

# Leapin' Lizards Childcare and Preschool Handbook

## **Educational Philosophy**

Leapin' Lizards follows an education-based curriculum which is individualized to meet the needs of your child. We will guide your child's social development by providing opportunities for sharing, taking turns, helping others, and making friends. Your child will participate in following rules, limits, kindness, and love. We teach proper hygiene, eating habits, decision making, manners, and safety rules. Free play consists of your child making their own choices of what activities they would like to participate in. Group activities consist of structured play which changes daily. These group activities range from art projects, baking, stories, science, games, singing, and dramatic play. Participation is encouraged for each child, but is never forced. We believe that good teachers act as facilitators of learning. It is the goal of every staff member to provide your child with a safe, fun, and stimulating environment. We want to provide parents with the peace of mind that your child is being cared for every minute of every day that they are here. We look forward to working with each child, meeting their individual needs, and to creating an environment where they feel valued, loved, and safe.

## **Criteria for Admission and Withdrawal**

Students will be admitted once all required forms are filled out and returned and the security deposit has been paid. It is required that all students who attend Leapin' Lizards are up to date on all immunizations. We do not accept students who are not immunized. We reserve the right to terminate your contract at any time for any reason (including nonpayment, disrespect, severe behavioral issues, and any other issue that arises). You may withdraw your child with 2 weeks written notice.

## **Discipline Policy**

We approach guidance at Leapin' Lizards as a positive means to encourage self control, improve self-esteem, and promote cooperation. Smooth, healthy functioning of the group requires rules which are consistent, clearly defined, and developmentally appropriate. Leapin' Lizards staff will not use competitive situations, comparative remarks, threats, physical punishment, shaming, or labeling children. At no time will spanking, shaking, hitting, or slapping be allowed. Children will not be deprived of meals, snacks, rest, or necessary toilet use as a means of punishment, nor will any child be confined in an enclosed area. Each child will be cared for and disciplinary techniques will be used which are appropriate to the age level of the child and will foster positive self esteem and encourage them to another activity. A discussion between child and staff will help the child to learn why their behavior was inappropriate. Occasionally a child may be removed from the immediate situation (time out) until they are able to gain control over themselves. Through preventative discipline techniques such as suitable program planning, positive verbal communications, and the setting of appropriate limitations, the need for disciplinary actions will be limited. The best motivation for encouraging positive behavior is modeling appropriate conduct, praising behavior, high expectations, and your child's own inner satisfaction.

## **Parental Responsibilities**

Infant: 0- 1 year

Parents will supply diapers, wipes, formula/milk, cereal, and baby food. All food, bottles, and bags of milk must have your child's first and last name, that days date (food must be used the day it comes in), and the quantity of fluid milk in the container.

Toddler: 1-3 years

Parents will supply diapers, wipes, and will help potty train when the child is ready.  
Preschool: 3-4 years

Parents will help potty train and bring necessary pull-ups.

All children must have their emergency cards filled out when they are dropped off. All other forms required for enrollment (on the website in red boxes) are expected within 1 week of enrollment. Please refer to our website: [www.leapinlizardschildcare.com](http://www.leapinlizardschildcare.com); click on the tab "Forms required for enrollment", and print out every document listed in a red box, they are all required by the State of Michigan for your child to attend our facility. Immunization records are required to be submitted immediately upon a child attending Leapin' Lizards, Health Appraisals are required to be returned with 30 days of a child attending a childcare facility. Any item that is brought in must have your child's first and last name on it (clothes, blankets, etc).

### **Hours of Operation**

Hours of operation are Monday through Friday from 6:30 am to 6:00 pm. The hours that your fee is based upon will be specified in your contract and rate agreement.

We accept drop-ins as a service to all parents. If you would like to bring your child on an unscheduled day, we require 24 hours notice. If no notice is given, we may deny your child for the day because of high student numbers. We require that students arrive before 11:00 AM, we do not accept drop offs after that time.

### **Holiday Closings**

Leapin' Lizards will be closed on the following holidays:

New Years Eve	Independence Day & day after	December 24-26
New Years Day	Labor Day	
Memorial Day	Thanksgiving & the day after	

**School Fees:** Parents may enroll for full time or hourly care, children will be enrolled on a first come basis. A full day rate is applied when a child attends Leapin' 4.5 hours or more. You will be billed every week for the days that you have committed to—whether your child is in attendance or not. **There is no discount for absences or holidays.** There is no switching of days of attendance for our part time families. If you need an extra day, additional charges will apply.

**Early/Late Fees:** Students who arrive before 6:30 AM or get picked up after 6:00 PM will be charged \$5.00 for the first minute and \$1.00 for every minute thereafter. If a child is left at Leapin' Lizards for more than 20 minutes after 6:00 PM without communication from the parent, the police will be called. If a child is picked up late more than 3 times, you may not return to Leapin' Lizards.

**FIA:** We accept families with state assistance, however, you must pay for the portion of childcare that the state does not cover. Weekly payments are required.

**Extended Leave:** If you require an absence due to maternity or other extended leave (more than 2 consecutive weeks absent), we require 50% of your child's normal tuition every week for the entirety of your absence to hold your spot. Failure to pay fees may result in an open spot for us to fill with another child. If you do take an extended leave, you are not eligible for sick days during that calendar year.

### **Child Vacation/Sick Days**

Most families will receive the number of sick/vacation days as you have committed to. If your child is enrolled for 5 days you will receive 5 sick days per calendar year, if you have committed to 2 days per week, you will receive 2 sick days per year. Families who are charged only on an hourly basis are not eligible for sick days; children enrolled for preschool only are not eligible for sick days. DHS families are not eligible for sick days. If you take an extended leave, you do not receive sick days. You must be enrolled at Leapin' Lizards for at least 6 months before you are able to use your sick days. **If you have used your sick days, then you are required to pay for the day your child is absent.**

## **Nutrition and Food Service**

Children in attendance during snack or meal times will be offered food. Infants and younger toddler food schedules may vary according to their needs. The food schedule is as follows:

- Mid-morning snack 9:00-9:30
- Lunch 11:30-12:30
- Mid-afternoon snack 3:00-3:30

Please do not send your child with candy or gum, we will throw it away immediately.

**PLEASE feed your child before bringing them to school. We cannot feed every child immediately upon arrival.** If you bring in a snack for your child, please write their first and last name on everything that is brought in.

## **Illness Policy**

The health and well being of the children who attend Leapin' Lizards is extremely important to us. It is for the protection of the children that we insist on a strict adherence to our health policy, as outlined in our Annual Statement of Cooperation. We require proof that your child has received medical attention when necessary. Failure to supply Leapin' Lizards with a doctor's note when requested may result in your child not being able to attend school for that day.

- 24-hour Rule: We ask that you wait until your child is symptom free without the use of fever/pain reducing medications before returning them to our care. It is expected that if you have 2 or more children attending Leapin' Lizards and 1 child is home sick that you will keep siblings home as well (as they might be contagious).
- If we call you to pick up your child, please arrange to get them within 60 minutes.

The following are reasons that we will call you and request that you pick up your child (taken from the State of Michigan guidelines):

1. FEVER: If your child has a temperature of 100 degrees (taken temporal) or 99 degrees (taken under arm)
2. DIARRHEA: If your child has two loose or watery stools (unless this may be caused by trying a new food or a side effect of antibiotics)
3. VOMITING: Any amount of vomiting requires immediate dismissal
4. RASH: Any development of a rash, other than diaper rash, warrants a call home
5. CRYING AND COMPLAING FOR A LONG TIME: Any time a child is not "themselves" and is complaining about discomfort or is cranky and crying more than usual for that specific child.

Please remember that we are not doctors, we cannot diagnose your children's conditions, which is why we insist that you take them to a doctor for a proper diagnosis.

## **Medication Policy**

Medication, prescription or nonprescription, can be administered according to the written instructions, as on the original container, by a child care staff member only. All medication will be stored according to instructions, and must be labeled with child's name. Prescribed medications must have the pharmacy label on the original packaging including child's first and last name, instructions, name and strength of medication, and must be given according to those instructions. All medication will be kept out of the reach of children and medication will be returned to the parent when no longer needed or is complete. Medication will not be added to a bottle, beverage, or food unless indicated on the prescription label. Topical nonprescription medication, including but not limited to diaper

cream, antibiotic, sunscreen, and insect repellent requires written parents authorization annually. Leapin' Lizards will maintain a written record of all medication administered per LARA rule R400.8152

### **Accident/Incident or Injury Policy**

In the case of an accident or incident which results in injury, the following procedures will be followed:

- Immediate attention will be given to the injury (which includes assessing the situation, cleansing the wound, applying ice pack, etc)
- Parent will be notified if there is a head injury, significant amount of bleeding, any breaking in the skin (including a bite or scratch), or other potential serious injury
- 911 will be called in the case of a serious injury and staff will accompany child if parent cannot meet before the ambulance leaves our facility
- An accident report will be filled out and placed in the child's cubby and in their file in the office

### **Student Safety**

Please walk your child in to the cubby room and then to their classroom every time they attend school. Do not drop them off at the door. End all cell phone calls when entering our building, your child deserves all of your attention and is excited to talk about their day with you. For your own safety, please lock your car when entering our building to drop off or pick up your child.

### **Unexpected Emergencies**

If the electricity, water, or heat goes out (by law, we cannot remain open if the building temperature is below 65 degrees or goes above 82 degrees) at any given time, we cannot open or remain open by law. Please call first to see if we will be open or come to pick up your child if you are called. If we are closed due to snow, Leapin' Lizards will be listed with other schools on TV. Daily charges still apply in the event we are closed due to inclement weather.

### **Revisions to Handbook & Contract**

There will be a yearly revision to this handbook and the contract. A new contract will be signed yearly. We reserve the right to make changes in rates and policies as we deem necessary. You will be notified in writing of any changes that occur.

### **Licensing Handbook**

The center's licensing handbook, including all licensing inspection and special investigation reports and related corrective action plans is available for all parents during business hours. It is in the green binder in the main hallway on the shelf.

### **Use of Pesticides or Weed Control**

If there is a need to use pesticides or weed control, you will be notified in writing via a note being posted on the front door, and orally by our teachers. These chemicals will only be used on a Friday night after the facility has closed.

Amended 08/3/2020