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We believe childhood is precious. In a world where children are often forced to grow up too soon we offer a community of gentleness and safety where Christian values of kindness, honesty, and respect of God and others are taught with loving care.

Leapin Lizards Academy LLC provides creative learning experiences that are developmentally appropriate and nurture children to thrive intellectually, spiritually, emotionally, socially, artistically and physically. We instill a genuine love of learning while providing a broad, challenging and stimulating education. We promote self-reliance and establish a supportive and nurturing learning environment for students of varied talents and abilities.

We maintain a strong, inclusive, family atmosphere committed to Christian values while honoring the socioeconomic, ethnic and religious diversity within our school community.
Welcome to Leapin Lizards Academy LLC! We appreciate the uniqueness, gifts and talents of each individual in our program. We take tremendous pride in providing the highest quality program for children in our community. Our students learn to grow in character as well as academically. We also provide a plethora of events and activities that allow our students to be active members of their own community here in Charlotte County. We welcome you as you have chosen to be part of a program like no other! We are the home of a magical place where, “EVERYONE MAKES A DIFFERENCE!”

VISION STATEMENT

The Vision of Leapin Lizards Academy LLC is to give all children access to high quality education based on developmentally appropriate practices in a safe and loving atmosphere.
We believe that each child is a unique individual. We are sensitive to a child’s spiritual, social, emotional, intellectual and physical needs. We will provide developmentally appropriate and empower the unique talents of every student in our care.

We believe in a positive discipline, not punishment. We establish consistent, age appropriate limits to help children function in their own world. Our programs are designed to develop the sense of independence and responsibility in each child. We desire to strengthen each child’s own culture and identity, while instilling a respect for others that might be different.

Through planned activities, children are challenged to explore their world, solve problems, develop physically, and expand language skills and concepts. Teachers nurture a sense of competence and self-worth in every child. The emphasis is on active, hands on learning that addresses the needs of the whole child in the areas of spiritual, social, emotional, cognitive, creative and physical growth.
4.1 Florida Department of Children and Families
www.MYFLFamilies.com
2295 Victoria Ave.
P.O. Box 60085
Fort Myers, FL 33906
(239) 229-0264 phone
(239) 338-1287 fax

4.2 Early Learning Coalition of Florida’s Heartland
www.elcfh.org
2886 Tamiami Trail Ste. 1
Port Charlotte, FL 33952
(941) 255-1650 phone
(941) 255-5856 fax
Enrollment shall be granted without regard to a child’s race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability.

Parents can apply for enrollment of their child by completing the Enrollment Application and paying the Registration Fee. The Registration Fee is non-refundable regardless of attendance.

Initial enrollment is contingent upon receipt of the completed enrollment application, signed fee agreement, registration fee, physical, immunization records and signed Parent Handbook receipt.

The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration.

Leapin Lizards Academy LLC reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at Leapin Lizards Academy LLC is contingent upon the parent's, emergency contact persons’ and child’s adherence to the policies and procedures of Leapin Lizards Academy LLC as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify Leapin Lizards Academy LLC immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any monies paid.

5.1 Attendance Policy: Our goal is to provide an educational foundation for each student, which can only be accomplished with consistent attendance.

All Students:

All students must arrive by 9:00am each school day. If you arrive past this time you may be turned away for the day. If your child requires a scheduled appointment we recommend you make them later in the day to avoid interruptions from school. Attendance for preschool is not required unless you are contracted through a state subsidy. Tuition is due regardless of attendance. State subsidies allow up to three absences in a calendar month. Unexcused days beyond the allowed three will become
the financial responsibility of the parent at the full daily drop in rate for their classroom rate. It is the parents responsibility to provide any doctors notes prior to the last day of each month attended to submit for credit.

**All VPK Students:**

All VPK students must arrive by the scheduled VPK start time each school day. If you arrive past this time you may be turned away for the day. VPK absences that exceed 20% in a VPK school year may be expelled from our program due to poor attendance. VPK guardians agree to sign the monthly verification form on the last day of each month.

**VPK ONLY STUDENTS:** You must follow the times contracted for VPK only. Students that arrive or depart outside of these hours will be required to enroll in our wraparound services to continue enrollment.
All custodial parents and/or legal guardians are required to sign a Fee Agreement prior to enrollment of their child in Leapin Lizards Academy LLC. Parents are required to indicate to whom all billing information and correspondence are to be addressed. For a second copy of billing information and/or correspondence, a per page copying fee will be charged accordingly.

6.1 Payment Schedule: Payment must be made each week in advance prior to attendance. The minimum of weekly payments must be made. Cash, check, or money order may be used to pay tuition. Receipts will be given for tuition payments made by cash. All cash payments must be handed directly to school office personnel. Your canceled check will serve as your receipt for payments made by check. There will be a $15.00 fee charged for tuition checks returned by the bank. Returned Tuition checks will be re-deposited once. Parents will be responsible for re-issuing a second check if necessary. If at any future time the bank returns a parent’s check, all future tuition payments must be made by cash, certified check, or money order.

Tuition does not include fees for field trips and extracurricular activities that may be available.

6.2 Tuition Late Fee: a per day late fee will be assessed to the amount owed for past due accounts. Late fees will be applied on any account that is past due by the second day of the current week due. Late fees will be charged daily until the account is current.

Tuition is due regardless of vacations, scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God. After 6 months of attendance every student will earn one week of credit per calendar year to be used at the discretion of the primary account holder.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Leapin Lizards Academy LLC; however, if you anticipate difficulty with paying on time, please discuss the matter with the Center Director immediately. If alternative arrangements for payment are approved you will be notified by the Center Director in writing and such agreement will be kept in the students file.

6.3 Subsidized Care: It is the parent’s responsibility to maintain all paperwork through the ELCFH. Verification from the Coalition must be received prior to the start of any student.
Parents of a subsidized child must complete all required paperwork on time to continue enrollment. Parents of subsidized children are also required to sign a fee agreement, agreeing to be personally responsible for the payment of tuition, in the event they become ineligible to receive child care subsidies. Parents must also stay current on all parent fee’s and may be required to pay any differences in the cost of tuition.

6.4 Multiple Child Discounts: Leapin Lizards Academy LLC offers a multiple child discount to self-pay customers for one or more siblings enrolled during the same school year. The youngest sibling pays the full tuition rate and each additional child’s tuition is discounted per child. Discounts are only applicable when students are enrolled full time and tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above.
Within Leapin Lizards Academy LLC, confidential and sensitive information will only be shared with employees of Leapin Lizards Academy LLC who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as Leapin Lizards Academy LLC strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with our program.

Outside of Leapin Lizards Academy LLC, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law.

Any parent who violates the confidentiality policy will not be permitted on agency property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing agency property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child’s privacy. Employees of Leapin Lizards Academy LLC are strictly prohibited from discussing anything about another child with you.
POLICY: MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND/OR NEGLECT  

POLICY NO.: _8_

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Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Leapin Lizards Academy LLC are considered mandated reporters, under this law. The employees of Leapin Lizards Academy LLC are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Leapin Lizards Academy LLC take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of Leapin Lizards Academy LLC cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in “good faith.”

Causes for reporting suspected child abuse or neglect include, but are not limited to:

♦ Unusual bruising, marks, or cuts on the child’s body
♦ Severe verbal reprimands
♦ Improper clothing relating to size, cleanliness, season
♦ Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
♦ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
♦ Not providing appropriate meals including a drink for your child
♦ Leaving a child unattended for any amount of time
♦ Failure to attend to the special needs of a disabled child
♦ Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
♦ Children who exhibit behavior consistent with an abusive situation
Leapin Lizards Academy LLC requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Leapin Lizards Academy LLC is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Leapin Lizards Academy LLC but, is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter.** Please refer to the Policy on Parent’s Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing agency property.

9.1 SWERING/CURSING: No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

9.2 THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ANYONE ASSOCIATED WITH LEAPIN LIZARDS ACADEMY LLC: Threats of any kind will not be tolerated. In today’s society Leapin Lizards Academy LLC cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

9.3 PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN: While Leapin Lizards Academy LLC does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the child care facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent’s child.
behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child’s inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director’s attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

9.4 SMOKING: For the health of all employees, children and associates, smoking is prohibited anywhere on agency property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

9.5 VIOLATIONS OF THE SAFETY POLICY: Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of Leapin Lizards Academy LLC. Please be particularly mindful of Leapin Lizards Academy LLC entrance procedures. We all like to be polite. However, we need to be careful not to allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite; however, that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Director.

9.6 CONFRONTATIONAL INTERACTIONS: While it is understood that parents will not always agree with the employees of Leapin Lizards Academy LLC or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited. This includes interactions that are held through social media, email or text message as well.

9.7 VIOLATIONS OF THE CONFIDENTIALITY POLICY: Leapin Lizards Academy LLC takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with Leapin Lizards Academy LLC. Any parent who shares any information considered to be confidential, pressures employees or other parents for information
which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

9.8 CELL PHONE POLICY: We are a "cell phone free" school. Our goal is to provide the highest quality of education possible to every student in our care. A valuable component to this is to partner with our guardians in this process. A cell phone free environment will not only send a clear message to your child that you value their education but will also allow you to have meaningful interactions with your child’s teachers at the beginning and end of each day.
Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Leapin Lizards Academy LLC, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Leapin Lizards Academy LLC must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Leapin Lizards Academy LLC, both parents shall be afforded equal access to their child as stipulated by law. Leapin Lizards Academy LLC cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Leapin Lizards Academy LLC suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent’s right to immediate access. Leapin Lizards Academy LLC staff will contact the local authorities should a conflict arise.

Visitors are asked to schedule appointments with the Center Director, and are allowed in the child care facility only at the discretion of the Center Director. An employee of Leapin Lizards Academy LLC will accompany visitors at all times, throughout the center.

Leapin Lizards Academy LLC will dismiss any child whose parent is prohibited from entering upon agency property. Due to the parents’ right to immediate access policy, as well as state and federal regulations, Leapin Lizards Academy LLC cannot have a child at the agency when the child’s parent is prohibited access. Leapin Lizards Academy LLC will not agree to any request to maintain a child’s enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.
The Center Director or designee will assist the parent in gathering their child’s belongings at the time of dismissal and parents are required to leave agency property in a calm and respectful manner, immediately. Leapin Lizards Academy LLC will request assistance from local authorities should any parent become disruptive and/or uncooperative while gathering their child’s belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following a dismissal. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent. Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the agency by calling, writing, or any other means, will be prosecuted to the fullest extent of the law.

11.1 Expulsion Policy: We will make every possible effort to establish effective communication in any areas that a concern becomes apparent. We believe in many situations a partnership between our staff and the guardians of our students can create an interference of expulsion. We would work with you to create a plan of action to correct unbecoming behaviors in most situations, as we only implement expulsion as a last resort, where we feel irreconcilable differences have occurred. In the event that any policy has been breached by a student or any individual associated with a student, the said student becomes “at risk” of expulsion. It is the responsibility of the primary guardian to assure that all others associated with their child clearly understand and agree to adhere to our school policies. Immediate expulsion will occur in the event that an action or comment of a threatening nature occurs, by any person associated with Leapin Lizards Academy LLC. This action would also occur in the event of extreme behaviors or behaviors that pose an imminent danger.

*Although it is our last resort; the Director/Owner reserve the right to end childcare services with or without warning, at any time for any reason.*
POLICY: WITHDRAW

Three weeks written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition will be refunded within thirty days of the withdrawal. If the required notice is not given, parents will be charged tuition for three additional weeks and will have forfeited any possible refund.

The guardians and child, following their last day of enrollment, are not permitted to re-enter agency property without prior permission of the Center Director. A withdrawn child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following the last day of enrollment. Appointments are made at the discretion of the Center Director and are not a right of the withdrawn child or parent.

Parents, who wish to change their child’s days or times of enrollment, must submit a request to do so two weeks in advance of the proposed change. Schedule changes are subject to a change in tuition, and are only granted based on availability.

The Center Director will notify the parents if the new schedule is available. A schedule change will not be considered to be final until a new fee agreement is signed. If the schedule change requires an additional registration fee, the change will also be contingent upon payment of these monies. If the requested schedule is not available parents may choose to continue with the current schedule until such time as the requested schedule becomes available, or may choose to withdraw their child from the program.
In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order) Leapin Lizards Academy LLC must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

**In the absence of a court order on file with Leapin Lizards Academy LLC administration, both parents shall be afforded equal access to their child as stipulated by law.** Leapin Lizards Academy LLC cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, Leapin Lizards Academy LLC suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, Leapin Lizards Academy LLC is obligated to follow the order for the entire period it is in affect. Employees of Leapin Lizards Academy LLC cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. Leapin Lizards Academy LLC will report any violations of these orders to the proper authorities.
Upon arrival at Leapin Lizards Academy LLC, the parents or the adult dropping the child off must sign the child into care. A $5.00 fee will be charged for failure to signing in or out within 15 minutes of a student arriving or departing. Children are required to be escorted by their parent or the adult dropping them off, to their designated classroom. **Children are required by law to be supervised at all times while in the child care facility.** Parents are required to help children put away their outerwear and get settled for the day.

Leapin Lizards Academy LLC discourages parents from sneaking out of the center. Some children exhibit separation anxiety when it is time for their parent to leave. Leapin Lizards Academy LLC believes it is best for parents to tell the anxious child upon arrival that after all of the child's things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of Leapin Lizards Academy LLC are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

Parents are required to notify the child’s teacher or Center Director of any special instructions or needs for the child’s day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or Center Director. These special instructions include but are not limited to: Early Pick Up, Alternative Pick Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the child care providers should be aware to best meet the needs of your child throughout the day.

14.1 **NOTIFICATION OF ABSENCE:** Parents are required to inform the center by 8:00am if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day. Parents who fail on three occasions in one school calendar year to give proper notice of an absence may result in the child being dismissed from the program.

If your child is ill, we request that you notify the center director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the
children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Leapin Lizards Academy LLC will take all measures necessary to protect your child’s confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child’s absence from school.

Parents who know in advance that a child will be late, are required to notify the center by 8:00am so as to maintain the appropriate numbers of employees to ensure ratios are met when the child arrives to school. Students may be turned away if they do not arrive within one hour of their scheduled drop off time. Guardians MUST notify the school prior to the scheduled drop off time in the event their child will be late or absent. If we do not have notice of an absence then a staff member will call all student contacts after one hour of the students scheduled drop off time, until contact has been made assuring the safety of your child. This policy is part of the movement trying to save the lives of children being accidentally left in vehicles. Open communication will go a long way and save much time and stress for all parties. If you would like more information regarding, “Look Before You Lock” please let us know as we are happy to provide you with more materials regarding this matter.

14.2 AGENCY’S RIGHT TO REFUSE ADMISSION: Leapin Lizards Academy LLC reserves the right to refuse admission to any child at any time with or without cause. Leapin Lizards Academy LLC strives to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a “first come first served” basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms.

Possible reasons for the refusal of admission include but are not limited to:
1. Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
2. The need to maintain compliance with Licensing Regulations. Example: Loss of power or water.
3. Staff deems the child too ill to attend.
4. Domestics Situations that present a safety risk to the child, staff or other children enrolled at Leapin Lizards Academy LLC if the child were to be present at the center.
5. Parent’s failure to maintain accurate, up to date records.
6. Parents’ failure to complete and return required documentation in a timely fashion.
Again, tuition is due regardless of attendance.
Parents or other authorized adult are required to sign their child out of care on the sign-out sheet located at the desk inside the entrance of the preschool and school age buildings. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on agency premises. You must have visual supervision on your child at all times while on school property. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are required to handle all business issues prior to signing out their child, and are required to directly exit the building once they have signed their child out of care.

Parents must take home all papers in the child’s cubby or school bag each day.

Parents or persons designated to pick up are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or another authorized adult at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

15.1 LATE PICK-UP: Any pick-up that occurs after 6:00pm will be considered late, the time written on the late form will be the time you exit the premises. The guardian will be charged. Late fee is paid to the staff member left caring for your child. If your child is scheduled as a part time student then the late fee is applied in the same manner beyond the scheduled pick up agreement.

At 6:00pm individuals listed on your alternate pick-up lists will be contacted unless you have called. If we cannot reach any of the contacts you have provided, local law authorities may be contacted to assist us in contacting you. If you will be late, the courtesy of a phone call will be appreciated, both by your child and the staff; however, the late charge will still be assessed. Families that have continued late pick-ups may be dismissed from our program.

All measurements of time are to be according to the clock located at sign in/out area. Any late fee should be paid immediately at the time of pick up, but must be paid within 24 hours of the occurrence to avoid dismissal.

A child’s services may be terminated should the child be picked-up late on three occasions in one school year regardless of the reasons for the late pick-up. It is the
parent’s responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

15.2 PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP: The staff will contact local police and/or the other custodial parent should a parent appear to be under the influence of drugs and/or alcohol. The parent’s right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, Leapin Lizards Academy LLC staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child, and appears to the staff of Leapin Lizards Academy LLC to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of Leapin Lizards Academy LLC will contact the child’s parents, local police and Child Protective Services to notify them of the situation.

15.3 EMERGENCY/ALTERNATE PICK-UP FORMS: At enrollment, parents will be presented with an Emergency/Alternate Pick-up form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from Leapin Lizards Academy LLC. In an emergency situation the child’s parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the program.

Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

Parents will be asked to determine which persons (if any) on the Emergency/Alternate Pick-up form have the rights to act “In Loco Parentis.” In Loco Parentis status affords the pick-up person the right to discuss confidential information about the child’s day including but not limited to, incident/accident reports, and behavior issues. In the absence of this designation the people on the Emergency/Alternate Pick Up Form are only afforded the right to pick up the child. Staff is not permitted to discuss the child’s day with them.

All persons on the Custodial Section or Emergency/Alternate pick-up form will be required to provide a government issued photo ID, and MUST be at least 16 years of age, prior to the agency releasing the child. There will be no exceptions to this rule, unless the minor is the biological parent of the student.
All changes and/or additions to the Emergency/Alternate Pick-up form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

Leapin Lizards Academy LLC reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling legal guardian(s) to inform each person on the Emergency/Alternate Form of the policies/procedures contained herein.
Students will only be transported with prior written permission of the parents.

**Car Seat Law:** We remind you to use child safety seats for all children, students five years and younger must be in a booster seat. For all other students safety belts must be worn at all times. A child must be EITHER six or older AND weigh 60 or more pounds before she/he is legally permitted to ride without a safety seat. It is our responsibility to enforce this law.

Another safety issue that cannot be permitted is leaving a vehicle unattended with the engine running. Upon enrollment you are agreeing that you will always turn your vehicle off and properly secure your car during drop off and pick up. It is also the responsibility of the guardian to make any other adult they send to Leapin Lizards Academy LLC to follow all proper procedures.
Every family will receive a school calendar at the beginning of each school year (or at time of enrollment). It is the responsibility of each parent to review the calendar for any holidays or special events that will occur. Calendars do not remain the same from year to year and are subject to change at the discretion of the Director. Again, all tuition is due regardless of closings.
In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by phone if time allows. Leapin Lizards Academy LLC also follows Charlotte County Schools for closings that involve nature. In the event of an unexpected nature the center may have to close without warning and would post notice on the school as to the reason for any such closing.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child’s parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call; of the pick up location should the children need to be evacuated from the child care center.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than five school days. If the closure extends beyond five school days, parents will have their tuition prorated appropriately.
CURRICULUM

The teachers thoughtfully plan a classroom curriculum. The academic curriculum used is the The Creative Curriculum. This curriculum is state approved and recognized as developmentally appropriate curriculum. Our curriculum is approved by the Florida Office of Early Learning and consists of components which are physical health, social and emotional character development, language and communication, emergent literacy, social studies, gross and fine motor development, the arts, approached to learning, early reading and number skills and cognitive development, (i.e. mathematical thinking, scientific thinking). We believe that while curriculum should be well planned, good teaching also involves being ready and able to catch the teachable moment by following the interests of an individual child or group into activities that may not have been pre-planned. We take the opportunity in this instance to follow what our natural curiosity wants us to teach the children at that particular moment. The Kindness Curriculum is used by all ages to enhance Character Development as well.

The preschool provides activities that offer a variety of choices designed to encourage spiritual learning, physical skills, cognitive learning, problem solving, independence and early reading. Active physical play, conceptual learning, art, music, science, language development, early literacy and dramatic play are a part of the daily program. Materials and encouragement are available for children that are appropriate to their developmental level.

Art activities of all kinds are done daily with the children. These activities range from the simplest crayon and paper drawings to multimedia projects such as finger painting and collage creation. Our philosophy is that the process is important, not the product; the children are given a variety of open-ended materials and are encouraged to make what they will from them. Protective smocks will be worn for messy projects, but some painted clothing may occur.

Curriculum varies according to age. As children mature, they engage in increasing intricate and challenging activities. Year to year, curriculum reflects the dynamics that no one group of children is like another. This flexibility allows our teachers the opportunity to assess the nature of their group and design plans accordingly. We
will be using screening tools provided by the Early Learning Coalition to assess any needs of your child. You as the parent will be given a screening packet to be completed. Your child’s teacher or the Director will conduct a screening as well. This is another way we can be sure we are meeting the needs of each individual child. Vision and Hearing screenings will also be conducted, with your permission. Permission slips will be sent home for your signature as screenings are scheduled.

19.1 Daily Schedule of Activities: There is a Parent Board located near the doorway of every classroom. This will display the schedule of activities as they pertain to that class.

19.2 CLASS ASSIGNMENTS: There will be times when teachers will send home assignments to be completed as a family. This is a valuable opportunity to include you in the growth process of your Child’s academic learning.

19.3 STAFF TO CHILD RATIOS: Leapin Lizards Academy LLC follows The Department of Children and Families state ratios for Florida. Current ratio standards are located on the parent board in the front hallway of the school.

19.4 NAP/REST TIME: Children are not required to sleep if they attend beyond 1:00pm, they are required to rest. Teachers may help children settle down to rest. This often means rubbing backs and helping to cover children with blankets. Relaxing music is played during this time. Parents are to provide a nap mat at least 1.5 inches in thickness, fitted sheet to cover their mat and child size light blanket that must be labeled and stored in a zipped bag/backpack to remain at school for the duration of the student’s week. Nap items are to be laundered by the parents every weekend. A parent may be called if a child is not provided with appropriate items for nap. Teachers are not permitted to intentionally keep a sleepy child awake during nap times even at the request of their guardian. School age students do not nap. (A child must have attended Kindergarten to be classified as school age).

19.5 EDUCATIONAL/PERSONAL CARE SUPPLIES NEEDED: It is our goal to maintain affordable child care to all our families. With this in mind we will only require a supply fee to be paid only once in a school year by full day students. There may be times throughout the school year where your child’s teacher may ask for donations to support a specific project. Your donations are voluntary and appreciated but are not
a requirement of enrollment. Personal needs of special supplies are to be provided by the parent.

19.6 BIRTHDAY/HOLIDAY CELEBRATIONS: You may celebrate your child’s birthday with his or her group with a treat to be served during snack or lunch time. As good nutritional snacks are part of our program, we suggest fruits, crackers and cheese, 100% frozen juice bars, veggies with dip, or frozen yogurt for birthday snacks. We want children to connect feeling special with healthy foods. Shared foods must be either commercially prepared (store bought) or prepared in a kitchen that has been inspected by all health officials. We will sing, read special stories, and, in general, make your child feel SPECIAL! We also ask that you follow the school nutritional guidelines when bringing in snacks for special holiday celebrations as well.

19.7 PARENT/TEACHER CONFERENCES/COMMUNICATION: Bulletin Boards: The bulletin board in/near each classroom or the entering hallway has news and information regarding events. Please check them frequently. The following are also found on the bulletin boards:

1. Current School Information
2. Upcoming Events
3. Daily Schedules
4. Staffing Changes
5. Curriculum Plans

Parent Resource: A parent resource area is located in the front lobby. We offer magazines, information regarding availability of assistance in the community, local library information, parenting resources, telephone numbers for needed assistance, and much more.

Parent-Teacher Conferences: Conferences are held formally two times per school year. Informal conferences can be scheduled at any time by either parent or teacher.
19.8 Parental Influence: We understand choosing a preschool is an important and exciting decision for parents. Your child is your most valuable treasure and we are honored that you entrust your child’s care to us. At Leapin Lizards Academy LLC, we recognize that each child is an individual, developing and learning at his or her own pace. We believe parents are their children’s first and most influential teachers. Because we believe your child’s early years are the most formative and thus important in his/her development, we are dedicated to providing developmentally appropriate curriculum in a fun, safe, educational place where young children can learn and develop through hands on activities. To accomplish this task, active parent involvement is essential. Together we set goals for your child, as we are committed to serve as the parent’s partner in providing a quality program for each child. As responsive, encouraging partners, we can help your child become an enthusiastic learner, creative thinker and inventive problem solver for a lifetime.
POLICY: DISCIPLINE

The goal of positive guidance or discipline is to help children learn to consider and respect others and the environment around them, as well as to feel secure and in control of himself or herself. Young children need to learn what is acceptable and how to live cooperatively with others. Self-discipline is the ultimate goal we set for the children. We strive to make each child intrinsically motivated to value accepted behaviors.

At Leapin Lizards Academy LLC, clear and consistent age appropriate limits on behavior are set. The environment is arranged in such a manner as to minimize the necessity of limits, and children are allowed to participate in the decision-making process. Leapin Lizards Academy LLC has a strong commitment to developing a positive sense of self-esteem and independence, responsible and caring behavior on the part of the children. We approach discipline in a positive rather than punitive manner. One way to help develop responsibilities is to require your child to pick up after themselves at home and at school. It is important for your child to clean up the area in which they were working before you sign them out at the end of each day.

Teachers model appropriate behavior and provide positive reinforcement, praising children for exhibiting those behaviors. Additionally, the teachers provide reminders and redirect students to promote acceptable behavior, as well as facilitate problem solving among the children.

When unacceptable behavior occurs, the first course of action is positive redirection, with the understanding that the child may return to an area or activity when they are able to use proper behavior.

Our school-age children follow the same Three-Strikes policy as the Charlotte County Public Schools.

Parent conferences will be held twice a year. Additional meetings may be held as needed, at the request of staff or guardian.
POLICY: TOYS FROM HOME

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

If the parents fail repeatedly to enforce this policy with their children, the staff will call the parents and require that they come to the school and remove the toy.

Children in classrooms with nap/rest time are permitted to include with their bedding supplies, one plush/non-musical toy with which to nap/rest. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time.

All toys brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by Leapin Lizards Academy LLC staff for safety and appropriateness, and may be prohibited at the sole discretion of Leapin Lizards Academy LLC.
22.1 Children Clothing: Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing.

Parents are prohibited from dressing children in overalls, or clothing with difficult closures. These types of clothing present particular challenges for children in relation to toileting.

Children are not permitted to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Children ages 3 and older are required to have one seasonably and size appropriate complete change of clothing at the center at all times. Children under 3 years of age are required to have two seasonably and size appropriate, complete changes of clothing at the center at all times. A complete change of clothing includes, shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items must be clearly labeled with the child’s first and last name. This includes coats, hats, gloves, scarves, and footwear. Leapin Lizards Academy LLC is not responsible for lost or damaged items of clothing.

Jewelry/Accessories: Children are not permitted to wear jewelry of any kind. It is a safety hazard for your child as well as the other children enrolled in the program. In addition, Leapin Lizards Academy LLC will not to be responsible for lost or stolen valuables. It is the parents’ responsibility to enforce this policy with their children. Should a child come to school wearing any jewelry, parents will be required to take it with them, or to return to the school to remove the jewelry if it’s discovered after the parent leaves. Repeated (more than 3 violations per school year) violations of this policy are considered to be violation of SAFETY POLICIES and may result in dismissal from the program. Hair beads, barrettes, bobby pins, etc. are not to be worn by children. These accessories are considered to be safety hazards. When choosing accessories for your children be mindful of the potential safety issues they present. Leapin Lizards Academy LLC is not responsible for damage to or loss of any articles of clothing.

22.2 Parents Clothing: Parents are required to be dressed in appropriate clothing while at Leapin Lizards Academy LLC, or involved in any Leapin Lizards Academy LLC
sponsored events. Inappropriate clothing would include, revealing, extremely short, ripped/torn (in inappropriate places), and/or see through articles of clothing. Anything with suggestive or vulgar language is prohibited.

Parents wearing high heels, work boots, or shoes with wet/dirty soles, will be required to remove their shoes prior to entering any classroom. This will reduce the risk of injury to a child on the floor, and will help to maintain a clean floor. Parents can simply leave their shoes outside the classroom door prior to entering the classroom.

Jewelry: While volunteering in the classroom or at any school sponsored event, parents are not permitted to wear any jewelry and/or accessories as per the children’s/staff’s dress code policy outlined above. Parents will be restricted from volunteering if they are not in compliance with this policy.
Leapin Lizards Academy LLC may occasionally supplement the in-class curriculum with off premise field trips. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including destination, date, time, and reason for trip, cost, and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs where applicable must be paid in advance in order for your child to attend.

If parents wish to attend the trip with their child, they should discuss attending with the classroom teacher. Leapin Lizards Academy LLC provides all required supervision for field trips, but when space permits we invite and welcome parents to attend.

If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with your child’s teacher at least three days prior to the date of the trip. Your child will be permitted to attend if required ratios can be maintained with his/her addition to the class. An additional daily fee, as well as the cost of the trip may apply and signed permission slip will be due prior to the date of the trip.
Parents are invited and encouraged to be involved in their child’s school activities. There are many different ways in which parents can participate and volunteer at the child care center. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. Teachers will have posted in their classrooms any volunteer opportunities available. Parents not interested in volunteering directly in the classroom may donate items, do maintenance work, or assist in the front office. These volunteer opportunities are posted in the main office area on the parent bulletin board.

Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, such parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

Leapin Lizards Academy LLC reserves the right to make volunteer assignments. Leapin Lizards Academy LLC does not guarantee the volunteering parents will be assigned to locations where their child(ren) is present. There may be situations where a parent will be told volunteering is not available.
POLICY: HEALTH AND SAFETY

25.1 PRE-ENROLLMENT REQUIREMENTS: Each guardian is required to complete a pre-enrollment packet of information. This packet is to be returned to the center's office prior to the child's first day of attendance. All children are required to have a complete up to date immunization record on file at all times. This is per state licensing regulations. If you have chosen not to have your child immunized, please ask your pediatrician for an immunization exemption form. Immunizations may be waived for certain reasons. Parents are required to have an exemption on file in place of an immunization record, so that the center can maintain compliance with licensing regulations. There may be students enrolled that have not been immunized.

All children are required to have a physical examination form filled out by a licensed medical professional, in order to attend Leapin Lizards Academy LLC. The Physical Examination Form, indicating the child’s fitness to attend, must be completed by a licensed healthcare professional and is valid for two years.

School age students do not need a physical and immunization record if they are currently enrolled in another school and have begun kindergarten.

If you are new to the area and need time to transfer records you must have a doctor assigned appointment card showing you have an upcoming appointment to transfer records. Students will not be eligible to attend school following their 30th day from the date they enrolled without a physical and immunization document on file.

25.2 CHILDREN WITH SEVERE ALLERGIES: For the safety of your child, parents are required to provide a signed copy of the form titled: AUTHORIZATION FOR EMERGENCY CARE OF CHILDREN WITH SEVERE ALLERGIES. This form is only required for students that have a life threatening allergy. The form must detail any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from the school director. Parents must also train staff in the administer process of an Epi-pen or any other life saving device required. Parents are responsible to keep updated medications and documents in place. Photo of child must accompany all documents.
25.3 COMMUNICABLE DISEASES

Leapin Lizards Academy LLC follows all health/communicable disease policies as recommended by the American Academy of Pediatrics.

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but cannot pick their child up within 45 minutes, it becomes the parent’s responsibility to arrange for alternate pick up with someone listed on the child’s emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up. Students will remain on a cot with their own bedding in the office area, away from other students.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor’s note stating they are no longer contagious and can return to the program. Leapin Lizards Academy LLC reserves the right to refuse to allow a child to return if the center director or designee believes the child to be too ill to participate in the program, regardless of a doctors note.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for at least 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 100.3 degrees Fahrenheit or more as taken under the arm.

Children are required to be excluded from the program for loose bowels or diarrhea which occur 2 or more times in a 24 hours period of time, regardless of the reason for the condition. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify the center office. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the center director, so that everyone in the center may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Leapin Lizards Academy LLC will take all measures necessary to protect your child’s confidentiality. You are not required to disclose
this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

25.4 BITING: Leapin Lizards Academy LLC recognizes that biting is a developmentally appropriate behavior for children under three. Parents with children in these classrooms should expect that their children may be bit, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Uncooperative parents will have their child's services terminated.

Children older than 3 years of age, may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's service terminated. Furthermore, children, in the older age groups, who bite 3 times in a school year may have their services terminated since, the safety of all the children in the program is of the utmost concern of Leapin Lizards Academy LLC.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of Leapin Lizards Academy LLC cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident. All bites are cleaned with soap and water immediately.

25.5 DISPENSING MEDICATION: We do not administer any medication to students of Leapin Lizards Academy LLC. There have been changes made to the DCF Regulations which have prompted this policy. The only exception that will be made is if your child has an Epi-Pen due to a life-threatening allergy. A current prescription, doctor’s note with specific instructions and a photo of the child must be accompanied with the shot.
Thank you for your understanding in this matter and we apologize for any inconvenience this may cause. Please see the office with any questions you may have regarding this policy.

25.6 FIRE/EMERGENCY DRILLS: Leapin Lizards Academy LLC conducts monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

If you arrive during a fire/emergency drill or real fire/emergency situation, parents may not sign children in or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child’s class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director or designee will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

25.7 ALTERNATE SAFE LOCATION: In some situations we may need to relocate to a safer location. Our current alternate location is ________________________________ we will reach this location by walking and parents will be immediately notified to pick up their child.

25.8 INCIDENT/ACCIDENT REPORTS: Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be placed in your sign in/out sheet or given to you directly from the teacher.

Parents or persons designated to act “in loco parentis” are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

Should a person other than the parent or one designated to act “in loco parentis” pick-up the child, a parent or person designated to act “in loco parentis” must sign
the Incident/Accident Report and return a copy to the center director within 24 hours. Failure to sign and return an Incident/Accident in this time period will result in your child’s exclusion from the program until such time as the Report is returned signed.

25.9 FOOD POLICY: Our curriculum focuses on developing healthy, well-balanced eating habits. Therefore, parents are encouraged to not send any food items to school with their child that do not offer a nutritional value.

25.10 PEANUT POLICY: In life threatening situations our program may enforce to become a PEANUT FREE environment. Further notice will be given as enforced.

25.11 FIREARMS AND WEAPONS: Other than registered law enforcement. At no time is any person permitted to carry any type of Firearm, Ammunition and/or Weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.

25.12 HANDWASHING POLICY: To assist in the overall health of everyone we ask that upon arrival you have your child wash their hands prior to joining their class. We recommend you do the same when you pick them up.
Employees of Leapin Lizards Academy LLC are prohibited from accepting any employment from any client of Leapin Lizards Academy LLC.

Employees are specifically discouraged from accepting employment as a baby-sitter from any client of Leapin Lizards Academy LLC, with or without pay. If care of a student of Leapin Lizards Academy LLC does occur by an employee of Leapin Lizards Academy LLC, both the employee and guardian of said child must have completed and submitted the schools Hold Harmless document. This document must be accurate with dates and times in each occurrence.

Violation of this policy will result in disciplinary action up to and including termination.
Leapin Lizards Academy LLC
1961 or 1969 Royalview Dr.
Port Charlotte, FL. 33948
Email: msllacademy9@gmail.com
Phone: (941) 764-3434

DISCLOSURE STATEMENT: Owner/Director reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.
AUTHORIZATION FOR EMERGENCY CARE OF
CHILDREN WITH SEVERE ALLERGIES

Dear Healthcare Provider,

Your patient, is enrolled in Leapin Lizards Academy LLC and we have been requested to provide certain emergency care for the prevention of anaphylaxis in the event the child comes into contact with a certain allergen(s), as described below. Please complete Part I of this instruction record. This record will remain in the child’s file at Leapin Lizards Academy LLC so we may assist with the allergy care and needs of the child. If you need to provide further instructions or clarifications, please do so on a separate sheet of paper, which will become a part of this record and will be kept with this form in the child’s file at Leapin Lizards Academy LLC.

PART I (to be completed by a Licensed Health Care Provider)

Child’s Name: Child’s Birth Date:

**Known Allergens:** (Please provide a complete list of all events and/or substances that may trigger a severe allergic reaction (i.e. Anaphylactic shock) in the child.)

- Bee Sting

Other Insect Bite(s): (identify):

Animal(s): (identify):

Food Allergy: (identify all foods or groups of foods that must be avoided):

- Other: (identify):

**SYMPTOMS:** (Please provide a complete list of all symptoms that indicate the child has come into contact with an allergen and requires emergency treatment.)

- Shortness of Breath

- Swelling of the Face or Lips

- Hives
- Vomiting
Diarrhea

Other: (explain):

PROCEDURES: (Please indicate all steps necessary and the order in which they should be taken.)

- Administer the following Medication: (provide name, dosage, and method of administration):

- Administer EPI-PEN: (provide instructions for administration)

- Call Emergency Medical Services (911)

- Call the child’s parent or guardian

- Other (explain):

  - DO NOT administer medication in the absence of KNOWN exposure to allergen

RECREATIONAL ACTIVITIES:

1. The child may participate in recreational activities. [ ] yes [ ] no

2. Recreational Activity Restrictions: [ ] none [ ] some restrictions
   (Explain recreational activity restrictions):

HEALTH CARE PROVIDER INFORMATION:

Office:

Name:

Address:

Phone #: Fax #:

Signature: Date:

PART II: (to be completed by the child’s Parent(s) and/or Legal Guardian)
By Signing this form, I/We authorize Leapin Lizards Academy LLC to follow the instructions contained in this Authorization For Emergency Care of Children with Severe Allergies Form. I/We agree to update this form every six (6) months, or sooner if my/our child's needs change.

PARENT(S)/LEGAL GUARDIAN(S):

Name: ___________________________ Relationship: ___________________________

Address: ___________________________

Phone #: ___________________________ Cell Phone #: ___________________________

Emergency Contact #: ___________________________

Signature: ___________________________ Date: ___________________________

Name: ___________________________ Relationship: ___________________________

Address: ___________________________

Phone #: ___________________________ Cell Phone #: ___________________________

Emergency Contact #: ___________________________

Signature: ___________________________ Date: ___________________________

This completed Authorization for Emergency Care for Children with Severe Allergies Form was received by Leapin Lizards Academy LLC on (date) ___________. This Form must be updated by (date) ___________.

Received By: (Print Name)

Signature: ___________________________ Title: ___________________________

______________________________
RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING EMERGENCY CARE TO CHILDREN WITH SEVERE ALLERGIES

This is a RELEASE AND WAIVER OF LIABILITY FOR ADMINISTERING EMERGENCY TREATMENT TO CHILDREN WITH SEVERE ALLERGIES (hereinafter, referred to as the "Release")

Made this ___________ day of __________, 20__, by and between Leapin Lizards Academy LLC and (Parent(s)/Legal Guardians) who are the Parent(s) and/or Legal Guardian(s) of _____________________________ (child's name).

WHEREAS, Leapin Lizards Academy LLC provides child care services and the Parent(s)/Legal Guardian(s) have engaged Leapin Lizards Academy LLC to provide child care services for _____________________________ (child's name);

WHEREAS, Leapin Lizards Academy LLC has been requested by the Parent(s)/Legal Guardian(s) to administer emergency treatment (including the administration of epinephrine) to the child during certain emergency situations when the child has come in contact with an allergen and is in danger of anaphylaxis, as prescribed in writing on the child's "Authorization for Emergency Care of Children with Severe Allergies Form" all in accordance with and subject to Leapin Lizards Academy LLC policy for administering emergency treatment to children with severe allergies.

NOW THEREFORE, in consideration of the agreements and covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

1. Parent(s)/Legal Guardian(s) hereby release and forever discharge Leapin Lizards Academy LLC and its employees or agents from any liability arising in law or equity as a result of Leapin Lizards Academy LLC employees or agents administering epinephrine and providing other emergency care in conformance with the child's "Authorization for Emergency Care of Children with Severe Allergies From" (hereinafter referred to as the "Authorization"), provided that Leapin Lizards Academy LLC has used reasonable care in administering epinephrine and in providing other authorized care in accordance with the Authorization.

2. This Release shall be governed by the laws of the State of Florida which is the location of the Leapin Lizards Academy LLC in which the child is enrolled, excluding its choice of law Provisions.

3. This Release supersedes and replaces all prior negotiations and all agreements proposed or otherwise, whether written or oral, concerning all subject matters covered herein. This instrument, along with the Authorization (including any additional health care provider’s instructions or clarifications), that is hereby
incorporated by reference, constitutes the entire agreement among the parties with respect to the subject matters discussed herein.

4. The reference in this Release to the term Leapin Lizards Academy LLC shall include Leapin Lizards Academy LLC, its affiliates, successors, directors, officers, employees, and representatives. The terms Parent(s)/Legal Guardian(s) shall include the dependents, heirs, executors, administrators, assigns, and successors or each.

5. If one or more of the provisions of this Release shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect or impair any other provision of the Release. This Release shall be construed as if such invalid, illegal, or unenforceable provisions had not been contained herein.

Leapin Lizards Academy LLC:

Name: (print)
Signature:
Title:
Date:

PARENT(S)/LEGAL GUARDIAN(S):

Name: (print)
Signature:
Relationship:
Date:

WITNESS:

Name: (print)
Signature:
Relationship:
Date: