical reason, talk to the doctor.
  - For other situations, go to [www.oakgov.com/health](http://www.oakgov.com/health).

### **Anaphylaxis Emergency Action Plan**

- This form is mandatory for children who have an allergy that may require an Epi-pen or Auvi-Q.
- The form is on the ECA website / Forms page.
- The form must be signed by your child's doctor and updated annually.

- Children in this situation may not attend school without the form and the Epi-pen or Auvi-Q, which must be left at school.

### **Medical Action Plan**

- This form is mandatory for children with medical issues beyond the above Anaphylaxis Emergency Action Plan.
- This form is on the ECA website / Forms page.
- The form must be signed by you and your child's doctor, and the school must approve and sign it. Please contact us at least two weeks before school starts to get approval.
- This form must be updated annually.
- Depending on your child's medical situation, you may need to organize a nurse to train us.
- Children in this situation may not start school without the form (signed by all parties) and all necessary medication.

### **Request to Administer Medication**

- This form is mandatory for children who store and/or use medication (such as Tylenol or antibiotics) at school.
- You may find this form on the ECA website / Forms page.
- You may submit the form anytime throughout the year, as needed.
- If we have a current Anaphylaxis Emergency Action Plan or Medical Action Plan, you do not need to submit this form for the same medication.

### **For All Medications**

- Give the medicine and dispenser (such as a spoon) to the school secretary.
- Please put the medication in a clear Zip-top bag. Label each item and the bag.
- Any medication in a bottle must have a child-proof lid.
- Over-the-counter medications must be in the original container and have the following information on the container: expiration date, type of medication, contraindications, and warnings.
- Prescription medicine must be in a pharmacy container and have the following information on the label: doctor's name, doctor's phone number, child's name, expiration date, type of medication, dosage and instructions, contraindications, warnings, pharmacy name, and pharmacy phone number.
- Please check your child's supply and the expiration dates. We are not responsible for keeping track of how much medication your child has available or for making sure it is not expired.
- Please be aware that the temperature in the school building may go up and down drastically when the building is closed. Thus, you may want to take your medications home during long weekends or vacations.

### **Pick-up People**

- If your child does NOT have permission to walk out unsupervised at dismissal time, only the parents, legal guardians, and people listed as pick-up people on the enrollment paperwork may pick up.
- If you want to add a pick-up person, please send an email to the classroom teacher and the business director with your child's name, the authorized person's name, and the authorized person's phone number. State clearly that this person "has permission to pick up my child."
- Be prepared to present valid photo identification every day.
- Our staff is not responsible for assessing the competency or condition of any individual picking up a child.

### **Drop-off and Pick-up**

- For summer camp, please drop off and pick up at the classroom door.
- For summer tutoring, we will meet your child at the front doors.
- During the school year:
  - Preschool & Young Fives
    - Drop off and pick up at the classroom door.
    - Only one adult per family.
    - Please do not enter the classroom.
  - K to 5
    - Drop off at the front doors. You may use the loop, or you may park in the lot and walk with your child.
    - To pick up children who do NOT have permission to walk out unsupervised, park in the lot and walk to the front doors.
    - To pick up children who do HAVE permission to walk out unsupervised, your children will walk out the west doors. Use the parking lot.
  - If your family has children in various pick-up categories, the whole family should use the front doors.

### **The Loop (School Year Only)**

- Please use the loop to drop off.
- Please do not use the loop to pick up.
- Exception at pick-up time: families with infants may drive through the loop. Please let your child's teacher know. The teacher will wait until all the other children have been picked up and then walk your student to the front door. You may roll down your window and wave at the teacher to send your student out, or you may get out of your vehicle and meet your student at the front doors.

### **Tardiness (School Year Only)**

- For children in preschool and Young Fives, we do not count tardies or give consequences for tardiness.
- K-5 children must be in their seats working by 8:15 am, or they are tardy.
- Each K-5 child may be tardy two times per semester without consequence. On the third tardy, we will contact you, and we will expect your child to be in a seat working by 7:55 the next morning. On the next tardy, it will be 7:50 am and so on.
- When your child is tardy, please park in the lot and walk your child in. After 8:15, we do not monitor the front porch so we may not know your child is waiting to be let in.

### **Late Arrivals & Leaving Early (School Year Only)**

- If your child will be late for school due to a planned event, such as a dentist appointment, this is considered a late arrival rather than a tardy.
- Children who arrive late or leave early still turn in all assignments and take all planned assessments that day.
- Please email the school secretary and send the classroom teacher a Seesaw message in advance.
- Please walk in to drop off your child, or come in to pick up.

### **Absences (School Year Only)**

- If your child is absent for up to 3 hours, it is a half-day absence.
- If your child is absent for 3 hours or more, it is a full-day absence.
- Please email the school secretary and send a Seesaw message to the classroom teacher in advance.
- If your child misses 4 or more days per quarter, we may request a parent meeting to discuss possible solutions.
- We do not offer make-up days or reimburse families for days missed.

### **Family Vacations (School Year Only)**

- We discourage time off. Children learn best with uninterrupted study. In addition, since we do a lot of group work, absences may disrupt the class.
- Please make arrangements for school work at least two weeks in advance with your child's teachers.

### **Communicable Diseases**

- Children with communicable diseases or symptoms of communicable diseases should not come to school or school-sponsored events.
- If we notice symptoms, we may require you to keep your child home from school or come back to pick up.
- Some symptoms of communicable diseases:
  - Red or running eyes
  - Pain or stiffness of neck
  - Headache
  - Sneezing and running nose
  - Persistent and productive cough
  - Sores and crusts
  - Difficult or rapid breathing
  - Skin eruption or rash
  - Sore throat
  - Swollen or tender glands
  - 100\* F fever or higher
  - Grey, white, dark or tea-colored urine
  - Nausea
  - Vomiting
  - Yellow eyes or skin
  - Diarrhea or abdominal pain
  - Persistent itching
  - Unusual behavior
- If your child has a communicable disease, please email the school secretary with the child's name, the name of the illness, the symptoms, and the dates of the symptoms (especially the fever).

### **Health**

By enrolling your child at Eagle Creek, you are guaranteeing:

- Your child is up-to-date on all immunizations (or has a waiver) as required by the state of Michigan.

- You will keep your child's immunizations current (or have a waiver) throughout enrollment at Eagle Creek.
- Your child is in good health.
- Your child has no communicable diseases.
- You will not bring your child to Eagle Creek while he has a communicable disease or is showing symptoms of a communicable disease.
- You will leave contact phone numbers through which the school will be able to contact you within 10 minutes.
- If Eagle Creek asks you to take your child home, you will do so immediately (if you are present) or within 30 minutes.
- In these situations...
  - If your child's temperature is 100.4 F or above...
  - If your child exhibits symptoms of a contagious disease, including COVID-19...
  - If your child has been in close contact with anyone who has or develops COVID-19 or a similar disease...
  - If anyone in your child's household tests positive with COVID-19...
  - If your child tests positive with COVID-19 or a similar disease...

You will:

- Inform the school secretary immediately through email.
- Follow the guidelines on the document called "When to Stay Home and When to Return to School" which can be found on the ECA website / Health page.
- Follow any other guidance from the school.
- Children who do not have a doctor's note are expected to participate in all activities.
- If your child has a medical condition that prevents participation, please provide a doctor's note that says what your child cannot do and the dates. For example: "Marcus cannot play in gym class on Thursday." Please give the note to the classroom teacher.
- Eagle Creek is not responsible for medical situations during activities or trips that are supervised or run by someone who is not working for Eagle Creek.
- Eagle Creek does not have a trained nurse and is not responsible for the consequences of administering (or not administering) care or medication.

### **Notifying Families**

We make every effort to notify families about accidents, injuries, incidents, and illnesses. Sometimes, the teachers call the family or send messages through email or Seesaw. Sometimes, the administrative team calls the family or sends messages through email.

### **Security: For Children**

- Know who is allowed to pick you up.
- Know who is picking you up each day.
- No walking or playing inside the loop (near the pond).
- No balls or toys in the front yard.

### **Security: For Parents**

- Please do not leave your child unattended before or after school.
- Talk to your children about who they are allowed to go home with.
- Please do not park near the basketball hoops since we may use that area for recess.
- Please do not leave your vehicle unattended in the loop. The fire department may ticket you.
- Loop speed limit is 10 miles per hour.
- Tell your children each morning who will be picking them up after school.

- Do not bring weapons on school property or to any school-sponsored event, even if you have the proper government permits.
- If you see people using our parking lot as a meeting point, rest stop, or place to leave their car, report them to the administrative team.
- If you see people you do not know in the school or on the school grounds, report them to the administrative team.
- When your child reports a problem at school, tell a teacher or administrator immediately.

### **A Sense of Community**

Research shows that the majority of violence in schools is a result of stressed or depressed children. Teaching children that the school is a trusted community goes a long way. Here are some ways to create a sense of community:

- Create strong relationships with the teachers and administrators.
- Avoid making negative comments about the school, school staff, other children, or other families in front of children.
- Volunteer.
- If your child has learning challenges, share them with the staff immediately.
- Teach your child to appreciate and celebrate people of other cultures and religious beliefs.
- Help other families transport their children.
- Attend family events at school.
- Clean up (with your child) after a school event.
- Be a guest speaker.
- Chaperone a field trip.

### **Protect the Children**

- We do not allow smoking, vaping, drugs, alcohol or firearms in the building, on the playground, in the parking lot, on the school grounds, or within 200 feet of our property.
- Eagle Creek asks all employees to sign a document stating that they have never abused or neglected a child; that they know that abuse and neglect are against the law; and that they know that they are mandated by law to report suspected cases.
- Eagle Creek asks any employee who suspects that a child has been neglected or abused to report the specific information to our school principal and the MI Department of Family Services.
- Please read the concussion information that is posted on the ECA website / Forms page.

### **Playgrounds**

- The U.S. Consumer Safety Product Commission (CSPC) recommends that children not wear strings on their clothing or winter gear when on the playground.
- Our playground equipment does not meet all CSPS standards. For example, the CSPC recommends that all swings have seat belts, and our swings do not have seat belts. Any parent who enrolls a child at Eagle Creek allows his or her child to play with and on our playground equipment and will not consider the school or its staff negligent or responsible.
- Our Kindergarten play equipment is meant for children who are five years old and up. Any parent who enrolls a child who is not yet five years old in an Eagle Creek Kindergarten program thereby allows his or her child to play with and on our kindergarten playground equipment and will not consider the school or its staff negligent or responsible.



## **Technology**

- Allowable Devices
  - Children may bring phones, iPads, laptops, Chromebooks, and similar devices.
  - Children may not bring gaming devices, gaming consoles, laser pointers, televisions, modems, routers, or similar devices.
- Permissible uses
  - Children should use devices for school work only.
  - Unless approved by a school staff member, children may not listen to music, send text messages, make phone calls, go to Facebook, check personal emails, play personal games, or use devices for any non-school reasons.
  - Exception: during the school year, during before-care and after-care, children may listen to music and play games on their devices.
- Respect
  - Be respectful.
  - This includes turning the volume off, lowering the volume, using headphones, closing the screen, turning off the device, or putting away the device when it would be polite or when asked.
- Privacy & Safety
  - Children should not take their devices into a bathroom or locker room.
  - Families and children should not attempt to bypass, alter, damage, destroy, infiltrate or hack into the school's systems.
  - When your child brings a device to school, your family is giving up some privacy. Thus, we recommend that you keep your family's personal data off all devices that come to school.
  - While at school, children may access the internet. Eagle Creek is not set up to protect the children from all disagreeable content.
  - Families will not consider the school or its staff negligent or responsible for any use of devices or the internet.
- Some inappropriate uses of devices:
  - Cyber-bullying
  - Recording or posting voice, photos, or video of people without written permission
  - Transmitting or viewing offensive materials
  - Downloading or using unauthorized games, programs, files, music, etc...
  - Damaging equipment
  - Sharing or using other peoples' passwords
- Consequences for inappropriate use may include:
  - Asking the child to turn the device off or put it away
  - Limiting the use of the device
  - Confiscating the device
- Families are responsible for all damages, repairs and losses.

## **Technology (School Year Only)**

- Every day, each K-5 child should bring a fully-charged Chromebook in a protective case along with a charger and headphones.
- Please tell the STEAM teacher your child's Chromebook password, so we have it when your child forgets it.
- Children should not tell their friends their passwords.
- We may assign Gmail accounts to your children to help with quickly accessing educational websites.

### **Grades (School Year Only)**

- Children in grades 4 and 5 receive grades.
- If a teacher suspects that somebody else (parents, siblings, friends, etc...) has done the work, the teacher may give the child partial or no credit for that assignment.
- A child may receive zero or partial credit for work he did not turn in on time.
- The grading scale is:

A	92-100	B-	80-81	D+	68-69
A-	90-91	C+	78-79	D	62-67
B+	88-89	C	72-77	D-	60-61
B	82-87	C-	70-71		

### **Misconduct**

- Eagle Creek Academy prohibits misconduct on school property, at school-sponsored functions, or when using electronic technology.
- We expect children and their families to encourage respect, help create a safe environment, report incidents to the teachers and administrators immediately, communicate openly, and cooperate with consequences.
- Some examples of misconduct are:
  - Disrespect or defiance
  - Fighting, play-fighting, wrestling, pushing, throwing things, inciting a fight
  - Arson, vandalism, damaging property, stealing, gambling
  - Sexual harassment, harassment related to religion, culture, sexual orientation
  - Cheating, copying other peoples' work, plagiarism, forgery
  - Skipping class, leaving school property without permission, excessive tardiness
  - Going into the woods, wetlands, retention pond, parking lot, or valet loop unsupervised
  - Profanity, inappropriate gestures, indecent exposure, public displays of affection
  - False fire alarms, bomb threats
  - Being under the influence of alcohol, tobacco or other drugs
  - Possessing, using, concealing, transferring, selling, attempting to sell, or delivering highly caffeinated products, tobacco, alcohol, other drugs, or associated paraphernalia; fireworks; explosives; weapons; dangerous objects such as knives; fire-starters such as matches or lighters; pornography; or items with objectionable words or pictures
  - Bullying, hazing, hurting others, threatening to hurt others; physical or emotional aggression
  - Verbal, physical, written or electronic conduct that substantially interferes with (or creates an environment that interferes with) another person's well-being
  - Knowledge of a situation of misconduct and not reporting it
  - Retaliation, or threats of retaliation, against individuals who report misconduct

### **Consequences**

- We use consequences to help children grow, prevent recurrent misbehavior, and protect everyone.
- The consequences depend on the nature of the situation, the child's age, the child's developmental level, the child's behavioral history, and the level of parent support.
- Possible consequences include:
  - Verbal reminder
  - Conflict mediation
  - Think sheets

- Taking away equipment or materials
- Stopping an activity
- Reassignment of seat
- Time away from the group
- Loss of a privilege
- Counseling with teacher, administrator
- Behavior contracts which include rewards for acceptable behavior and consequences for unacceptable behavior
- Parent notification
- Conference between parent, child, teacher, administrator
- Requiring child to write a letter
- Confiscation
- Completion of community service (in or out of school)
- Recommendation to mental health resources
- Step Plan (escalating consequences, such as loss of privileges, detention, suspension and expulsion)
- Detention
- In-school suspension
- Out-of-school suspension
- Extended suspension
- Expulsion
- Referral to law enforcement
- If we are concerned that a child may be concealing a weapon, dangerous item, illegal substance, stolen property, or inappropriate item, we may search his or her belongings, clothing, books, lunch bag, workbooks, notebooks, backpack, locker, and anywhere else.
- We may suspend or expel any child who, in the administration's sole discretion, interferes with the smooth operation of the school. We may also suspend or expel any child whose parent or other family members, in the administration's sole discretion, interfere with the smooth operation of the school.
- We do not allow our staff to hit, shake, bite, pinch, bind, confine, deprive, humiliate, threaten, neglect, abuse, molest or inappropriately touch children. However, our staff may use force for self-defense; to protect property; to prevent children from hurting themselves or others; to prevent children from threatening to hurt themselves or others; or to obtain possession of a suspected weapon or other dangerous object.
- If we cannot meet your child's needs, we may contact you to pick up.

### **Topicals**

- Please apply sunscreen before drop-off.
- If you would like us to apply sunscreen later in the day, please label the bottle and let the teacher know.
- We do not apply lip balm or bug spray.

### **Lost & Found**

- We throw away or donate all unclaimed items to charity on the first of every month.
- We are not responsible for lost, stolen, thrown away or donated items.

**Parties**

- We do not allow face paint, masks or weapons.
- Families may not distribute invitations to private parties while at school unless every child in the class is included.
- Families may not give or exchange gifts at school unless every child in the class is included.

**Field Trips (School Year Only)**

- For children who must sit in a car seat or booster seat, their parents must supply the seat and lock it into place in the driver's vehicle.
- Children must wear seat belts.
- Children may not ride in the front seat unless they are with their parents and their parents allow it.
- Eagle Creek does not reimburse families for tolls, gas, or mileage.
- Even if you are not a chaperone for the event, you may drive your child.
- Children who do not attend a field trip may not stay at school; they must stay home and be considered absent.
- Do not stop anywhere else, such as drug stores, fast food restaurants, gas stations, etc...
- Do not have weapons in your vehicles, even if you have the proper government permits.

**Food and Drink**

- Children in K-5 may not bring nut, peanut, tree nuts, or products containing them to school.
- If a preschool child has a nut, peanut, or tree nut allergy, we may inform you of restrictions for your child.
- All children should bring lunch, snacks, and drinks. Exception: morning-only preschool children do not bring lunch.
- We send leftover food and drink home (or throw it away) each day.
- Children may not bring popcorn, gum, soda, coffee, or any hot drinks.
- No glass containers.
- Please prepare food and drink in advance. For example, we will microwave pre-made mac n' cheese, but we will not mix the ingredients.
- Preschool and Young Fives: please label all lunch bags, Tupperware, sippy cups, etc... with the child's full name.

**Clothing**

- We prefer that the children are ready for messy projects and muddy days.
- For all ages, please bring spare pants, shirts, and socks.
- Put spare clothes in disposable plastic bags. Label the clothes and the bags.

**Dress Code (School Year Only)**

- All children dress in appropriate, neat and clean clothing that fits.
  - No holes, rips, etc...
  - Undergarments must not be visible.
  - Shoelaces must be tied.
  - No sleeveless or tank tops. No showing the midriff.
  - Shorts and skirts must drop no more than 4" above the knee.
  - No sports shorts.
  - No sweat pants, fleece pants, flannel pants, or pajama pants. For children who are potty-training, we are happy to bend this rule a bit. Please talk to your child's teacher.
- Decor on clothing

- Clothes may have decorations (such as a unicorn or a tractor).
- Clothes may not have letters, words, sayings, symbols, etc...
- Clothes may not advertise any company, such as the Gap or a family business.
- Exception: names and logos for universities and sports teams are okay.
- Another exception: very small logos such as a Nike swoosh or a Polo man are okay.
- Inappropriate clothing
  - There are no warnings.
  - A child who wears inappropriate clothing (and does not have appropriate clothing in the locker) will wait in the office until the family brings appropriate clothing.
- Footwear
  - Children should not wear Crocs, flip flops, or flimsy sandals.
  - Sneakers are best.
  - Children who cannot tie their shoes independently should wear Velcro.

### **Licensing**

Eagle Creek is licensed by the state. Parents may consult the preschool licensing reports for the last 3 years at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare). If necessary, internet is available onsite.

### **Sample Preschool Day**

Each day, we strive to include:

- Circle time (greeting, weather, calendar, songs, movement, etc)
- Language time (sounds, letters, words, sentences, writing, stories, puppets, etc)
- Works (puzzles, manipulatives, games, etc)
- Art
- Math
- Science and social studies
- Outdoors
- Spanish
- Free play

### **Potty-Training**

- Children in summer camps and summer tutoring must be able to use the bathroom completely by themselves.
- During the school year, children in Young Fives, kindergarten and grades 1 to 5 must be able to use the bathroom completely by themselves.
- During the school year, children in preschool do not need to be potty-trained. If your child is potty training:
  - Talk to the teacher to plan a routine.
  - Send disposable pull-ups and wipes in a disposable plastic bag.
  - No plastic pants.
  - No potty seats. We have kid-size toilets.
  - Bring spare undies, pants, and socks.

### **Napping**

- We do not require any child to nap; however, children under five years old always have the opportunity.
- If you have a specific request, please talk to your child's teacher.
- If your child naps or rests, you may bring a small blanket. Please wash it once a week.

### **Loyalty**

- We do not allow children or their families to exchange, trade, or sell personal or business merchandise or services on school property or at school-sponsored events. Please do not hang or distribute flyers.
- Please do not share our class lists or family contact information with any person, business, or entity outside our school community.
- Our staff members are not allowed to babysit, tutor nanny, chauffeur, clean house, mow grass, snowplow, or do any similar work, paid or unpaid, for any past or current Eagle Creek family. In addition, they cannot refer you to other people or businesses for such services. Doing so is grounds for their dismissal. Please respect their situation.
- Exception: some ECA teachers may tutor children through ECA's tutoring program. Please contact the administrative team to enroll.
- Our music teachers give private lessons. You may contact them directly to set up times and payment.
- Our teachers are not allowed to accept gifts of more than \$100 in value from any one family during any one school year.

### **Fundraising**

We use money raised through the following programs to purchase items on the Teacher Wish Lists:

- Pizza Lunch: families choose pizza lunches on designated days, and Eagle Creek retains any profits.
- Amazon: Amazon will donate a percentage of the money you spend to Eagle Creek. To enroll, go to the ECA website / Amazon page.
- Kroger: Kroger will donate a percentage of the money you spend to Eagle Creek. To enroll, go to the ECA website / Kroger page.
- Rite Aid: sign up as an Eagle Creek Academy supporter, and Rite Aid will donate money to us based on the number of supporters we have. Also, when you shop, give them your registered phone number, and we will get a percentage of the money you spend. To enroll, go to the ECA website / Rite Aid page.
- Lands End: use our school code #900114679, and we will receive a percentage of each qualifying clothing purchase.

### **Discrimination**

Eagle Creek does not allow discrimination in the administration of its admission policies, educational policies, scholarship programs, financial aid programs, athletic programs, awards programs, school activities or other privileges. Report all concerns in writing to the principal within forty-eight hours.

**We love your kids!**