



LITTLE ROPERS
LEARNING

Parent Handbook

Little Ropers Learning

Nanton, AB

littleroperslearning@gmail.com

Contents

Welcome

Welcome to [Daycare Name]	3
Mission and Goals	4
Philosophy	5
Licensing Info	6
Non-Discrimination Policy	6
About Us	7

Operating Procedures

Hours of Operation	8
Contact Information	8
Holidays and Closures	9

Enrollment + Withdrawal Process

Enrollment Process	10
Required Documents	12
Waitlists	13
Termination/Withdrawal	13

Tuition and Fee Policies

Fee Schedule	15
Late Payment Fees	16
Adjustments	16

Program Details

About Our Program	17
Daily Schedule	18
Pickup and Drop-off	18
Authorized Persons	19
Nap/Quiet time	20
Clothing	20
Toys From Home	21
Media	21
Toilet Training	22
Birthdays	22
Field Trips	22

Health + Safety

Health and Safety Policy	23
Absence Due to Illness	24
Illness While in Care	25
Medications	26
Emergency Preparedness	27
Allergy Management	28
Cleaning and Hygiene	29

Nutrition and Mealtime Policies

Snack and Meal Schedule	30
Packing Snacks and Meals	31
Sustainability	31
Healthy Eating Habits	32

Behavior Management

Positive Behavior Techniques	33
Discipline Policy	34
Challenging Behaviors	35
Biting	37

Communication

Communication Policy	38
News and Updates	39
Parent Responsibilities	40

Confidentiality and Abuse Policies

Confidentiality	41
Data Protection Measures	42
Duty to Report	43
Acknowledgement Form	44

A photograph of a young child with brown hair, wearing a white long-sleeved shirt, playing with several smooth, light-colored wooden toys in a white plastic tub. The toys include a small wooden bowl, a wooden ring, and several wooden discs or rings of different sizes. The child's hands are visible, reaching for the toys. The background is a light-colored wooden surface.

Welcome to Little Ropers Learning

Welcome to our daycare center! We are thrilled to have you and your child join our loving community. This parent handbook has been thoughtfully prepared to provide you with all the essential information you need to familiarize yourself with our daycare policies, procedures, and philosophy.

At Little Ropers Learning, our primary goal is to provide a safe, nurturing, and stimulating environment where your child can learn, grow, and flourish. We believe that early childhood is a precious time for exploration and discovery, and we are committed to creating an enriching experience that promotes holistic development.

Within these pages, you will find detailed information about our enrollment process, daily schedules, curriculum, health and safety protocols, parent responsibilities,

communication channels, and much more. It is designed to serve as a valuable resource throughout your child's time with us, helping you navigate and understand the various aspects of our program.

We value open and transparent communication, and we encourage you to reach out to us with any questions, concerns, or feedback you may have. We firmly believe that a strong partnership between parents and caregivers is essential for your child's well-being and growth.

Thank you for entrusting us with the privilege of caring for your child. We look forward to embarking on this wonderful journey together and creating cherished memories.

Warm regards,
Cheryl Montgomery/Director/Owner
Little Ropers Learning

Mission and Goals

At Little Ropers Learning, our mission is to provide a safe, nurturing, and engaging environment where children can learn, grow, and thrive. We are committed to promoting holistic development by fostering each child's social, emotional, cognitive, and physical well-being.

① Foster a Safe and Nurturing Environment

Our primary goal is to create a secure and nurturing environment where children feel safe, supported, and loved, promoting their overall well-being and sense of belonging.

② Promote Holistic Development

We aim to provide a comprehensive approach to development by fostering the growth of each child's social, emotional, cognitive, and physical abilities through carefully designed activities and curriculum.

③ Encourage Curiosity and Lifelong Learning

Our goal is to instill a love for learning and promote curiosity in children by offering a stimulating environment that encourages exploration, problem-solving, and critical thinking skills.

④ Establish Strong Partnerships

We strive to build meaningful partnerships with parents, ensuring open lines of communication, active involvement, and collaboration in their child's education and development.

⑤ Provide Quality Care and Education

Our daycare center is dedicated to maintaining high standards of care and education, constantly evaluating and improving our practices to ensure that every child receives the best possible experience and preparation for future academic endeavors.



Philosophy

The philosophy of Little Ropers Learning is rooted in the belief that each child is a unique individual with their own talents, interests, and capabilities. We embrace a child-centered approach, placing the child at the heart of our educational practices. We strive to create a supportive and inclusive environment where children feel valued, respected, and empowered to explore, learn, and express themselves authentically.

Our philosophy emphasizes the importance of play as a fundamental component of early childhood development. We believe that play is a child's natural way of learning, and we provide ample opportunities for children to engage in imaginative play, problem-solving, and hands-on exploration. Through play, children develop social skills, creativity, critical thinking abilities, and a strong foundation for future learning.

At Little Ropers Learning, we also value meaningful partnerships between parents and caregivers. We believe that by working together, we can create an enriching and supportive environment that nurtures each child's growth, builds their self-esteem, and prepares them for future educational experiences.

Licensing Information

Use this space to discuss your licensing information or details relevant to your location and childcare center. This could include age categories, adult-to-child ratios, or anything else important. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit

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Non-Discrimination Policy

At Little Ropers Learning, we are committed to fostering an inclusive and diverse environment that celebrates the uniqueness of every individual. We firmly believe in providing equal opportunities and maintaining a non-discriminatory atmosphere for children, families, and staff members. Discrimination based on race, color, ethnicity, religion, gender identity, sexual orientation, national origin, disability, or any other protected characteristic will not be tolerated within our daycare center. We strive to create an environment that promotes respect, understanding,

and acceptance. We are dedicated to ensuring that all children have access to our programs and services, regardless of their backgrounds or personal characteristics. We actively work to challenge biases, stereotypes, and prejudices, fostering an atmosphere of inclusion where every child feels valued and supported. Our commitment to non-discrimination extends to our hiring practices as well, ensuring that all staff members are selected based on their qualifications, experience, and dedication to upholding our inclusive values.






Operating Details

Hours of Operation

MONDAY	6:30am - 6:00pm
TUESDAY	6:30am - 6:00pm
WEDNESDAY	6:30am - 6:00pm
THURSDAY	6:30am - 6:00pm
FRIDAY	6:30am - 6:00pm
SATURDAY	Closed
SUNDAY	Closed

**Early or late pickup and/or dropoff may be accommodated in some cases.*

Contact Information

-  403-498-7048
-  littleroperslearning@gmail.com
-  littleroperslearning.com

A young child with dark curly hair is holding a blue and white stuffed whale toy. The child is wearing a brown and white checkered dress with ruffled sleeves. The background is a soft, out-of-focus indoor setting.

Holidays + Closures

Little Ropers Learning will be closed for all major statutory holidays. These holidays are:

New Year's Day
Family Day
Good Friday
Victoria Day
Canada Day
Labour Day
National Day for Truth and Reconciliation
Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day

In addition, Little Ropers Learning will be closed for two weeks each year for scheduled vacation periods. We value the importance of advance planning, and to ensure convenience for our families, we will provide at least eight weeks' notice prior to these closure dates.

In the unfortunate event that our primary care provider falls ill, our dedicated team will make every effort to secure a suitable replacement care provider to ensure continuity of care. However, if we are unable to secure a qualified replacement, the daycare center will regrettably remain closed for the day. We understand the potential inconvenience this may cause for our families and assure you that we will promptly communicate any closures due to staff illness. We appreciate your understanding and cooperation as we prioritize the health and safety of everyone within our daycare community.



Enrollment

Our enrollment process is designed to be efficient, welcoming, and tailored to meet the needs of each child and family. We prioritize creating a warm and supportive environment where children can flourish and parents can feel confident in the care and education provided at Little Ropers Learning. Our enrollment process is as follows:

① Initial Inquiry

Parents interested in enrolling their child at Little Ropers Learning are encouraged to make an initial inquiry by contacting us via phone or email. Our friendly staff will provide information about our program, availability, and answer any initial questions.

② Schedule a Visit

We invite interested families to schedule a visit to our daycare center. During the visit, parents will have the opportunity to tour our facilities, meet our caregivers, and observe our daily activities. This is a chance for families to get a firsthand experience of our nurturing environment and see if it aligns with their child's needs.

③ Application Submission

After the visit, interested parents can complete our enrollment application form. The form includes essential details about the child and family, emergency contact information, and any specific requirements or preferences. The application form can be submitted electronically or in-person at our daycare center.

④ Enrollment Meeting

Upon receipt of the completed application, we will arrange an enrollment meeting with the child's parents or guardians. During this meeting, we will discuss specific details about the child's routine, dietary preferences, health concerns, and any other relevant information to ensure a smooth transition and personalized care.

⑤ Enrollment Offer and Agreement

Following the enrollment meeting, if space is available and both parties feel that it is a good fit, we will extend an enrollment offer to the family. The offer will include details about the child's start date, schedule, and tuition fees. Parents will be required to review and sign an enrollment agreement, which outlines our policies and terms of service.

⑥ Documentation and Paperwork

Prior to the child's start date, parents will need to provide certain required documents, including the child's immunization records, health forms, and emergency contact information. We may also request any additional documentation, as needed, to ensure compliance with local regulations.

⑦ Orientation and Transition

On the child's first day at Little Ropers Learning, we will conduct an orientation to acquaint them with their new surroundings, caregivers, and fellow peers. We will work closely with parents to ensure a smooth transition and provide updates on the child's progress during the initial settling-in period.

Our enrollment process is designed to be efficient, welcoming, and tailored to meet the needs of each child and family. We prioritize creating a warm and supportive environment where children can flourish and parents can feel confident in the care and education provided at Little Ropers Learning.

Required Documents

As part of our enrollment process, we require the following documents and forms to ensure that we have the necessary information to provide the best possible care for each child.

☐ **Enrollment Form**

The enrollment application form is a crucial document that provides us with more detailed information about the child, including personal details, emergency contacts, preferred start date, and any specific requirements or preferences.

☐ **Health and Immunization Records**

These forms include details about the child's medical history, allergies, any ongoing medical conditions, immunization records, and medication administration instructions.

☐ **Emergency Contact and Authorized Pickups**

Names and contact methods for emergency contacts, and a list of those authorized to pick your child up from Little Ropers Learning.

☐ **Permission Forms**

Permission forms for field trips, and media releases.

☐ **Fee Agreement**

The Fee Agreement outlines the fees for services, payment schedule, payment methods, and any other applicable fees.

☐ **Handbook Acknowledgement**

Upon enrollment, parents are required to review and sign an acknowledgment of receipt of the parent handbook. This ensures that parents are familiar with our policies, procedures, and guidelines.

Waitlists

At Little Ropers Learning, we understand that demand for enrollment may occasionally exceed our available capacity. As a result, we have implemented a waitlist process to ensure fairness and transparency in admitting children when spaces become available.

To join our waitlist, interested families are required to submit a waitlist application form, indicating their preferred start date and any specific requirements or preferences. As spots become available, we review the applications on our waitlist and prioritize admissions based on a variety of factors, including the child's age, program preferences, and the order in which families joined the waitlist.

We strive to maintain open communication with families on our waitlist, providing regular updates regarding their status and estimated wait times. We encourage families to keep us informed of any changes in their enrollment plans or contact information to ensure that they remain up-to-date throughout the waitlist process. While we understand that waiting for a spot can be challenging, our team is dedicated to accommodating families as soon as possible while maintaining the highest standards of care and quality at [Daycare Center Name]

Termination + Withdrawal

We understand that circumstances may change, and families may need to withdraw their child from our daycare center. In the event that you wish to withdraw your child from our program, notice must be submitted in writing via email or a physical letter, clearly stating the child's name, last day of attendance, and the reason for withdrawal (optional). Parents are required to provide a minimum notice period of one month before withdrawing their child from the daycare center. This allows us to make necessary arrangements and inform our staff and other families about the impending change. Please note that parents are responsible for settling any outstanding payments or fees owed to the daycare center before the child's last day.



Tuition and Fees

Fees for care at Little Ropers Learning are as follows:

Age Group	Full Time	Part Time
Toddlers (19-30 months)	\$1330.00	TBD
Preschoolers (3 years to less than 4 years)	\$1257.00	TBD
Preschoolers (4 years to not yet attending kindergarten)	\$1253.00	TBD
Kindergarteners (Kindergarten age requiring childcare during school hours)	\$1099.00	TBD
Application Fee	\$100.00	\$100.00

Tuition fees are due on a monthly basis, depending on the schedule chosen during enrollment. The payment frequency will be specified in the enrollment agreement. Fees are due in full on or before the 1st of each month (for example, fees for May are due on or before May 1st).

Late Payment Fees

At Little Ropers Learning, we emphasize the importance of timely and consistent fee payments to ensure the continued provision of high-quality care and educational experiences for all children. We kindly urge parents to make every effort to avoid late payments to prevent any inconvenience or additional charges. In the event of a late payment, a late fee of 10% will be applied to the outstanding balance. Childcare services will be discontinued immediately if payment is not received by the 15th of the following month unless other arrangements have been made.

Should you encounter any challenges or foresee potential delays in making payments, we urge you to communicate with our administrative team promptly. We are committed to working with families to find suitable solutions and support your child's continued participation in our daycare center. Your cooperation and adherence to our payment schedule are vital in maintaining a nurturing and enriching environment for all children, and we appreciate your understanding of the significance of timely payments in sustaining the quality of our services.

Adjustments

We understand that families may occasionally require adjustments to their child's schedule or transition between programs. In such cases, we are committed to providing fair and transparent fee adjustments to accommodate your needs. If you need to modify your child's schedule or transition to a different program, please submit a written request for a schedule change or program transition to our administrative team. The request should include the desired changes, the effective date, and the reason for the adjustment. Fee adjustments are subject to availability and approval based on space availability and program capacity. We will make every effort to accommodate your request, depending on the availability of space in the desired program. Upon approval of the schedule change or program transition, we will calculate the revised fee based on the new schedule or program enrollment. Any applicable adjustments will be reflected in your next billing cycle.



Program Overview

At Little Ropers Learning, our program is thoughtfully designed to provide a nurturing and stimulating environment where children can learn, grow, and flourish. We are committed to fostering holistic development, recognizing that each child is a unique individual with their own strengths and interests. Our play-based, Reggio-inspired curriculum embraces the power of learning through exploration and hands-on experiences, empowering children to become confident and curious learners.

Our daily schedule balances structured activities with ample time for free play, promoting socialization, creativity, and problem-solving skills. We integrate age-appropriate learning opportunities in language development, math, science, arts, and more to ensure a well-rounded educational experience. Our dedicated team of caregivers strives to cultivate an inclusive and respectful atmosphere, encouraging positive social interactions and emotional intelligence.

At Little Ropers Learning, we prioritize individualized attention and personalized guidance for each child. We take the time to understand the unique needs and interests of every child, tailoring our approach to support their growth and development. Our program is founded on the belief that early childhood is a critical time for learning and exploration, and we are dedicated to providing a safe, caring, and inspiring space for each child to thrive.

Daily Schedule

6:30 AM	Arrival and Greeting
8:00 AM	Circle Time - Welcome and Group Activity
8:30 AM	Free Play and Exploration Centers
9:00 AM	Snack Time
9:45 AM	Outdoor Play or Gross Motor Activities
10:30 AM	Art and Creative Expression
11:15 AM	Story Time and Language Development
11:30 AM	Lunch Time
12:30 PM	Rest or Quiet Time (Nap for younger children)
1:30 PM	Small Group Activities (e.g., puzzles, games, sensory play)
2:30 PM	Snack Time
2:45 PM	Music and Movement
3:15 PM	Outdoor Play or Gross Motor Activities
4:00 PM	Afternoon Snack
4:30 PM	Learning Centers and Educational Play
5:15 PM	Circle Time - Recap and Farewell
6:00 PM	Departure

Please note that this schedule is just a sample and may vary depending on the age group and specific activities offered at Little Ropers Learning. We aim to provide a well-balanced day that incorporates play, learning, outdoor time, rest, and social interactions.

Pickup and Drop-off

At Little Ropers Learning, the safety and security of the children in our care are of utmost importance. To ensure a smooth and organized pickup and drop-off process, we have established a comprehensive policy that prioritizes the well-being of our children and promotes a positive experience for both parents and caregivers.

Drop-off Procedure

Upon arrival, parents or guardians are kindly requested to accompany their child to the designated drop-off area, where a staff member will greet and assist them. We encourage parents to allow sufficient time for the drop-off process, as it provides an opportunity for open communication between parents and caregivers. If there are any specific instructions or important updates, we encourage parents to share them during dropoff. As an additional security measure, we kindly ask parents to sign in their child and provide the expected pick-up time.

Pickup Procedure

During pickup, we request that parents or authorized individuals arrive at the designated pickup area at the scheduled time. Parents must present a valid identification when picking up their child to ensure the child's safety and protection. If there are any changes in pickup arrangements, we require advance notice and written authorization from the parent or guardian. To ensure the privacy and safety of all children, we strictly adhere to the list of authorized individuals who can pick up a child. If an unauthorized person arrives for pickup, we will verify their identity and confirm parental approval before releasing the child.

Authorized Persons

We strictly adhere to our pickup and drop-off policy to ensure the security of each child in our care. Only persons authorized by the child's parent or guardian are permitted to pick up or drop off the child. To maintain this level of security, we require parents or guardians to provide us with a list of authorized individuals who have permission to pick up their child.

To add a new designated person to the child's list of authorized individuals, parents or guardians must request an "Authorized Pickup Person Form" from our administrative office or download it from our website. This form requires basic information about the new designated person, such as their full name, contact details, and relationship to the child. Additionally, the parent or guardian must provide their signature as a consent authorization. Once the form is completed, it should be submitted to our administrative team for verification and approval. Once the new designated person is approved and added to the child's list of authorized individuals, they will be eligible to pick up the child as per the scheduled arrangement.

Nap/Quiet Time

We recognize the significance of rest and rejuvenation during a child's busy day of play and learning. We incorporate a dedicated nap or quiet time into our daily schedule to provide children with the opportunity to recharge and unwind. During this period, younger children will have the option to take a peaceful nap in a comfortable and supervised environment, while older children will be encouraged to engage in quiet, relaxing activities such as reading, drawing, or listening to soothing music. We understand that each child's sleep needs may vary, and we strive to accommodate individual preferences and routines. Our caregivers create a calm and tranquil atmosphere, ensuring that children feel secure and content during nap or quiet time. This essential aspect of our daily routine supports the overall well-being of our children, promoting optimal cognitive and emotional development throughout their time at Little Ropers Learning.

Clothing

At Little Ropers Learning, we encourage parents to dress their children comfortably and appropriately for a day filled with play, learning, and exploration. We recommend choosing clothing that allows for ease of movement and is suitable for both indoor and outdoor activities. As children often engage in messy and hands-on play, we kindly request parents to dress them in clothes that can withstand a bit of dirt or spills. Additionally, we strongly advise providing an extra change of clothing for your child, including underwear and socks, to be kept in their designated cubby or bag. This ensures that we can promptly address any accidents or spills that may occur during the day, allowing your child to feel comfortable and confident throughout their time at Little Ropers Learning. Please remember to label all clothing items with your child's name to avoid mix-ups and facilitate a smooth transition during dressing times. By working together to dress our children in suitable attire and providing an extra set of clothing, we can create a positive and enjoyable experience for each child, free from unnecessary interruptions or discomfort.



Toys

We request that parents refrain from allowing their child to bring personal toys or belongings from home, except for comfort items such as a small blanket or stuffed animal for naptime. Our aim is to promote fair and equal play among the children, as well as to prevent potential disputes or loss of personal belongings. Our daycare center is well-equipped with a diverse range of age-appropriate toys, games, and learning materials to engage and entertain the children throughout the day. By adhering to this policy, we encourage social interaction, we aim to foster a sense of belonging within our close-knit community at [Daycare Center Name].

Media

We prioritize promoting active engagement, creativity, and hands-on learning experiences over passive media consumption. Therefore, children at our daycare center will have limited exposure to screens and digital media. Instead, we offer a diverse range of age-appropriate activities and materials that stimulate imagination, curiosity, and critical thinking. Our program incorporates a variety of educational materials, books, arts and crafts, music, and outdoor play to foster holistic development. Occasionally, we may include videos, recorded music, or other digital components that compliment our curriculum and educational goals.

Toilet Training

Toilet training is a significant milestone in a child's development, and we are committed to supporting both children and parents during this process. Our caring and experienced staff work closely with parents to ensure a consistent and positive approach to toilet training at the daycare center. We follow the child's cues and readiness for toilet training, providing encouragement and gentle guidance throughout the journey. Our caregivers regularly communicate with parents to understand the child's progress and any specific toilet training techniques used at home. We maintain a child-friendly and hygienic environment in our restroom facilities, with child-sized toilets and step stools to promote independence. Our caregivers assist and supervise children during toilet visits, ensuring their safety and comfort. We respect each child's pace and readiness, allowing them to transition at their own pace without pressure. Our goal is to make the toilet training experience a positive and successful one for both the child and their family.

Birthdays

When a child's birthday approaches, we create a fun and inclusive celebration to make them feel cherished and valued. Parents are welcome to provide a simple treat or healthy snack for the class to enjoy during the celebration. Please check with us about any dietary restrictions or allergies.

Field Trips

Field trips are valuable opportunities for hands-on learning and exploration beyond the walls of our daycare center. Field trips may include visits to local parks, museums, farms, libraries, and other educational and recreational venues that align with our curriculum. Prior to each field trip, we obtain necessary permissions from parents and provide detailed information about the destination, itinerary, and safety measures.



Health + Safety

We maintain a comprehensive health and safety policy to ensure a secure and nurturing environment for everyone at our daycare center. Our facilities are routinely inspected, and we adhere to all local and provincial regulations related to health and safety in childcare settings. Our staff members undergo rigorous training in first aid, CPR, and emergency procedures, and we maintain up-to-date health records for all children and staff. We have implemented thorough sanitation and hygiene practices, including regular handwashing, sanitizing of toys and surfaces, and maintaining a clean and hygienic environment. Additionally, we closely monitor and promptly address any health concerns or illness to prevent the spread of communicable diseases. Our aim is to create a safe and healthy space where children can thrive, explore, and learn, while parents can have peace of mind knowing their child's well-being is our top priority.

We encourage a culture of open communication with parents and caregivers to stay informed about any health issues or concerns. We kindly request parents to keep their child at home if they show signs of illness or have a contagious condition to prevent the spread of infections. Our health policy includes guidelines for handling medication administration if required, and we work closely with parents to ensure that all medical needs are addressed appropriately. In the event of an emergency, we have established clear procedures for immediate action, and our staff is well-prepared to respond promptly and effectively. Please review our Health + Safety policies closely and feel free to let us know about any questions or concerns you may have.

Absence Due to Illness

To maintain a safe and healthy environment, we have a comprehensive policy regarding absences due to illness. If your child is feeling unwell or exhibiting any of the following symptoms, we kindly request that they stay home to rest and recover.

- **Fever:** A temperature of 100.4°F (38°C) or higher indicates a fever, and the child should remain at home until they are fever-free for at least 24 hours without the use of fever-reducing medications.
- **Vomiting or Diarrhea:** If your child has vomited or had diarrhea within the last 24 hours, they should stay home to prevent the spread of infection.
- **Contagious Illness:** Children with contagious illnesses, such as chickenpox, strep throat, conjunctivitis (pink eye), or any other infectious condition, should remain at home until they are no longer contagious, as advised by their healthcare provider.
- **Severe Cough or Difficulty Breathing:** Persistent or severe coughing, difficulty breathing, or signs of respiratory distress require immediate attention, and the child should stay home until symptoms improve.
- **Rash or Skin Infections:** If your child has a rash with an unknown cause or a suspected skin infection, they should stay home until the rash is evaluated and treated by a healthcare provider.
- **Sore Throat:** A severe or persistent sore throat, especially with fever or swollen glands, should prompt the child to stay home and seek medical evaluation.
- **Lethargy or Extreme Fatigue:** If your child is unusually tired or lethargic, keeping them home to rest is essential for their recovery.

To report an absence due to illness, please contact our administrative office by phone or email. Upon your child's return to the daycare center, we may request a note from their healthcare provider, clearing them to return to the facility if they have been diagnosed with a contagious illness. Your cooperation in adhering to our absence due to illness policy is crucial in maintaining a healthy and supportive environment for everyone at Little Ropers Learning.

Illness While in Care

In the event that a child becomes ill while at the daycare center, we have established protocols to promptly address the situation with utmost care and attention. If a child exhibits symptoms of illness, such as fever, vomiting, diarrhea, severe cough, or any other contagious signs, our experienced caregivers will take immediate action to ensure the child's well-being and prevent the spread of infection.

Isolation/Separation Protocols

If a child shows symptoms of illness while at the daycare center, we will immediately separate them from other children to minimize the risk of transmission. The child will be placed in a designated isolation area under the supervision of a caregiver until their parent or guardian can pick them up. Throughout this period, our staff will provide compassionate care and comfort to the child, closely monitoring their condition.

Communication With Parent/Caregiver

As soon as symptoms are observed, we will notify the child's parent or guardian promptly. We kindly request that parents keep their contact information up to date to ensure efficient communication during such situations. It is essential that parents or authorized emergency contacts are reachable and able to arrange for the child's prompt pickup from the daycare center.

First Aid

Our caregivers are well-trained in basic first aid and are prepared to respond effectively to various health situations. In case of minor injuries or non-emergency illnesses, our staff will administer appropriate first aid and provide necessary care until parents arrive. For more severe or emergent health concerns, we will activate our emergency response plan and contact emergency medical services immediately.



Medications

Some children may require medication to manage specific health conditions while in our care. We follow strict procedures to ensure the safe and responsible administration of medications. Our policy includes:

Authorization and Documentation

Before any medication can be administered at the daycare center, we require written authorization from the child's parent or legal guardian. This authorization must include specific details such as the child's name, the name of the medication, dosage, frequency, and any additional instructions provided by the healthcare provider. Additionally, the authorization form should outline any potential side effects or adverse reactions that our staff should be aware of during medication administration.

Safety Storage + Handling

All medications brought to the daycare center must be properly labeled with the child's name, the name of the medication, and the dosage. Medications should be provided in the original container from the pharmacy or manufacturer. Our staff will store medications in a secure and designated location, inaccessible to children, to ensure the safety and integrity of the medications.

Communication With Families

We believe in open communication with parents regarding their child's health needs. Our caregivers will maintain a detailed medication log, recording each instance of medication administration, including the date, time, and dosage given. Parents will receive regular updates on their child's medication schedule and any relevant observations.

Emergency Situation Procedures

In the event of an emergency, our staff is trained to administer emergency medication (e.g., epinephrine auto-injectors for severe allergic reactions) to a child with a known medical condition, as specified in the child's medical authorization form. Parents will be informed immediately of any emergency medication administration.

Emergency Preparedness

At Little Ropers Learning, we take every precaution to ensure the safety of our children and staff. Our comprehensive emergency preparedness and evacuation procedures are designed to handle various scenarios and to provide a secure environment where children can thrive. We continuously review and update these procedures to maintain the highest level of readiness and responsiveness.

Fire Drills

Our daycare center conducts regular fire drills to familiarize children and staff with emergency evacuation procedures. Our caregivers will calmly guide the children through the evacuation process, ensuring that everyone knows the designated evacuation routes and meeting points. We have strategically placed fire extinguishers and emergency exits throughout our facilities, and these areas are kept clear at all times.

Evacuations

In the event of an evacuation due to a fire or natural disaster, Little Ropers Learning will relocate to Wild Thyme Cafe. Parents will be notified as soon as possible to pick their children up from this location.

Emergency Supplies

Our daycare center is equipped with essential emergency supplies, including first aid kits, emergency communication devices, and emergency food and water provisions. These supplies are regularly checked and maintained to ensure their readiness in case of an emergency.

Staff Emergency Training

Our staff members undergo regular training in emergency response procedures, including first aid, CPR, and basic life support. Each caregiver is familiar with their specific role during an emergency, ensuring a coordinated and effective response. Additionally, we have designated staff members who are responsible for contacting emergency services and communicating with parents during critical situations.

Allergy Management

Little Ropers Learning is an "allergy-aware" facility, meaning that we recognize the importance of allergy management and take proactive measures to prevent allergic reactions for all children in our care. In the event that a child in our care requires stringent practices to prevent an allergic reaction, we are prepared to accommodate their needs.

Information and Communication

Prior to enrollment, we request parents to inform us of any known allergies or dietary restrictions their child may have. This information is carefully documented and shared with our caregiving staff, ensuring that everyone is aware of specific allergy concerns. We encourage parents to provide written details about the child's allergies, including the specific allergens, symptoms, and emergency response procedures.

Prevention Measures

To minimize the risk of allergen exposure, we maintain a strict no-sharing food policy at Little Ropers Learning. Our caregivers closely monitor snack times and meal times to prevent cross-contamination. We also ensure that all staff members are trained in recognizing allergy symptoms and administering emergency medication, such as epinephrine auto-injectors, in case of severe allergic reactions.

Food From Home and Snack Sharing

To ensure the safety of all children, we kindly request that parents do not bring food from home to share with others (except in cases of birthdays or celebrations). If you wish to send snacks or meals from home for your child, please ensure they are free from any allergens that could pose a risk to other children. We appreciate your cooperation in adhering to this guideline, as it allows us to maintain a safe and allergen-aware environment for all children.

Cleaning and Hygiene

Maintaining a clean and hygienic environment is essential to ensure the health and well-being of our children, staff, and visitors. We adhere to rigorous cleaning and hygiene practices to create a safe and nurturing space for everyone in our care.

Cleaning and Disinfection

Our daycare center follows a thorough cleaning schedule to ensure that all areas are regularly sanitized and disinfected. Our caregivers clean and disinfect high-touch surfaces, toys, equipment, and frequently used areas multiple times throughout the day. Restrooms, changing areas, and dining spaces are also cleaned and sanitized frequently to maintain optimal hygiene standards.

Handwashing Guidelines

Handwashing is a critical practice in preventing the spread of germs and illnesses. Our caregivers promote and supervise regular handwashing for all children, staff, and visitors. We encourage children to wash their hands before and after meals, after using the restroom, and after playing outdoors. Our staff leads by example and follows proper handwashing procedures to instill good hygiene habits in the children.

Personal Hygiene Expectations

Our staff members are expected to adhere to strict personal hygiene standards. They must wear clean and appropriate attire and maintain good personal grooming habits. Caregivers are required to wash their hands frequently and use personal protective equipment (PPE) as needed when handling bodily fluids or engaging in cleaning and disinfection activities.

Safe Food Handling

Our daycare center follows safe food handling and preparation practices to prevent foodborne illnesses. Our caregivers are trained in proper food handling techniques, ensuring that meals and snacks are prepared and served in a safe and sanitary manner.

At Little Ropers Learning, we take pride in upholding high standards of cleanliness and hygiene. By maintaining a clean and safe environment, we aim to promote the health and well-being of our children and provide a positive and comfortable space for learning and growth. If you have any questions or concerns about our cleaning and hygiene practices, please do not hesitate to reach out to our administrative team.



Nutrition and Mealtimes

Our meal and snack policies are rooted in promoting healthy nutrition and fostering a positive mealtime experience for all children in our care. We adhere to a thoughtfully planned meal and snack schedule, providing balanced and nourishing options throughout the day. We maintain a nut-free and allergy-aware environment to prioritize the safety and well-being of all children. Additionally, we encourage parents to pack healthy snacks and lunches for their children, with guidelines to ensure that all packed items align with our nutrition standards. Our dedicated staff actively engages with the children during mealtimes, modeling healthy eating habits and creating a positive atmosphere that encourages exploration of new foods. We aim to create lifelong habits of healthy eating, while also fostering a love of exploring new foods!

Snack and Meal Schedule

Children are offered a snack at 9:00am and 2:30pm and 4:00pm. Meals are served at 11:30am. Water is always available to children.

Packing Snacks and Meals

We encourage parents to provide nutritious and well-balanced snacks and meals for their children to enjoy during their time at the daycare center. When packing snacks and lunches, we kindly request that parents consider the following guidelines:

Include a Variety of Food Groups

We encourage parents to include a mix of fruits, vegetables, whole grains, proteins, and dairy or dairy alternatives in their child's snacks and lunches. This ensures that children receive a wide range of nutrients to support their growth and development, and will support our ongoing conversations and education about healthy eating habits.

Nut-Free and Allergy Aware

To maintain a safe environment for all children, we have a strict nut-free policy. We kindly ask parents to avoid packing any nut products in their child's snacks or lunches. Additionally, we request that parents be mindful of any known allergies within the daycare center and avoid sending foods that may trigger allergic reactions in others.

Limit Treats

We encourage parents to minimize sugary snacks and processed foods in their child's packed meals. Instead, we recommend opting for whole, natural foods to promote better health and sustained energy levels.

Water for Drinking

To keep children well-hydrated, we encourage parents to pack water or plain milk instead of sugary drinks or fruit juices. Water is the best choice to quench thirst and support healthy hydration.

Sustainability

We are committed to promoting sustainable practices at Little Ropers Learning. We kindly request that parents use reusable containers and eco-friendly packaging for their child's snacks and lunches. Reusable containers help reduce waste and contribute to our efforts in protecting the environment for future generations.

Healthy Eating Habits

Positive Mealtime Environment

Mealtime is not only about nourishing the body but also about fostering positive social interactions and developing healthy eating habits. We promote the importance of sitting together as a community, sharing meals, and appreciating the variety of foods available. By creating a positive mealtime environment, we aim to make mealtimes a delightful and enriching experience for every child.

Role Modeling

Our dedicated staff understands the influential role they play in shaping children's behaviors and attitudes toward food. We actively demonstrate healthy eating habits, including trying new foods, eating a variety of fruits and vegetables, and enjoying balanced meals. Our caregivers inspire children to follow suit and develop healthy eating habits.

Learning About Nutrition

Education is an essential component of fostering healthy eating habits. Our daycare center incorporates age-appropriate nutrition lessons and activities into the curriculum, allowing children to learn about the benefits of nutritious foods and making informed food choices. We engage children in discussions about the different food groups, the importance of balanced nutrition, and how food fuels their bodies. Our goal is to empower children with knowledge so they can make mindful choices about the foods they eat.

Positive Table Manners

Mealtimes are opportunities to teach and reinforce good table manners. Our caregivers gently guide children in practicing basic table etiquette, such as sitting properly at the table, using utensils correctly, and saying "please" and "thank you" when requesting or receiving food. We encourage children to take their time during meals, chew their food thoroughly, and avoid rushing through their meal.

Social Interaction

Mealtimes are not only about nourishment but also about building social connections and fostering a sense of community. Our caregivers facilitate conversation and interaction among the children during meals, encouraging them to share stories, thoughts, and experiences with one another. Through shared meals, children learn the value of listening to others, taking turns speaking, and showing empathy and support to their peers.



Behavior Management

We prioritize a positive approach to behavior guidance, focusing on nurturing children's social and emotional development while fostering a respectful and supportive environment. Our positive behavior guidance techniques are designed to promote desirable behaviors and help children develop valuable life skills. We believe in understanding the root causes of behaviors and guiding children towards making positive choices. Our caregivers and staff actively engage with children, utilizing various techniques to encourage positive behaviors. Some of our positive behavior guidance techniques include:

Clear and Consistent Expectations

We establish clear and age-appropriate expectations for behavior, ensuring that children understand what is expected of them. Our caregivers communicate these expectations in a positive and encouraging manner, helping children recognize the importance of respectful and considerate actions towards others.

Encouraging Kindness and Empathy

We actively promote kindness and empathy among children. Our caregivers encourage acts of kindness, such as sharing, comforting, and helping others. Through daily interactions and activities, we foster an environment where children learn to understand and respect the feelings and perspectives of their peers.

Respecting Boundaries and Personal Space

We teach children the importance of respecting personal boundaries and personal space. Our caregivers model appropriate physical interactions and encourage children to ask for permission before touching or hugging others. By teaching these boundaries, we create an environment where children feel safe and respected.

Teaching Conflict Resolution Skills

Conflict is a natural part of social interactions, and we see it as an opportunity for learning. Our caregivers model effective conflict resolution techniques and encourage children to communicate their feelings and needs. We guide them in finding constructive ways to resolve conflicts and collaborate in finding solutions that respect the needs and feelings of all involved parties.

Learning How to Be a Friend

We promote the value of sharing and taking turns in our daily activities. Through games, group activities, and sharing materials, we teach children the importance of being patient and considerate towards others' needs and desires.

Discipline Policy

Our discipline policy is rooted in promoting a positive and respectful environment while guiding children towards making responsible choices. Our approach to discipline is developmentally appropriate, taking into consideration each child's age, individual needs, and understanding of consequences. The following are the key components of our discipline policy:

Developmentally Appropriate Discipline

We recognize that discipline techniques should align with each child's developmental stage and ability to comprehend consequences. Our caregivers employ discipline strategies that are gentle, nurturing, and age-appropriate, taking into account a child's cognitive and emotional development.

Natural and Logical Consequences

When appropriate, we utilize natural consequences to allow children to experience the direct outcomes of their actions. For instance, if a child refuses to wear a jacket on a cold day, they may feel cold, experiencing the natural consequence of their decision. Similarly, we implement logical consequences that are directly related to a child's behavior, offering opportunities for learning and growth.

Time Outs

In certain situations, a brief and supervised time-out may be employed to allow a child to calm down and reflect on their actions. Time-outs are utilized sparingly and in a supportive manner, focusing on providing a space for self-regulation rather than punishment.

Redirection and Alternatives

Our caregivers use redirection techniques to guide children towards more appropriate behaviors. When a child engages in challenging behavior, we gently redirect their attention to a more suitable activity or behavior, encouraging positive choices.

Involving Children in Problem Solving

We believe in empowering children to participate in problem-solving discussions. In situations where challenging behaviors arise, we engage children in age-appropriate discussions, encouraging them to express their feelings and find solutions together. This collaborative approach fosters a sense of ownership and accountability in children for their actions.

Our ultimate goal with discipline is to help children develop self-control, empathy, and decision-making skills, leading to a positive sense of self and respectful behavior towards others. We value open communication with parents or guardians, and our caregivers work closely with families to maintain consistency in behavior expectations and discipline strategies between home and the daycare center.

Challenging Behaviors

Our approach to addressing challenging behaviors is rooted in empathy, understanding, and proactive measures to support each child's individual needs. We follow a systematic and compassionate process to address and manage challenging behaviors, ensuring the well-being and success of every child. The steps taken for challenging behaviors are as follows:

Understanding Underlying Causes of Challenging Behaviors

Our caregivers closely observe and assess children's behaviors to identify any underlying factors that may contribute to challenging behaviors. These factors may include frustration, emotional stress, communication difficulties, or changes in routine or environment. By understanding the root causes, we can develop targeted strategies to address these challenges effectively.



Consulting With Parents

Effective communication with parents or guardians is crucial in understanding a child's behavior holistically. We collaborate with families to share observations and gather insights into a child's behavior patterns, routines, and any significant changes in their home environment. This partnership enables us to develop a comprehensive and tailored approach to support the child.

Collaboration With Professionals

In cases where challenging behaviors persist, or when specific needs arise, we may collaborate with specialized professionals, such as behavioral therapists, pediatricians, or occupational therapists. Working together with experts, we develop individualized behavior support plans that target the specific needs of the child, incorporating evidence-based strategies to foster positive change.

Implementing Guidance Techniques

Our caregivers remain consistent in applying positive behavior guidance techniques to redirect challenging behaviors and promote positive alternatives. By reinforcing desired behaviors and providing children with constructive choices, we help them build valuable self-regulation and problem-solving skills.

Recognizing and Celebrating Positive Behavior Changes

When children demonstrate progress in managing challenging behaviors, we celebrate their successes. Positive reinforcement and recognition encourage children to continue making positive choices, boosting their self-esteem and sense of accomplishment.

Biting

We recognize that biting is a common behavior that may occur during a child's development. We understand the importance of addressing biting incidents with sensitivity and implementing strategies to prevent and manage this behavior effectively. Our biting policy aims to create a safe and supportive environment for all children, promoting their social and emotional growth. The following are the key components of our biting policy:

Understanding the Root Causes of Biting Behaviors

We view biting as a form of communication, especially among young children who may not yet have developed robust verbal skills. Our caregivers closely observe biting incidents to identify the underlying reasons, which may include frustration, teething, overstimulation, or difficulty sharing. By understanding the root causes, we can respond appropriately and supportively to address biting behaviors.

Supervision and Prevention

Our caregivers maintain close supervision of all children to prevent and minimize biting incidents. We create age-appropriate play areas and structured activities that reduce the likelihood of conflicts arising. Our staff intervenes promptly to redirect children to more positive and cooperative interactions when potential biting situations arise.

Caring and Supportive Responses

In the event of a biting incident, our caregivers respond with empathy and understanding for both the biter and the bitten. We tend to the immediate needs of the child who was bitten, providing comfort and care. For the child who bit, we offer guidance and teach alternative ways to express emotions and communicate needs.

Communication With Families

We maintain open and transparent communication with the parents or guardians of both the biter and the bitten. When a biting incident occurs, we promptly inform parents, detailing the circumstances and any follow-up actions taken. Additionally, we collaborate with parents to discuss strategies that can be implemented at home to address the biting behavior effectively.

Behavior Support Plans

For children who demonstrate recurrent biting behaviors, we may collaborate with parents or guardians to develop individualized behavior support plans. These plans address the specific needs of the child, incorporating positive behavior guidance techniques and strategies to address the biting behavior effectively.



Communication

At Little Ropers Learning, we prioritize clear and effective communication between parents and teachers to ensure the best possible care and support for each child. We understand that open lines of communication are essential in building a strong partnership between parents and our caregivers. We offer various methods of communication to keep parents informed and engaged in their child's daily experiences. The following are the primary methods we employ to facilitate communication:

Daily Notes and Communication

We use daily reports and communication tools to share highlights of a child's day with parents or guardians. These reports provide valuable insights into the child's activities, behaviors, and milestones during their time at the daycare center. Our caregivers ensure that these updates are readily available at pick-up or drop-off, allowing parents to stay connected with their child's daily adventures.

Email Communication

We maintain open lines of communication through email, providing parents with a convenient means of reaching out to teachers or the administrative staff. Parents can use email to share any concerns, inquiries, or important information about their child. Our dedicated staff responds promptly to emails to address any questions or messages received.

Family Meetings

Conferences may be scheduled to foster face-to-face discussions about a child's progress, development, and any concerns. These meetings offer an opportunity for parents to actively participate in their child's educational journey and gain valuable insights into their child's growth and achievements.

News and Updates

By providing regular updates on a child's progress, activities, and upcoming events, we aim to create a strong sense of engagement and involvement for parents. These updates not only allow parents to stay connected with their child's experiences but also offer valuable opportunities for parents to reinforce learning at home and actively participate in their child's educational journey.

Monthly Newsletters

Our monthly newsletters serve as a comprehensive source of information for parents. These newsletters provide an overview of the curriculum themes, educational activities, and special events planned for the month. Additionally, parents receive insights into their child's accomplishments, group projects, and any noteworthy milestones achieved.

Event Calendars

We distribute event calendars to parents, outlining important dates, field trips, celebrations, and other significant events scheduled throughout the month. By sharing this information in advance, parents have ample time to plan and participate in these special occasions, fostering a sense of community and collaboration.

Class Announcements

We post class announcements in visible areas within the daycare center, providing parents with timely updates and reminders about any changes, special projects, or upcoming activities. Our caregivers ensure that these announcements are regularly updated and easily accessible to keep parents informed.

Parent Responsibilities

At Little Ropers Learning, we believe that a strong partnership between parents and the daycare center is essential for the well-being and growth of each child. By adhering to the outlined parent responsibilities, we can work together to create a nurturing and enriching environment for all children in our care.

Attendance Parents are responsible for ensuring their child's regular attendance at the daycare center. If a child will be absent, parents should notify the center in advance to help with planning.	Be On Time Parents are expected to drop off and pick up their child at the agreed-upon times. If unforeseen circumstances arise, parents should communicate with the center to make appropriate arrangements.	Communication Parents are encouraged to maintain open communication with teachers and staff. Sharing important information about a child's well-being, changes in routine, or relevant events at home is crucial to provide comprehensive care.
Provide Supplies Parents are responsible for keeping an adequate supply of their child's things at daycare. This includes diapers, wipes, formula, snacks, extra clothing, bedding, comfort items, and anything else the child may need while at daycare.	Update Forms Parents are expected to update their child's registration forms whenever necessary. Please make sure we have accurate contact numbers, pickup lists, allergies or health information, and other important information.	Tuition Payments Parents are responsible for making timely payments for their child's tuition and any additional fees as outlined in the enrollment agreement. Late payments are subject to fees and additional charges.



Confidentiality and Abuse Policies

Our policies and procedures are designed to ensure the protection of personal information and the well-being of every child in our care. We understand the gravity of our duty to report child abuse and the importance of adhering to data protection measures. Our staff is trained to handle sensitive information responsibly and to act promptly and appropriately when concerns arise. We value the trust placed in us by parents and are dedicated to upholding the highest standards of confidentiality and privacy at all times.

Confidentiality

All staff members are required to handle any information related to children and families with the utmost care and discretion. Confidential information should only be accessed by authorized personnel on a need-to-know basis. Personal information should not be disclosed or shared with unauthorized individuals or entities. We obtain written consent from parents or guardians before sharing any child-related information outside of the daycare center, except as required by law or for the child's safety and well-being. Parents have the right to specify their preferences regarding the sharing of their child's photos, activities, or artwork on public platforms, and we respect these choices. All staff members are bound by this confidentiality policy and are required to sign agreements to acknowledge their responsibility in safeguarding information.

Data Protection Measures

Data Security

We employ robust technical and organizational measures to protect personal information from unauthorized access, disclosure, or alteration. All personal data is stored securely in digital or physical formats, with restricted access granted only to authorized staff members.

Data Sharing Policies

Personal information is shared with external parties only when necessary for providing services to the child, with parental consent, or as required by law. When sharing data, we ensure that third-party entities comply with data protection regulations and maintain confidentiality.

Consent for Data Processing

We obtain explicit and informed consent from parents or guardians for processing their child's personal information. Parents have the right to withdraw their consent at any time, subject to legal or contractual requirements.

Retention and Disposal of Data

Personal information is retained only for as long as necessary to fulfill the purposes for which it was collected or as required by law. Data that is no longer needed is securely and responsibly disposed of in a manner that ensures it cannot be accessed or retrieved.

Data Breach Response

In the event of a data breach or unauthorized access, we have procedures in place to promptly respond, assess the extent of the breach, and notify affected individuals and authorities as required by law.

Staff Training on Data Protection

All staff members receive training on data protection, including best practices for handling personal information and identifying potential security risks. Regular updates and reminders are provided to ensure that staff members remain informed about data protection protocols.



Duty to Report

In cases where there are concerns for a child's safety or well-being, confidentiality may be waived to ensure the child's best interests. Our duty to report child abuse policy outlines the steps and responsibilities of our staff when they suspect or become aware of any signs of child abuse or neglect. The following are the key aspects of our duty to report child abuse policy:

Recognizing Signs of Abuse

We provide comprehensive training to all staff members to help them recognize the physical, emotional, behavioral, or environmental signs that may indicate child abuse or neglect. Staff members are encouraged to be vigilant and attentive to any changes or patterns in a child's behavior that may raise concerns.

Reporting Procedures

If a staff member has reasonable cause to believe that a child is experiencing abuse or neglect, they are required to report it immediately to the designated child protection authority or the local child welfare agency. Staff members who make a report in good faith are protected by law from retaliation or adverse consequences. We maintain the confidentiality of staff members who report suspected child abuse or neglect, and their identity is not disclosed without their consent, except as required by law.

Collaboration with Authorities and Families

We cooperate fully with child protection authorities, law enforcement, and other relevant agencies in any investigations related to child abuse or neglect. While reporting is a legal obligation, we also recognize the importance of open and transparent communication with parents or guardians.

Acknowledgement Form

It is important that parents and families are aware of Little Ropers Learning's policies and guidelines for care. Please read and familiarize yourself with these and use them as a reference for situations like tuition fees, illness, meals, and other day-to-day questions.

Acknowledgement

My/our signature(s) below verify that I/we have read the Little Ropers Learning Parent Handbook and agree to follow and abide by the guidelines and policies within.

Please return the form to the office to be kept with your child's file. All forms and documents as listed below must be submitted before your child may begin care.

Signature

Date

Signature

Date

Required Documents

- ☐ Enrollment Form
- ☐ Emergency Contact and Authorized Pickups
- ☐ Health and Immunization Records
- ☐ Permission Forms (Field Trip, Transportation, and Media Release)
- ☐ Fee Agreement
- ☐ Parent Handbook Acknowledgement