



Policies & Procedures
Little Sprouts Child Enrichment Academy
www.littlesprouts.co

Please thoroughly review the Policies and Procedures of Little Sprouts Academy, Inc. ("Little Sprouts Academy"). This document contains important information regarding the childcare contract and company practices. By placing your child within the care of Little Sprouts Academy, you are agreeing to these policies and procedures. However, please feel free to discuss any concerns you may have regarding our policies and procedures.

Philosophy

Our "image of the child" means that children are capable and unique individuals who should not be confined to a standard form of learning. Little Sprouts Academy believes children should be free to explore and discover the world in a safe, nurturing and fun environment accompanied with an organic and natural lifestyle. At Little Sprouts Academy we strive to provide an environment that gives children every opportunity to learn individually, grow healthy bodies, and form meaningful relationships.

Core values of the Little Sprouts Community

R.E.S.P.E.C.T.

The word, respect, is a mutual quality, when practiced, sets a tone of stability and paves the way for growth.

But what is the secondary meaning of this word to the Little Sprouts community? It means: **R**elationships, **E**ncouraging, **S**ustainable, **P**ositivity, **E**mpathy, **C**reativity, **T**eamwork. Each value exercised alone proves to be priceless and can only enhance the environment around us. To exercise each quality cohesively, a team will be unified, communication will be stronger, growth becomes greater and a purpose becomes clearer.

The individuality of our community is built from the "respect" exercised by every teacher, director, corporate member, and parent who walks through our doors. Everyday, as we strive to exercise these values, our purpose remains to be clear as to why we are joined together as a community. Our children.

At Little Sprouts Academy in order to meet the needs of our community it requires impartiality, trust, and honesty.

The Little Sprouts community deserves nothing less than the values of R.E.S.P.E.C.T.

Curriculum

Infants:

The primary emphasis for infants is health, safety and facilitation of optimal development of each child. Every interaction is an opportunity for the infant to grow and learn. Our nurturing teachers focus on creating bonds with the children by holding them frequently and understanding their sleeping and feeding rhythms. The classroom is designed to allow infants to explore safely while strengthening their bodies and practicing their motor skills. As the infants mature, the structure of the activities grow.

To provide the best care possible, Little Sprouts Academy requires an "Infant Needs Plan" to be filled out and updated quarterly for all infants. This plan will be provided by your facility's director or by your child's teacher. The Infant Needs Plan can be updated at anytime, however, it *must* be updated quarterly or as soon as circumstances change. Your child's teacher and/or director will set up a time to review the Infant Needs Plan and review any changes that have been made.

Toddlers:

Toddlers are beginning to develop social skills, increase their vocabulary and find their independence. To develop these skills, the toddler program offers group experiences as well as smaller group opportunities to better meet the needs of each child. Daily, the children have opportunities to explore and learn about their environment both in and outside of the classroom. The children are encouraged to communicate verbally and participate in individual and group conversations. Providing unique learning opportunities and experiences works towards enhancing self-concept and provides a solid foundation for their preschool years.

Preschool & Pre-K:

The preschool and pre-k program provides a well balanced early education. At this age, children are beginning to develop intimate peer relationships, self-concept and asking more questions about their surroundings. To help these skills thrive, the preschool and pre-k program offers experiences in the areas of math, science, the beginning stages of reading and writing, gross and fine motor skills, dramatic play, and creative movement. Every child is a unique individual with specific patterns and timing of growth and development. Each child's pattern of development is taken into consideration while creating appropriate class activities. All of Little Sprouts Academy's curricula is Reggio Inspired and is geared toward making the classroom environment the "third teacher" for each child's learning experience.

Admission Procedures

State Childcare Licensing issues specific procedures in order to make the admission process run smoothly for both the staff and for the families of the children in our care. Little Sprouts Academy does not discriminate during the admission process for any reason such as race, religion, ethnicity, socioeconomic status or sexual orientation.

If a child is enrolling at Little Sprouts Academy and has an identified special need, the guardian(s) are responsible for notifying the director at their first enrollment meeting. If a child has an emotional, cognitive, or physical special need, they will be enrolled on the basis that the Little Sprouts Academy Staff is able to meet their needs without undue hardship as well as meet the needs of the other children in their care. It must also be determined by the Little Sprouts Academy's staff that the child will benefit from the environment and program currently set in place.

Enrollment Procedures

In order to enroll a child at Little Sprouts Academy, there is necessary paperwork that must be completed *prior* to their first day of enrollment along with all fees, deposits and tuition paid in full. The appropriate fees and tuition will be outlined in the individual contract for your child.

Paperwork:

The following paperwork must be completed and submitted *prior* to the first day of care. All paperwork must be continually updated and Little Sprouts Academy must be informed of changes as soon as they occur.

- Emergency Contact Information
- Emergency Treatment Consent Form
- Signed Contracts by all Parties
- Annual Immunization Record (provided by physician)
- Physical completed by a Physician within One Year
- LIC 700
- LIC 701
- LIC 702
- LIC 627
- LIC 995
- LIC 613A
- LIC 9224

Fees:

The following fees must be completed and submitted *prior* to your child's first day of care. In order to secure an offered reservation, the deposit must be submitted *within a week* of acceptance. Care will not commence unless the stated fees below have been received.

- Deposit Equivalent to Half the Monthly Tuition
- Completed ACH Form / Selected Scheduled Tuition Withdrawn
- Voided Check
- Prorated Payment
- Enrollment Fee.....\$125

Waitlist

The waitlist is designed to efficiently move children from the waitlist to actively enrolled in our program. This is done by having prospective families tour facilities, review our policies and procedures, fill out a waitlist form and submit a waitlist fee of \$125 to reserve a position. The waitlist fee will be credited towards the enrollment fee of \$125. Currently enrolled families must only submit one waitlist fee per family. *If a family un-enrolls and wishes to re-enroll, a waitlist fee must be resubmitted.* The waitlist fee is nonrefundable if a family chooses to remove themselves from the waitlist. Paying the waitlist fee does *not* guarantee a position at Little Sprouts Academy. If and when an opening becomes available, families will be notified via email and by phone. 24 hours are allotted to accept the position. Each family is given five business days to the complete, submit the necessary paperwork and fees to enroll. In order to secure an

offered reservation, the deposit must be submitted *within a week* of acceptance. If the proper forms and fees are not submitted within five business days their spot will be forfeited. The longest a position will be reserved from the time of acceptance of the position is two weeks. *The waitlist fee, enrollment fee, and deposit are nonrefundable.*

Annual Registration Fee

The annual registration fee of \$125 is collected every year on the first Monday of January. This fee will be collected automatically through the ACH processing with the account information on file. This fee will help to offset the cost for keeping the facilities clean, safe and up to date as they were upon opening.

Adjustment/Trial Period

There will be a trial period of 10 business days; either party may terminate services during this time for any reason, without penalty. Feel free to call or check in at any time to see how your child is adjusting to their new preschool or childcare setting. If you wish to terminate your contract during this time, your first two weeks of tuition will be refunded. The enrollment fee and deposit are nonrefundable.

Termination / Schedule Change

A written 30 Day Notice is required to withdraw a child from Little Sprouts Academy. Full tuition for this period is required. The initial deposit that was placed will be credited towards the final two weeks of tuition. At the time the Notice of Withdrawal form is submitted, whether or not a child will be present during the final 30 days of care, tuition is required. Further childcare services will be refused should the ending balance not accompany the Notice of Withdrawal Form and legal action may be taken to collect remaining tuition fees.

A written notice as early as 30 days and no later than 2 weeks is required in order to change the amount of days that a child is enrolled, which will then become effective on the 1st or the 15th of the following billing cycle. Failure to comply with this policy may result in Little Sprouts Academy retaining a portion of the initial deposit.

In the event that Little Sprouts Academy should ever find it necessary to terminate a childcare contract, we reserve the right to a zero to fourteen day written notice. Such reasons for termination will *include, **but are not***

limited to: destructive, uncontrollable or violent behaviors, habitual tardiness of dropping off or picking up of a child, repeated late payment or nonpayment, poor communication, threats or for other reasons as permitted by law. These situations will be documented and will be grounds for termination of a contract. If it becomes necessary for Little Sprouts Academy to resort to legal action to collect tuition and the legal guardian(s) will be responsible for any legal fees reasonably incurred.

Hours of Operation

Monday through Friday (Subject to Holidays and Little Sprouts Academy Closures)

- 3844 Adams Ave San Diego, CA 92116.....7:30am - 5:30pm
- 6690 Mission Gorge Rd, San Diego, CA 92120.....7:30am - 5:30pm
- 3605 Avocado Blvd, La Mesa, CA 91942.....7:30am - 6pm

*Tuition - Monthly Rates

- Infant (3 months - 12 months)
- Toddler (12 months - 2 years)
- Preschool (2 years - 3.5 years)
- **Pre-K (3.5 - 5 years)

Please review current tuition on our website: www.littlesprouts.co

*Tuition is subject to change/increase annually or upon written notice due to unforeseen or other circumstances.

**Pre-K tuition will be applicable to children who are both 3.5 years or older and toilet trained. Preschool tuition will remain until both of these requirements are met.

Tuition Increase

Due to an increase in the costs of maintaining facilities, rents, taxes, insurances, utilities and wages, Little Sprouts Academy must periodically adjust tuition rates. Please keep in mind that Little Sprouts Academy is a private school and funding does not come elsewhere to provide and maintain the quality of care. Our doors staying open is contingent on the tuition provided. Tuition is set to increase annually on August 1st.

Payment

Specific tuition rates will be outlined in each contract. Tuition is due on the 1st and/or 15th of each month or as specified in your contract. Advances are not accepted. If tuition is not received by the third day, full tuition along with applicable late fees must be paid in full *prior* to resumed care.

Little Sprouts Academy extends a grace of three failed payments due to insufficient funds. If failed payments exceeds the allotted grace, Little Sprouts Academy reserves the right to terminate a childcare contract immediately. If a bank account becomes inactive due to fraud activity or is classified as being on the "known bad list," a grace of one month will be extended. Tuition must be continue to be provided, in the form of a check, cashier's check or money order.

If you have questions regarding your billing activity or if you would like to adjust bank account information on file; please contact your facility's director *at least three business days prior* to your scheduled payment.

Electronic ACH payments are only accepted. Once a family is enrolled, this will be discussed in greater detail.

The success of Little Sprouts Academy depends upon the prompt payment of tuition. Tuition and fees are used to pay for some of the following:

- Organic and Natural Food
- Health Supplies, Curriculum Supplies, Toys and Books
- Outdoor Classroom Activities and Equipment
- Employees' Social Security, Medicare, Workers Compensation, Unemployment
- Employee Benefits
- Employee Continuing Education
- Employee Wages
- Building Rent and Up Keep

Childcare fees are based on enrollment and the space being reserved for your child, not based upon attendance. To maintain a reserved space, fees must be paid in full during absence due to illness, holidays, vacation or for any other reason.

Overtime Rates and Late Fees

- Late Pick-Up Fee.....\$3 per minute
- Late Payment Fee.....\$10 per day
- Returned Check.....\$20 per returned check

Definitions

Late Pick Up Fee:

Late fees will be enforced five minutes after the facility's closing time, according to the time stamped sign out, and will be automatically debited (ACH) within 5 business days. Early drop-off fees will be enforced two minutes prior to your child's drop off time according to the facility's clock. Fees for early drop-off are the same as those for late picking up. If a guardian cannot be contacted by 5:30pm (6:00pm - Rancho San Diego), then listed authorized persons able to pick up the child will be contacted to pick up the child from Little Sprouts Academy. If no persons on the authorized list are able to be contacted by 6:00pm (6:30pm - Rancho San Diego), then the city authorities will be contacted to pick up the child. By signing an enrollment contract, guardian(s) acknowledge and agree to the above written policy of Little Sprouts Academy.

Habitual late picking up of a child may result in termination of a child's enrollment.

Late Payment Fee:

Accounts not paid in full by the third late day will be assessed a late fee of \$10 per day until full payment is received.

Care will also be suspended until the overdrawn account is paid in full.

Returned Check Fee:

In the event of a returned check, guardian(s) will be responsible for a \$20 returned check fee as well as any fees incurred by the bank due to a returned check. Upon the second returned check within 6 months, only cash will be accepted for 3 months.

Receipts / Monthly / Year End Statements / FSA

Receipts will be provided upon request. Please Note: Little Sprouts Academy does not mail Year End Tax Statements. It is the responsibility of the legal guardian(s) to contact the office for a Year End Tax Statement.

Attendance

Payment obligation is based on the time slot agreed upon in your contract, not on the actual hours of attendance. Tuition will be charged based on contracted days; this includes missed days due to illness, holidays, vacations or any other reasons. No refunds or deductions will be made for days a child is absent. Tuition pays for a child's space as well as for the services provided.

Drop Off:

By arriving no later than 9am, it enables our staff to keep an accurate pulse of the children in attendance, especially in the case of an emergency. It also provides the cook the adequate time needed to prepare the appropriate meals and to ensure specific dietary needs are met. If there is an occasional need to drop off later due to a doctor appointment or other prearranged appointment, please give your child's teacher and facility's director at least 24hr notice. Failure to complete this policy more than three times in a six month period may result in termination of a child's enrollment. These policies are put in place to allow each child within our care to have the best education and experience possible at Little Sprouts Academy.

A late drop off surpassing 9:05am three times in a six month period may result in termination of a child's enrollment.

Late arrivals include but are not limited to the following reasons for termination: unscheduled late drop off, extracurricular activities, failure of 24 hour notice.

Please be courteous and call if your child will not be attending that day. If a guardian does not communicate the day a child is absent, by 9am, it will be considered a "no call, no show." More than three "no call, no shows," within a six month period will be grounds for termination.

Supplies

Guardian(s) must supply the following items:

- Diapers / Pull-ups
- Wipes
- Non-glass Bottles
- *Powders / Ointments / Sunscreen
- *Pacifier

- *Bibs
- **Blanket & Sheet (infants must be provided with a new clean set daily by State Childcare Licensing)
- Complete Change of Clothes (replaced when soiled)
- Wet Bag

*Optional unless circumstances of specific child require otherwise.

**A fee of \$10 will be charged in the event that Little Sprouts Academy provides a blanket or sheet. Guardian(s) are responsible for providing all bedding used for nap time purposes.

All personal belongings should be marked with your child's name. Eating utensils, cups and dishes are supplied by Little Sprouts Academy. Any items brought to a facility are not the responsibility of Little Sprouts Academy, and if lost, the facility will not be held liable.

Holiday and Vacation Time

Payment is expected for all holidays, vacation time, staff morning meetings, staff development days and any other days the center may be closed.

The facilities will be closed in observance of the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving and the Day After
- Christmas Eve
- Christmas Day

Other closures may occur and families will be notified within at least a fourteen days notice.

Little Sprouts Academy will be closed the week of July 4th, during which time repairs and additions will be made to the centers and the staff will have time for professional and personal development. The facilities will also be closed for one week during the Christmas holiday. This allows the staff and children time to spend with their own families and prepare for the New Year. Little Sprouts Academy will also be closed for four days a

year for Staff Development Days and open late for staff Staff Morning Meetings. Guardian(s) are responsible for making alternative childcare arrangements while Little Sprouts Academy is closed.

Family Vacations and Personal Emergencies

Please notify your child's teacher and facility's director at least one week in advance if your child will be absent due to a family vacation. Full payment is required for any days your child is absent. Please be mindful that the tuition reserves a place of enrollment, maintains the facilities and covers staff wages.

Personal and family emergencies often arise without warning. Please notify your facility's director as soon as possible of your child's absence. If the absence is not communicated, Little Sprouts Academy will attempt to contact a family for three consecutive days. If there is no success communicating with a family member regarding the status of a child's attendance, the contract will be terminated, and legal action may be taken to acquire any delinquent fees.

Staff Development Days & Morning Meetings

Little Sprouts Academy will be closed or will open later in the morning, four days a year for the purpose of staff development days and staff morning meetings. Full payments of tuition is required for these days. Guardian(s) will be responsible for finding alternative childcare. These developments provide the employees of Little Sprouts Academy the opportunity for professional development, receive training and it provides the time needed to address any specific needs of the children and families in our care.

The Little Sprouts Academy Team works very hard to provide a safe, loving, and nurturing environment for each child. In order to achieve this, Little Sprouts Academy values the benefits of a stress free work environment. Staff Development Days are crucial to insure that the staff is well informed and properly trained in regards to safety, education and nutrition.

Confidentiality Policy

In order to maintain the respect of each family, Little Sprouts Academy will not disclose any information regarding any child other than their own unless required by law. Conversations about other children, parents,

coworkers, supervisors, etc are unprofessional and potentially illegal. All children's files are kept in a secure location with limited staff access.

Open Door Policy / Immunizations

Little Sprouts Academy doors are always open to guardian(s) and authorized personnel. In order for an adult to enter a classroom or the outdoor play area, they must either be escorted by a staff member or be authorized to pick up or drop off a child.

California State Childcare Licensing requires all staff, student, and guardian volunteers to be immunized. All guardians who volunteer to read books, aid in activities or *spend interactive time in the classrooms*, are required to provide a copy of an immunization record for:

- Negative Tuberculosis (TB) Test Results
- Measles
- Pertussis
- Influenza (Optional)
- Health Screening
- Photo Identification

Should someone choose to waive the Influenza vaccination, they will be required to sign a waiver. All records and waiver forms will be kept on file for Childcare Licensing. For further information please review the following link: http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160SB792

Signing In & Out

State Law requires all guardian(s) or designated representatives to sign a child in and out each day. The sign in/out forms and clock are located by the door of each classroom. Please do not allow a child to leave a signature. State law requires only an authorized adult signature. This provides the state with a record of attendance, hours and proof of the the guardian or designated representative who brought/picked up the child each day.

If a guardian fails to log and provide a signature for the arrival or departure of their child, the guardian will be required to return within the

hour of drop off, to provide the necessary log information. Within 5 business days, a \$10 fee will be automatically withdrawn from the account provided to Little Sprouts Academy. Recurring failures will result in additional \$10 increments up to \$50. Five failed incidents will result in termination.

The procedure is to release the child only to his/her guardian, or an approved designated representative listed on the Authorized Pick Up and Emergency Contact Form. If an individual other than the guardian(s) is to pick up the child, please notify the facility's director ahead of time. A verbal notice is acceptable the day of, if the individual is on the listed as authorized to pick up a child. If the person is not listed, a written notice *must* be provided to release a child. Please inform emergency contacts or individuals designated for pick up, that if the staff is unfamiliar with them, they will be required to provide identification.

Families are required to use discretion while discussing sensitive matters during the opening and closing hours. We wish to protect every child's privacy. Please arrange a time to discuss such matters with your facility's director.

Arrival & Departure

It is normal for some children to have difficulty separating from parents or cry when dropped off. Please keep the drop off brief. The more the departure is prolonged, the harder it becomes both the child and parent. A smile, cheerful goodbye kiss and a reassuring word is all that is needed. Children are more likely to get involved in play or activities once family members have departed. The director will provide updates throughout the day regarding your child's progress if needed.

Please be brief at pickup time as well. This can be a time of testing, when two different authority figures are present (the parent and the teacher). All children will test to see if certain rules still apply. During arrival and departure, we expect parents to support the rules of the classroom. We ask that families stay in control of their own child during pick up times, including children that do not attend Little Sprouts Academy.

Advertising Photos

Occasionally photos of the children in their classroom environment will be taken and used for advertising purposes. By signing the contract and

agreeing to the policies and procedures, Little Sprouts Academy is given permission. If you do not wish for your child's involvement, please notify the facility's director and a waiver to exclude your child will be provided. If a waiver is signed, pictures of your child may still be taken but not used for any advertising purposes.

Meals & Snacks

Well balanced, natural and mostly organic meals and snacks are served at Little Sprouts Academy. Food is offered, but no child will be forced to eat. Children will be encouraged to finish the food served before a second serving is offered. If a child arrives after the specified meal time, please be provide them will a meal prior to arrival. A morning and evening snack along with lunch will be provided for children who attend the normal center hours of 7:30am - 5:30pm.

Food From Home

Little Sprouts Academy cares for many children who have food allergies or intolerances. As a result, families are required to refrain from bringing food or beverages from home. If a family would like to bring a special token to celebrate a holiday or birthday, please coordinate with your child's teacher or facility's director to find out the best option.

Infant Food

All breast milk must be provided by the parents and must be in a non-glass bottle, ready to be served and labeled with the date provided and the child's full name. All formula provided by a guardian must be brought to the facility already prepared in a non-glass bottle and labeled with the date provided and the child's full name.

Although food is not provided for children under 12 months due to the possibility of food allergies, two formula's are provided by Little Sprouts Academy. If guardian(s) choose to use either of the provided formulas, a signed consent form is required. Please ask the facility's director for this form.

The two formulas provided by Little Sprouts Academy are:

- Baby's Only Organic Dairy Formula
- Baby's Only Organic Soy Formula

Allergies

If your child has food allergies, and requires a modified diet, we must be notified of this in writing. A physician's written instructions is required describing any foods the child is not permitted to eat. If possible, an appropriate substitution will be provided. If a child has multiple allergies that he/she cannot eat from the menu, the guardians will be required to provide substitutions for meals and snacks. All of Little Sprouts Academy facilities are a peanut free. In order to protect specific students, selected schools may also be tree nut free. Our menu *does* include items that may have been manufactured in facilities the may contain "traces of tree nuts." Please discuss with your facility's director regarding the sensitivity of your child's allergy. In an effort to prevent allergic reactions, we ask families not to bring in outside food to the school, for personal consumption or birthday celebrations.

The following food items are prohibited at any Little Sprouts Academy facility:

- Peanuts
- Fish
- Shellfish

A child will not be forced to finish the meals provided. Each child is encouraged to try one or two bites of everything. Eating patterns will be communicated to guardian(s).

Infants have not been introduced to a wide range of foods. To prevent the event of an allergic reaction, Little Sprouts Academy does not provide foods to children under the age of 12 months. After 12 months, food will be provided. The facility's director will provide a menu.

Little Sprouts Academy staff may distribute food, manage art supplies or apply topical creams with use of latex gloves. In the event that a child is allergic to latex, guardian(s) must notify the facility's director and provide a doctor's note. Non-latex gloves will then be used.

Organic

Little Sprouts Academy strives to provide the best food available. Organic foods have a great number of health benefits, especially for young developing minds and bodies. There is supporting research that suggests that due to a child's size, ingesting the chemicals that are common in

conventional foods can contribute to some illness. Little Sprouts Academy wants each child to have the highest quality possible!

Going Green

Little Sprouts Academy is a company that focuses on providing the best and purest experience for each child, and takes responsibility to contribute towards the health of our own environment. "Green" practices are implemented into a daily routine to minimize negative impacts on the environment.

When possible, some of these practices include:

- Using Recycled Materials
- Buying and Consuming Locally Grown Foods
- Use of Natural Cleaning Agents
- Being Environmentally Conscious

A part of Little Sprouts Academy's "Green" initiative, is to limit the use of paper products as much as possible.

Families are responsibly for having updated emails, contact and emergency information.

It is not the responsibility Little Sprouts Academy if families do not comply to the requirements listed above. If guardian(s) do not have an email address, please notify the facility's director and paper flyers will be placed in your child's cubby. Guardians are responsible for retrieving such flyers. By signing a contract, guardians agree to these terms and will be held responsible for all the information emailed or distributed.

Clothing

All children must arrive dressed and ready for the day. Please keep in mind Little Sprouts Academy encourages and engages in hands on activities such as painting, playing outdoors, and use of "messy" items. Please do not dress your child in clothes that are to be kept clean. All sandals must have straps around the heel, as they can hinder playing abilities, fail to protect them from hurting their toes or falling. Clothing with draw strings or cords are prohibited due to the potential hazardous risks.

Nap/Quiet Time

In support of a child's natural rhythm, a resting period is held daily. The rest period ranges from approximately forty-five minutes to two hours, depending on the group of children assembled at rest time. Rest time may begin as early as 12:15pm and end no later than 4:00pm. Beginning and end times will depend on the age of the children, the events of day, and the seasons. Each child will rest on a school-provided mat. A small pillow, sheets and blanket must be provided by the parents. If a child is awake after thirty to forty-five minutes (depending on the child), he/she will be allowed to read quietly, or will go outside with a teacher. Children who are sleeping will be allowed to wake up naturally, unless otherwise advised by the guardian. Children who do not awake by 4:00pm will be gently awakened.

Diapers / Toilet Learning

Diaper changes are scheduled for every two to three hours with the exception of rest time, at which time a child will be diapered as soon as he/she awakens. Each child will be changed as needed. Guardians must provide a pack of diapers and wipes and will be notified when the supply is running low.

Cloth diapers are suitable. Guardians are required to provide a sealable, waterproof wet bag that must be completely sealed and air tight and must fit in the child's cubby. The wet bag must be taken home each day. Soiled diapers will not be rinsed or washed by Little Sprouts Academy Staff. Dirty diapers will be placed in the air tight and water proof container "as is." A waterproof cover must be used at all times and clean diaper cover will be used at every change.

Toilet learning will start when a child and guardians consistently show interest. Pull-ups are required during the toilet learning process. Please do not send a child in your child in underwear prior to a continuous pattern of staying dry. No child will be disciplined for accidents.

A fee of \$1.50 per diaper and a fee of \$.10 per wipe will be charged in the event that Little Sprouts Academy provides diapering supplies. Guardians are responsible for providing all diapers and wipes used for changing purposes. Please ensure you are informed regarding your child's diaper supply, wipes, and creams.

Diaper Creams & Sunscreens

In the case that diaper cream, powder or sunscreen is desired to be applied with the consent of the guardian(s), a waiver will be provided and must be returned to Little Sprouts Academy. The waiver gives Little Sprouts Academy permission to apply sunscreen (SPF 15 or higher) and/or diaper cream. This form must be received by Little Sprouts Academy before the above can be applied.

By signing the waiver, the guardian(s) authorize all staff to administer or assist in the application of diaper cream and/or sunscreen while in the supervision of Little Sprouts Academy.

Things That May be Brought to School

- Natural Items for the Nature Table (rocks, shells, leaves, non poisonous plants)
- Fresh Flowers
- Books
- Special Blanket or Nap Toys

To aid your child and those around them to feel safe, increase focus and help facilitate a smoother drop off and pick up, non-nap toys are not to be brought to school.

Guidance & Discipline

Spanking or any other forms of corporal punishment is prohibited at Little Sprouts Academy, even under the instruction of a parent or guardian. A child will not be subject to discipline that is severe, humiliating or frightening. The action taken to discipline a child are as follows:

- Children will be redirected from inappropriate behavior. If such redirection is not effective, the child will be addressed by a teacher outline limits and behavioral expectations. The teacher will touch the child on the arm, gain eye contact, and let them know "that's not okay," followed by a positive statement of redirection. If the inappropriate behavior continues, the child will be directed to "take a break" and be directed to the reading area until they are no longer a risk or disruption to the other children in the class. During this time they will be under the constant supervision of an adult.

If the child's behavior continues to be disruptive to the learning environment or poses a safety risk to his/herself or others, the guardians will be contacted. If at the child remains a risk, the guardian(s) will be asked to remove the child for the remainder of the day. A conference with the guardians will be scheduled to discuss the incidents or situation, and a plan of action will be developed. Little Sprouts Academy reserves the right to immediately terminate a contract for grievous conduct harming a child or staff member.

Behavior Management Plan

The Behavior Management Plan is a process set in place to document a student's behavior in connection to their development. The goal of Little Sprouts Academy is to create an optimal learning environment for each child. The Behavior Management Plan is divided into four steps. It enables the Little Sprouts staff to identify and document repetitive or alerting behavior that has the potential of interfering with their own or another child's health, safety and well-being, development, or daily activities.

All documentation and forms will be presented to guardian(s) in order to identify behavioral patterns, strategies and goals outlined by Little Sprouts Academy and Guardians. A timeline will be put in place along with any needed resources.

Health Policy

Little Sprouts Academy facilities are kept clean and sanitized on a daily basis to help control germs and bacteria. Little Sprouts Academy staff practices good hygiene as well as teaching good habits to students. To help maintain a healthy environment, please follow the health rules listed below which are in the best interest of all of the children within Little Sprouts Academy's care.

We require children with the following symptoms to remain at home:

- Fever over 100 degrees by mouth or 99 degrees under the arm or temperature according to thermometer manufacture instructions.
- Bad Colds: discolored nasal discharge, persistent cough, feeling so "under the weather" that the child cannot participate in normal daily activities.
- Diarrhea
- Vomiting, Stomach Flu

- Ear Infections or discharge from the ear
- Eye discharge, bloodshot or swollen eyes
- Skin Rashes
- Head Lice
- Hand Foot and Mouth Disease
- Croup
- Other known symptoms that may be contagious or expose other children to health risk.

A child will be permitted to return to Little Sprouts Academy when they have been free of signs or symptoms of illness for 24 hours. If a child has a doctor's note approving return but is still deemed to be contagious, the Director may determine that child is a health risk to other children. If this occurs, guardians are required to keep a child at home until all health risks to other children ceases. State Childcare Licensing states that a director of a childcare facility has the authority to deem a child unsuitable for care.

The Health Policy is applicable for children who are teething.

Emergency Preparedness Plan

At Little Sprouts Academy, safety is of primary importance. To make each child as comfortable as possible in the case of an emergency, guardian(s) are responsible for making sure all contact information and emergency kits are up to date at all times. Parents are responsible for reviewing what is needed. The following needs to be kept up to date at all times:

- Contact information
- Phone Numbers
- Home Address
- Authorized Pick Up
- Child's Medical Needs ex. food allergies
- Prescribed medications
- Inhaler, epipen, spare glasses, etc

Each preparedness kit must be developmentally appropriate and must be stored in one gallon sized ziplock bag, with the exception of water . All items include but are not limited to the following:

Infant & Toddler Emergency Kits

- 1 Liter Water
- Formula
- Bottle
- *Non Perishable Food Items
- Feeding Spoon
- Diapers
- Wipes
- Diaper cream
- Sunscreen
- Band-aids
- Change of Clothes
- Lovie
- Blanket
- Family Photo

Preschool & Pre-K Emergency Kits

- 1 Liter Water
- *Non Perishable Food Items
- Sanitary Wipes
- Wipes
- Sunscreen
- Band-aids
- Change of Clothes
- Lovie
- Blanket
- Family Photo

*No tree nuts, peanuts, fish or shellfish or glass containers.

If a child is in need of immediate medical assistance Little Sprouts Academy reserves the right to call 911. If possible, Little Sprouts Academy will request a child be taken to the hospital listed on his/her enrollment form, however, the final decision will be made by the paramedics.

Guardians are required to sign a waiver relinquishing all liability of Little Sprouts Academy from medical expenses or bills accrued from an injury that occurs on our premises. This includes but is not limited to ambulance fees, if our staff decided that a child should be taken to the hospital by ambulance.

Medications

Written consent from both guardian and doctor is required for any prescription and nonprescription medications being administered to a child. All medications, prescription and nonprescription, must be in the original container labeled with the child's full name, expiration date and specific administration amounts, timing and instructions. Nonprescription medications must be in a sealed ziplock bag with the child's full name and written instructions in the bag. This is strictly enforced.

Accident Report Forms

If a child is involved in a situation that requires any type of attention or first aid and administrative staff feels the guardian(s) don't need immediate attention, a notice by accident report will be provided. Guardian(s) will be advised of what happened, where, and what action was taken. A copy will be distributed by the child's teacher or facility's director.

Should an accident require emergency medical treatment, the parent will be contacted immediately to meet the staff member and the child at the emergency room. If neither parent can be reached, Little Sprouts Academy will contact the emergency contact designated on the child's emergency information form.

Child Abuse Reporting

Little Sprouts Academy is required by state law to report any incident of suspected child abuse. Every staff member of Little Sprouts Academy is a mandated reporter. Little Sprouts Academy's first concern is for the safety of the children in our care. If any child is suspected to be subject of abuse, Little Sprouts Academy will file a report to Child Protective Services (CPS). By signing the contract provided for enrollment, guardians are acknowledging and agreeing to this policy.

Fire Drills & Emergency Preparedness

Little Sprouts Academy is required by state law to conduct a fire drill every six months. Varied times of the day will help the staff and children to prepare to evacuate the building quickly and safely.

Licensing

Child Care Licensing has the right to enter the premises and interview children in the care of Little Sprouts Academy without guardian

permission. Please let us know if you have any further questions or concerns about this.

Guardians are free to file complaints about Little Sprouts Academy to Child Care Licensing, however, if there is a complaint, concern or recommendation please feel free to let any of the staff know and the situation will be rectified to the best of our ability in order to change the situation and/or change procedures to better serve the children. Our biggest concern is for the safety of the children.

Transitions

When children transition to a classroom that is age and developmentally appropriate to accommodate and promote growth, guardian(s) will be provided with notice of transition within thirty to fourteen days. Information will be provided with what will be expected from the new class. Meet-and-Greet's can be arranged upon guardian request. Classroom transitions are not always initiated by a change in age (birthday) but rather when developmental changes and advances occur and the child is developmentally and emotionally stable with the changes. As a child grows and matures he/she will transition to one classroom to another. Little Sprouts Academy strives to make each transition as stress free as possible. Each family will be notified advance when a child will be transitioning in to another classroom.

Communication

Little Sprouts Academy will use the following communicative tools set in place: "Notes", Letters of Notice, Documentation and Meetings - Behavior Management Plan, Email, Phone Calls, Text Message. Communication will be carried out in the manner it was initiated by guardian(s); i.e. email, phone call or text message. Facility directors are required to return initiated communication within the hour.

Mutual listening and understanding must be exercised by all parties while communicating in order to work towards the best care of the children put in Little Sprouts Academy's care.

Little Sprouts Academy believes a key to success lies within the ability to communicate effectively as a team. Families, teachers and administrative staff are the ideal team in facilitating health, development and education for each child. As a team, members are held to a high

standard of respect, professionalism and handling matters in a dignified manner at all times.

Policy & Procedure Changes

Little Sprouts Academy reserves the right to make changes and updates to the Policies and Procedures at anytime in its sole discretion.