

Little Explorers

Early Learning Academy

dream, grow, explore!

www.thesouthgatefamily.com/leela | 850-391-7822

TUITION PRICE LIST

100 Duggan Avenue
Crestview, FL 32536
(850)391-7822

HOURS: 6:00 A.M. -- 6:00 P.M. // Monday – Friday // January – December

DROP OFF TIMES: 6:00 A.M. – 10:00 A.M.

PRICES (PER WEEK):

Payable in advance. We accept cash, check, and debit/credit.

1 child 1 – 3 years old not potty trained	\$205.00
1 child 3 years fully potty trained – 5 years old	\$185.00

DROP IN RATES:

1 child every now and then	\$75.00/day
----------------------------	-------------

RULES:

- For 1-5 days, you pay for a full week.
- For zero days, you pay ½ a week to reserve your child's spot for up to 3 times per year but you must request it before that week is billed.
- Tuition payments are due on Fridays in advance for the upcoming week.
- If tuition is not paid by Monday, a \$15 late fee will be added and \$5 for each additional day until paid.
- If your check returns for any reason, a \$25 penalty fee will be added.
- After 6:00 P.M., there is a late pick-up fee of \$1 per minute.
- There is a 5% discount on tuition paid in full for the entire month by the 3rd of the month.
- There is a \$5.00/week discount for each additional sibling of students currently enrolled full time in the program and being charged weekly fees.

HOLIDAYS: New Year's Day, Martin Luther King Jr. Day, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, Christmas

Little explorers early Learning Academy
100 Duggan Ave. Crestview, FL 32536
(850) 391-7822



Parent Handbook

Vision Statement

The vision of Little Explorers Early Learning Academy (LEELA) is to provide a safe place where little explorers are encouraged to dream, explore, and grow in childlike wonder. Every day, we provide a trusting atmosphere that is comfortable, loving, and a home away from home. LEELA is a place where you will never have to question what our hearts beat and long for...the next generation!

LEELA is a school founded on prayer. We believe prayer is an essential tool used to equip our students and teachers for daily challenges. We hold our teachers to the highest standards and expectations. Our teachers are equipped and trained as well as provided with current and excellent resources to raise up the next generation. They pour their hearts into every student while shaping, molding, and laying down a solid foundation for future education. Each child is made in His image and so very special. We love and care for our LEELA kids as if they are our very own. In everything we do, we equip and train each child in the ways of the Lord to glorify and honor Christ.

We strongly believe that our academy positively impacts our community. The South Gate Family's values of family, devotion, order, honor, and legacy spill over into our classrooms and impact our families and our region. The South Gate Family (formerly The Summit Crestview) campus facilities provide a safe learning environment for each and every child. We welcome all children with open arms, and with no discrimination of race, creed, sex, religion, or national origin.

We keep Christ at the forefront of everything we do, in every decision that is made, and in every opportunity that is given. We ask that you partner with us in prayer to continue carrying out our vision of providing a safe, home away from home academy for our little explorers to grow, while giving them freedom to explore and dream.

Curriculum

Children learn by doing. They learn through play, experimentation, and exploration. Learning should be a joyful, natural experience. Our ABEKA and ABC Jesus Loves Me curriculums are based on the developmental needs of the children.

Each class's weekly lesson plan and schedule are posted near the doors in the classrooms. We incorporate current trends in education and then structure this curriculum to meet the needs of the children in each age group. Our curriculum, although it will vary depending on age, is guided by the following underlying principles:

- Children are learning from God's Word.
- Children learn through dynamic investigation.
- Children instigate their own learning.
- Learning comes from open-ended experiences.
- Adults are facilitators of children's learning.

One and Two-Year-Old Classrooms

All toddlers are naturally curious and active. Our one- and two-year-old classrooms are set up to encourage learning through playing with toys, sand and water, art, imagining, enjoying stories and books, music, and exploring outdoors. Throughout the day, your child will be exposed to activities that allow them to develop social, emotional, cognitive, language, and physical skills.

Our teachers encourage this group to learn self-help skills. These skills consist of feeding themselves, drinking from a cup, walking from activity to activity, and the beginning stages of potty training. Promoting these skills ensures a positive self-esteem and encourages each child to develop to his or her full potential.

Three and Four-Year-Old Classroom

At this age, children are beginning to prepare for school. As professionals, the teachers at Little Explorers Early Learning Academy begin to provide a more structured learning environment so that each child will have a strong foundation for their elementary school years.

Within our preschool classrooms, we offer a wide range of activities that focus on social-emotional, physical, language, and cognitive development. Bible, literacy, mathematics, science, social studies, and art skills are incorporated into our classroom curriculum.

The mixed-age grouping in this classroom is an effective tool in child development, providing many benefits:

- Older children learn to be helpful, patient, and tolerant while developing increased confidence in their own skills and abilities.
- Younger children have the opportunity to learn more advanced cognitive and socialization skills from the older children.
- Children are challenged to think about problems in a more creative and flexible way as they observe children of different ages approaching problems differently than they do.

Our goal is to ensure that your child is ready to learn when they enter Kindergarten. Our focus for this age is on self-help skills, social skills, and following simple directions while teaching students the fundamental scholastic building blocks needed to ensure a successful transition into elementary school.

Policies and Procedures

Welcome

Little Explorers Early Learning Academy is open to parents at any time during our business hours. We do request that you make your presence known immediately to the person in charge. Although we request cooperation in not disrupting our program, parents are permitted access to all parts of the academy at any time their child is present.

Hours

LEELA is open Monday through Friday from 6:00 A.M. to 6:00 P.M. The academy is licensed for these specific hours of operation and early drop-off, or late pickup, cannot be allowed.

If children are not present prior to 10:00 A.M., they may not be dropped off for the day due to our lunch and resting period.

Ages of Children Served

LEELA is open to children ages 1-5, regardless of race, creed, sex, religion, or national origin.

Admission Requirements

Enrollment in our program is open to all families in our community. We operate in a Christian facility where we share God's love daily as we help raise up Christlike students. Only the child(ren)'s parent or legal guardian may enroll a child (proof of custody may be required). All forms provided to you upon enrollment must be completed before your child may attend.

Forms

For each child enrolled at Little Explorers Early Learning Academy, several forms must be completed with current and updated information to comply with state regulations. We require all forms to be filled out for each child PRIOR to their first day of attendance at LEELA.

Among these forms are an enrollment application, health and medical information form, and parent acknowledgement form. A Florida Certification of Immunizations and Student Health Examination signed by a physician, or the Health Department are due upon enrollment. The information on your child must be updated as needed to allow for the continued quality of care of your child. Due to religious exemptions, it is possible that children enrolled in the facility do not need to receive recommended immunizations.

Please be advised that all LEELA staff members, along with the Florida Department of Children & Families and Florida Coalition of Christian Private School personnel, have access to the forms that you complete for your child.

If LEELA is penalized or fined for incomplete or out of date information on one of your child's forms, that fine and a \$50 administration fee will be passed on to the parent/guardian.

ProCare Parent App

Before your child starts the Director will email both parents an invitation to our ProCare parent portal via their email. Once you create an account, we suggest you also download the app and TURN ON NOTIFICATIONS in your phone's settings. The app allows quick communications to and from the parents and the Academy Staff.

The app allows you to view and pay invoices hassle free. All of your child's Boos and Incident reports will be on the parent app with a section to collect a parent signature.

Fees

There is an \$80 nonrefundable fee due upon enrollment.

Weekly tuition fees are due on Friday for the upcoming week in advance. If not paid by Monday, a \$15 late fee will be charged to your account plus \$5 for each day the account is not paid in full. If your child attends one to five days, a full week must be paid to ensure a reserved place for your child. If your child does not attend for a week, you have the option to pay half a week to reserve your child's place. You are allowed this discount up to three times per registration year. **If you have used all 3 discounts, you are required to pay for the full week. If you did not inform the director that you are using one of your discounts, you will be charged full tuition to reserve your child's place.**

When available, and with advance notice, drop-in arrangements may be made for siblings who do not regularly attend Little Explorers Early Learning Academy. All regular enrollment forms must be completed before the first drop-in visit. The enrollment fee must be paid before the first drop-in visit as well.

After the center's licensed closing time, there will be a late pickup fee of \$1 for every minute you are late added to your charge. If children are left at the academy one hour after closing and no word is received from the parents, legal authorities will be contacted.

Parents can print receipts from the ProCare app at any time. One can be provided for you upon request. If your check is returned for any reason, a \$25 penalty fee will be charged. If your tuition is more than one week late, your child may be dis-enrolled from the facility.

Please refer to the price sheet provided for specific rates, late fees, and penalty fees. LEELA reserves the right to change any fees or revise any policies with written notification to the parents via the parent portal. **Please review the bulletin board located in our lobby regularly.**

Arrival and Departure

Parents/guardians are required to bring their child inside the academy and accompany them to their classroom each day. Children will not be permitted in the building prior to opening hours.

Parents/guardians are responsible for signing their child in and out daily using our time clock system. Each family will be issued their own unique code to enter through the front door. You must not give your door code to anyone not permitted to pick your child up.

You must notify the teacher in charge when your child arrives and when they depart. If an apparent illness, communicable disease, or unusual condition or behavior that may adversely affect the child or the group is detected upon arrival, the child must go home immediately. If children are not present prior to 10:00 A.M., they may not be dropped off until after 2:00 P.M. due to our lunch and resting period between these hours. **If you plan to drop off your child after 2:00 P.M., please notify the director so that we can ensure we have an appropriate number of teachers at that time.**

All children must be clocked out before being picked up from their classrooms. Children will only be released to an authorized person who is on their pickup list and who is 16 years of age or older. Any changes must be made in writing by the child's parent/guardian. Verbal notifications will not be accepted. Any authorized person unknown to our staff will be required to show picture identification prior to Little Explorers releasing your child to them.

It is the parents' responsibility to notify the office and make changes to emergency contacts whenever necessary.

Food

Morning and afternoon snacks are included in the tuition fee for children. Water bottles must be provided for each child. They must be labeled with the child's first and last name.

Parents are responsible for providing lunches each day and have the option eating pizza on Fridays provided by us. We are able to refrigerate or heat food items when needed.

If a special diet is required for a child, written documentation must be given to the academy and the parent/guardian must supply snacks.

Please alert our staff of any food allergies your child may have. Allergies must be documented in the child's enrollment forms and updated as needed.

If you would like us to celebrate an occasion with your child's class (i.e. a birthday or holiday party), please discuss your plans with your child's teacher. Food for special occasions must be store bought. **We cannot serve homemade items.**

If a Lunch must be provided a \$5.00 fee will be applied. If a water bottle is supplied for more than 1 day a \$2.00 water bottle fee will be applied for the day.

Clothing

Parents are required to provide the center with a change of clothing for their child. All clothing must be inside a backpack or a large Zip-loc bag labeled with the child's first and last name. The

center is not responsible for lost clothing. If we have to provide a change of clothes, a \$5.00 charge will be applied to your account and refunded when clothes are returned.

Children must wear appropriate shoes at all times. **Flip flops or shoes without back straps are not allowed due to safety concerns.**

Diapers

Please provide diapers/pullups, wipes, and diaper ointment if needed. All items must be labeled with the child's first and last name. You can bring a package of diapers/pullups to leave at the academy. You will be notified when your child is running low on diapers/pullups. If a child runs out of diapers/pullups, we will provide them for a fee of \$2.00 per diaper/pullup.

Rest Mats

Each child at LEELA will be provided with a rest time kinder mat included in tuition. If your child's kinder mat becomes worn or torn, we will replace it and an invoice will be added to your parent account for the current "At Cost" price of nap mat. There is an all-in one nap mat blanket that rolls up for easy and clean storage. They sell them at Walmart, Amazon as well as many other vendors. We can provide one for you at the current cost of the mat. (Usually 50.00) At the end of each week, your child's linens must be taken home, washed, and returned the following week when he/she returns. Your child must have a cover for their mat each day. A \$5.00 fee will be charged to your account the first day linens are borrowed and \$5 for each day thereafter.

Toys

The academy has a wide variety of toys, games, and other resources to offer children during center time. Personal toys are not permitted in the academy, as they can cause disputes and can be broken or lost. We disinfect our toys daily.

Holidays

New Year's Day	Closed full day
Martin Luther King Jr. Day	Closed full day
Presidents Day	Closed full day
Good Friday	Closed full day
Memorial Day	Closed full day
Independence Day	Closed full day
Labor Day	Closed full day
Veterans Day	Closed full day
Thanksgiving Break	Closed 3 full business days
Christmas Eve & Day	Closed 5 full business days

There is a posted sheet with closure dates.

Absenteeism

If your child is present one to five days, you pay for a full week. If your child is not present at all during the week, you will have the option to pay half of the cost of a week to reserve your child's place, with a limit of 3 discounts per registration year. **You must inform the director if you will be using one of your discounts** before that week is

billed, otherwise, you will pay for the full week. Once you have used all 3 discounts, you will pay for the full week in order to hold your child's place.

If your child is going to be absent, please call the academy prior to 10:00 A.M. on the day of the absence. If your child is going to come after 2:00 P.M., please let the academy know that morning.

Vacations

After one year of enrollment, one full week of non-attendance for vacation will be provided free of charge. Please provide advance notice to the director when you would like to use ANY of the discount vacation weeks.

Unforeseen Closures

Should the center close for more than two days in a one-week period, due to bad weather or COVID, or any other unforeseen situation, tuition for the week will be discounted \$30. If the center is closed for two days or less, however, the full cost of tuition will be charged.

Illness and Medications

Any child who is suspected of having a contagious, communicable, or infectious disease will be placed on a mat isolated from other children in the classroom. Linens and disposables used in the isolation area must be changed after each use and disposables must be disposed of properly. The condition of the child will be reported to the parent and the child will be sent home as

soon as possible. Children will not return to the academy until the symptoms of illness are no longer present or a written statement from a physician says otherwise. These diseases include, but are not limited to:

- Severe coughing, causing a child to become red or blue in the face or to make a whooping sound;
- Difficult or rapid breathing;
- Stiff neck;
- Diarrhea (more than two abnormally loose stool within a 24hour period);
- Temperature of 100 degrees Fahrenheit or higher in conjunction with any other signs of illness;
- Pink eye;
- Exposed, open skin lesions
- Green snot coming out of the nose
- Unusually dark urine and/or gray or white stool;
- Yellowish skin or eyes; or
- Any other unusual sign or symptom of illness.

In the event of any serious illness, injury, or emergency, the parent or emergency contact of a child will be notified immediately. Specific written instructions from the parent or emergency contact person will be followed.

While taking prescribed medication, if a child becomes ill or has an adverse reaction that does not require immediate professional medical attention, the reaction will be written down and the parent will be notified immediately.

If it is necessary to seek immediate medical attention for a child, the academy will call 911 and an ambulance may transport the child to the nearest medical facility with the child's emergency

information. The contact person will be notified as soon as possible for further instructions.

In the event of an outbreak of any communicable disease as outlined by the Department of Health, parents will be notified of the illness in writing within 24 hours of the next working day.

All medication, whether over the counter or prescribed, must be in the original container and labeled with the name of the physician, child's name, name of the medication, and medication directions. For over-the-counter medications, a doctor's note will be required. All prescription and non-prescription medication, including diaper ointments, shall be dispensed according to written directions on the prescription label or printed manufacturer's label. All medication must be given to the front desk when you enter the center for proper handling and storage.

We will administer medications at 11:00 A.M. and 3:00 P.M. Medication must be prescribed by your child's physician in order for Little Explorers Early Learning Academy to administer a dose.

Medication will not be dispensed for a period of longer than two weeks unless by written instruction from a doctor. All medications will be returned to the parent after the specified time of dispensing has ended and expired. We are unable to administer any medications that go into the ear, eye or nose.

Children may be sent home if they have contagious symptoms such as, but not limited to fever, rash, diarrhea, or vomiting. Additionally, if your child has a fever of 100 degrees Fahrenheit or higher, he or she will be sent home.

If your child is sent home due to an illness, he/she must remain out of the building the next day at a minimum. They must be fever free and symptom free for 24 hours before returning. In the event that your child goes to the doctor, we must have a return to school

note that specifically states that he/she is NOT contagious in order for him/her to return prior to the 24-hour period.

A child identified as having head lice will not be permitted to return until all signs of lice are gone. Verification of treatment is also required by bringing a product box, box top, empty bottle, or signed statement by a parent/guardian that treatment has occurred.

Emergency Situations

If an emergency situation develops such as severe weather, fire, physical problems to the building, or a power failure, the children's safety is our first concern. Fire drills are conducted monthly. In the event of an emergency situation, the children are not as alarmed due to their awareness of our procedures.

The center is equipped with a fire alarm system and fire extinguishers.

If there is a power failure at the center and it is determined that it is necessary to close the center, parents will be notified to make arrangements for early pick up for their child(ren). If an emergency situation develops and it is determined that the building or premises is unsafe, the children will be transported to the church building next door.

Discipline

The use of physical punishment or harsh language is prohibited at our center by not only our staff, but by parents and visitors as well. Children shall not be subjected to discipline that is severe, humiliating, or frightening. Discipline shall not be associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited by all staff members and parents/guardians on our premises.

Discipline should involve positive guidance techniques, redirection, and, if necessary, time out. Time out is limited to one minute per age of the child per incident, with a maximum of five minutes. Time out consists of sitting in a chair facing the group, but apart, still within the supervision of the teacher.

In order to provide the best care for your child, parents should notify the academy of changes in the child's environment that might affect the behavior of the child. When we are aware of changes in your child's life, we are able to help them adjust at school.

Little Explorers Early Learning Academy believes that all children should be treated as individuals. Our classroom settings are full of age-appropriate play experiences and opportunities to explore the environment positively. We have taken every precaution to enhance your child's learning experience while eliminating behavioral issues.

When a child is having a behavior issue in the classroom:

- Staff will try to redirect the child from negative behavior.
- Staff will reassess the classroom environment, appropriateness of activities, and supervision.
- Staff will use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control through think time prayer or time out, if necessary.
- Child's disruptive behavior will be documented and maintained in confidentiality.

- Parent/guardian will be given written copies of the disruptive behaviors that may lead to expulsion.
- The director, classroom staff, and parent/guardian may have a conference to discuss how to promote positive behaviors.
- The parent may be offered literature or other resources regarding methods of improving behavior.

LEELA reserves the right to ask the parent to make alternative arrangements for the care of their child in the event their child cannot adjust to our program in a large group, childcare setting.

Expulsion

Unfortunately, there are circumstances that will result in a child being expelled from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) to prevent this policy from being enforced.

However, the following are reasons we may have to expel or suspend a child from the academy:

Immediate causes for expulsion may include, but are not limited to:

- The child is at risk of causing serious injury or harm to other children, staff, or him/herself.
- A person threatens physical or verbal abuse or intimidating actions towards staff members.
- A person exhibits physical or verbal abuse or intimidating actions towards a child or in front of children.

Parental actions for child's expulsion may include, but are not limited to:

- Failure to pay/habitual lateness on payments
- Failure to complete required forms including the child's immunization records
- Habitual tardiness when picking up your child
- Verbal abuse to staff

Child's actions for expulsion may include, but are not limited to:

- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- Ongoing physical or verbal abuse to staff or other children
- Excessive biting, hitting, or harming other children

Prior to expulsion, a parent will be notified, and correspondence may be sent home indicating what the problem is. Every effort will be made by the academy to work with the parents in correcting the problem. If after one or two weeks—depending on the risk to other children's welfare or safety—behavior does not improve and the academy finds that they can no longer accommodate the child, the parent will be asked to remove the child. When possible, the parent may be given a minimum of one week's notice to find another center to provide care for their child.

Biting Policy

Our program recognizes that biting is unfortunately expected when young children are in group care. Still, we always take it seriously

when children are bitten in our program. When a child is bitten, an accident and a Boo Boo Report will be completed for both the child who bit and the child who was bitten.

The first time a child bites in our one- and two-year-old classrooms, the parents will be notified. If the child bites for a second time on the same day, the parent will be called to pick up the child within half an hour for the remainder of the day. If the bite breaks the skin, however, the child will be sent home after the first incident.

The first time a child bites in our preschool classroom, the parents will be called to pick up their child within half an hour for the remainder of the day.

Repeated instances of biting are justification for dis-enrollment.

Conflict Resolution

Occasionally, conflict will arise between children. When this occurs, feelings may get hurt, which can bring out the protective sides of parents. Socially co-existing with peers is something that has to be taught and exemplified by adults. Therefore, we ask that you please address your concerns with your child's teacher or the director and refrain from confronting any child who does not belong to you or from asking us to reveal the name of the child. It not only puts our staff in an awkward situation, but also could potentially cause a confrontation between families.

Because safety is a top priority of Little Explorers Early Learning Academy, we will handle any and all accidents and conflicts in a professional and appropriate manner. If an accident/incident requires more than TLC, our teachers will complete a report for you detailing what happened and the nature of the injuries. If any first aid is administered, the treatment will be described to you. A copy of this accident report, signed by the teacher in charge at the time

of the accident, will be provided to you, and a copy will be filed in the director's office.

We ask that you sign the copy provided to you to confirm that you were notified of your child's injury. This system is aimed at ensuring communication at all levels and can be a very good way to be certain little things are not forgotten in a hasty departure.

Alcohol, Drugs, Tobacco, and Firearms

It is LEELA's policy that the use of drugs, alcohol, and tobacco products including e-cigarettes are prohibited on our property and in any vehicle used for the transportation of children while on our property. This applies not only to staff, but to parents and visitors as well. Please extinguish your tobacco products prior to entering our parking lot.

Firearms are prohibited within the facility and on any person located on the premises with or without a concealed weapons permit. Federal, state, or local law enforcement officers are excluded from this law. Thank you for keeping these items stored safely in your vehicle during drop off and pick up.

Withdrawal Notice

Two-week notice is required before dis-enrolling your child. If you choose to dis-enroll your child immediately, you will still be responsible for two more weeks of tuition payments, even if he/she is not attending. All items left at the center after dis-enrollment will be held for pickup for a two-week period. If items are not picked up within this two-week period, the items will be discarded. This includes medication.

Contact Information

It is the responsibility of the parent/guardian to notify the center of any changes in contact information.

Little Explorers Early Learning Academy reserves the right to modify these policies and procedures to comply with the regulations of The Department of Children & Families and the Florida Coalition of Christian Private Schools Accreditation.

Please refer to www.myflfamilies.com/childcare for any questions you may have regarding the Department of Children & Families licensing requirements for childcare centers.

We look forward to getting to know you and your child!

Items Needed for First Day of School

Forms: (Due BEFORE first day of school)

- Copy Of Child's Birth Certificate
 - Florida Certification of Immunization
 - Student School Entry Form Signed by Physician or Health Department
-

Items:

- All - In - One Nap Mat with Pillow. They sell them at the local Walmart and online. Here is an example of one we use but you are NOT required to buy this brand

Amazon.Com

Urban Infant Tot Cot All - In- One Modern Daycare Nap Mat with washable pillow and elastic corner straps 52 x 22 inches

- Water Bottle/Sippy Cup Labeled with Child's First and Last Name
- Diapers/Wipes if needed
- A complete change of clothes inside a large Ziplock bag labeled with child's name. If the child is potty training, please bring multiple changes of clean clothes.

LITTLE EXPLORERS EARLY LEARNING ACADEMY

PARENT ACKNOWLEDGEMENT FORM

I understand that these policies describe important information regarding Little Explorers Early Learning Academy. If at any time I have questions regarding these policies, I should consult a member of the management team.

My relationship with the Little Explorers Early Learning Academy is voluntarily entered into and is subject to termination by me or the Academy at will, with or without cause, at any time that either the Academy or I believe such action is appropriate. Such termination shall be subject to all the policies relating to termination of service stated in the Handbook.

I agree and acknowledge that I am responsible for giving the **Director** two weeks' notice before withdrawing my child from the center and agree to pay the tuition amount for the two weeks.

I acknowledge that I have received, read, and understand the policies contained in the parent handbook. I further agree to comply with these policies.

Parent Signature

Date

Parent Signature

Date

Name

Childs

Name

Childs

Signature Received By (Center Staff)

Date