

Parent Handbook



2024-2025

Young Scholars Academy Parent Handbook

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Philosophy

Young children need developmentally appropriate experiences to begin to value and love learning. Our main focus is to create a solid foundation for all later learning. Our curriculum circles around the academic, social, emotional, and physical development of our preschool students. We provide daily opportunities for the development of these skills, making it possible for our students to make great and fascinating discoveries about themselves and to be amazed at what they can learn and do.

We have created a learning environment that fosters development. Our purpose is to give our students the opportunity to be comfortably ready for kindergarten, closing all academic and social-emotional gaps as much as possible before the kindergarten experience. Our goal is to positively influence the lives of young children and assist in the formation of great future citizens.

Curriculum

We designed our curriculum based on Utah's Early Learning Core Standards and School Readiness Standards. We have developed our program with the following intended outcomes:

- Demonstrate a positive learning attitude
- Develop social skills and ethical responsibility
- Demonstrate responsible emotional behaviors
- Develop physical skills and self-esteem
- Understand and use developmentally appropriate concepts and skills

Learning Areas

LANGUAGE ARTS

ACADEMIC AND SOCIAL LANGUAGE: Speaking and Listening

READING

- Foundational Reading Skills
- Concepts of Print
- Phonological Awareness (child's ability to recognize the way sound functions within words)
- Word Recognition
- Recall Information
- Comprehension

WRITING: Represent spoken words with written language

- Fine Motor Control
- FINE ARTS
 - Drama
 - Dance
 - Music
 - Visual arts
- HEALTH EDUCATION
 - Human Development
 - Health Foundations and Protective Factors of a Healthy Self

- Mental and emotional health
- Nutrition

• LIFELONG LEARNING PRACTICES

- Self Regulation and Executive Functioning
- Learning Engagement
 - Initiative
 - Persistence
- Creativity and Curiosity
- Self Awareness
- Emotions
- Relationships
 - Communication
 - Social Engagement
 - Conflict Resolution/Problem Solving

• MATHEMATICS

- Counting and Cardinality
- Operations and Algebraic Thinking
- Measurement and Data
- Geometry

• PHYSICAL EDUCATION

- Motor Skills and Movement
 - Gross Motor
 - Fine Motor
 - Efficient Movement and Performance
 - Physical Activity As a Tool for Wellness

SCIENCE

- Weather
- Light
- Living things
- Matter and Motion

• SOCIAL STUDIES

- Culture and Diversity
- Time, Continuity and Change
- People, Places and Environments
- Individual Development and Identity
- Individuals, Groups and Institutions
- Power, Authority and Governance
- Production, Distribution and Consumption
- Science, Technology and Society

Academic and Social-Emotional Assessments are done quarterly, and reports are placed in the child's folder for parents to take home and review. Parents may schedule appointments with their child's teacher and director to discuss the report and answer questions at any time.

Introduction

Parents please make sure you read and understand all of Young Scholars Academy policies and procedures. Many of these policies are mandated by the Office of Child Care Licensing with the purpose of maintaining a safe and healthy environment for the children we serve. Your cooperation is imperative to the health and safety of our students while at school, as well as maintaining professional relationships while working together for the growth and development of our students.

Policies and Procedures

Admission

Junior preschool students must be at least 2 years old and able to participate in the program with minimum separation anxiety.

Preschool students must be at least 3 years old by September 2nd and be fully potty trained without accidents in order to be accepted into the 3-4 year old preschool program, which starts at the end of August each year. They must be able to use the bathroom successfully and independently, completing all steps without any assistance (manage their own clothing, flushing, hand washing, etc). The school charges a \$50 cleaning fee when a fully potty trained child has an accident. When an accident is too difficult to manage and clean, the parent will need to come to the school and clean up the child. Consistent accidents will lead to disenrollment until the child is fully potty trained.

Pre-K students must be 4 years old and turning 5 by September 2nd of the following year. They must be fully potty trained, meaning they're able to manage every aspect of it independently and successfully.

The following forms are required before students are admitted:

- Admission Agreement
- Health Assessment
- Current Immunization Record
- Tuition Policy Form
- Photo Authorization Form
- Health Department Immunization Exemption if applicable

By signing the Admission Agreement, parents acknowledge and agree to abide by all policies and procedures outlined in this Parent Handbook. We understand that parents have the right to choose a school that is a good fit for them and their child. If parents don't agree, or are unable to comply with the school policies, they are welcome to choose another school that better meets their needs.

Health Policy

It is expected that there will be times when your child will be too ill to come to school. If the child shows any signs of illness, the child should not attend school until he or she has been cleared of symptoms for 24 hours. If your child is put on an antibiotic, they may not return to school until 24 hours after the first dose is given.

All communicable illnesses such as chicken pox, hepatitis, pink eye, COVID, strep throat, hand-foot-mouth disease, measles, etc. must be notified to the school immediately. If students are exposed to any contagious illness at our

school, parents will be notified through the Brightwheel app, and notice will be posted in a conspicuous place in the school.

If your child stays home due to illness or any other reason, please notify the school of their absence. If a child shows any signs of illness while at school, the child will wait in the office, and parents will be notified. The child will then need to be picked up within 30 minutes by the parent, or by another authorized pick up person. The child may return to school with a Doctor's note verifying that it is safe to return to school, or after being symptom free for 24 hours.

Please do not bring your child to school if he or she shows signs of any of the following symptoms:

- ❖ Fever of 100°F or above
- Vomiting or diarrhea
- Eye Infection yellow or green drainage
- Nasal discharge -yellow or green drainage
- **❖** Flu symptoms
- Ear Infection
- ❖ Sore throat
- Cough wet, wheezy cough with mucus
- Respiratory issues
- Any contagious disease
- Child is irritable and has low energy

Children that attend school while ill will be sent home immediately. Please do not knowingly expose others to anything that is an obvious illness. If you suspect a problem, please handle it quickly and responsibly. This rule is for the benefit of everyone, including your own child.

Germ Control

Our hand washing policy helps us in controlling the spreading of germs. Students and teachers are required to wash their hands properly for 20 seconds. Teachers assist students when necessary. Hand washing is required upon arrival, before eating, before and after using water tables, after using tissues, upon returning from outdoor exploration, after using the bathroom, and whenever necessary. Hand sanitizer can be used upon arrival instead of soap and water.

Hand washing is the single most important way to control the spread of communicable diseases. Please help us keep your children healthy by creating and maintaining a good hand washing routine at home as well.

We encourage our students to cover their sneezes and coughs with their arms while turning their head away from others. Please help your student practice this at home as well.

Toys and materials are cleaned and sanitized weekly and daily when necessary.

We encourage our students to avoid putting toys and materials in their mouth. Please practice this at home as well.

Toys from home, games, books, magazines, and any other type of home items are not allowed at school. Children often bring small toys and coins in their pockets and backpacks, so please check for that before entering the school.

Students must understand and practice good hygiene. A clean and well groomed body boosts children's self esteem and prepares them for a successful learning day.

Students in our junior class who stay all day, may bring a crib size blanket for nap time, which needs to be taken home every week to get washed.

Please label everything that belongs to your child including lunch boxes, water bottles, uniforms, etc.

Medication Administration

Young Scholars Academy does not administer medicine including the application of sunscreen. If a child needs medicine during school time, the parent or guardian must stop by the school and administer the medicine to the child. Parents are encouraged to schedule their student's medicine for before and after school whenever possible.

Students with Special Needs

Children with special needs deserve an environment that meets their needs, teachers with special education degrees that are qualified to teach, and appropriate teacher to students ratios according to the child's needs. Unfortunately, our school is not staffed with qualified teachers that can effectively and successfully teach children with special needs. Our teacher to student ratios meet Utah's Child Care Licensing requirements for programs that are not special needs. We encourage parents to seek an educational setting that would better fit their child's needs if necessary.

Open Door Policy

Young Scholars Academy has an open door policy for all parents and persons authorized to pick up. Our observation windows allow parents to observe their child during class time. Parents do not need an appointment of any kind to visit the school while their child is present.

Safety

Safety is our number one priority at Young Scholars Academy.

Only parents and persons authorized to pick up the child are allowed to pick up the child. The first time an authorized person picks up the child, they will be required to show a state valid picture ID before the child is released to them. If the parent or authorized person is not able to pick up the child, and there are no other names listed as authorized pick up individuals, the parent must call the school and give verbal permission to release the child to the new person, giving the person's name and physical description. The person will be required to show valid photo identification before the child is released.

Information about students such as name, address, phone number, etc. will not be released to other parents or third parties. If you need to distribute birthday invitations and would like class names and addresses, you may leave notes with your phone number and the teacher will distribute them to the students.

Your child will be photographed only if parents grant written authorization. We may post pictures of our students on social media, but will never post their names. We may also use student's pictures for newsletters and to post on the school walls. Your child may be in school videos or commercials only if we have written parent permission.

The door to enter the school has a keypad that requires a code to open. Each family has a unique code to enter the school. Please do not share your code with anyone other than responsible adult family members and other adults authorized to pick up your child. Please do not allow your child to play with the keypad, and do not share your code with them or siblings. Keypad codes are deleted after disenrollment.

For safety reasons parents are required to sign their students in and out using the Brightwheel app. This helps us keep a record of daily attendance for emergency purposes and to comply with Child Care Licensing rules.

Parents that receive state assistance must sign in and out using the Brightwheel app each and every time the child comes to school and goes home. This is to verify attendance with the Department of WorkForce Services.

Parents are responsible to notify the school of any personal or emergency contact information changes, such as phone numbers and addresses.

Parents need to make sure they give special attention to the Brightwheel app, which is our main communication tool. Important messages are sent through this app as often as needed. Newsletters and other more detailed messages are sent via email. Please read all messages that come from Young Scholars Academy.

Outdoor Play

Each class is scheduled to go outside daily depending on weather and air quality. During extreme weather conditions and when the air quality is poor, children are not taken outside.

Accident Procedure

Teachers are required to notify the school Director of any injuries and accidents, and complete proper documentation. Parents are verbally notified of all incidents and in some cases a written incident report is completed if necessary, and as required by Child Care Licensing.

Food

Students will need to bring enough food from home for the day. We have one morning snack, lunch, and an afternoon snack. We have microwaves that are accessible to teachers if food items need to be warmed up. All food items that could be considered choking hazards (meat, grapes, hot dogs, etc.), must be sent to school already cut up in small pieces. We encourage parents to send nutritious snacks and lunch each day as much as possible. In addition to proper growth and development, much of a child's behavior is influenced by the type of food they eat. Examples of nutritious snacks and lunch include: grains, fresh fruit, vegetables, cheese, yogurt, and milk. For more information or ideas, please visit www.choosemyplate.gov/meals-and-snacks.

Please don't send colored drinks, red spaghetti sauce, chocolate pudding, or any other type of messy food to school. Please provide a spill proof water bottle and utensils for your student everyday. Regular water bottles, juice bottles, juice pouches and boxes are not recommended unless an extra spill proof bottle is provided for that purpose.

What to Bring to School

- Lunch box with enough food for the day
- Spoon and fork
- Spill proof water bottle
- Extra set of clothes
- Diapers & wipes if age appropriate
- Small blanket for students in our all-day junior program

What Not to Bring to School

- Toys, magazines, books, pencils, crayons, markers, coins, etc.
- Any choking hazard
- Plastic bags
- Jewelry, small hair accessories
- Pacifiers
- Baby bottles

Birthdays

Parents may not plan on having a birthday party for their child at the school. Hats, balloons, cakes, and other birthday party items are discouraged. Parents may send store bought and individually wrapped treats excluding messy items that include frosting or chocolate. Birthday treats will be distributed to the birthday child's classmates during snack time, or sent home depending on the circumstances of the day and the type of treat.

Sending treats to share on your student's birthday is not a requirement and parents should not be obligated to do so. The school gives each birthday child a birthday crown, and the class sings the happy birthday song to them.

Behavior Expectations and Positive Guidance

Age appropriate discipline teaches children how to make good choices. Our ultimate goal is to keep our students safe. We utilize positive redirection to encourage students to behave in appropriate ways while at school. Children's behavior becomes a problem when their actions put themselves or other students and teachers in danger. If this behavior is observed, the school will set up a meeting with the parents to create an action plan to correct the behavior. If after the implementation of the plan, the child is still displaying inappropriate behavior, it may be necessary to start the disenrollment process.

The following table outlines the behavior expectations for children two to five years old and the desired behavior strategies used at our school to encourage good behavior. These are the same desired behavior strategies recommended by the state of Utah office of Child Care Licensing.

Two Years Old

BEHAVIORAL EXPECTATION	POSITIVE GUIDANCE
 Are learning to and experimenting with asserting their independence. If verbal, they frequently use the words "no" and "mine". They want to play with others but do not know how, and are unable to share well. Enjoy parallel play, which is where they play near other children, but not with them yet. Extreme mood swings. Shows defiant behavior (doing what they have been told not to). 	 Model sharing and proper use of toys and play equipment. Praise the process not the result. Distract the child and redirect by guiding them to another play area or activity. Maintain a schedule and routine to provide stability and security. Give notice before a transition so the child can prepare and cope with the change. Talk to them in a reassuring voice and empathize with their feelings.

- Copies and mimics others.
- Beginning to experience feelings like pride, shame, guilt, and embarrassment.
- Have almost no patience.

- Utilize proximity and active supervision to deescalate a frustrated child.
- Praise and positive reinforcement to encourage desirable behaviors.
- Evaluate the environment for evidence of overstimulation or crowding.
- Rotate toy selections to maintain interest and appropriate amounts of challenging activities for the children.
- Guide efforts in sharing with supervision, modeling, timers, and planned sharing activities.
- Model and give examples of ways to manage strong feelings.
- Offer limited choices when possible (2-3 options work best).

generally physical play.

Preschoolers: 3-4 Years Old

BEHAVIORAL EXPECTATION	POSITIVE GUIDANCE
Three years old:	Label behaviors, not children.
Temper tantrums peak at this age.	Set clear expectations.
Difficulty when separated from caregivers.	Make rules simple and descriptive of what you
Children may cry at drop offs, even if they	want to see and hear. For example:
previously came cheerfully.	★ Walking feet
 Can follow simple rules but need reminding. 	★ Gentle hands
Can share but may not like it.	★ Listening ears
 Begins to show empathy. 	 Physically redirect by removing a problematic
 May tell on others to prove they know the 	object, or moving a child to a different play
rules.	area.
 Develop friendships. 	 Verbally redirect by asking a child to do
 Engages in associate play where they interact 	something differently. For example: "markers
with others in play.	are for coloring paper and not friends! Can
 Nervous habits like thumbsucking peak. 	you show me how to color the paper?"
	 Model desired behavior, actions, and phrases.
Four years old:	 Praise and positive reinforcement to
 Desire independence and wish to do things 	encourage desirable behaviors.
themselves.	 Praise effort, not outcome.
 Can follow simple rules. 	Be consistent.
 Want to make decisions. 	 Remind children of rules when they forget.
 Experience a broader range of emotions, such 	• Offer limited choices (2-3) when possible to
as jealousy, excitement, anger, and fear.	give the child a sense of responsibility and
 Focused on winning when playing games. 	autonomy.
 More readily shares. 	 Provide opportunities for gross motor and

School Age Children 5-12 Year Olds

BEHAVIORAL EXPECTATIONS POSITIVE GUIDANCE Five to nine year old: Set clear expectations through verbal Developing skills like pouring from a pitcher explanations and posted class rules. and setting the table. Physically redirect by asking children to take breaks or directing them to a different area or Cares a great deal about what is fair. Experiences emotional extremes and activity when frustrated. contradictions. Verbally redirect by restating expectations and Often eager to please others. They want to guiding children through navigating a conflict. make friends and receive positive responses Model desired behaviors, actions, and phrases. Praise and positive reinforcement to from adults. Engages in cooperative play, child plays with encourage desired behaviors. others and has interest in the other children Praise effort, not outcome. For example: and shared activity. "Great job taking a break when you are They may experiment with lying. frustrated". Develop long attention spans and are able to Be consistent. handle more complicated projects and tasks. Continue to provide opportunities for gross Begin to differentiate between real and motor and physical play. imaginary around age six and may be more Consequences should be logical to the child's interested in doing "real" things. actions. Major gross motor development continues Provide opportunities for children to play through age eight. creatively (block sets, dolls, costumes, and Demonstrate intense curiosity. open ended art). Promote independence and responsibility by Handle quick transitions and change more offering a wider variety of choices and

Uniforms

providing opportunities for children to do classroom tasks or jobs wherever possible.

Students enrolled in our junior program are not required to wear the school uniform. They are encouraged to wear comfortable clothes, socks and shoes (dress shoes, cowboy boots, snow boots, moon boots, and heels are all discouraged). In the winter all snow boots need to be left in the office, please bring uniform shoes to wear inside.

Girls of all ages, potty trained or not, are required to wear shorts or pants under skirts and dresses.

Students enrolled in preschool and pre-k are required to wear the school uniform everyday with the exception of some holidays and special school days. Parents will be notified of these days through newsletters and through the Brightwheel app. It is important that all students' appearance is clean and neat.

Uniforms from other schools are not allowed.

School Dress Code

• White, light blue and navy blue polo shirts

Become self conscious and even self critical.

Khaki or navy blue pants

- Khaki or navy blue skirts (must wear shorts under)
- Khaki or navy blue skorts (shorts with a flap across the front)
- White or navy blue socks
- Non marking sole comfortable shoes, preferably tennis shoes.

Uniforms that are frayed, stained, torn, or not clean are not allowed.

Easy to wear clothes for students that are potty training is encouraged. Overalls, jumpers, belts, onesies, buckles, buttons, zippers, and any other clothing item that would be difficult for the child to manage is discouraged. Elastic waist bands that the child can pull up and down easily are highly encouraged.

Training pants and pull-ups are discouraged if the child is not close to being fully trained. Regular diapers are encouraged instead of pull-ups until the child is able to recognize potty signals and manage the pull-ups independently.

School Schedule

Young Scholars Academy is open from 7:00 am until 5:00 pm Monday through Friday. Half day students get dropped off no earlier than 8:55 am, and get picked up no later than 12:00 pm. We are closed on all national holidays, State holidays, and other special days. A school calendar is provided to all parents each year indicating the days that the school is closed.

Classes start at 9:00 am and end at 12:00 pm. Students must arrive on time to benefit from all core classes. When students arrive after the start time, they miss out on important instruction that is critical to their academic growth and development. Missing instruction often leads to the student not reaching the academic goals for the year.

All day Preschool and Pre-K students are given the opportunity for self-directed play and socialization during the afternoon hours.

Lunch, snack, and nap schedules are the following::

Snack Time - 9:45 am and 3:30 pm Lunch Time - 12:00 pm - 1:00 pm

Nap Time - 1:30 pm - 3:30 pm for all day students in our junior program only.

Summer Camps

The school year ends at the end of May. Teachers are given two weeks to plan and prepare summer camp activities, which begin in the middle of June. The school does not close during the two weeks of preparation, and students have an opportunity to socialize and play during these two weeks. Students that need to continue attending during the summer will need to be registered to attend. We have fun and exciting theme activities each week during the summer, which we call Summer Camps. Schedules remain the same during the summer. Students are not required to wear uniforms. Closed toe shoes are encouraged. Sunscreen will be applied at home before the students come to school. There is a \$100 non refundable Summer Camp fee, which is used for supplies and materials. This fee is separate from the school year enrollment fee.

Tuition and Fees

Tuition is due in full on the 1st day of each month. A late fee will be assessed if payment is not received by the 5th of the month, and daily late fees after. No refunds, deductions, or makeup days will be given for absences. Monthly tuition pays for the spot, not for the number of days the student attends. A logical explanation of this policy is that rent, utilities, teachers pay, etc. have to be paid even when a student is absent. Also, the school has to abide by the teacher to student ratios according to the state of Utah licensing rules, therefore it is very difficult to accept students in the classroom when they're not typically scheduled to attend.

Tuition can be paid through the Brightwheel app (ACHs, credit and debit cards with a fee. If you have any questions or issues regarding these fees, please contact Brightwheel directly), through the Online Bill Pay service offered by your financial institution, checks, or in cash at the front desk. The school does not accept credit or debit cards at this time. There is a \$50 fee for returned checks.

The school is closed on all national, state holidays, the last two weeks of December, and a few other days throughout the year. All these days have already been calculated out of the flat monthly rate, so parents do not pay for the days the school is closed. Therefore, tuition remains the same each month, even during the month of December when the school is closed for two weeks. Please know that your student is not able to switch days, or get money back when the school is closed on days your student typically attends, because those days have already been calculated out of your flat tuition rate. Please refer to the school calendar for detailed information regarding days the school is closed.

There will be days where the school district either calls for a No School Day or a Late Start Day due to dangerous weather conditions. We will follow Canyons School District guidance and will either close, or have a late start accordingly. Parents will be notified through the Brightwheel app and by email. Tuition will not be refunded for school closures due to unforeseen circumstances such as dangerous snowstorms, natural disasters, pandemics, or other conditions that are not controlled by the school. Please have a back up plan for your child for when this happens.

Enrollment Fee

The non refundable yearly enrollment fee secures the student's enrollment and pays for all the materials that students use during the year. This fee is due upon registration and will not be refunded for any reason. We understand parents can change their mind about enrollment after they've paid the enrollment fee, and the school respects their decision, however, the fee is non refundable.

During the month of December a re-enrollment email is sent to parents. Parents that wish to re-enroll their child for the upcoming school year will need to pay the yearly enrollment fee before January 30th. After this date the school starts open enrollment for new students. Parents that do not pay the re-enrollment fee by the due date, but wish to re-enroll after all spots are filled will be placed on a waiting list.

The Enrollment Fee is separate from the Summer Camp Enrollment Fee.

Late Fee

A \$25 late fee will be added to the parent's account if tuition is not received by the 5th day of the month. There's a \$10 daily late fee after the 5th. If tuition and late fees are not received by the 7th day of the month, the student will

be disenrolled. If parents wish to re-enroll, they may be put on the waiting list and will need to start the enrollment process again. This applies to return payments as well.

Late Pick up Fee

The school closes at 5:00 pm. The school is not staffed to offer extended care or late pick ups after 5:00 pm. There is a \$1 per minute late pick up fee in the event that a student is picked up after their scheduled pick up time. Students that have more than 3 late pick up occurrences will be disenrolled.

Half day students must be picked up no later than 12:00 pm in order to avoid the late pick up fee.

Schedule Changes

Requests for schedule changes need to be received on the 1st day of the month in order to become effective the 1st day of the following month. A 30 day written notice is required for all schedule changes.

Enrollment Termination

Young Scholars Academy requires a 30-day written termination notice. Failure to provide a 30-day written notice will result in a 30-day tuition charge. Written termination notices are accepted on the 1st day of the month. Teachers and administrators strive to maintain healthy relationships with parents and students. However, in the unlikely event that a conflict arises, the school will make every effort possible to successfully resolve the issue before disenvollment procedures take place.

Full or partial tuition will not be refunded if the student stops attending without notice, or for any type of early termination with or without notice.

Unacceptable behavior from students or parents, may lead to disenrollment.

Separation Anxiety

Separation anxiety is a developmental stage typical in infants, toddlers, and sometimes preschool age children. Most children experience a level of separation anxiety when starting school. Parents can help their child reduce their separation anxiety by:

- Talking to your child positively and openly about their fears and worries
- Create quick and cheerful good-bye rituals and avoid bribing or negotiating
- Schedule frequent short bursts of separation and gradually increase the duration
- Consult a pediatrician or a therapist if your child's anxiety is not improving

The school provides a supportive environment and teachers that offer love and understanding.

Children with uncontrollable separation anxiety and chronic crying will not be accepted in the program after all possible improvement plans have failed, and when parents are unwilling to cooperate.

New students are given a two week trial period to see if the school is a good fit for them. Aggressive behavior is not tolerated. Students that bite, hit, or display any type of aggressive behavior are not allowed to continue.

Parents and students that pose a threat of injury or verbal abuse to self, other students, teachers or administrators, will be disenrolled immediately.

Domestic Disputes

Young Scholars Academy **will not** become involved in any domestic issues or family disputes such as divorce, separations, or child custody.

If one of the parents is no longer allowed to have access to their child, a court order is required.

If a parent pursues the involvement of the school in a domestic dispute, such parent will be responsible for all costs and legal fees incurred by the school and its staff.

Company Code of Conduct

Young Scholars Academy prohibits teachers and staff members to engage in any personal relationships with parents, other than professional school business interactions. Teachers are not allowed or required to share personal information with parents, including complete name, phone numbers, marital status, or accept social media requests.

Contact Information

School Address

177 West 12300 South #107 Draper, UT 84020

School Phone Number

(801)571-8822

School email Address

info@myyoungscholarsacademy.com

School EIN Number

47-3212356

School Website

www.myvyoungscholarsacademy.com

Facebook www.facebook.com/myyoungscholarsacade



Instagram