



STUDENT/PARENT HANDBOOK

Dear Family,

Welcome to Leaps and Bounds Preschool! We are here to provide a memorable , educational, and enjoyable experience for you and your child. Our goal is to enrich your child throughout the year with many different learning options while teaching by means of exploration, play, discovery and structure.

We thank you for inviting us into your family dynamic for this upcoming school year. Preschool-aged children are full of excitement, knowledge, and joy. It is our desire to work with you, the parents, as we navigate this upcoming year.

Sincerely,
Carol Goodrich
Stephanie Crandall
Directors of Leaps and Bounds Preschool

LEAPS AND BOUNDS TUITION AND EXPECTATIONS:

PRESCHOOL PAYMENTS: (MONTHLY) are due the 1st day of the month (or the first day of school in the month) and considered past due after the 5th of the month.

The following procedure will take place for excessive collection attempts of past due accounts:

1. After the 5th of the month, a reminder sent and \$10.00 late fee added to your tuition.
2. Payment in hand day after reminder sent or child cannot attend preschool until account is caught up.

Insufficient checks will be charged \$20 and you will be placed on a cash only payment method.

PRESCHOOL ARRIVAL & DEPARTURES:

1. Preschool drop off and pick up will take place in our pick-up line. Commercial Ave. to Union Street-head South on Union to Franklin St. Head west on Franklin to Library Drive -Head North on Library. The door on Library Drive will be where your child will enter the school.

2. Teachers will bring your child into the building as you arrive. Teachers will bring your child out to you at the end of the day. **DO NOT PASS THE CAR IN FRONT OF YOU AS YOU MAY BE THE CAUSE OF A CHILD GETTING HURT.**

3. *It is normal for some children to have difficulty separating from parents or cry when being dropped off. Please be very brief (no more than 1-2 minutes is enough) during drop off times: **the longer you prolong the departure, the harder it becomes.*** A smile, cheerful good-bye kiss and a reassuring word that you will be back are all that is needed. In our experience, children are nearly always quick to get involved in play or activities as soon as parents are gone.

4. Drop off and pick up times are not good times to discuss problems. Little ears and minds hear and understand everything. Leaps and Bounds will not discuss children in the presence of anyone except their parents or child. Please call your child's teacher if you need to discuss something. Your teacher will also notify you if there is an issue

5. If you have an emergency contact picking up your child please notify your teacher as soon as you are able so that it can be noted. Your child will not be released without a parent's text or written permission even if that person is listed as one of your designated pickup people.

5a. If a pick up person is NOT on your person list, Leaps and Bounds MUST have written or text permission to release your child if our teachers do not know the contact person photo ID will be required.

OUR PROGRAM:

We offer flexibility and movement throughout our school. Your child will be exploring various activities and interests centers. These centers will change frequently to stimulate learning and creativity. Singing, art, cooking, reading, fine motor skills, science experiments, and use of our playground are some of the things we have to offer.

OUR STAFF:

Leaps and Bounds has very caring people who will strive to provide a wonderful year for your child. Our staff have various degrees in and are all trained in CPR, AED, and First Aid. All staff have background checks as well.

SUBSTITUTES:

We have a list of substitute teachers that may be called in on occasion. Our substitutes are chosen with care and have background checks. You will be notified if a substitute teacher will be in your room.

INCLEMENT WEATHER:

General Rules:

If Tri-Creek School Corporation has a weather-related delay, Leaps and Bounds Preschool will not be in session for that day. If a fog delay occurs, we will also have a 2-hour delay. Class will be from 10:30-12:30.

ILLNESS POLICY:

It is not easy to decide if a child should stay home or come to school. Children who are having the following symptoms or have been diagnosed with an illness and come to school will be sent home. If your child has a fever, diarrhea, green/yellow runny nose, vomiting, or has a disease that is contagious your child needs to stay home. Examples of contagious illness are:

Chicken Pox, RSV, Pink Eye, Strep Throat, Impetigo, Covid, Measles, to name a few.

Your child must be fever free without the use of medication for 24 hours before being able to return to school.

If medication has been administered to your child, please let your teacher know by text or written note. Should there ever be an emergency, it is important for us to relay this to emergency response.

TOILET LEARNING:

All students must be potty trained. No pull-ups or diapers are allowed. We understand that your child may need help from time to time, and we are willing to assist. However, we ask that you dress your child in simple on/off clothing for them to be as independent as possible. If your child has an accident, we will notify you.

DISCIPLINE:

Your child and you are expected to respect their teachers and fellow students and to show consideration for peers and things daily. He/she will always be treated with respect from our teachers. Should a problem develop, you will be notified. Children who repeatedly disrespect the rules, harm others or themselves will be **terminated** from the program.

Bad language is never acceptable at Leaps and Bounds and will result in a time out for your child.

One of our main goals as a preschool is to prepare your children for their years ahead in elementary school and beyond, this goal cannot be accomplished without communication, help, and cooperation from home.

CARE IN AN EMERGENCY:

The staff has been trained in CPR, AED, and First-Aid. In the event of an emergency, the teacher will evaluate the situation, care for the child, contact 911 if necessary, and contact you. If there has been a slight injury, the teacher will take care of the child, and contact you.

ELECTRONIC DEVICES:

Electronic devices of any kind (phones, watches, etc.) are not permitted in the classroom. They are too big of a distraction for the students.

HOURS OF COMMUNICATION:

We are available Mon-Friday from 8:30-4:00. We will reach out to you no later than the next business day, if non-emergency.

LEAPS AND BOUNDS
Parent/Legal Guardian Consent Form

Child's Name: _____

*Please initial on each line

____ 1. I give permission for my child to be photographed by the Staff at Leaps and Bounds. This will be used for classroom purposes, not social media.

____ 2. In the event of an emergency that requires professional medical attention with transportation to a medical facility I give permission for Leaps and Bounds to arrange transport via emergency transportation.

____ 3. I understand that tuition is due the 1st of each month. There will be a \$10.00 late fee for tuition not received by the 5th of the month. After, the 5th of the month your child will not be able to attend school until tuition and late fees have been paid.

____ 4. I have read and understand the policies and procedures of the Parent handbook for Leaps and Bound Preschool.

Parent/Guardian Signature _____ Date: _____

Relationship to child: _____

***This form needs to be signed and returned before your child can begin school.**