



Mission Statement

Ladybug Academy's mission is to provide families in Merrifield and surrounding communities with holistic quality childcare in a caring, supportive and educational atmosphere. Our small group environment, experienced licensed child care providers, and state-of-the-art curriculum ensure your child receives the best possible care.

LadyBug Academy /Ladybug Academy 2

**3018 Javier Rd,
Fairfax VA 22031
Suite 100**

Phone: 703 – 849 – 8000

Cell: 703 814 5514

Email: info@ladybug-academy.com

Director: Cristina Reed creed@ladybug-academy.com

Website: www.ladybug-academy.com

Ladybug Academy 2

**3020 Javier Rd
Fairfax VA 22031**

Cell: 571-201-2963

Phone: 703 – 849 - 8500

Email: info@ladybug-academy.com

Director: Aleksandra (Ola) Razavi arazavi@ladybug-academy.com

(COVID 19 TEMPORARY HOURS 8AM – 5PM)



Welcome to LadyBug Academy daycare and preschool!

We are delighted that that you have chosen us to provide for the needs for your child. You and your family are encouraged to visit our center prior to the first day of enrollment to give our teachers, and your child an opportunity to meet and become more acquainted. It will make the separation on the first day a bit easier!

The Parents Handbook has been written to describe our program, policies and all the practical details necessary to ensure your child is as happy and successful as possible every day. Please carefully read this book and keep it for the future reference.

About Us!

The LadyBug daycare was established in 2013 by Aleksandra Razavi as a small home daycare in Arlington. As a mother of two, Aleksandra was disappointed by the lack of quality care options in her community. As a passionate advocate for children's wellbeing and a student of the Reggio Emilia teaching style - Aleksandra decided to create Ladybug Academy. Since its inception as a small day home in Arlington, Ladybug Academy has maintained its commitment to providing an enriched and diverse learning environment for children in the community.

Our Philosophy We believe ...

- That each child is strong, confident, and competent. We believe that adults must see children as powerful and strong. Strong children have their own ideas, express opinions, make independent choices and are able to play and work well with others.

- That each child is precious, unique and must be heard by adults who are willing to learn alongside with them. Throughout our program, children and adults work in partnership - the adult does not always have to be in charge and have all the answers.
- “It takes a village to raise a child”, so parents, teachers and the director must work together to communicate effectively and provide the best environment for our children. Parents contribute to, and enhance the quality of care offered at LadyBug Academy.
- That each child should experience numerous positive learning milestones, leading to an increased sense of competence and independence.
- That children's play is extremely vital to healthy physical development, acceptable social skills, and cognitive growth.
- That teachers, drawing upon their training and experience, must create an appropriate educational environment which carefully guides children from one developmental level to another.

Reggio Emilia Inspiration

The Reggio Emilia teaching and learning method is rooted in the philosophy that children are full of the curiosity, creativity, and powerful ideas needed to inspire meaningful and deep learning. In contrast to traditional teaching methods that view the teacher as the source of knowledge and children as empty vessels waiting to be filled, the Reggio Emilia curriculum believes that children are active participants in the learning process and capable of constructing / defining their own learning experiences as they explore their curiosity and creativity. For this reason, the Reggio Emilia Philosophy encourages expressive learning - a method proven to result in more profound and enduring outcomes for children.

LadyBug Academy welcomes those of diverse faiths, ethnic origins, and race.

Preparing for the First Day

The first day is very important, and our staff are committed to working with you to make it successful for you and your child. In order to eliminate some of the apprehension that will occur on your child's first day, we invite you and your child to visit the Center during the enrollment procedure. This will provide an opportunity for your child and our teachers to get to know each other.

Upon entering the Center, please remember to sign your child in on the sign in/sign out sheets. Bring your child to the assigned classroom, give a hug and kiss good-bye, and leave for work. Please know that our staff is alerted to expect a newcomer and we will give your child special “first day” attention.

If your child is having difficulty leaving you, ask the teacher or Director for assistance. This is a normal reaction and we have found that it is better for you and your child to let our staff handle the separation. Your child will usually adjust quickly once you are out of sight. Often the parent has a more difficult time with separation than the child. In either case, we encourage you to call the Center to check on your child later in the morning. Remember to have your code word ready so we can provide you information about your child.

Important items to remember on the first day of school:

What Else to Bring on Your First Day:

Please note that a microwave is not available and our center is completely NUT FREE.

Everything must be labeled with child's first and last name:

- Proof of identity
- Light, small blanket. Crib sheets size 50 inches x 26.5 inches. You may purchase one from the center for \$20 - for toddlers up
- Crib sheets size 24 inches x 38 inches - for infants
- Two extra changes of clothes
- 4 diapers per day and one pack of wipes per week - for toddlers up
- 5 diapers per day and one pack of wipes per week - for infants
- Daily lunch and 2 snacks. Please label the lunch box with your child's name and date - for toddlers up
- Separate sippy cups for water and milk - for toddlers up
- Breastmilk or formula bottle for the day. Please label the top and bottom with child's first and last name as well as the date - for infants
- All required paperwork included in the package along with your child's birth certificate
- Mittens and hats (winter); sun screen (summer)

Building Access: Ladybug Academy 2 only

Parents will have access to the building through their phones on Kastle. You will receive this access prior to your child's first day of school. Key fobs will also be available for \$20 each. Parents will be required to complete a daily health survey upon entry. See below for a complete list of our drop off and pick up procedures as well as set up instructions for Kastle.

- [Kastle Quick Reference User Guide](#)
- [Kastle Personal Management Guide](#)

Communication

Proper communication between our parents, teachers, and staff is extremely important. At LadyBug Academy we use [Brightwheel](#) to share important information about center activities, schedules, tuition status, etc. with our parents. For our infants (up to 16 months), we also use Brightwheel to send parents an individualized daily report of their child's progress. This report contains picture, nap schedules, feeding schedules, etc. and is an important mechanism for us to communicate about your child's growth. We encourage you to sign up for Brightwheel (contact office for sign up procedures) and check the site frequently for updates.

Parents will also receive email information from our teachers on a regular basis. These emails will provide more information on center activities, including special celebrations and notifications of holidays. Additionally, each child is provided with a mailbox and/or cubby. Please ensure you check these daily for notes, newsletters, and other reports.

You are also welcome to arrange a meeting with your child's teacher - even just to become better acquainted! Concerns about any aspect of our program, or your child's care, may also be expressed to the center director.

Please note, to ensure the safety and well-being of your child, the following MUST be communicated to the LadyBug Academy Director, in writing:

- Any changes to your child's schedule
- Any changes to the authorized adults allowed to pick up your child. These changes must be made on the Child Information Record.
- Change in address, phone number, and/or email address
- Change in parent/guardian employment
- Health/immunizations up-dates
- other pertinent information related to your child.

LadyBug Academy - Key Policies

Eligibility

Children between the ages 6 weeks and 16 months are eligible for enrollment at LadyBug Academy Children may attend the center for a 12 hour block between 6:30 a.m. and 6:30 p.m., Monday through Friday, (COVID HOURS 8-5PM) however we encourage parents of infant children to limit Center time to 10 hours per day. Children are not allowed in the Center after 10am regardless of the reason. The owner reserves the rights to change the hours of operation, if necessary for the health, well being and safety of children in care, as well as staff working at the facility.

Registration Fee

A one-time, non-refundable registration fee of \$150 is due when your child is enrolled within the program. If your child is withdrawn from the Academy and then re-enrolled at a later date, a second enrollment fee will be required.

Tuition / Other Fees

Tuition rates are attached in a separate document. Note, **LadyBug Academy requires automatic payments for tuition amounts.** Payments made via check will be accepted in special circumstances only. In this case, checks are to be made out to LadyBug Academy.

At LadyBug Academy we use My Brightwheel (www.brightwheel.com) to facilitate automatic tuition payments and communicate with parents about tuition status. It is the parent's responsibility to check Brightwheel.com for their current tuition amount and tuition status. To enroll in automatic payments, please contact the office to receive your Welcome Letter with more information.

Please note:

- a) Tuition is not prorated or refunded if a child is absent due to illness, vacation, personal reasons or inclement weather closings.
- b) Even in cases where your child's absence is due to parent/guardian's parental or extended leave from his/her job, full payment of tuition is still required to hold your child's space within the LadyBug Academy.
- c) All tuition payments are due prior to the first day of each month.
- d) A **late pick-up fee of \$5 for every 1 minute (or part thereof)** will be charged per child after closing. This charge will be included in the next month's tuition amount.
- e) There is 30 days un enrollment/withdraw policy with tuition due based on the previous month tuition, or from the moment the child enters the facility. If it is an unenrollment after the billing circle, where the enrollment will be charged in the amount of \$90 per day for Infant classroom, and \$75 for other classrooms, including closings, holidays and other days daycare doesn't operate.
- f) If you like to change the status of enrolment from full time to part time, you are welcome to do so with the next billing circle. No refunds or credit apply if you decide to change the status of the unenrollment, or keep your child home.
- g) *All parents/guardians of children, including the infant classroom are required to pay a **materials fee 4 times a year** – Spring, Summer, Fall and Winter – please see the tuition rates sheet for more information.*
LadyBug Academy reserves the right to change / adjust tuition at any time.

Part time Students

We do not trade a scheduled day for another day. Parents may request an added day on a drop-in rate. We will check our schedule and will let you know if an opening is available.

Multiple child discounts

When multiple children from the same family attend the same school a 10% discount for the second child and third child. Only one kind of discount For more information ask the Center Director.

Deposit and Withdraw Policy:

Ladybug Academy requires 2 weeks deposit when enrolling. Depending on your need, we will charge your deposit for either part of full-time care. Your deposit will be returned if you honor 30 days withdraw policy, and make a payment of any outstanding tuition. You are required to pay full tuition for the *30 days* period of enrollment whether your child is attending or not, counted based on your previous month enrollment. All outstanding tuition must be paid prior to withdrawing. Any account past due at time of withdrawal will be paid thru our electronic withdrawal option. There is exception to withdraw policy.

The Director of LadyBug Academy reserves the right to cancel the enrollment of any child at his/her discretion, or for the following possible reasons:

- Non-payment or excessive late payments of tuition and fees.
- Not observing the rules of the center, as outlined in the parent agreement.
- Child has special needs that we cannot adequately meet with our current staffing patterns.
- Refusal to provide updated and accurate immunization and health records and/or refusal to immunize child.

Drop off and pick up policy

Teachers are happy to assist you and your child during your drop-off time, however Parents are expected to accompany their child into the center. Teachers will not assume direct responsibility for your child until you are ready to walk out of the building. It is important for the teacher to keep a watchful eye on all the children in his or her care. You are welcome to stay for a short while and assist your child through this transition. Simply notify the classroom teacher when you are ready to leave and the teacher will assist.

Only the individuals listed on the Child Information Record, or on a written permission note from the parent, will be allowed to leave with a child. Staff will request picture I.D. from any unfamiliar person (including grandparents). If there is any concern, the staff of LadyBug Academy reserves the right to deny a person's request to pick-up a child.

Your child's classroom teacher may be available at pick- up time for short questions. For longer discussions or concerns, please schedule an appointment with the teacher or the director.

Parents are expected to assume full responsibility of their child once they enter the classroom. For your child's safety please do not allow your child to touch the exit door handles or open the doors. We work very hard at teaching the children not to touch the exit doors.

Your child has waited all day to see you and is excited when you walk in the door. At pick up, please put away your cell phone and give your full attention to your child.

Children enrolled on a part-time basis are expected to be picked-up at the agreed upon daily time. The parent or guardian of a child not picked-up until after the agreed time, or past closing (6:30 p.m.), will be charged \$5 per minute (or part thereof).

Daily Routines

Every classroom has their daily routine posted on the parent information board and includes a copy in their classroom handbook. Infants do not have a set schedule for activities, as their care is based on their individual needs.

Rest time

All children up to age five who spend a full day at the school are required to rest for at least two hours. We do not wake up infants during sleep. They sleep as they please. 😊

Absent Children

Please notify us if your child will not be coming to the Center on a given day. If your child attends our school-age program, it is essential that we are informed of any change in your child's daily schedule. It is important that our attendance records are accurate, and we are always able to identify the location of the children . If your child is suspended from their school, they may not attend our program during that time.

Daily Notes

All parents will receive daily notes informing you of all aspects of your child's day, which includes feeding, napping and mood of the child. You can register at My Brightwheel to monitor your child's activity at daycare.

Emergency procedures

Every effort will be made to ensure the safety of the children in our care.

We schedule, practice and document monthly fire drills (fire alarm/whistle sounds), and biannual shelter in place drills. In the unlikely event of disaster conditions all children will be evacuated to an emergence shelter where they will wait for your arrival.

LadyBug Academy has an Emergency Response Plan in place. Should such an emergency occur, the LadyBug family daycare will attempt to notify you as soon as possible and notice will be posted with the information about the shelter.

In the event of emergency medical care, we call 911 first and then parents. Should an ambulance be needed, parents will be responsible for any costs.

Inclement Weather

LadyBug Academy loosely follows Fairfax County schools inclement weather closing policy. For more information, go to the Fairfax County Public School website at <https://www.fcps.edu/>. The final decision on inclement weather closing will be posted on our website, or messaged on Brightwheel. In the event of a weather-related emergency (e.g., ice storm, electrical outage, no water service), our center may be forced to close. In this circumstance, every attempt will be made to inform parents of an emergency closing as soon as possible.

Other Emergencies/Coronavirus closing and more

In the Event of Fairfax Public Schools Closures, or due to other emergencies like hurricane, earthquakes, deadly viruses like Coronavirus, or other emergencies, LadyBug Academy may have to close the facility (Ladybug Academy 1 and 2) for extended period to ensure the health and safety of children and staff. We are creating this policy in response to the Coronavirus Disease (COVID-19). In the event of emergency closings the monthly tuition still applies in full, will not be refunded, or credited, with no exceptions.

Child Abuse and Neglect

Staff members are required by law to report any suspected child abuse or neglect. All staff, including the Director, who care for children are obligated to complete Child Abuse and Neglect training. We also conduct abuse and molestation procedures for all staff working at Ladybug Academy.

LadyBug Academy Attendance & Health Policies/Sick Policy :

All

All communicable diseases need to be reported to the center.

- 1. Children who are ill cannot attend the LadyBug Academy** (by ill we understand children who cough, sneeze, with diarrhea, yellow or green nasal discharge, fever 100F or high or if for any reason a child is not acting as usual and there is a suspicion of sickness).
- All people entering the daycare are required to wear mask and use hand sanitizer before entering facility. If you experience symptoms included, but not limited to shortness of breath, fever or cough you may not enter the daycare, quarantine yourself or seek doctor's help.**
3. If your child becomes ill while at daycare, we will notify you for his/her **immediate** pick up. Symptoms include but are not limited to: • Fever of 100 F or higher • Vomiting, (the parent will be contacted after the first time and the child must be picked up immediately) • Diarrhea • Severe coughing • Yellow or green nasal discharge • Or if the child is not acting as usual and there is a suspicion of a sickness.
4. Your child must be all above listed symptoms free (without the use of medication) for a minimum 24 hours before returning to daycare and with a doctor's clearance to return to daycare. We will not accept children back in the daycare without the clearance from the doctor.
5. Lice and nits, until free of lice for 24h.
6. You will be called to/notified via Bright wheel to pick up your child if he or she shows any signs of illness. Please keep this information up-to-date!
7. If your child is taking prescription or over-the-counter medication, the following is required for the child to be readmitted:

- A doctor’s note with a written description of the condition for which the medication is prescribed, including the name and dosage of each prescription medication signed by the doctor. Medication must be contained in the original prescription bottle only.
- A form granting LadyBug Academy staff permission to administer the prescription signed by the parent or guardian. Parents/guardians must include proper dosage instructions and times that the medication is to be given to the child.

Sick Policy for COVID-19 Symptoms

Ladybug Academy will send home any staff member or child who has any of the following COVID-19 symptoms:

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If a child or staff member at LadyBug Academy is diagnosed with COVID-19, the individual may not return to school before 14 days of self-quarantine. In addition, they must be symptom free and have a doctor's note.

If a Ladybug Academy child or staff member has symptoms that could be COVID-19 but does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19. They may not return to Ladybug Academy until they have self-quarantined for 14 days, and are symptom free for at least 48 hours.

All COVID-19 related illnesses will be reported to our local health department. **Ladybug Academy will follow health department guidance in regards to quarantines, readmission, and sanitization requirements.**

1. The child day center agrees to notify the parent(s)/guardian(s) whenever the child becomes ill and the parent(s)/guardian(s) will arrange to have the child picked up as soon as possible if so requested by the center.

2. The parent(s)/guardian(s) authorize the child day center to obtain immediate medical care if any emergency occurs when the parent(s)/guardian(s) cannot be located immediately.
3. The parent(s)/guardians agree to inform the center within 24 hours or the next business day after his child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

Injuries and Accidents

Every consideration will be taken to ensure the safety of your child while in our care. Should an injury occur, an *Incident Report* will be completed by the closest adult and signed by the Center Director, Assistant Director or appropriate person. A copy of this report will be sent home. A parent or guardian will be notified regarding any injury that occurs while your child is in our care.

In the event of a major medical emergency or accident, the center teacher or director will call 911 first. The child will be transported to the hospital noted on the *Child Information Record* (or the closest hospital). The parent/guardian will be called immediately.

No Shoe Policy in Infant Classroom

LadyBug Academy has a “no shoe” policy in our infant classroom (the rooms where the babies are crawling and not mobile). We use booties that are disposable, but we reuse them until they can no longer be worn. Parents who have children in the infant room can slip a pair of booties over your street shoes when you enter the classroom. The booties are located in a container near the classroom. A chair is at this station to assist you when you slip your booties on or off. When you leave the classroom, you will return the booties to the bootie container. If you pull out a pair that can no longer be worn (torn), please bring them to the office.

Treasures and Possessions

Each child older than 16 months old may bring a blanket to use at naptime. Your child's name must be clearly written on the blanket. The blanket and sheets provided by the center are also taken home each Friday to be washed and returned the following Monday.

A small stuffed toy is also permissible. Sometimes children need to bring special toys or newfound treasures to use as a "bridge" between home and school. On these occasions we will work with you and your child to make it a positive sharing experience. Past experience has shown us that often toys from home create problems at school. We encourage you to keep personal belongings and toys at home unless the teacher has scheduled a "show-n'-tell" day.

Clothing

Because of the wide range of activities we encourage our children to participate in it is recommended that children be dressed in washable, comfortable clothing. Plastic aprons will be provided by the center for art and water activities.

Water activities, sand play, and occasional bathroom accidents necessitate that an extra set of clothing be kept at the center at all times. All extra clothing should be marked with the child's name and placed in a labeled plastic bag. Clothing should include underwear, socks, pants, and shirt. If wet or dirty clothes are sent home, please return a clean extra set of clothes the next morning.

For toddlers and infants, we require at least two changes of clothing daily. Please remember to clearly label each item.

Licensing requires that children be taken outdoors each day, and our children will play outdoors if the temperature is 40° or warmer. Please ensure your child is dressed accordingly: light jacket, cap, rain boots in fall and spring; heavy winter jacket, mittens, scarf, hat, and snow boots in winter. An extra sweater or sweatshirt at school is recommended for sudden changes in temperature. **All clothing, including coats and boots, must be labeled clearly with your child's name.**

Diapers & Toilet Training

Parents are required to supply all diapers, wipes and diaper cream for their children. We are able to store these items for you at the Center. Please note, we cannot apply diaper creams, ointments, or teething gels without written authorization (form available from the office). Baby powder is not permitted at the [Center](#).

Our teachers are experienced in training young children in how to use the bathroom. It is essential that the parent and teacher communicate about the needs of the child and work together to make this developmental milestone positive and successful. We recommend that when in training, your child be dressed in "user-friendly" clothing. Overalls, zippers, and snaps are difficult for small children to manage--especially in a hurry! While toilet training, parents must provide lots of thick training underwear, plastic pants, socks, and outer clothing.

Bottles, Blankets and Pacifiers

You may send extra bottles (infant room), a small security blanket and/or a pacifier for your child. Staff will make every effort to keep track of these items, but the center or center staff will not be held responsible if items are lost or damaged. When you are ready to wean your child, please communicate with your child's teacher so a consistent strategy between home and our center may be established.

For health and safety reasons, bottles are only allowed to be used in the infant classroom. Children using bottles must be seated or held. They cannot walk around holding their bottles. Glass bottles are not allowed at the Center.

Parents of children in the toddler classrooms may supply "sippy" cups for their children to use. Please label all "sippy" cups with your child's name.

Meals, Snacks and Food Allergies

Parents will provide formula or breast milk for children up to the age of 12 months.

Parents must send a healthy lunch and 2 healthy snacks with their child each day, unless it is to be provided by the center's caterer. Because the children participate in preparing snacks, as much as possible, and are served family style at each snack time - we ask that lunches and snacks sent from home should be self-serving or easy to serve, and clearly labeled. A microwave is not available. Lunch boxes that have a frozen pack inside are recommended.

LadyBug Academy is a Peanut Free Zone – Please do not bring any peanuts or products containing peanuts due to severe allergies in children.

LadyBug Academy offers a hot lunch option depending upon the demand. Check with the director for options. Hot lunch is purchased by the month according to a set weekly schedule.

For children that arrive before 8:30 AM, Parents may also send breakfast. Food must be simple and self-serving (e.g.,

yogurt, breakfast bar, dry cereal, fruit).

Breastfeeding Support Policy

Because breastfeeding provides the healthiest start for babies, providing ideal nutrition and a multitude of health benefits for both infant and mother, it is important for LadyBug Academy to support and encourage breastfeeding.

We will ensure that:

- We provide a breastfeeding-friendly environment. We invite mothers to come to the center and nurse their babies or express breastmilk at any time during the day, and there is a comfortable place for them to do so. We display culturally appropriate posters of mothers nursing their babies.
- All breastfeeding families are able to properly store and label milk for childcare center use. There is always refrigerator space available for daily storage of breastmilk. We don't provide freezer storage for breastmilk. We have written guidelines that we share with our families, and all milk at our center is properly labeled.
- All new staff receives training in storage and handling of human milk, developmentally appropriate infant feeding practices, breastfeeding promotion and the support of exclusive breastfeeding.
- We inform women and families about the importance of breastfeeding. We provide families with culturally appropriate information about the risks/ benefits of different feeding choices and about the importance of exclusive breastfeeding (no infant formula, water, juice or solid food is served.) We discuss breastfeeding with potential families and share breastfeeding materials and resources with our families.
- We support breastfeeding employees. Employees have access to a clean, private location to nurse their babies or express milk and are able to break as needed to do so.
- We develop a feeding plan that supports best feeding practices with each family and share a daily breastfeeding/infant feeding plan with our families. We work with each family to encourage practices that will help maintain breastfeeding. This includes nursing on demand when with their babies, responding to feeding cues rather than feeding on a schedule, and the developmentally-appropriate introduction of complementary foods.

Healthy Choices

While the occasional donut, chocolate milk, and fruit snacks make for a good treat they do not necessarily make a healthy meal. We ask that parents reserve these items for special occasions. Bringing in these items on a daily basis for their child does not encourage healthy eating patterns. We are happy to provide parents with a list of healthy, fun, alternatives upon request.

Addressing Difficult Behavior We will make every effort to work with the parent or guardian to ensure a cooperative approach for children having difficulties with behavior. We are here to serve and protect all of our children! A parent may be called at work or home whenever the child exhibits uncontrollable behavior that cannot be modified by the center's staff, and the parent may be asked to take the child home immediately. The following steps may also be taken regarding children who display *chronic* disruptive behavior, or behavior that upsets the emotional or physical well-being of another child or an adult.

1. Initial Consultation:

The director will schedule a conference with the parent or guardian. The problem will be defined on paper, and intervention strategies will be discussed. The best solution toward addressing the problem behavior will be agreed upon in collaboration by the center director, teacher, and parent or guardian.

2. Second Consultation:

If the initial plan for helping the child fails, the parent will again be asked to meet with the director and teaching staff involved. Another attempt will be made to identify the problem, and establish a new, or revised, approach to address the behavior.

3. Un enrolled:

When the previous attempts have been followed and no progress has been made toward solving the problem, the child may be un enrolled from the center at the discretion of the center director.

NOTE: Corporal punishment is not allowed. We define corporal punishment as the use of negative physical touching (spanking, slapping, pinching, etc.), exclusion from large motor or outdoor activities, or exclusion from any learning activity.

Biting

Even though biting is a normal behavior for young children, it is not an acceptable one. Children who bite are not mean or bad - often they are frustrated by their inability to convey or verbalize their feelings. We can help children learn more acceptable ways for expressing themselves using several positive strategies.

1. First, we comfort and administer first aid to the child who was bitten. It is important to give that child lots of affection and attention.
2. Second, we inform the biter of the unacceptable action. After attending to the bitten child, we tell the biter, "I can't let you bite. Biting hurts." We use FIRM but not HARSH words and facial expressions.
3. Third, we redirect the biter's behavior and demonstrate / teach an alternative positive behavior. We demonstrate how to use soft touches. When necessary, we move the biter to a less frustrating area and engage him/her in a different activity.
4. Finally, we work cooperatively to prevent biting. Together, parents and staff identify reasons for a child's biting and implement positive behavior management strategies to extinguish the negative behavior.
5. If, however, the child continues to bite despite our interventions, s/he may be asked to withdraw from our

program and return when the biting is under control.

Hand Washing

We ask all staff and children to wash their hands upon arrival at the Center. Please help our staff ensure that this health and safety practice is happening every day. Take your children to the most convenient sink (bathroom or classroom) and help them wash their hands. We also recommend that your children wash their hands before they leave the Center.

Medicine

Non-prescriptive medication (Tylenol, nose drops, etc.), as well as prescription medication will only be administered after a parent signs and dates a form entitled, *Medication Permission*. The parent must provide all medications.

Prescription medication must be in the original container and labeled with the child's name. A parent or guardian must administer the first dosage under their supervision; never the center staff. We will not administer cold medications to any child.

Staff cannot administer medication (prescription or over-the-counter) without the proper dosage for that child listed on the container. If the container reads, "Consult/see Doctor" then a note from the doctor with the child's weight, and the dosage recommended, must be provided.

A *Non-Prescription Release* form for other applications such as diaper wipes, sun block, soap, etc. will be signed upon enrollment.

Birthday Celebrations

Parents are welcome to send cookies, cupcakes or cakes to share with their child's classmates on birthdays or special occasions. Some classrooms have strict allergy restrictions and/or are nut or egg free. Please inform your child's teacher in advance about what kind of treat you plan on bringing. This is for the safety of all of the children. Please do not bring in any treats that contain peanuts or peanut products. Ask your child's teacher for suggestions. Parents are always welcome at their child's birthday celebration.

If a birthday is to be celebrated away from school and the entire class is not invited, please mail the invitations. If the entire class is invited, you may distribute the invitations into the cubbies. Our center will not distribute mailing lists or phone numbers of any child and their family.

Family Gatherings

LadyBug Academy families have a chance to meet with other families and our teachers several times a year. These gatherings are meant to provide a sense of community and to celebrate the families here at LadyBug Academy. Dates and times will be posted. Often each classroom will also have a special celebration, and family members are invited to participate (e.g. Grandparent's Day, Mother's Day, and Father's Day celebrations). Communication regarding all classroom events will be provided by our teachers in a timely manner.

Center Happenings

LadyBug Academy makes every attempt to keep parents up to date on happenings here at the center and in the

community. Center newsletters are sent out every month, and classroom updates are sent out frequently. Parent bulletin boards are in each classroom, and white boards are in each classroom and updated daily. Notices are sent out at least monthly from our My Brightwheel. We encourage parents to read these materials. It is the parents' responsibility to check the bulletin boards for updates and remain aware of materials, note, emails, etc. Together, as partners, we will be able to provide your child with a fun and safe learning environment.

Teacher's Training Day

It is important for the staff to have time to prepare lessons, gather information from a guest speaker, or attend a conference. To accomplish this, we include two teacher-training days within our program schedule – please see attached Holiday and Closing Schedule. The center will be closed to children on these days, however Tuition is still expected.

Photographs and Publicity

Photographs of the children in our programs may be taken from time to time and may appear in newspapers, magazines, brochures, publicity materials and/or educational trainings. Your permission for photographs of your child, to be used without compensation, is part of this agreement. Please let us know if you don't want us to take a picture of your child. Our Center respects that.

Changes in Policies

The fees, procedures, and policies stated in this handbook are subject to be changed at the discretion of the center director or center owner.

POLICY AGREEMENT

Please carefully read, sign and return the following form to the center director.
I have read the Morning Star Parent Handbook and agree to abide by all the policies and procedures therein.

I agree to pay the following tuition amount, and other fees, including registration fee, materials fee every 3 months, half month refundable deposit fee and I understand that these may change depending on schedule, and rate adjustments during the course of enrollment. I understand I am required to give 30 days un enrollment notice, before withdrawing the child from program and pay the last 30 days tuition based on the previous month tuition, or other policies documented in this Parents Handbook.

Starting Tuition Fee _____

Registration Fee paid on _____

Half month deposit Fee paid on the first day of the month _____

Approved Start Date _____

Weekly Schedule/Days _____

Child(ren)'s Name _____

Materials Fee (Spring, Summer, Fall, Winter) _____

Parent/Guardian Signature: _____

Date: _____

Photography & Videography

I understand that photographs/videos of the children in our programs may appear in newspapers, magazines, brochures, publicity materials and/or educational trainings. Your child's photo will also be posted on our classroom and center-wide Shutterfly and Facebook sites. I understand that they are to be used without compensation.

Parent/Guardian Signature: _____ Date:

Thank you for selecting LadyBug Academy as your childcare provider.