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[www.leapfrog-usa.com](http://www.leapfrog-usa.com)

# Parent Handbook

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***In this Parent Guidebook, we have addressed important operating policies with which you will want to be familiar.***

Leapfrog Early Learning Academy are dedicated to making the most of your child's early years. At LELA, we do this by providing the best practices that offer your child exceptional early childhood learning experiences. Our foundation is based on the premise that the most important years of a child's brain development and learning patterns occur from infancy to age five. Our curriculum takes advantage of these windows of opportunity to give your child the best start toward a lifetime of learning.

LELA's best practices for the most important years of your child's development include:

- Stimulating, creative, educationally-engineered facilities
- Learning-inspired curriculum, aimed at total-child development
- Extraordinary support for the LELA team of teachers, so they can focus on guiding the learning process
- Secure, nurturing environment

LELA is committed to providing a balanced day to meet each child's intellectual, physical, social and emotional needs. We believe that a child's day should include fun, learning to learn, outside and inside physical activities, and quiet times. Each member of our staff is dedicated to empowering your child to reach his or her maximum individual learning potential. Our objective is to provide the best of the best experience for your child during his or her day. At LELA, every child is treated as special. We strive to address each child's individual needs. We see ourselves as partners with you, the parent, to make your child's day productive and fun. Communication between us about your child is very important and we will make it a priority.

**Welcome to Leapfrog Early Learning Academy. We appreciate the confidence you have shown us in your selection of Leapfrog Early Learning Academy for your child.**

## **Leapfrog Early Learning Academy AGE GROUPS**

LELA accepts children from 6 weeks to 12 years of age. Each age group is carefully grouped in distinct areas that encompass age appropriate activities and environments. In addition, LELA offers Pre-K, before and after school for ages 6 through 12, and summer programs.

### **Infants and Young Toddlers**

Each child has his or her own crib and the linen is changed daily. Infant toys are sanitized daily. No playpens are used, and the cribs are not used as playpens. If the child is not sleeping or eating, he or she is free to move about the play area of the room, explore appropriate materials, and interact with others. If weather permits, infants are taken outdoors to a play area designed exclusively for their use. The children are regularly held, cuddled, rocked, talked to, sung to and, at appropriate stages, taught basic language. Your child's care, including eating, sleeping and other routines is carried out by staff members, based upon an individual daily schedule, which we will ask you to provide to us. Our staff will adhere to your instructions to the best of our ability. We will make written entries on Your Baby's Day report at LELA throughout the day. This report will be given to you at the end of the day, so that you can see your child's activities during the hours when he or she was with us. This will normally include detailed information about foods eaten, how long they have slept, disposition and activity level, noted symptoms of illness or discomfort, special experiences during the day and any extraordinary achievements, such as a new word.

Formula is furnished by you, the parent, in individual bottles clearly marked with your child's first and last name. As your child begins to eat table foods, milk and other items will be provided by LELA.

## **Preschoolers**

Each preschooler is divided into small groups of children sharing similar ages. Every group has its own schedule of morning activities and, for full time students, afternoon activities as well. The group itself remains intact throughout the day, so that each child's Primary Teacher and circle of friends remains constant. We restructure the composition of preschoolers and groups from time to time, taking into account each child's age and developmental level.

## **Pre-K**

LELA students benefit from a specialized curriculum with a multitude of subjects and a lower student to teacher ratio than most public schools. Activities of social, motor, language, cognitive, and sensory experiences are planned for the Pre-K children. They include large and small group activities for the day, music experiences with songs or dance, storytelling and role playing, creative movement activities, finger plays, arts and crafts, woodworking, outdoor play and special field trips around campus.

Children and adults learn best through hands-on experiences with people, materials, events, and ideas. That principle — validated by decades of research — is the basis of High-Scope's approach to teaching and learning.

## **Before and After School**

This program provides after school recreation, extracurricular activities and help with homework for elementary school students, ages 6 to 12. Transportation to and from local schools is provided at most locations.

## **Summer Camp Program**

The program operates on a year-round basis. The summer months provide a variety of exciting weekly activities for children ages 5 to 12. Priority of enrollment in the Summer Camp program is given to our currently enrolled children.

## **The Leapfrog Curriculum**

Our curriculum includes emergent reading, math, science, social studies and virtues, and is enhanced with enrichment classes. In addition, our learning-inspired curriculum is aimed at the total-child development. We realize that every child is different, developing at his or her own special pace, each with different interests and distinct likes and dislikes. We respect this individuality and our programs reflect this sensitivity to each child's social/emotional, intellectual and physical needs. We incorporate activities and educational materials that are appropriate for the age and developmental stage of each child.

Our time-tested, research-supported, educational programs incorporate a variety of engaging and enriching activities in all the important developmental areas that will benefit children throughout their school years. This includes physical skills, social/emotional skills, communication skills and thinking skills. At LELA, our educational goal is to have the total-child blossom. We help children learn new skills, build self-confidence and develop social skills. The result — children receive the preparation they need for school success in a safe, supportive and nurturing environment. We enhance our core curriculum with enrichment classes in creative movement, music, art, second language and computers. Children also experience other activities such as an interactive television studio, that provides opportunities for LELA children to explore science, community and social studies through dramatic play.

## **Leapfrog Enrichment Classes**

During the day, children are nurtured by a primary teacher who leads the group throughout the day's activities and enrichment teachers. Together they form a team of teachers for each child. Children participate in different subjects primarily at half-hour intervals. They are stimulated by the opportunity to move throughout the facility and explore the various themed classrooms of LELA where enrichment teachers offer lessons combining playfulness and age appropriate learning. Classes begin at 9:00 a.m.

### **Art.**

In the Art Studio, children will manipulate a variety of art media and use a variety of art tools. Creativity flourishes between ages 2 and 5 and if it is nurtured and supported, it will become a life Long trait. Children enjoy expressing their creativity with paints, modeling clay, chalks and crayons, pencils, and markers.

### **Music Studio.**

Neurological research indicates that the optimum time for music instruction is between the ages of 3 and 10 years. The Music Studio offers children the opportunity to cultivate an appreciation of music. Play based musical experiences provide opportunities for singing, moving and listening. Each of these activities helps the brain stay alert and also serves as a stimulant for increasing memory.

### **Computer Lab.**

The LELA Computer Lab provides children with computer instruction and highly interactive software that allows them to practice math, reading, and writing skills learned in other classrooms from a technological perspective.

### **Creative Movement Studio.**

Children are invited to express their moods, feelings, and thoughts creatively in this classroom. They will develop and refine both gross and fine motor capabilities, as they connect their thought to their movement. The more senses that deliver messages to the brain, the more likely the brain is to pay attention to the message. Combining movement and thinking maximizes the potential for learning.

### **Second Language Library.**

Children are more receptive to language during the first five years of life than they will ever be again. It is the perfect time to introduce a second language. In the LELA Library, children are introduced to Chinese as a second language vocabulary. To enhance the fun, language is taught through stories, finger plays, songs, and games.

### **Math and Science Lab.**

The brain's favorite activity is problem solving. It is constantly seeking and searching for patterns. In the Math and Science Lab, children have plenty of practice exercising their reasoning skills. Since the brain is wiring for thinking skills between the ages of 4 and 6 years, the exploration activities in this room are a perfect way for children to strengthen the neurological networks that support higher levels of thinking. Children become familiar with patterns within mathematical concepts.

## ASQ

Leapfrog Early Learning Academy rely on ASQ for the best developmental and social-emotional screening for children from one month to 5 ½ years. Highly reliable and valid, ASQ looks at strengths and trouble spots, educates parents about developmental milestones, and incorporates parents' expert knowledge about their children. For more information please visit the website [www.agesandstages.com](http://www.agesandstages.com)

## Programs/Activities

**Programs and activities are primarily half-hour intervals during mornings**

<b>2 YEAR OLDS</b>	<b>3 YEAR OLDS</b>	<b>4 YEAR OLDS</b>
<b>Creative Movement</b>	<b>Social Studies</b>	<b>Social Studies</b>
<b>Gym</b>	<b>Science</b>	<b>Science</b>
<b>Art</b>	<b>Creative Movement</b>	<b>Creative Movement</b>
<b>Story-time/Language Development</b>	<b>Gym</b>	<b>Gym</b>
<b>Music/Rhythm</b>	<b>Art</b>	<b>Art</b>
<b>Number Play</b>	<b>Emergent Reading</b>	<b>Reading</b>
<b>Colors/Shapes/ Sizes</b>	<b>Language Arts</b>	<b>Language Arts</b>
<b>Intro into Second Language</b>	<b>Music</b>	<b>Music</b>
<b>Computer Play</b>	<b>Emergent Mathematics</b>	<b>Mathematics</b>
<b>Dramatic Play</b>	<b>Intro –Second Language</b>	<b>Intro –Second Language</b>
	<b>Computer Play</b>	<b>Computer Play</b>
	<b>Pre-writing Skills</b>	<b>Pre-Handwriting Skills</b>
	<b>Virtues Program</b>	<b>Computers</b>
	<b>Dramatic Play</b>	<b>Virtues Program</b>
		<b>Dramatic Play</b>

**Children's attention spans are short. They need a constant exchange between passive and active activities. Children benefit from a wide variety of experience: child-initiated, teacher-directed, large group and afternoons (Part-time programs have a limited number of activities)**

<b>PRE-K</b>	<b>SCHOOL AGE</b>	<b>SUMMER CAMPS/HOLIDAYS</b>
<b>Social Studies</b>	<b>Art</b>	<b>Art</b>
<b>Science</b>	<b>Music</b>	<b>Music</b>
<b>Creative Movement</b>	<b>Second Language</b>	<b>Second Language</b>
<b>Gym</b>	<b>Computers</b>	<b>Computers</b>
<b>Journals</b>	<b>Sports</b>	<b>Sports</b>
<b>Phonics</b>	<b>Homework Assistance</b>	<b>Homework Assistance</b>
<b>Art</b>	<b>Community Involvement</b>	<b>Community Involvement</b>
<b>Reading</b>	<b>Class projects</b>	<b>Class projects</b>
<b>Language Arts</b>	<b>Field Trips</b>	<b>Field Trips</b>
<b>Music</b>		
<b>Mathematics</b>		
<b>Second Language</b>		
<b>Computer</b>		
<b>Handwriting</b>		
<b>Computers</b>		
<b>Virtues Program</b>		
<b>Community Awareness</b>		

**small group, indoor, outdoor, quiet and active. Leapfrog Early Learning Academy's unique approach to early childhood education offers children all of this, in a highly enriched environment.**

**Staff Qualifications**

Our Teachers are hired in compliance with the state requirements and qualifications as a base minimum. Typical staff certifications are as follows:

(Modify this section to reflect your center's staff titles, education and experience.)

<b>Position Title</b>	<b>Education/Certification</b>	<b>Experience</b>
Teacher	Associate Degree in Early Childhood Education	2 years
Teacher Assistant/Aide	Child Development Associate Certification	1 year

Caregivers participate in an orientation class and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

We strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by **Leapfrog Early Learning Academy**.

### **Child to Staff Ratios**

Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

We maintain the following standards for child to staff ratios:

<b>Age</b>	<b>Child to Staff</b>	<b>Maximum Group Size</b>
0-12 months	<u>[3 to 1]</u>	<u>[6]</u>
13-30 months	<u>[4 to 1]</u>	<u>[8]</u>
31-35 months	<u>[5 to 1]</u>	<u>[10]</u>
3 year olds	<u>[7 to 1]</u>	<u>[14]</u>
4-5 year olds	<u>[8 to 1]</u>	<u>[16]</u>
6-8 year olds	<u>[10 to 1]</u>	<u>[20]</u>
9-12 year olds	<u>[12 to 1]</u>	<u>[24]</u>



## **COMMUNICATIONS WITH PARENTS**

We appreciate the trust that you place in Leapfrog Early Learning Academy when you leave your child with us for the day. We want to make that time worry free for you. We want you to be confident that we will contact you, if there are any significant events in your child's day. Should a situation arise, we'll call to tell you what happened and how we handled it. At Leapfrog Early Learning Academy, you have our assurance that we will always call if anything is amiss, *and that if we don't call, everything is fine.*

## **DAILY NOTES**

The Executive Director at your Leapfrog Early Learning Academy is available to discuss your child's progress with you at any time and will occasionally bring matters to your attention that she feels you will want to know. In addition, you will receive daily written reports of your child's activities. For toddlers and preschool-aged children in each of the classes, a more detailed daily report is used. This report includes current subjects being studied, individual progress in each of these areas, and any special events that have occurred during the day.

The same form also includes relevant comments by teachers concerning any special lunch, naptime, or social behavior exhibited by the child, disciplinary matters, or potty-training, if applicable. These continuous reports are intended to keep you abreast of your child's current social, emotional, and academic progress at Leapfrog Early Learning Academy. If you have a question about anything reported, please have a word with the Executive Director, or other staff members. In the case of preschoolers, these reports also provide you with current curriculum information that you may wish to support with additional activities at home.

The most important point to remember is that, as your partner, we want to share how your child is doing. We also ask that if you have a concern, please tell us right away. We want to address any concerns that you have, as quickly as possible. We also love to hear when you are particularly pleased with us. Please share.

## **EVALUATIONS**

Characteristics and guidelines have been developed by Leapfrog Early Learning Academy with which we assess and monitor the developmental progress of your child. Evaluations are done in November and May.

## **ENROLLMENT POLICY**

Initial and continued enrollment will be at the discretion of Leapfrog Early Learning Academy based upon, among other factors, the best interest of the child, the expectation that he or she will benefit from the program, and the welfare of the other enrolled children, and the best interest of Leapfrog Early Learning Academy. Enrollment decisions will be made without regard to race, color, sex, disability, religion, national origin or ancestry. Leapfrog Early Learning Academy reserves the right to dismiss any student, for any reason deemed necessary, at the sole discretion of Leapfrog Early Learning Academy.

## **CHILD ENROLLMENT DOCUMENTATION REQUIREMENTS**

Leapfrog Early Learning Academy requires specific documentation to be provided for each child prior to the first day of classroom attendance. This documentation may include, but is not limited to, the following:

- Leapfrog Early Learning Academy Enrollment Application and Agreement
- Tuition Rate Agreement
- Current Certificate of Immunization
- Current Photograph of your child and one of the family including the child
- Appropriate documents, such as legal custodial documents, shall be attached if a parent is NOT ALLOWED to pick up child.

## **TUITION & FEES**

**Enrollment Fees:** At the time of enrollment, a payment must accompany your Application which will include the first week tuition, a non-refundable registration fee.

### **Re-registration:**

Each year, you will be assessed an annual registration fee to reserve your child's space in Leapfrog Early Learning Academy for the coming fall. Registration fees are non-refundable.

**Tuition & Late Fees:** Tuition is billed weekly and is due by Tuesday 9:00 AM. Statements are printed and sent to your home. The statements will reflect your last payment, previous balance, tuition and other charges such as late fees. **Tuition is due every Monday of each week. We accept DHR/DEFACS, cash, U.S. Postal, DEBIT cards, VISA/MasterCard, and money orders as payment. No personal checks will be accepted in order to keep operational cost down. An application with required documentation along with tuition fees must be summated prior to attending Leapfrog Early Learning Academy LLC. This will assist us in having the required ratio of adult with students.**

**The acceptable form of payment is DHR/DEFACS, cash, U.S. Postal, DEBIT cards, VISA/MasterCard, and money order. Payments received after payment is due each week will have a late fee of \$15.00 per week will be added. Field trips are to be additional unless stated on permission slip.**

**If student is not present at center due to illness or family emergency tuition is charged for 50% of the agreed upon, unless your child will not be able to return to the center. At this time a two week notice is required upon discharge. If your child is present 2 days in a given week or more, full tuition will be charged. If your child is present 1 day in a given week or less, 50% tuition will be charged.**

**LELA will not be open during the times specified on center's calendar. Please make additional arrangements as per center's calendar. LELA has the right to change it's operation calendar.**

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Failure to stay current with your child's tuition fees will result in the loss of your child's position and will constitute a default which will entitle Leapfrog Early Learning Academy to all remedies, as prescribed by law, including reasonable attorney fees. No discounts from tuition will be made for holidays or other days on which the school does not operate. Leapfrog Early Learning Academy reserves the right to increase tuition and charges. You will be notified no less than one month prior to any change in rates.

**Late Pick-Up Fees:** Children must be picked up from their designated program on time. All children must be picked up by closing time (6:00 pm). The late pick up fee is \$1.00 per minute per child late fee will be charged directly to your account. If you expect to be late, please call to advise us, so that we may reassure your child.

**Absences:** Please keep in mind that you are obligated for payment of tuition during periods of absence from Leapfrog Early Learning Academy. Tuition must be paid in full, without deduction for absences of any duration, or for any cause, and without substitution of other days of attendance as “make up” days. This is necessary because staffing and other operational costs are incurred on the basis of fixed levels of enrollment. The only exception to this policy involves absences due to your child’s hospitalization, during which time tuition may be waived, with medical documentation, at Leapfrog Early Learning Academy discretion.

If your child is absent from Leapfrog Early Learning Academy for two consecutive weeks, without notification to a Director, your child will be considered withdrawn from the program. If you choose to re-enroll your child, you will be re-assessed the initial enrollment fee and security deposit and your re-admission will be contingent upon the availability of space in your child’s group at that time.

**Withdrawal:** The obligation for full payment of tuition continues until the date indicated by the parent or guardian as the date of withdrawal. No portion of your monthly paid or outstanding tuition will be refunded or cancelled in the event of absence, holidays, school closings, withdrawal or dismissal from the school. **The parent or guardian agrees to furnish Leapfrog Early Learning Academy with at least two weeks written notice of such date of withdrawal.** You may withdraw your child from Leapfrog Early Learning Academy whenever you wish. If you wish to apply for re-enrollment at a later date, you will be re-assessed.

### **Leapfrog Early Learning Academy FACILITY**

Leapfrog Early Learning Academy facilities are learning-inspired. They are creative, stimulating, child-friendly environments that take children far beyond their imaginations. Classrooms are spacious and well equipped. Themed classrooms are set-aside for such subjects as second language, music and mathematics. The Leapfrog Early Learning Academy facility includes a library, a computer lab.

Closed circuit television provides constant surveillance of classrooms, hallways, changing rooms and other areas. Changing tables have been specially designed to protect young infants.

Each month, the Director of Services completes the comprehensive Bright From The Start Quality Control inspection of the center in the areas of safety, security, health, staffing and educational programs. Ongoing visits by corporate operational specialists ensure the highest standards are maintained Leapfrog Early Learning Academy.

## **SECURITY**

Our specially designed Secure Access System allows us to monitor each person's entry into the building, track your child's location.

## **POLICIES AND PROCEDURES**

### **VISITORS**

All Leapfrog Early Learning Academy administrative staff member greets all visitors at the front entrance. Visitors are asked to sign in at the receptionist's desk and are then escorted throughout the building while visiting and/or touring.

### **GENERAL PROCEDURE**

We open at 6:00 AM. Please do not drop-off your child prior to the opening. Parents are expected to accompany their children and sign them in on Procure system.

We close at 6:00 PM. Please allow enough time to arrive, sign your child out on Procure system, and leave by closing time.

### **AUTHORIZED AND UNAUTHORIZED PICK-UP**

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

In the event that an unauthorized person attempts to pick-up a child at Leapfrog Early Learning Academy, the child will be moved to a safe location. We will then contact the custodial parent. The police will also be contacted.

### **RIGHT TO REFUSE CHILD RELEASE**

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

## **RELEASE OF YOUR CHILD TO OTHERS**

We will only release your child to someone, other than yourself, when you have properly authorized us to do so. This may be done at the time of enrollment in your Enrollment Application & Agreement form, where you may list persons who may pick up your child at any time. This may also be done later by completing our "Authorization to Release Child" form. In issuing an authorization form, please be certain that it is delivered to our receptionist, or to the Executive Director. In rare emergencies, you may give us your signed authorization by fax, with the notation "by fax" and the signature of the staff member who received the fax. We will confirm by comparing the parent's signature appearing in our records. In all cases in which you authorize release of your child to a person who has not picked up your child before, and whom we do not know, we will ask the person for appropriate identification.

## **CHILDREN NOT PICKED-UP AT THE END OF THE DAY**

If a child has been left at the end of the day, attempts will be made to utilize all the parent's telephone numbers on file. If there is no response, we will call all the emergency telephone numbers in the child's file. If there is still no response, we will call the police or Child Protective Services.

## **FIELDTRIPS/ TRANSPORTATION OF CHILDREN:**

It is our policy at Early Start Learning Center that we will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted. The center will be providing transportation on routine trips for school age children going to/from school. This transportation will be done on the vans owned by Leapfrog Early Learning Academy and a staff member with CPR trainings will be present in the van.

**Fieldtrips:** Leapfrog Early Learning Academy will be taking periodic field trips, which will also be done with a trained staff member in the van. Before departing the center, a count will be taken of all of the children, and they will be marked on a separate attendance sheet. Upon arrival at the destination, another count will be taken to assure that all children have safely arrived. This process will be repeated upon leaving the destination and returning to the center. During the course of the field trips, each staff member will have specific children that they are responsible for supervising. Before **any child** participates in either a routine or field trip, the center will obtain written permission from the parent or guardian.

## **EMERGENCY PROCEDURES**

Leapfrog is equipped with a fire and smoke monitoring alarm system. Fire extinguishers are strategically placed throughout the building. Emergency drills (such as fire and tornado) are held on a regular basis, so that the children and staff are familiar with emergency procedures. The staff at Leapfrog Early Learning Academy has been trained in safety, first aid and emergency evacuation programs. They will orient your child prior to the first time executing a drill, in order to help alleviate any fear or anxiety that may occur. It is our goal to teach your child what to do during an emergency, so that he or she becomes familiar and comfortable with the procedures.

## **EMERGENCY EVACUATION**

It is possible that an emergency evacuation may occur due to problems within the facility. If it is determined that the safety of the children is in any way jeopardized, you will be contacted to

pick up your child. If your child is moved from the facility during an emergency evacuation, you will be contacted immediately and informed of the location. The location of Leapfrog Early Learning Academy evacuation facility is posted in the administrative area.

### **INCLEMENT WEATHER**

Leapfrog Early Learning Academy will make every effort possible to be open during inclement weather days; however, safety for your child and our staff members will be the prime consideration for closing the school. If there is any question whether the school will be open, please consult your local TV station for school closings, or call the main of Leapfrog Early Learning Academy school phone number. Information concerning cancellation, or a delayed opening, will be recorded on the school voice mail by 5:30 a.m. In the case of a severe mid-day storm, please refrain from calling the school. We will call you if your child needs to be picked up, prior to closing. We take every precaution necessary to protect the children and the staff of Leapfrog Early Learning Academy. School closings will be based on the determination of threats to the safety of children and the staff.

In excessively hot weather, children will be provided with adequate water supplies and during outdoor play will remain in shaded areas for the majority of their playtime. During severe weather, children will remain inside for an alternative gross motor activity period.

### ***YOUR CHILD'S HEALTH***

#### **HEALTH RECORDS & IMMUNIZATION**

State law requires that every child have a Certificate of Immunization in file at of Leapfrog Early Learning Academy. This certificate provides a history of vaccinations against several childhood diseases. If your child has received all of the necessary vaccinations, you can obtain an updated, validated certificate from your physician, or local Health Department. It is imperative that you provide a current copy of this certificate, prior to your child's first day of attendance. **Your child will not be permitted to attend Leapfrog Early Learning Academy if the certificate has not been submitted, or does not remain current.**

#### **CONFIDENTIALITY OF RECORDS & INFORMATION**

The of Leapfrog Early Learning Academy staff respects the confidential information of the children in our care. All personal records of children and families in of Leapfrog Early Learning Academy are kept in the strictest of confidence. Information pertaining to admission, progress, health or disenrollment of a child shall be confidential, unless the parent(s) of the child has given written permission for disclosure.

#### **ILLNESS**

As a part if of Leapfrog Early Learning Academy's commitment to the health of the children and staff, we require parents to wash their hands and their children's hands upon arrival for the day.

The welfare and health of your child are of primary importance.

When particular symptoms are noted, such as a fever or unusual changes in personality, this information will be brought to your attention immediately. Of course, if your child appears to be seriously ill, or highly infectious, we will call you (or another person whom you have designated for this purpose) to ask that you pick up your child from school. **For the safety of the other children, your child must be picked-up within one hour of your notification.**

Until you arrive, your child will be made as comfortable as possible in a room where he or she is supervised by an adult, yet separated from other children.

You may not bring your child to school if he or she appears ill and/ or displays the following symptoms:

- a fever of 100 degrees F or higher within the past 24 hours
- vomiting or has intestinal agitation accompanied by diarrhea (may return once the condition has completely subsided for a minimum of 24 hours without medication)
- Evidence of a communicable disease
- an undiagnosed rash (may return with physician's note that rash is not contagious)
- Discharge from eyes, ears or profuse colored nasal discharge (may return when discharge is clear or child has been on antibiotics for 24-48 hours, according to physicians instructions)
- Unusual lethargy, irritability, persistent crying or difficulty breathing (may return when symptoms have subsided with medications)

If your child shows any of the above symptoms while at of Leapfrog Early Learning Academy, or any other symptoms enumerated in certain states' regulations, you will be asked to pick up your child immediately.

If the child's parents cannot be reached, the designated person, or persons, on the Enrollment Application and Agreement will be contacted.

When a child has been exposed to, or diagnosed, with a communicable illness, you are required to immediately notify of Leapfrog Early Learning Academy. Leapfrog Early Learning Academy will notify the state Department of Health, when necessary, all staff members and all parents and guardians of children in our care. The child's confidentiality will be maintained. Parents will receive an Illness Statement when they arrive to pick up the child who is ill. The Illness Statement will outline the requirements, which may include a doctor's certification, before the child can return to school.

### **ACCIDENTS & INJURY**

In the event of an accident or injury, our staff will first tend to your child's needs and then summon the Executive Director. The Executive Director will notify you and, if necessary, call the physician or medical facility, as designated in writing by you. In rare situations, Leapfrog Early Learning Academy may take additional emergency action, as deemed necessary, to care for your child. When such an action is deemed advisable, the school will contact 911 emergency services and follow the instructions of the emergency personnel. If Leapfrog Early Learning Academy personnel are instructed by the emergency medical personnel to transport your child to the nearest medical facility, such action will be taken. In such emergencies, the school will contact you as soon as the situation allows.

### **MEDICINE**

Medicine may be administered to your child during the day, provided that you have furnished us with written authorization to do so. Our "Authorization to Administer Medicine" form is used for this purpose. Leapfrog Early Learning Academy will administer only those medications that are specifically labeled as a prescription with a doctor's name, child's name and dosage procedures outlined on the bottle.

**NO OVER THE COUNTER MEDICATIONS OF ANY KIND WILL BE ADMINISTERED WITHOUT A WRITTEN PRESCRIPTION/ORDERS FROM A LICENSED MEDICAL PHYSICIAN.**

Medications cannot be shared by multiple family members, unless each person's name appears on the label. The completed form, together with the medicine itself, should be left in the designated box in the *Infirmery*. If your child requires more than one medicine, please list each

separately on the form. Any potential adverse reaction to the medication must be listed on the authorization, so that the child can be properly monitored, and parents notified accordingly. This authorization must specify the specific dates the medication is to be administered. A new authorization is required at the beginning of each calendar week.

**Medicine will be administered between 11:00 a.m. and 12:00 p.m.**

IMPORTANT: All medicines are stored in the *Infirmery*, out of the reach of children, and all medicines are administered by a director. Medicine may never be left in your child's carry bag, since another child may accidentally find it there. In addition, all medicines must be brought to the school in their original container, bearing the child's name, prescription number (if any), name of the medicine, and the date brought to Leapfrog. All medication must be taken home daily to ensure proper parental control.

**EMERGENCY MEDICAL FACILITY**

An accredited nearby emergency medical facility has been designated by Leapfrog Early Learning Academy. The name and location of the facility is posted in the administrative area.

**DISCIPLINE**

Discipline is the on-going process of helping children to develop their controls, so that they can manage their own behavior in socially approved and acceptable ways Leapfrog Early Learning Academy's discipline techniques are based on respect for the child. We teach self-discipline, as opposed to motivation by fear or punishment. Our discipline policy ensures that there is a reasonable relationship between the inappropriate act and the consequence.

The only acceptable forms of discipline at Leapfrog Early Learning Academy's are positive guidance and redirection. The goals of these discipline techniques:

- Help the child in his or her growth toward self-discipline, while nurturing a healthy self-concept.
- Help children work through a conflict, by helping develop their self-control and assuming responsibility for their own actions.
- Explain limits and consequences in a clear and comprehensible manner.
- Give preschool and school-aged children a reasonable opportunity to resolve their own conflicts.

Only if absolutely necessary will a child be removed from the situation of conflict and placed in an area where he or she can sit for a few moments to regain composure. The teacher will talk to the child about the inappropriate behavior. The child will return to the group when both the staff, and the child, feel it is appropriate. This will not be for a prolonged period of time, nor is it a punishment.

**BITING POLICY**

Leapfrog Early Learning Academy's understands that occasional displays of aggression, like biting, are typical in young children and are part of normal early childhood development. Repeated incidents of biting will not be tolerated. Our objective is to ensure that each school maintains the highest level of safety within our environment, and that our staff respond appropriately to aggressive behaviors. Leapfrog Early Learning Academy's requires that all parents of children under 3 years old receive the guidelines that outline how the Leapfrog Early Learning Academy staff will handle a biting incidence. These guidelines will be presented with enrollment materials. Receipt of the Biting Policy must be acknowledged by the parent in writing.



## **TV AND VIDEO POLICY**

In an effort to provide an educational, classroom environment, Leapfrog Early Learning Academy's does not allow the excessive use of videos. The viewing of videos is limited, and is not offered more than ½ hour per week, in selected age groups. Children are never forced to watch a video at Leapfrog Early Learning Academy's. An alternative activity is offered to any child during the time the video is being shown.

## **Leapfrog Early Learning Academy's CHILDREN'S UNIFORMS**

Leapfrog Early Learning Academy's Preschool and Pre-K are required to wear uniforms during program hours, Monday through Friday of each week. We believe the use of uniforms gives children a shared identity with their contemporaries and a sense of belonging. Uniforms serve to impress upon the children the importance of school activities and help remind them that they are in a special place.

The Leapfrog Early Learning Academy uniform consists of a Leapfrog Early Learning Academy polo or button down top and navy blue bottom. Our girls also have an option of wearing a navy blue skort. You may add undergarments to complement your child's uniform, such as tights, leggings, or turtle necks with dresses. These garments should be worn with socks and closed toe, rubber soled shoes. This policy is vitally important in order to avoid serious falls and injuries. Dress shoes, cowboy boots, thongs and sandals are prohibited at all times.

***FAILURE TO FOLLOW THE UNIFORM POLICY WILL RESULT IN WITHDRAWAL OF YOUR CHILD'S ENROLLMENT AT LEAPFROG EARLY LEARNING ACADEMY.***

## **CARRY BAGS AND CHANGE OF CLOTHING**

All children must have a bag with them at school at all times. This is necessary because every child is required to have a complete change of clothing consisting of a uniform, along with underwear, socks, and a light jacket or sweater with them, at all times. Our staff will use these articles in the event of any mishap, and will return the soiled clothing to the carry bag in an airtight plastic bag.

In addition, the carry bag is used to store personal articles during the day. If your child wishes to bring his or her own blanket to Leapfrog Early Learning Academy, be sure it will fold to fit into the carry bag. In order to avoid any confusion and prevent potential loss of personal items, it is very important that all of your child's belongings, including his or her bag, articles of clothing and any items brought from home, be clearly labeled with both first and last name.

## **BELONGINGS BROUGHT FROM HOME**

We know that some toys are so important to your child that they simply must come to school. These items may be brought on Show and Tell day, as long as they are safe in the company of others and are not replicas of weapons. In addition, safety considerations dictate that cosmetics and money (particularly coins), and other items which may be easily swallowed, should never accompany your child to school. Show and tell items must be small enough to fit in their carry bag and be brought in only on those designated days.

We also know that many personal articles at Leapfrog Early Learning Academy frequently become separated from their owners. We'll do our best to keep track of such items and return them to their rightful owners. If we know the owner of a particular belonging, we'll make sure that it gets into the right carry bag and goes home. Please remember toys and other articles that do not have the owner's name on them are often very difficult to track down and return. Some small items such as Matchbox cars can easily find their way into another little pocket. If an item is particularly dear to your child, it may be wise to leave it at home, because we cannot be responsible for replacement of the article.

## **LOST AND FOUND**

A lost and found box is located in the school. We recommend that you check this box periodically for items that may belong to your child.

## **HOURS, DAYS OF OPERATION**

Leapfrog Early Learning Academy operates Monday through Friday throughout the year. We are closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Columbus Day (for teacher in-service training), Thanksgiving Day, and the day after Thanksgiving Day, Christmas Eve Day and Christmas Day, and certain other days, as may be specified by Leapfrog Early Learning Academy, from time to time. The facility is open and staffed from 6:00 a.m. until 6:00 p.m. Our formal education programs begin at 9:00 a.m. Children enrolled in full-day programs are welcome to arrive and depart at any time of the day.

## **DIAPERING**

Children are checked at scheduled intervals throughout the day, and changed at the first sign of wetness, or soiling. No child is knowingly left in wet or soiled clothing. For children who wear diapers, parents must furnish diapers and pull-ups. We use only major-brand disposable diapers. For sanitary purposes, Leapfrog Early Learning Academy does not provide nor allow the use of cloth diapers.

## **TOILET TRAINING**

When you believe that your child is ready to begin toilet training, please discuss this with your child's primary teacher. We will assist by encouraging your child to potty between diaper changes. With the first signs of success, we will recommend that you send your child to school in training pants.

## **BREAKFAST, LUNCH, AND SNACKS**

We will provide your child with breakfast and lunch as described in the *Menu*. Children are offered breakfast, (if they arrive before 9:00 a.m.) lunch, morning and afternoon snacks, as well as one for the road treats. The Leapfrog Early Learning Academy menu features healthy, nutritious and well-balanced meals which are prepared fresh each day in the Leapfrog Early Learning Academy kitchen. If your child adheres to any special dietary restrictions, please inform the Executive Director, as well as his or her primary teacher. The Executive Director will assist you in making arrangements for you to bring in the necessary food items to meet your child's needs. Children are taught to eat with a plate, napkin and utensils, as well as other mealtime etiquette. Each meal is closely supervised. All children are given as much time as they wish to eat. Each child is encouraged to try the food that is before them. Those who have difficulty eating will be individually assisted, including help in getting individual bites to the mouth, but no child is ever forced to eat any food. Special eating problems, or marked changes in lunchtime behavior, will be reported to you on your child's daily progress report.

## **SPECIAL CELEBRATIONS**

Prior to planning a celebration for a special event in your child's classroom, such as a birthday, please make arrangements with a Director. You will be provided with details about local regulatory agency requirements regarding snacks. We recommend that a healthy snack be provided, rather than cakes or cupcakes. You may wish to include special napkins, or hats, with

snacks. For safety reason, small trinkets, rings or balloons may not be distributed as party favors. Glass or ceramic plates are not permitted in the classroom or playground, and may not be used where children are present on the school campus. Your child's teacher will help you to determine the number of items that will be needed to provide for every child in the class. For the protection of all children, we cannot provide anyone with the phone number or address of any child in a Leapfrog Learning Academy School, or their family members. Teachers can provide you with a list of the first names only of the children in the class, if requested. Special programs are organized for the children throughout the year for parents and family members. Your attendance at these special functions gives you the opportunity to talk to your child's teachers and meet your child's classmates and parents.

**NAPTIME**

All younger children are required to have a quiet time following lunch, and are encouraged to sleep during this time. Children who are five years of age and older are not expected to nap, (unless required under state regulations,) but are provided with quiet time. Children who fall asleep will be allowed to sleep until the end of the rest period, as designated on the daily schedule. Children may bring a small item to comfort them and help them rest. The item, including pillows, must be small enough to fit into their Leapfrog Learning Academy carry bag.

**TRANSPORTATION**

Leapfrog school buses are used for drop-off and pick-up children of 3 months to school aged children and for field trips. Leapfrog does not transport children under four years of age, or those children requiring a child safety restraint seat. Children must be delivered to Leapfrog no later than 15 minutes prior to a.m. departures and must be on time for the scheduled after-school pick-up. The Leapfrog bus driver is not able to wait for tardy children and will return to Leapfrog, if a child is not on time. It is the responsibility of the parents to inform Leapfrog of any scheduled changes for children who are transported to and from elementary school. Please be sure to notify a Director if your child will be absent, or should not be picked up by the Leapfrog bus. Children will be transported only in the designated Leapfrog bus. In the event that your child does not show up for a scheduled pick-up, the bus driver will 1) call the school administrator's office to try to locate your child, and 2) notify the appropriate Leapfrog administrator of the child's absence. You will then be notified by a Leapfrog staff member and will be responsible for picking-up your child from school. In order to avoid unnecessary delays and concern, please notify the Leapfrog receptionist or a Director, if your child will be absent for the scheduled transportation service. If your child is absent without notification, you will be charged a no-show fee of \$50.00.

**ACKNOWLEDGEMENT**

I (We) have read and agree to Leapfrog Learning Academy's policies and procedures as described in the Parent Guidebook. I understand that these guidelines may change periodically.

Child's Name (Please Print) \_\_\_\_\_

Parent or Legal Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent or Legal Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

After signing this acknowledgement, please remove the page from your Parent Guidebook. It must be returned with your enrollment packet.