



# PARENT HANDBOOK OF POLICIES AND PROCEDURES

**Melissa Blose, Director**

45 Frog Lane

P.O. Box 293

Punxsutawney, PA 15767

Cell #: 814-952-8913

Center #: 814-249-7107

Hours of Operation: 6:30 a.m. – 5:30 p.m.

Monday – Friday

Dear Parents,

Thank you for your interest in Leap Frog Learning & Daycare Center. I understand the importance of finding the best quality care for your child and I feel that we can offer that service to you and your child here at my center.

We offer a fenced in outdoor play area for both toddlers and preschoolers. We provide breakfast, lunch, and an afternoon snack. Our educational curriculum is designed to meet the needs of your child's development. Activities that are included are: story time, art projects, music, fine motor, gross motor, sensory experiences, math concepts, and reading.

I encourage you and your family to feel comfortable here at Leap Frog Learning & Daycare Center. I have an open-door policy and there will be interior and exterior security cameras to enhance your child's protection. Please feel free to contact me with any questions you may have.

Sincerely,

Melissa Blose  
Owner/Director

Our Mission

Our mission at Leap Frog Learning & Daycare Center is to meet each child's needs by providing a safe, educational, and loving environment that allows each child to be independent and successful learners. We encourage the children to grow using their imagination and learning experiences that will assist with their development of a variety of skills.

## Classroom Environment

The **infant room, the "tadpoles,"** will range in age from 6 weeks to 12 months. The infants will be able to grow and explore along with reaching their developmental goals of crawling, walking, speaking, and grasping objects.

The **toddler rooms, the "froglets,"** will consist of 1-2 year olds and 2-3 year olds. Since they are learning to be more independent, the children will be able to express themselves and take part in daily activities. They will have circle and story time along with learning colors, shapes, and singing songs.

The **preschool rooms, the "frogs,"** will have a room for 3-year olds and a room for 4 and 5-year olds. The classrooms will be designed to prepare the children for kindergarten. We will carry out daily routines and the children will rotate through classroom jobs. There will be circle time and centers throughout the morning that will focus on printing names, letters, recognizing letters and sounds, numbers, and counting.

## Curriculum Statement

Leap Frog Learning & Daycare Center offers a creative curriculum that supports each child's learning abilities. Children learn by exploring and growing in their environments. I believe that children should be provided with hands-on experiences that will scaffold their learning to allow them to become independent. There will be age appropriate activities that will create valuable learning experiences, along with play because that is a crucial part in child's development. Our staff will work to facilitate children's play and establish an environment that guides children to have a strong relationship with their caregivers and others. There will be a structured daily schedule that will include activities and transition times throughout the day. We also incorporate the children's interests when it comes to planning and preparing weekly lessons.

## Enrollment Procedures

To enroll your child at Leap Frog Learning & Daycare Center, you must first set up an appointment at the facility. This is where you are given a tour of the center, discuss the policies, fill out an application, and receive the necessary paperwork. In addition, a \$25.00 enrollment fee (per family) plus the first week of tuition must be paid in full before your child is to start. A drop-off and pick-up

time will be given to the director. You will have 60 days from your child's initial start date to have a health assessment completed, signed by a doctor, and returned.

## Referral to Outside Resources

In the situation of a staff member determining a family is in need of outside services such as medical, developmental, mental health, clothing, food, shelter, etc. the staff member will assist the family by the following procedure.

1. The staff member will communicate the need, in confidence to the director.
2. The director will maintain a list of approved organizations and resources for outside services. If no resources are on the list for the particular need, the director will make inquiries to find the appropriate resources.
3. The staff member and director will confer on the subject and determine if the circumstance indicates need for a third party professional. If a professional is required, the director will contact the professional and assume responsibility for the referral.
4. If no third party professional is required, the director and staff member will confer and agree who will communicate the referral to the family.
5. After a reasonable amount of time, the person who communicated the outside resource will check back with the family to make sure the referral was helpful. If it was not, additional resources will be sought.

## Health Assessments

It is the responsibility of the parent or guardian to continue with the state mandated schedule for health assessments in order for your child to remain in care. Schedules for health assessments are required every 6 months for infants and younger toddlers under the age of 2, over the age of 2 is annually. A notice will be sent home with your child when you have an assessment due. A doctor's notice is required if there is a delay in any scheduled immunization.

## Emergency Contact Forms

Emergency Contact files are kept in the office and are updated every 6 months (we will remind you).

Please inform the director of any changes regarding telephone numbers, insurance information, contact people, etc. so that we are able to keep our files updated. With permission of parent or guardian, only the persons on this document will be permitted to pick-up your child from child care. (Photo I.D. is required). If someone other than those listed will be picking your child up, you must notify us verbally or we cannot release your child. (Photo I.D. is required). If someone is not permitted to pick up your child, we will need a copy of the court order or custody agreement.

## In An Emergency

The staff or director will contact you first in the event of an emergency. A decision would be made with you for your choice of emergency care, facility, and transportation. If necessary, paramedics will be contacted immediately and your child will be transported to the Punxsutawney Area Hospital. Fire drills will be held every 60 days for staff and children. In the event of an actual fire, our daycare will evacuate to 32 McHugh Avenue in Punxsutawney. More information will be forwarded to you by phone.

## Staff Qualifications

All staff members are hired according to regulations and standards set by the Department of Public Welfare – including a minimum 2 years experience working with children, a child abuse history check, a criminal history check, FBI Fingerprinting clearance and a complete health assessment. Each staff member is trained annually in Emergency Plan, Fire Safety, First Aid and CPR. Ongoing training is required for all staff members in areas of child development.

## Adjustment

Please allow time for your child to adjust to the center. In some cases, it can take the child several days, weeks or longer to adjust to the idea of a daycare. We do our best here at Leap Frog Learning & Daycare Center to make the transition from home to daycare as smooth as possible for you and your child. You may want to bring a favorite blanket or stuffed toy to help comfort your child if needed. Notify the staff continuously of any changes at home, positive or negative, that may affect your child's behavior while in our care.

## What to Bring

Parents must provide diapers, pull-ups, wipes, formula, bottles, medications (ointment, sunscreen, etc.) and extra clothing. According to the season, each child should have an extra set of clothes that will be left at the center. Soiled clothing will be bagged and placed in the child's cubby. If you wish to have it laundered, please let a staff member know. Leap Frog Learning & Daycare Center is not responsible for clothing that is lost, soiled, or torn due to normal eating, play or art activities. For naptime for the toddlers, you will need to bring a fitted sheet for the mats. If your child wants a blanket and/or stuffed animal (please limit to one of each), you may bring that as well.

## Clothing

Keep in mind that your child will be playing outdoors daily (weather permitting). Children should be dressed in appropriate clothing and footwear. Tennis shoes and play clothes are appropriate dress for the day.

## Illness

It is the responsibility of Leap Frog Learning & Daycare Center to ensure continued good health of everyone in our care. For this reason, we reserve the right to deny service or request early departure for any child we feel too ill to remain at the center. At the director's request, a doctor's excuse may be required to return to the center. Your child will be sent home if any combination of the following symptoms occurs: fever of more than 100F or above, lethargy, vomiting, diarrhea, unusual behavior, any infectious or contagious condition including skin and eye infections. Children need to be fever free for at least 24 hours (without medication) before returning to the center. Most of you are working parents, and for this reason we use our best judgment in making the decision to contact you.

The director's decision regarding illness is final. Your child should remain at home if there is suspicion of a contagious illness that is not yet being treated, including strep throat, pinworms, early viral illness, scarlet fever, measles, mumps, impetigo, and chicken pox (absence from daycare until all pox are dry and crusted over). Any child who is diagnosed with a contagious illness must be given an antibiotic for at least 24 hours before returning to the center. There is a ZERO nit, egg, and lice policy here at the daycare. If any of these symptoms are found on your child they will need to leave the facility IMMEDIATELY and may return only when all are gone! If a child has diarrhea in care they may remain at the facility if and only if the stools are contained in the toilet. All children in diapers must be excluded from care and return when the child has gone 24 hours without diarrhea. Ultimately, it is up to the director or the next person in charge to determine if the child should stay in care or be sent home.

## Payment

Payment is due Friday before service. All payments need to be given to a staff member, the director or placed in the dropbox at the main entrance. There is a \$50.00 service fee for all returned checks. If your payment is not received by Friday, there is a chance your child will not be on the schedule for the following week. Whatever days you schedule for, that is what you are required to pay for.

## Absenteeism and Vacation

Regardless of whether your child is present during his or her scheduled hours, payment is required. Staff will be here even if your child is not, which is why we have this policy. This includes absence

due to illness or if you choose not to send your child for various reasons. Please call the center when your child will not be attending on any given day so that we may plan our activities accordingly.

## Holidays

In order to spend time with our families, the center will be closed on the following holidays: Labor Day, Thanksgiving Day and the day after, Christmas Eve, Christmas Day, the day after (when applies), New Year's Eve, New Year's Day, Groundhog Day, Good Friday, Monday after Easter, Memorial Day, and the Fourth of July.

## Medication

As a courtesy to our parents, our staff may dispense medication. All medications, prescriptions and/or over-the-counter, must be provided by the parent, signed in daily on our medication form and must be the original container marked with your child's name and dosage. All medications are stored in a locked area inaccessible to children. The administration of medication will be witnessed by another staff member and recorded on the medication form. We will not administer any medication that has expired. Refrigeration is available. Topical applications (provided by the parent) such as diaper rash ointment, petroleum jelly, suntan lotion, and insect repellent can be administered with parent's consent. Do not bring the center a bottle or sippy cup containing medication.

## Discipline

Your child will be expected to follow a few simple rules for their safety and the safety of those around him or her. Role modeling appropriate behavior and positively reinforcing good behavior helps children learn to manage themselves. However, when necessary we will use the "1-2-3" and "time out" techniques. The teacher and parent in cases of severe behaviors will develop an individual behavior plan. (Example: children who bite)

## Nutrition

Meals will be served to the children where they can socialize with one another. Children will be given breakfast (6:30 – 8:15 a.m.), lunch (11:00 – 11:30 p.m. for infants and toddlers and 12:00 – 12:30 p.m. for preschoolers), and afternoon snack (2:30 – 3:00 p.m.). A monthly menu will be provided for you. You must provide a substitute for any meal or snack that your child dislikes or cannot eat.

## Drop Off and Pick Up

To ensure your child's safety, you must accompany your child to and from the classroom. We ask that you make personal contact with a staff member to allow for a brief exchange of information about your child's day. Our responsibility begins when you place your child in the care of a staff member. Departure times are hectic – so keep in mind that you are in charge of your child once you have arrived in his or her classroom. The center is staffed according to the times set by parents. To maintain staff/child ratios, children must be picked up at the designated time on a daily basis. The director must approve exceptions.

The ignition of all cars must be turned off and the keys removed from the ignition. NO child may be left unattended in a vehicle.

## Naptime

Toddlers are required to nap or rest if they are present during the hours of 12:00 – 2:00 p.m. Rest mats are provided. Fitted sheets are needed for the mats, along with a blanket and stuff animal if desired. If your child does not nap, he or she will be required to rest for a minimum of 30 minutes.

Quiet activities are planned until the other children rise.

## Birthdays

You may bring a birthday treat for your child that will be served as the afternoon snack for that day. (If you are planning a home party and are inviting just a few friends, please do so through the mail.)

## Toys

Leap Frog Learning & Daycare Center promotes a safe, comforting, violent-free, and gun-free environment. Do not allow your child to bring to the center toy guns, swords or any toy that promotes violence. We ask that you please limit toys brought from home to only show-and-tell days.

The center is not responsible for lost or damaged toys brought from home.

## Disenrollment Procedures

To disenroll your child, a two-week notice is required. Leap Frog Learning & Daycare Center reserves the right to disenroll any child who presents a risk to the health or safety of other children or staff, or any child whose needs cannot be met at our center. Refusal or inability to follow our policies as stated in this handbook may result in disenrollment. When transferring to another educational setting, parents may request copies of their child's file. The appropriate form needed will be given upon request.