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| **Welcome – Mission Statement** |
| Mrs. Lauren and myself would like to welcome you to Leaps & Bounds Preschool. We are excited to serve you in the Middleburg area. There is no more important work than the education of children. We believe that every child deserves to reach their full potential socially and academically.  Our mission is to provide a safe, happy, warm, nurturing, positive and loving Christian environment that fosters the foundation for growth and development of the whole child. To fulfill our mission, your child’s day is filled with learning and fun, while meeting all their developmental needs. We are more than just a daycare. We are a Preschool. Our days are filled with creative activities and special events. Children are served tasty and nutritious meals that meet the guidelines of the Child Care Food Program (CCFP.) To ensure we maintain high professional standards, our wonderful staff continue their education with in-house training, workshops, and educational opportunities outside the center. In every respect, we want your child to thrive.  Communication with you, the parent, is a very important part of Leaps & Bounds Preschool. Our door is open to feedback and suggestions. As we grow together, you will find many opportunities to get involved. Come visit, join in a daily activity, or take your lunch break with us.  Again we take this opportunity to express our sincere thanks and welcome you and your family to Leaps & Bounds Preschool. Although we are new, we are not new to the profession. Our leadership has over 30 years of experience together. We have opened and/or managed several successful childcare businesses for others, but now we have the privilege to open this one for ourselves in our home town. We couldn’t be more thrilled to serve our community.  Lauren and I and our staff look forward to serving your family in our Middleburg Community for many years to come.    Sincerely,  Lauren Collins and  Libbie Collins, Director |
| **Our Handbook** |
| This handbook is intended to familiarize families with current Leaps & Bounds Preschool policies, practices and standards. Leaps & Bounds Preschool reserves the right to revise its policies, practices and standards as deemed appropriate by the Administration. Families will be notified of updates to the handbook. |
| **Definition** |
| **leap**  /lēp/  *verb*  3rd person present: **leaps**   1. **1**.   jump or spring a long way, to a great height, or with great force.  "I leaped across the threshold"   |  |  | | --- | --- | | *synonyms:* | jump over, [jump](https://www.google.com/search?rlz=1C1VFKB_enUS655US655&espv=2&biw=1280&bih=616&q=define+jump&forcedict=jump&sa=X&ved=0ahUKEwj2idfkuczRAhVG5yYKHZCxD8oQ_SoIIDAA), vault over, [vault](https://www.google.com/search?rlz=1C1VFKB_enUS655US655&espv=2&biw=1280&bih=616&q=define+vault&forcedict=vault&sa=X&ved=0ahUKEwj2idfkuczRAhVG5yYKHZCxD8oQ_SoIITAA), spring over, bound over, hop (over), [hurdle](https://www.google.com/search?rlz=1C1VFKB_enUS655US655&espv=2&biw=1280&bih=616&q=define+hurdle&forcedict=hurdle&sa=X&ved=0ahUKEwj2idfkuczRAhVG5yYKHZCxD8oQ_SoIIjAA), [leapfrog](https://www.google.com/search?rlz=1C1VFKB_enUS655US655&espv=2&biw=1280&bih=616&q=define+leapfrog&forcedict=leapfrog&sa=X&ved=0ahUKEwj2idfkuczRAhVG5yYKHZCxD8oQ_SoIIzAA), [clear](https://www.google.com/search?rlz=1C1VFKB_enUS655US655&espv=2&biw=1280&bih=616&q=define+clear&forcedict=clear&sa=X&ved=0ahUKEwj2idfkuczRAhVG5yYKHZCxD8oQ_SoIJDAA)  "he **leaped over** the gate" |   *noun*  plural noun: **leaps**   1. **1**.   a forceful jump or quick movement.  "she came downstairs in a series of flying leaps"   |  |  | | --- | --- | | *synonyms:* | [jump](https://www.google.com/search?rlz=1C1VFKB_enUS655US655&espv=2&biw=1280&bih=616&q=define+jump&forcedict=jump&sa=X&ved=0ahUKEwj2idfkuczRAhVG5yYKHZCxD8oQ_SoIQzAA), [vault](https://www.google.com/search?rlz=1C1VFKB_enUS655US655&espv=2&biw=1280&bih=616&q=define+vault&forcedict=vault&sa=X&ved=0ahUKEwj2idfkuczRAhVG5yYKHZCxD8oQ_SoIRDAA), [spring](https://www.google.com/search?rlz=1C1VFKB_enUS655US655&espv=2&biw=1280&bih=616&q=define+spring&forcedict=spring&sa=X&ved=0ahUKEwj2idfkuczRAhVG5yYKHZCxD8oQ_SoIRTAA), [bound](https://www.google.com/search?rlz=1C1VFKB_enUS655US655&espv=2&biw=1280&bih=616&q=define+bound&forcedict=bound&sa=X&ved=0ahUKEwj2idfkuczRAhVG5yYKHZCxD8oQ_SoIRjAA), [hop](https://www.google.com/search?rlz=1C1VFKB_enUS655US655&espv=2&biw=1280&bih=616&q=define+hop&forcedict=hop&sa=X&ved=0ahUKEwj2idfkuczRAhVG5yYKHZCxD8oQ_SoIRzAA), [skip](https://www.google.com/search?rlz=1C1VFKB_enUS655US655&espv=2&biw=1280&bih=616&q=define+skip&forcedict=skip&sa=X&ved=0ahUKEwj2idfkuczRAhVG5yYKHZCxD8oQ_SoISDAA)  "an easy leap" |   **bound1**  /bound/  *verb*  3rd person present: **bounds**   1. **1**.   walk or run with leaping strides.  "Louis came **bounding down** the stairs"   |  |  | | --- | --- | | *synonyms:* | [leap](https://www.google.com/search?rlz=1C1VFKB_enUS655US655&espv=2&biw=1280&bih=616&q=define+leap&forcedict=leap&sa=X&ved=0ahUKEwjs34HGuszRAhWG4iYKHVW2BLkQ_SoIHTAA), [jump](https://www.google.com/search?rlz=1C1VFKB_enUS655US655&espv=2&biw=1280&bih=616&q=define+jump&forcedict=jump&sa=X&ved=0ahUKEwjs34HGuszRAhWG4iYKHVW2BLkQ_SoIHjAA), [spring](https://www.google.com/search?rlz=1C1VFKB_enUS655US655&espv=2&biw=1280&bih=616&q=define+spring&forcedict=spring&sa=X&ved=0ahUKEwjs34HGuszRAhWG4iYKHVW2BLkQ_SoIHzAA), [bounce](https://www.google.com/search?rlz=1C1VFKB_enUS655US655&espv=2&biw=1280&bih=616&q=define+bounce&forcedict=bounce&sa=X&ved=0ahUKEwjs34HGuszRAhWG4iYKHVW2BLkQ_SoIIDAA), [hop](https://www.google.com/search?rlz=1C1VFKB_enUS655US655&espv=2&biw=1280&bih=616&q=define+hop&forcedict=hop&sa=X&ved=0ahUKEwjs34HGuszRAhWG4iYKHVW2BLkQ_SoIITAA); More |   *noun*  plural noun: **bounds**   1. **1**.   a leaping movement upward.  "I went up the steps in two effortless bounds"   |  |  | | --- | --- | | *synonyms:* | [leap](https://www.google.com/search?rlz=1C1VFKB_enUS655US655&espv=2&biw=1280&bih=616&q=define+leap&forcedict=leap&sa=X&ved=0ahUKEwjs34HGuszRAhWG4iYKHVW2BLkQ_SoIKzAA), [jump](https://www.google.com/search?rlz=1C1VFKB_enUS655US655&espv=2&biw=1280&bih=616&q=define+jump&forcedict=jump&sa=X&ved=0ahUKEwjs34HGuszRAhWG4iYKHVW2BLkQ_SoILDAA), [spring](https://www.google.com/search?rlz=1C1VFKB_enUS655US655&espv=2&biw=1280&bih=616&q=define+spring&forcedict=spring&sa=X&ved=0ahUKEwjs34HGuszRAhWG4iYKHVW2BLkQ_SoILTAA), [bounce](https://www.google.com/search?rlz=1C1VFKB_enUS655US655&espv=2&biw=1280&bih=616&q=define+bounce&forcedict=bounce&sa=X&ved=0ahUKEwjs34HGuszRAhWG4iYKHVW2BLkQ_SoILjAA), [hop](https://www.google.com/search?rlz=1C1VFKB_enUS655US655&espv=2&biw=1280&bih=616&q=define+hop&forcedict=hop&sa=X&ved=0ahUKEwjs34HGuszRAhWG4iYKHVW2BLkQ_SoILzAA)  "he crossed the room with a single bound" |   We named our center Leaps & Bounds because we have a passion to teach children academically, socially, emotionally, intellectually, emotionally, physically, and spiritually. We believe in the whole well-being of the child and helping them to be developmentally ready when they go to BIG SCHOOL. It is our commitment to provide a safe and nurturing environment with a quality education. Our goal is to accomplish this mission with a quality staff and faith-based curriculum.  We believe that children are a gift from the Lord and that they are a reward from Him. ~Psalm 127:3 |
| **Our Purpose** |
| To provide a **high-quality**, **safe**, **loving** environment with a **Christian atmosphere**.  To provide the children with a happy, social and group play experience.  To assist the children in meeting and adjusting to situations in everyday life through tried learning experiences.  To teach the importance of the traditional family lifestyle.  To encourage parents to provide our children with Christian values.  To teach every child to become a secure, productive adult. |
| **General Center Information** |
| **Administration** |
| Administrators: **Libbie Collins and Lauren Collins**  Director**: Libbie Collins**  Email: [Leapsandbounds4717@comcast.net](mailto:Leapsandbounds4717@comcast.net) Office: (904) 203-7640  Facebook: [www.facebook.com/LeapsBoundsPreschool](http://www.facebook.com/LeapsBoundsPreschool) |
| **Hours of Operation** |
| Leaps & Bounds Preschool is open Monday through Friday from 6:00am to 6:30pm. The center is closed for the following days and/or holidays for the 2017 school year:  *Friday, April 14th (Good Friday)*  *Monday, May 29th (Memorial Day)*  *Monday, July 3rd* ***and*** *Tuesday, July 4th (Independence Day)*  *Monday, September 4th (Labor Day)*  *Thursday & Friday, November 23rd & 24th (Thanksgiving)*  *Monday & Tuesday, December 25th & 26th (Christmas)*  *Monday, January 1st 2017 (New Year)* |
| **Classrooms** |
| We offer several classes at Leaps & Bounds Preschool   * **INFANTS** Infants- 6 weeks to 12 months * **TODDLERS** One Year Olds 12 months to 24 months * **TWOS** Two Year Olds 24 months to potty-trained * **THREES** Three Year Olds, 3 years and must be potty-trained * **FOURS** Four Year Olds * **VPK** Volunteer Pre-Kindergarten must be 4 years by September 1st * **SCHOOL AGED** School Age 5 years to 10 years |
| **Ratios** |
| At Leaps & Bounds Preschool, we maintain the following staff-to-child ratios at-all-times in our classrooms.  **Age of Children Minimum Ratio of Staff to Children**  Infant 1 staff for every 4 children  1 year 1 staff for every 6 children  2 years 1 staff for every 11 children  3 years 1 staff for every 15 children  4 years 1 staff for every 20 children  5 years and up 1 staff for every 25 children  Children of different age groups may be combined if the following guidelines are followed:   * Infants are never combined with children over the age of 18 months, except in certain circumstances (e.g., at open or close of the center, if children are siblings). * Children 18 to 24 months may be combined in a classroom with children two years of age, if the ratio of 1 to 6 is maintained. * Children 2 years old may be combined with children who are 3-5 years old if the ratio is of the majority of the children in the group. * Classrooms of children 3 years and older may be combined, with the ratio determined by the age of the majority of the children in the group.   **Ratios must be maintained at all times, including when emergency procedures are in effect.** |
| **Licensing** |
| Leaps & Bounds Preschool is a public program voluntarily licensed by the Department of Children and Families. Our License number with DCF is C04CL0140. |
| **Weather-Related Closings** |
| In the case of severe weather, please check the local news stations, our Facebook: [www.facebook.com/LeapsBoundsPreschool](http://www.facebook.com/LeapsBoundsPreschool) (will post for closure notices and we will send out a mass text in case of an unexpected closure. If the Clay County Schools are closed to inclement weather, we will also be closed.  If Leaps & Bounds Preschool closes early or cancels care for the following day, parents will be contacted by phone, text, or email and informed of the situation. **Children should be picked up within one hour of notification**.  **Regular tuition is due for weeks including holidays / inclement weather days for which the center is closed.** |
| **Updating Enrollment Records** |
| Each fall, Leaps & Bounds Preschool completes an audit of enrollment records. At the conclusion of this audit, families will be notified if anything needs to be updated. Some forms must be updated every year, including Registration, Enrollment Forms, Food Program forms, and Emergency Contact and Medical Consent form.  Other records must be updated throughout the year, such as physicals and immunization records. When visiting your child’s physician for a yearly “well-child” appointment, please request a copy of your child’s physical and most recent immunization record. You may bring these items in yourself, or have your physician fax them to us at 904-203-7642.  In addition, any time a family’s information changes such as address, place of employment or health insurance provider, a new Emergency Contact and Medical Consent form must be completed. |
| **Confidentiality** |
| Confidentiality is a top priority for Leaps & Bounds Preschool. Personal information of families and staff will not be shared for any reason without prior written consent of the individual. In situations regarding behavior problems and/or Incident/Accident Reports, names of children involved will never be given to families.   |  | | --- | | **Permanent Preschool Closure** | | In the event that Leaps & Bounds Preschool should close the doors permanently, all records and files will be archived with the Owners. | |
| **Curriculum** |
| The Curriculum at Leaps & Bounds Preschool included the child-initiated and teacher-directed activities and experiences offered to young children that support and enrich their development physically, emotionally, socially, and cognitively. Leaps & Bounds Preschool uses Pathways to Preschool for ages 2 and 3 as well as Abeka. For ages 4 to VPK we use a combination Footsteps for Fours and A-Beka.  **Pathways to Preschool and Footsteps for Fours**  is a faith-based curriculum that implements diversity to meet the individual needs and values of families and children. Introduce Biblical truths and Biblical Principles and Character.  **A-Beka** is an accredited curriculum. The ***Bible*** program present the Bible in the narrative style in which it is written. Stories of the Old and New Testaments in the lower grades lead up to the profound truths of the Gospels, Epistles, and other portions of Scripture. ***Reading/Phonics*** Because children become what they read, they need character-building reading materials from the very beginning. A-Beka employs phonics as the most logical, orderly way to introduce reading to children. Stories are carefully selected for interest, readability, theme, and values, with questions throughout to guide students in comprehension of reading material and in application of valuable principles to their lives.  Each classroom is set-up in centers, which include blocks, dramatic play, books, gross motor, fine motor, and art. Outdoor play is important to a child’s physical development and must be included in both the morning and afternoon schedule. Self-selection or “free-play” is a daily part of the curriculum and means a child has the opportunity to choose which center or activity he/she participates in. This promotes creative expression and development of important social skills.  Leaps & Bounds very rarely will allow the children to watch TV. Although we have a TV on sight, our TV is very limited. The only time the TV will be allowed is during planned educational program that is correlated with the lesson plan, or during repetitive days of rainy weather. Even then it will only be allowed for maximum of 2 hours per week.  Our Teachers are committed to being engaged and plan out the child’s day. We never use the TV in lieu of a lesson plan. |
| **Daily Schedule and Activities and Assessments** |
| Each teacher will assess each child in their call. The classroom’s teachers work cooperatively to create a daily schedule and plan activities that meet each child’s developmental abilities and needs. The daily schedule and activities create a balance between active and quiet times; large and small group, and individual activities; small and large muscle activities; indoor and outdoor play times; as well as times for self-selection and teacher-directed activities.  Consistency from day-to-day is particularly important to the overall well-being of the children and classroom environment. Children thrive on consistency! Routines with be maintained whenever possible for arrivals and departures; meals and snacks; resting or nap times; personal care routines like diapering/toileting and hand washing; and transitions. |
| **Free Play** |
| “Free-play” (also called child initiated activities, free choice, self selection) activities are incorporated into the morning and afternoon schedule. During free-play, teachers actively participate with the children by asking about what the children are doing, participating in their pretend play, reading books when prompted, encouraging children to try new activities or play with a new toy, etc. Free-play is another opportunity for a child to grow socially and cognitively through the development of relationships. |
| **Outdoor Play** |
| Outdoor play is incorporated into the daily schedule for both the morning and afternoon. There is less structure in an outdoor learning environment; however, staff members actively engage in activities when prompted by the children. Outdoor play is an opportunity for children to run, jump, climb and use their bodies in ways that would otherwise be unsafe in an indoor classroom. In addition, a large amount of social interaction takes place when children play outdoors. Because they are engaged in fewer teacher-directed activities and more child-directed play, children are able to choose their friends and who to interact with.  Children will go outside your-round, including winter. Only during extreme weather conditions will the children remain indoor. Our teachers refer to the Child Care Weather Watch poster form the state of Florida to determine if it is too hot or cold to play outdoors.  It is important for parents to send their children in appropriate clothing and outerwear for the weather conditions (e.g. coat, sweater or jacket, gloves, shorts, etc.). Please clearly label all articles of clothing with your child’s first and last name. Leaps & Bounds Preschool does not keep extra clothing on hand. Please ask your child’s teacher if you have any question about weather-appropriate clothing. Please put extra sets of clothing in a labeled Ziploc bag (Gallon Sized) |
| **Nap/Rest Time** |
| The Department of Children and Families requires that all children must be provided a regularly scheduled nap or resting time. Children will not be forced to sleep but may be encouraged to lie quietly for a period of time. The length of time a child should have to remain resting varies by child. There is no hard and fast rule regarding the maximum amount of time a child should have to remain resting. Children will be provided alternative quiet activities if unable to rest.  Children are encouraged to bring a familiar item from home to use during nap/rest time, such as a small blanket or small stuffed animal. These items will be stored in your child’s cubby and/or backpack or on his/her cot or mat; there is limited space for storage of such items. Please take this into consideration when deciding which items to bring. All items MUST be clearly labeled with your child’s first and last name, as all class laundry is washed weekly. Parents are responsible for taking and said items home on Friday for laundering and brought back on Monday for the child’s use. |
| **Weapons/Violent Play** |
| There is a strict policy of allowing no weapon play at Leaps & Bounds Preschool. Children are not permitted to play with weapons of any type or size or to pretend that other items are weapons, including their fingers, hands, or blocks. Redirection should be used when a child is engaging in weapon or violent play. If a child brings a weapon to Leaps & Bounds Preschool, the weapon should be placed out of sight and sent home the same day with a note explaining the policy about weapons.  Competitive behavior is minimized in our programs. In young children, competition often increases negative behavior and decreases acceptance of others. Bullying is not considered acceptable behavior; all efforts will be made to guide children in finding appropriate ways to interact with others. |
| **Pets & Visiting Animals** |
| Staff may introduce a class pet to the classroom. Pets and visiting animals that are brought into the classroom must be carefully considered for their temperament, health risks, and appropriateness for young children. No animal may be brought into Leaps & Bounds Preschool without first notifying and receiving permission from the Administrative staff. Once approved by the Administrative Staff, pets and visiting animals must have documentation from a licensed veterinarian or animal shelter to show that the animal(s) is fully immunized and that the animal is suitable for contact with children. |
| **Assessments** |
| Assessments will be documented on each child to evaluate and track each child’s individual development during their time at Leaps & Bounds Preschool. It is an on-going assessment system, meaning that teachers are continually watching, observing, and documenting each child’s development. The same tool is used from birth through kindergarten, to allow a more complete picture of your child’s development. By tracking a child’s development, our teachers are able to plan activities that are appropriate for each child’s developmental abilities. |
| **Assessment Portfolios** |
| A permanent assessment portfolio will be kept for each child, and passed to the next teacher when a child transitions. Assessment portfolios will contain a variety of items, including photographs, examples of artwork, assessment profiles, and parent-teacher conference forms. Portfolios will be kept at Leaps & Bounds Preschool. When a child leaves Leaps & Bounds Preschool, the assessment portfolio will be given to the family. |
| **Field Trips** |
| Leaps & Bounds Preschool offers a variety of experiences both at and away from the center. Field trips will require a “Field Trip Permission Form.” Parents will be notified at least one week in advance of all field trips requiring a “Field Trip Permission Form.” If you do not wish for your child to attend a particular field trip, please find alternative childcare arrangements for that day, as we will not have staff available to stay behind with children not participating in the field trip.  We use a discipline chart created by Leaps & Bounds Preschool to record the child’s behavior once we leave the center. Field Trip rules are always clearly given to the class just before boarding the vehicle. Once boarded, every child will begin on the blue square on behavior chart, if the child breaks one of the rules, they will automatically be put in the yellow square which means last warning. If the child breaks the rules once more, they will be put on red and will not be allowed to attend the next field trip in attendance.  For the safety of each child, children are expected to be on their best behavior during field trips. Challenging behavior WILL NOT BE TOLERATED. |
| **Rules related to transportation** |
| * Children are not allowed to sit in the front seat under any circumstances. * Children under the age of six riding in a car or passenger van must be properly buckled in a federally approved car seat or booster seat. Older children and adults must be properly buckled in a seat belt. * Doors should remain locked when the vehicle is moving. * Smoking and the use of smokeless tobacco products is forbidden while in the presence of Leaps & Bounds Preschool activities. * Children shall enter and leave the vehicle curbside unless the vehicle is in a protected area or driveway. * Head counts shall be taken before leaving the center, after entering the vehicle, during a field trip, after taking children to the restroom, after returning to the vehicle, and upon returning to the center. * When children leave the vehicle, the vehicle shall be inspected by a different staff member to ensure no children are left in the vehicle. |
| **Meals and Snacks** |
| Leaps & Bounds Preschool is on the CCFP (Child Care Food Program,) We provide children with nutritious meals (Breakfast, Lunch, and PM Snack) that has been approved by the CCFP. Leaps & Bounds Preschool follows the nutritional guidelines established by the CCFP. Menus will be posted in the lobby on the parent wall. You may request a copy to take home if you would like. It is also on our website. No food is to be brought in from home. If your child is allergic to any particular food, please notify the front office ASAP.  Children will be encouraged to sample all foods that are offered, but will never be forced to eat. |
| **Food From Home** |
| Children are welcome to bring in special treats to celebrate a birthday. Due to various food allergies and dietary restriction in our classrooms, we recommend supplying store-bought snacks still in the original packaging. Homemade treats are not allowed. |
| **Food Allergy Action Plan** |
| If your child has a food allergy, please complete a Food Allergy Action Plan form, available in the office. This form will be posted in your child’s room, as well as the kitchen area. If medication for an allergic reaction is provided, please have your physician sign the Food Allergy Action Plan as well. |
| **Infant, Toddler and Two Year Old Program Information** |
| The following information is specific to the infant, toddler, and two year old program rooms:   * Parents must supply diapers, wipes, diaper cream, extra clothing, pacifiers, blankets, and stuffed toys for rest time. Please label all items with child’s **first and last name.** * Children may use pacifiers during rest time. To reduce the likelihood of spreading illness, pacifiers must be kept in a child’s cubby or diaper bag during all other times of the day. * If you are breastfeeding, please discuss with your child’s teacher when your child should be fed breast milk, and when you would like to come in and feed your child. * Breast milk must be brought in ready-to-use containers. For health reasons, we are not able to store bags of frozen milk for extended periods of time. |
| **SIDS** |
| Sudden Infant Death Syndrome (SIDS) is the unexpected, sudden death of a child under age 1 for which a cause of death cannot be identified. It is not known what causes SIDS, however several sleeping practices have been linked to an increased risk for SIDS. Therefore, Leaps & Bounds Preschool has a strict policy for infant sleep placement.  **All infants less than one year will be placed on their back to sleep.**  **Infants shall not be allowed to sleep in a car seat or swing for a period of longer than 15 minutes**.  Once a child has been placed in his or her crib for nap, if the infant rolls from back to front - and is also able to roll from front to back – it is acceptable to leave the infant sleeping on his or her stomach. NO heavy blankets, stuffed toys or pillows should ever be placed in a crib. A request for alternative sleeping position must be accompanied by a signed and dated physicians’ note stating the reason for the request. |
| **Clothing and Items From Home** |
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| **Play Clothes** |
| Please send your child to Leaps & Bounds Preschool in comfortable play clothes and shoes. Play is usually active and often messy; comfortable, washable clothes are important if your child is participating fully in the program. Outdoor play is scheduled every day as an essential part of our planned curriculum. We expect all children to be dressed appropriately for both indoor and outdoor activities.  All children occasionally get their clothes wet and have toileting accidents. Whenever this occurs, it is best to change the child into an extra set of clothing provided by the family. Your child’s teacher will request that you bring at least 2 sets of complete change of clothing, including underwear, to be kept at school and replenished as needed. Please be sure to clearly label all items of clothing with your child’s first and last name. Let the teacher know whenever your child’s clothing or other items cannot be located. |
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| **Arrival and Departure** |
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| **Arrival** |
| Parents are required to accompany their child into the center and into their child’s classroom. Parents should also speak with the teacher in the classroom to let them know the child is in their possession. We encourage parents to communicate with their child’s teacher, about their child’s temperament that particular day, how he/she slept the night before, whether he/she has eaten that morning, etc. Because our teachers are busy with other children in the class, it is extremely important to limit your time to only a minute or less.  Most children go through periods of difficulty with separating from their parents(s). This is common and developmentally appropriate. Try these tips for a successful drop-off:   * **Establish a regular, predictable routine**. Whether you have a kiss and a hug and go, or help your child put his things in his cubby first, do it the same way every day. What often makes separating stressful for children is the uncertainty. If your child can predict what will happen, the separation won’t be as difficult. * **Separate once**. If you come back into the classroom again and again, it will increase your child’s stress. Remember the moment of separation is the worst part of your child, so doing it more than once makes it more stressful for your child. * **Be reliable**. Return when promised. Children who are picked up later than expected may have more difficulties separating. Phrase time in terms your child will understand. For example, you will be back after snack time or before nap time. |
| **Departure** |
| Leaps & Bounds Preschool closes at 6:30pm Monday through Friday. If you will be late picking up your child, please provide us with as much notice as possible. Please note that there is a late fee for arriving after 6:30pm. If someone we are not familiar with is to pick up your child, it is essential that you inform our front office as well as your child’s teacher in advance of the pick-up. This person must be listed as an authorized person on the Emergency Contact and Parent Consent form. Remind the authorized person that they will be asked for identification such as a driver’s license to ensure your child’s safety. You must also provide them with your pin number. Without proper identification and pin number, the child will not be released to the individual. Even if the individual has picked up before, he or she may still need identification if the teacher in charge has never met him or her. When in doubt, we will always check it out.  Be sure to say good-bye to your child’s teachers so they know you are leaving. Once you have reunited with your child and are departing, Leaps & Bounds Preschool is no longer responsible for your child. For safety reasons, please do not let your child roam the building, or classroom or run ahead of you inside or outside of the building.  If parents do not arrive to pick up their child from the program, staff members will first try to contact the parents using all phone numbers provided on the Emergency Contact and Medical Consent from. If parents are unable to be reached, staff members will try to contact all emergency contact persons. If staff member is unable to contact emergency contact persons, the Administrative Staff will notify the Department of Children and Family. |
| **Attendance** |
| Regular attendance is strongly encouraged for the benefit of the child as well as the classroom as a whole. If your child will be absent, please **call the center before 9:00am** so your child’s teacher may make accommodations to the lesson plan.  If your child will be absent for an extended period of time (more than 2-3 days), the center must be notified in writing of the date the absence begins and the expected date your child will return. Enrollment will be terminated if a child is absent for a period of 1 week or more, and notice has not been received by the Administrative staff or teacher or contact made to the center by the family. |
| **Health and Safety Policies** |
| **Illness** |
| Our first priority at Leaps & Bounds Preschool is providing a healthy, safe learning environment for all children. A child will be sent home as soon as possible if any of the following is experienced an illness prevents the child from participating comfortably in activities (as determined by the staff); and illness results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom; or a child is experiencing any of the following conditions:   * **Fever** accompanied by behavior changes or other signs/symptoms of illness. * **Fever 101 degrees or over. (To keep illness to a minimum at Leaps & Bounds, children sent home with a fever, vomiting, or diarrhea will not be allowed to be in attendance the next day. The children must be fever, vomiting, or diarrhea free for 24 hours without medication before returning back to preschool.)** * Signs/symptom of severe illness, including: lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing. * **Diarrhea** (not associated with diet changes or medications) until diarrhea stops or the continued diarrhea is deemed not to be infectious by a licensed health care professional. * Blood in stools not explainable by dietary change, medication, or hard stools * **Vomiting** (two more instances in past 24 hours) until vomiting resolves or until a health care provider determines the cause for vomiting is not contagious and the child is not in danger of dehydration. * Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other sign/symptoms of illness. * Mouth sores with drooling, unless a health care provider determines the sores are not contagious. * Rash with fever or behavior change, until a physician determines that these symptoms do not indicate a communicable disease. * **Pink eye** (conjunctivitis) until after treatment has been initiated. * **Head lice**, from the end of the day until after first treatment. Child will be checked every day and cannot attend preschool until he/she is nit free. * **Scabies**, until after treatment has been completed * **Tuberculosis**, until a health care provider states that the child is on appropriate therapy and can attend child care. * **Impetigo**, until 24 hours after treatment has been initiated. * **Strep throat**, until 24 hours after initial antibiotic treatment and cessation of fever. * **Chicken pox**, until all sores have dried and crested (usually 6 days) * **Pertussis** (whooping cough), until 5 days of appropriate antibiotic treatment has been completed. * **Mumps**, until 4 days after onset of rash. * **Rubella**, until 6 days after onset of rash. * Unspecified respiratory tract illness accompanied by another illness which requires exclusion. * **Herpes simplex**, with uncontrollable drooling.   If staffing allows, Leaps & Bounds Preschool will make every effort to remove the child from class and brought into the office to wait for his/her parent to arrive. Often times, our staff will be with their class. for this reason we ask families to make every effort to pick up a sick child as soon as possible.  Leaps & Bounds Preschool reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child is not contagious.  Due to a possible allergic reaction, all children who receive immunizations of any kind will not be allowed to attend Leaps & Bounds Preschool on the same day. **No exceptions will be made**.  **Please contact Leaps & Bounds Preschool at 904 203-7640 before 9:00am whenever your child is ill and will not be in attendance.** |
| **Notice of Exposure** |
| If your child is exposed to a communicable disease, a notice will be posted at the door to your child’s classroom. Additionally, families who have provided an email address will receive email and/or text notification of the illness. If your child or anyone in your household becomes ill with a communicable disease, please notify the Administrative Staff immediately. |
| **Hand Washing** |
| Frequent hand washing with soap and running water is the most effective way to reduce and prevent the spread of illnesses commonly found in childcares such as the flu, diarrhea, and pink eye. Parents are encouraged to assist their child in the hand washing process upon arrival. Other times your child (and staff members) will be expected to wash their hands:   * Upon arriving at the center or when changing classrooms * After **each** diaper change or using the toilet. * Before and after meal times. * Before and after administering medication. * After handling bodily fluids (mucus, blood vomit) * Before and after using the sensory table. * After coming indoors from the playground. * After handling pets and other animals. * After cleaning or handling garbage.   Running water and soap must be used. Hands must be rubbed vigorously for at least 20 seconds, including the backs of hands, between fingers, under nails, and under any jewelry. A disposable paper towel should be used to dry hands and turn off faucet. Help reinforce the importance of hand washing by encouraging frequent hand washing at home as well. |
| **Medications** |
| Prescription and over-the-counter medications must be given to a staff member in the original container, clearly labeled with the child’s full name and birth date: Leaps & Bounds Preschool will not administer any medication without a signed Medication Authorization Form: Forms can be obtained from the Administrative Staff.  Medications are stored in the front office or in a high cabinet while in use at Leaps & Bounds Preschool. The Medication Authorization Form must remain with the medication at all times. Unused medications must be immediately returned to the family and will not be stored at Leaps & Bounds Preschool.  Medications are administered only by Lead Teachers, and/or the Administrative Staff. When a medication is given, the teachers will document the dosage, and the time is was given, sign, and date it.  Leaps & Bounds Preschool does not ever give fever-reducing medication. |
| **Documentation of Accidents/Incidents** |
| Staff members shall document accidents and incidents that occur at Leaps & Bounds Preschool using an Accident/Incident Report. All biting incidents will be marked as accidents. If a biter breaks the skin of another child, and accident/incident report will be completed for the biter as well as the child who was bitten. The event will be explained in detail, but will never include other children’s names. The parent or person picking up the child must sign the report the same day as the incident. A copy may be given to the parent and a copy will be kept in the child’s file. |
| **Documentation of Allergies** |
| A child with allergies must have an Allergy Action Plan posted in a visible location in the classroom. If the allergy is food-related, and Allergy Action Plan must also be posted in the kitchen area. All staff working the classroom of a child with allergies must review the Allergy Action Plan to ensure understanding of emergency procedures should the child have an allergic reaction. All allergic reactions must be documented. |
| **Documentation of Special Health Care Needs** |
| An Emergency Care Plan will be on file for any child with special health care needs (seizures, etc.). A copy of the Emergency Care Plan must be kept in the classroom emergency binder. All staff working in the classroom must familiarize themselves with this plan, should an emergency arise. If necessary, staff will receive training regarding a child’s specific health care needs. |
| **Mandatory Child Abuse Reporters** |
| As childcare professionals who interact with children on a daily basis, each staff member of Leaps & Bounds Preschool is a mandatory child abuse and neglect reporter and must contact the Department of Children and Families whenever abuse or neglect is suspected. |
| **Tobacco Use** |
| Cigarettes and smokeless tobacco products are prohibited on Leaps & Bounds Preschool premises, including parking lots and outdoor play area. Smoking and the use of smokeless tobacco products is also prohibited in Leaps & Bounds Preschool vehicles or in personal vehicles being used for the transportation of Leaps & Bounds Preschool children, and while on field trips. |
| **Access Policy** |
| Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a background check with us and approval to be involved with child care shall not have unrestricted access to children for who that person is not the parent, guardian or custodian, nor be counted in the staff to child ration. Unrestricted access means that a person has contact with a child alone or is directly responsible for child care.  Persons who do not have unrestricted access will be under the direct supervision and monitoring of a paid staff member at all times and will not be allowed to assume any child care responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the Teacher(s) assigned to that class.  Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If a staff member is unsure about the reason, she will get the Administrative Staff to get approval for the person to be on site. If it becomes a dangerous situation, staff will follow the “Dangerous Adult” procedure. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc., will be monitored by a paid staff member and will not be allowed to interact with children on the premises. |
| **Discipline Policy** |
| At Leaps & Bounds Preschool we view discipline as a teaching/learning process of positive reinforcement techniques that lead children toward more responsibility for themselves as they develop independence and a more mature behavior. A safe and suitable environment, interesting and challenging activities, and established routines for transitions, clearly defined rules and a sensitive and well-trained provider promote a consistent atmosphere for children’s acceptable behavior. A child requiring correction will be approached, lovingly, but firmly, and redirected to other activities which promote a positive and acceptable behavior pattern.  Problems other than routine occurrences are discussed between the parents and the Director at Leaps and Bounds. If it seems appropriate to inform parents about severe behavior problems, a conference is scheduled. Again the focus is positive whereby parents and staff seek cooperative and effective solutions.  The staff at Leaps and Bounds Preschool will enforce the following disciplinary action:   * Redirection of Behavior * Positive talk on making good choices * “Sugar Seat” (1 minute per year of child’s age) * Parental Notification * Parental Conferences to create a team plan to promote behavior change. * The Director at Leaps & Bounds Preschool reserves the right to dismiss a child if their behavior poses a threat to the safety and well-being of themselves or any children in or care.   Leaps & Bounds staff does not spank, paddle, use physical force, or abusive language in disciplining children. Discipline will never be associated with food, rest, or toileting.  Leaps & Bounds is committed to the goal of each child benefiting from our wholesome, professional approach to discipline which promotes self-discipline and self-control.  **Due to the many demands needed of the Director throughout the day, the child may not sit in the Directors Office due to challenging behavior. Discipline techniques listed above that are unsuccessful and/or prohibit the child from being in the classroom must go home for the day and could be permanently expelled from Leaps & Bounds.** |
| **Guidance Strategies** |
| Every adult who cares for children has a responsibility to guide, correct and socialize children toward appropriate behaviors. These adult actions often are called child guidance and discipline. Positive guidance and discipline are crucial because they promote children’s self-control, teach children responsibility and help children make thoughtful choices. The more effective caregivers are at encouraging appropriate child behavior, the less time and effort adults will spend correcting children’s misbehavior.  Effective guidance and discipline focus on the development of the child. They also preserve the child’s self-esteem and dignity. Actions that insult or belittle are likely to cause children to view their caregivers negatively, which can inhibit learning and can teach the child to be unkind to others. However, actions that acknowledges the child’s efforts and progress, no matter how slow or small, is likely to encourage healthy development. Teaching children self-discipline is a demanding task. It requires patience, thoughtful attention, cooperation and a good understanding of the child. Leaps & Bounds Preschool staff will use **only** positive guidance techniques.  When interacting with young children, staff should ask themselves the following questions:  **“Am I…”**   * Validating feelings? * Asking open ended questions? * Encouraging problem solving? * Respecting children’s choices? * Using praise and positive reinforcement? * Talking with children – not at them? * Circulating throughout the classroom? * At the child’s eye level? |
| **Reasons for Misbehavior** |
| If caregivers understand why children misbehave, they can be more successful at reducing behavior problems. Listed here are some of the possible reasons why children misbehave.   * Children want to test whether caregivers will enforce rules. * They experience different sets of expectations between school and home. * A child does not understand the rules, or are held to expectations that are beyond their developmental levels. * They want to assert themselves and their independence. * They feel ill, bored, hungry or sleepy. * They lack accurate information and prior experience. * They have been previously “rewarded” for their misbehavior with adult attention. |
| **Preventing Misbehavior** |
| Child misbehavior is impossible to prevent completely. Children, usually curious and endlessly creative, are likely to do things parents and other caregivers have not expected. However, there are many positive steps caregivers can take to help prevent misbehavior.   * Set clear, consistent rules*. (e.g., walking feet; gentle touches)* * Make certain the environment is safe and worry-free. * Show interest in the child’s activities*. (e.g., participating in activities with the children so they stay interested for longer periods)* * Encourage self-control and independence by providing meaningful choices. *(e.g., “You may pick up the blocks or art center.”)* * Focus on the desired behavior, rather than the one to be avoided. *(e.g., “Ashley, please use gentle touches with your friends.”)* * Build children’s images of themselves as trustworthy, responsible and cooperative. * Give clear directions, one at a time. * Say “Yes” whenever possible. * Notice and pay attention to children when they do things right. *(e.g., “Joey is playing so nicely. I like it when you keep the blocks on the table.”)* * Encourage children often and generously. * Set a good example. *(e.g., using a quiet voice when children should be quiet)* * Help children see how their actions affect others. |
| **Responding To Misbehavior** |
| Below are strategies Leaps & Bounds Preschool staff will use to respond to child misbehavior. Remember, however, that it’s always a good idea if rules are explained fully and clearly understood before misbehavior occurs. Whenever possible, involve children in making the rules for the classroom.   * **Redirection**   This strategy should be used most frequently when working with young children. If a child is not following the rules or being uncooperative, quickly get the child’s attention and introduce another activity. For example, “Kate, please help me water the flowers now. You’ve been riding the bike for a long time and it’s now Logan’s turn.”   * **Logical consequences**   These are structured consequences that follow specific misbehaviors. The child should be able to see how the behavior and the consequence are directly related. For example, Andrew is standing on his chair at lunch. His teacher should remind him that if he stands on his chair, he could fall and get hurt; this will make him sad.   * **Natural consequences**   Allowing children to experience the consequences of their behavior is also called learning the hard way. For example, Laura does not put her books back in her school bag after she finishes reading. One day she loses a book, and therefore must find a way to replace it. *Only use natural consequences when they will not endanger the child’s health or safety.*   * **“Sugar Seat”** (Take a break and calm down chair)   In some instances, a child may need to be removed from a particular situation in which he/she has become overwhelmed or violent. The child should be directed to “take a break” or sit in the “calm down chair.” This strategy gives the child a chance to calm down, regain control, and reflect quietly on her or his behavior away from others. Once the child has calmed down, staff should talk with the child about the actions that led up to and resulted in needing a break or being sent to the “sugar seat”. For example, “Hannah, we have talked often about how hitting is not acceptable. But because you hit Johnny please leave the blocks center and to the sugar seat. I will talk to you when you are ready.”  If these action do not help in reducing or changing behavior, the following will take place:   1. Staff will report behavior and what strategies have been attempted to the Administrative Staff. 2. The Administrative Staff will observe the child and meet with the Teacher to develop a behavior management plan. 3. The behavior management plan will be discussed with the parent and then put into practice. 4. The Administrative Staff, Teachers, and Parents will evaluate the behavior management plan. If needed, adjustments will be made.   *\*\*If a child’s behavior becomes threatening to themselves, other children, staff or teacher, the child will be removed from the classroom and possibly the program for a period of time.* ***Leaps & Bounds Preschool reserves the right to suspend and/or expel any student from the program if the steps above have not shown any improvement.*** |
| **Useful Phrases** |
| The following phrases are useful when problem-solving with children.   |  |  |  | | --- | --- | --- | | Avoid | Say/Model | Remember | | Don’t run! | Walk; Use walking fee; Stay with me; Hold my hand | Way to go!  I like how you’re walking.  Thanks for walking! | | Stop climbing! | Keep your feet on the floor | Wow! You have both feet on the floor! | | Don’t touch! | Keep your hands down; Look with your eyes. | You are such a good listener; you are looking with hands down!  Awesome job! | | No yelling! | Use a calm voice; Use an inside voice | [In a low voice] Now I can listen, you are using a calm (inside) voice. | | Stop whining! | Use a calm voice; Talk so that I can understand you; Talk like a big boy/girl. | Now I can hear you; that is so much better. Tell me with your words what’s wrong. | | Don’t stand on the chair! | Sit on the chair | I like the way you are sitting! Wow you’re sitting up big and tall! | | Don’t hit! | Hands down; Hands are for playing, eating, and hugging; Use your words (Give child appropriate words to use to express emotion) | You are using your words! Good for you! | | No coloring on the wall! | Color on the paper | Look at what you’ve colored1! Pretty picture! | | Don’t throw your toys! | Play with the toys on the floor | You’re playing nicely. I really like to watch you play! | | Stop playing with your food! | Food goes on the spoon and then in your mouth; Say “all done” when finished eating | Great! You’re using your spoon! What nice manners, you said “all done;” you can go play now. | | Don’t play in the water/sink! | Wash your hands | Thanks for washing you’re hands! I can tell they are really clean! | | No biting! | We only bite food; Use your words if you’re upset (Give child appropriate words to use to express emotion) | You’re upset, thanks for telling me! | | Don’t spit! | Spit goes in toilet / tissue / grass; Use your words (Give child appropriate words to use to express emotion) | I like the way you used your words! Thanks for using your words! | | Don’t run! | Walk; Use walking feet; Stay with me; Hold my hand | Way to go!  I like how you’re walking  Thanks for walking! |   **Instead of** “No” or “Don’t”  **Say** “Please stop”, “I don’t like that”, “That’s not OK”, or “That is not a choice”  **Instead of** “That’s not nice”  **Say** “That’s not OK”, Please use gentle touches”, or “That hurts Jordan”  **Instead of** “No running”  **Say** “I need you to use your walking feet” or “You may run when we go outside”  **Instead of** “Stop crying”  **Say** “I need you to use your words to tell me what is wrong”  **Instead of** “Can you put away your toys?” (If it is not a choice, do not pose it as a question)  **Say** “You may help me pick up the blocks, or help Alyssa pick up the puzzles”  **Instead of** “I said yes” (when a child tells you “no”)  **Say** “No is not a choice, I need you to…” |
| **Biting Policy** |
| Biting is a behavior that usually appears between the ages of one and three years. While biting is an age-appropriate behavior, it is important to remember it is also an unacceptable behavior in a childcare environment. Children bit for a variety of reasons: teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Biting is not something to blame on children, their parents or their teachers. There are a variety of strategies we implement at Discover Preschool to prevent and stop biting. This is the process followed when a child bites:   * The biting child is stopped and told, “Stop biting. Biting hurts” in a firm voice. Teachers should remain calm, being careful not to show anger or frustration towards the child. * The biting child is removed from the situation. Depending upon the observed motive for the bit, the separation may include re-direction or meeting the child’s needs. As little attention as possible will be placed on the biting child, to avoid reinforcing the behavior. * Appropriate first aid will be provided to the child who was bitten. Bite will be washed with soap and water; cold compress will be applied to reduce pain and swelling. A bandage will be applied if necessary.   It is important to explore the reasons for biting when it occurs. Teachers need to work with parents to gather information about the child’s behavior and begin observations to determine the reasons for biting. Examples of triggers would be: communication deficits, transitions, hunger, lack of sleep, need for oral stimulation or teething pain. Once triggers are identified, staff can work on prevention strategies an start teaching replacement skill. Below are the steps the teacher will take to identify triggers and replace the behavior:   1. The teacher will examine the context in which the biting is occurring and look for patterns. The following questions should be asked:   Was the space too crowded?  Were there too few toys?  Was there too little to do or too much waiting?  Was the child who bit getting the attention and care he/she deserved at other times?   1. The teacher will change the environment, routines or activities if necessary. 2. The teacher will work with the child who is biting to resolve conflicts and frustrations in more appropriate ways. 3. The teacher will observe the child, to get an idea of why and when they are likely to bite. 4. The teacher will identify children likely to be bitten and make special efforts to reduce their chance of being bitten. 5. The teacher, parent and Administrative Staff will meet regularly to regulate and action plan and measure outcomes. 6. If biting continues the teacher will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child who is biting.   All information is confidential and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on an Incident/Accident Report which is completed and signed by the Teacher, Administrative, and Parent and/or person who picked the child up from the center. A copy is provided to the parent and the original is kept in the child’s permanent enrollment file in the office. |
| **Home and School Partnership** |
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| **New Family Orientation** |
| Each family is strongly encouraged to schedule a time with the Administrative to complete a “New Family Orientation.” This orientation is a great time for parents to drop-off routing care items (diapers, bottles, etc.) as well as ask any questions you would like and familiarize themselves with their child’s routines at Leaps & Bounds Preschool. Important policies and procedures are also reviewed with the Administrative Staff at this time, as well as the paperwork required for enrollment completed. Typically, “New Family Orientation: is scheduled one week prior to the start date. |
| **Daily Sheets** |
| For children enrolled in the infant, toddler, and two year old programs, and daily “recap” sheet will be completed to tell you about your child’s day. This chart contains information about toileting, meals, naps, and activities. Parents of children in the three and four year old program rooms may request a daily chart to be filled out for their child. Typically this age group will receive a daily behavioral chart. Also, notes will be sent home on the daily sheets, such as when diapers, wipes are needed as well as change of clothes etc. |
| **Newsletters** |
| Family newsletters will be sent home periodically. The newsletter will provide you with general information and announcements about the center. |
| **Room Transitions** |
| Your child will transition to a new classroom when he/she has reached the developmental milestones for a particular classroom. As the time for a transition to a new room approaches, you will receive a letter containing information about your child’s transition into his/her new classroom. Both your child’s current and future teacher is available to address any questions or concerns you have during the transition process. Before the transition into a new classroom has been completed, parents are encouraged to schedule a meeting with the new teacher in order to familiarize themselves with the new classroom, children, and curriculum.  *\*\*Please note that any three-year-old that is not potty-trained will not move to the three old class until they are potty-trained.* ***The two-year old tuition will remain in effect until the child is potty-trained.*** |
| **Program Evaluations** |
| Leaps & Bounds Preschool asks parents to complete a program evaluation annually. The information gathered from these anonymous surveys is used by the staff to develop goals or our center and to improve the overall quality of care at our center. A parent’s point-of-view is different from a teacher’s point-of-view. Therefore, parent feedback on the program evaluations is very important to the success of our program and satisfaction of our families. |
| **Questions and Concerns** |
| If you have a question or concern, do not hesitate to bring it to the attention of the Administrative Staff. We are available to assist parents and staff in resolving concerns. After all, we are here to serve you. |
| **Fees and Billing Policies** |
| **Financial Agreement** |
| Upon enrollment you agree to pay the amount that is expected each week. In the event of your child not attending the program due to illness or other unexpected reasons, **your tuition is still due in full**. We accept payments in the form of cash, check, MasterCard, visa, American express. Your account MUST be paid prior to attendance. In order to keep your enrollment with Leaps & Bounds, please pay your weekly payment in a timely manner. We will not accept children with an outstanding balance and your spot will be given to another child on the waiting list. |
| **Part-Time Enrollment** |
| Leaps & Bounds Preschool generally does not offer a part-time enrollment rate. However, part-time rates may be available if two or more families seeking part-time enrollment are able to coordinate their schedules to occupy **one** full-time spot. For example: Family A attends Monday, Tuesday, and Wednesday. Family B attends Thursday and Friday. Part-time rates are at the discretion of the Administrative Staff and based upon several factors. Due to the nature of a part-time enrollment, all changes to a part-time schedule must be approved by the Administrative Staff and cannot be guaranteed. Part-time families are not eligible for vacation days. |
| **Multiple Child Discount** |
| Families with two or more children enrolled full-time at Leaps & Bounds Preschool are eligible for a 10% discount to be applied to the oldest children. |
| **Late Pick-Up Fee** |
| Leaps & Bounds Preschool closes at 6:30pm, Monday through Friday. Parents will be charged ***$5.00 for the first five minutes***a child is present after 6:30pm and then ***$1.00 per minute after that per child***. Teachers will record late fees for processing. If there is a late pick-up fee, parents will receive a written notice from the Administrative Staff stating the amount of the late pick-up fee. The fee will be added to your account balance immediately and is expected to be paid in full by the following week. |
| **Returned Checks / Insufficient Funds** |
| All returned checks or direct debit payments rejected due to insufficient funds will be charged a ***$35.00 penalty.*** Missed payments and late fees must be paid within 2 weeks. Repeated incidents of returned checks or insufficient funds notices could result in termination of child care services. |
| **Delinquent Accounts** |
| Families that are more than 1 week behind in payments may have their child care services terminated. Because most classes at Leaps & Bounds Preschool are full, we have a waiting list. Two weeks behind in your tuition will result in termination and/or your child will lose their spot in our program permanently. Payments must be made in full in order for your account to be considered “in good standing” and no longer eligible for termination. |
| **School Age Summer Tuition Policy** |
| If a child is enrolled in full-time child care (4 or more days per week), families will be charged the current full-time rate each week. If a child is enrolled in part-time child care\* (3 or fewer days per week), families will be charged a daily rate each week. Field trip fees will be assessed with weekly tuition fees; if a child does not attend a scheduled field trip, the fee for that field trip will not be charged. If any full-time enrolled child will be absent for one week or more, weekly tuition fees will not be assessed **if a two week notice is provided in writing to the Administrative Staff.** *\*Part-time child care requires a pre-determined schedule arranged between family and Administrative Staff.* |
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| **Vacation Week** |
| Each family who attends Leaps & Bounds Preschool **full-time** will receive 1 vacation week **per calendar year**. **Pease note:** The vacation week is *per family*, not per child. Any vacation week that is not used by December 31st of each year will expire. The vacation week may not be used on a holiday week that we are closed. Please provide the Administrative Staff with one week’s notice when you wish to use your vacation week. Requests to use your vacation week must be provided in writing. The child(ren) may not attend Leaps & Bounds Preschool the week of requested vacation week. |
| **Extended Absence** |
| In the event that a child needs to take an extended absence, such as summer break, and wished to return to the program after a period of time, a fee of 50% of the weekly tuition must be paid each week the child is absent. More than three consecutive weeks of non-payment and no contact with the Administrative Staff could result in termination of enrollment. If possible, notify the Administrative Staff at least 30 days before an extended absence. However, you may wish to take the time without paying the 50% tuition, but please be aware that we cannot guarantee a spot for your child in our program if you wish to return in the fall. |
| **EMERGENCY PROCEDURES** |
| **Emergency Medical / Dental Procedure** |
| It is important that parents complete and update, as needed, and Emergency Contact and Parental Consent Form. This form contains contact information for both the parents as well as the individuals authorized to pick up the child in the event of illness or emergency. In addition, the form allows Leaps & Bounds Preschool staff members to seek emergency medical or dental care from authorized care providers in the event of serious injury. **It is the responsibility of the parent to complete this form and make corrections to this information when necessary.**   * If a child becomes ill or injured after arriving at the center, the Administrative staff will attempt to contact the parent(s) at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pick up persons on the Emergency Contact & Parental form will be called. * Children who are ill or serious injured will be sent to the office and remain under the supervision of the Administrative Staff until a parent arrives.   **If the child requires immediate medical attention:**   * The staff member who witnessed the emergency situation will remain with the injured child and instruct someone else to call 911. If no one is available, the staff member will first ensure the child is stable and if possible, bring the child with them to call 911. * One of the Administrative Staff members will accompany the child to the hospital, bring the child’s physical and immunization records, and Emergency Contact & Parental Consent Form. * The Administrative Staff will contact the parent(s). |
| **Fire, Hurricane, Tornado, Bomb or Other Emergency Situations** |
| Fire regulations and tornado warning procedures are posted near the exits in each classroom. Fire and tornado drills are conducted each month; all classrooms are required to participate.  In the event of a fire, bomb threat, or other evacuation emergencies, the children and teachers will immediately leave the building and meet on the back playground. In case of a tornado, each classroom has a designated area to seek shelter until the emergency is over. Parents will be called as soon as safely possible following an emergency situation.  **For the safety of children, parents, and staff, we ask that parents do not attempt to pick up their child during an emergency until it is safe to do so.** |
| **Power Failure** |
| Staff members and children should remain in the classroom and if possible, proceed with activities as usual, if it is safe may go to the outdoor playground until power resumes.  If power cannot be restored within a reasonable amount of time, the center will close and parents contacted.   * The Administrative Staff and assigned Teachers are responsible for contacting parents to inform them of the closing and of the need to immediately pick up their child. |