



# Leaps & Bounds Preschool

4717 County Road 218, Middleburg, FL 32068 (904) 203-7640

August 21, 2020

Dear VPK Parents,

First of all, Welcome to Leaps & Bounds Preschool. We are excited that you have chosen our Christian Preschool for the education of your child for the 2020-2021 school year. We appreciate your patience with us as we have worked out the details to make these first few days and the rest of the year an easy one. We were not able to video the Orientation this year due to technical reasons.

**Enrollment and Administration:** Thank you for turning in your VPK Voucher. If you have not filled out the Enrollment application, we need you to do that and turn it in before the VPK start date which is on Tuesday, August 25<sup>th</sup>. You can either come to Leaps & Bounds to pick up the application or you can download and print them from our website, [www.LeapsBoundsPreschool.com](http://www.LeapsBoundsPreschool.com). Also please download and print out a copy of the Attendance Policy. Please Initial where indicated and Sign and turn it in along with your Enrollment Application.

**Drop-Off and Pick-UP:** The VPK hours are from 9am to 12noon. Drop off is to take place between 8:45am to 8:59am. Your child's class starts promptly at 9am so it is imperative for you to have your child here on time. Due to COVID-19 our Lead VPK Teacher, Miss. Marian will meet you at the drive thru to get your child. She will check your child's temperature. Your child's temp must be lower than 100.4 to be in attendance. The child will be brought to the VPK Classroom where they will wash their hands and get the morning routine started while all the other children arrive. They will be with our Assistant VPK Teacher, Miss. Jacee. The first day is always a little challenging, so please be patient as we all get used to the new routine and also be patient with the other drivers dropping off their children. At pick-up you will do the same thing. Once we see you drive up, we will come to you to see what child you are picking up. Have your ID ready until we recognize you. The VPK Teacher will bring your child to you. Again, please be patient as we can only escort one child at a time.

**Meals Provided:** We are proud to be on the Child Care Food Program. Our menus are approved by the state. Breakfast will be served at 9am and Lunch will be served at 11:45am. Food is an extension of learning as we have a broad menu with many types of textures, colors and flavors and is also an important part of social learning and developing. You can find our menu on the website.

**What you need to bring for your child:** Every child in our center is required to have a couple of changes of clothes. Please include shirt, pants, socks, underwear, a cheap pair of shoes in case there is an illness or accident that contaminates your child's clothing. Please bring the change of clothes in a gallon-sized Zip-loc bag and write your child's First and Last name. Should your child's clothes become soiled, the teacher will put the clothes in a bag and give them to you at the end of the day. A clean set will need to be brought in to replace them the next day of attendance.

Bring in a Family Picture as we need this for our Family wall. The children love it! And it helps them feel at home while they are away for this short part of their day.

School supplies. The list is on our website.

**Holiday and Special Events:** Leaps and Bounds Preschool is a Faith-based Christian Preschool. With that being said, we do not participate in Halloween. We do however celebrate and decorate for Fall. Please do not bring your child dressed up in Halloween Costumes, or Halloween apparel of any kind. We appreciate your understanding and respect.

Birthdays are a special time for every child. We love to celebrate each child's birthday. Parents are allowed to bring in "store bought only" mini cupcakes to celebrate this special occasion but please check with the teacher to see if there are any allergies in our classroom.

**Sickness:** If a child has a temp of 100.4 or higher the child may not return for two days. If your child has a fever, excessive cough, diarrhea, vomiting, etc. please leave them home until they are symptom free for 24 hours without medication. We appreciate your cooperation regarding sickness and communicable diseases.

**Lice:** If your child is sent home with head lice they will not be allowed to return until they are nit free. A receipt of purchase is required proving that they were treated for lice.

**COVID-19:** If your child has been directly exposed to someone who has tested positive for COVID-19, they must be quarantined from Leaps & Bounds for 14 days. If your child never had any symptoms, they may return after the quarantine. However, if they did have any symptoms, mild or otherwise, they may not return without a negative test. We appreciate your understanding and cooperation regarding this matter.

**What not to bring:** Backpacks are not allowed, food, drinks, stuffed animals, jewelry, toys, tattoos etc. Please inform your child before school starts that this is real school and these items are not allowed.

**Discipline:** A copy of our Discipline policy is with our Enrollment Application, please make yourself aware of our policy. If a child poses a safety threat to their self and/or others around them, you will be called to pick them up. Behaviors of this type will not be tolerated at Leaps & Bounds. Please know that all of our staff here at Leaps & Bounds are credentialed Early Childcare Professions with much experience and please also know that we do everything we can and are trained to do, to help the child self-regulate when he or she becomes upset.

**Questions or Concerns:** If you have any questions or concerns, please feel free to contact Mrs. Libbie or Mrs. Lauren. We are here for you and willing to listen and help in any way that we can.

We are looking forward to getting to know you and we count it a joy that your child will be here with us.

Sincere Blessings,

Mrs. Libbie – Director and

Mrs. Lauren - Administrator