



FAMILY HANDBOOK

Effective January 2026

TABLE OF CONTENTS

Welcome	4
Our Purpose	4
Our Vision	4
Our Mission	4
Our Values	4
Our Philosophy	5
Accreditation	5-6
Curriculum	6
Developing Leaders	6
Enrollment	6-7
Children's Belongings	7-8
Hours of Operation, School Holidays, and Teacher Inservice Days.	8
Inclement Weather	8-9
Sample Daily Schedule	9-10
Outside Play	10
Payment of Fees	10-12
Arrival and Departure	13
Communication	13-14
Parent Conferences	14
Open Door Policy	14
Parent Advisory Board	14-15
Classroom Promotions	15
Discipline & Guidance	15
Food Service	15-16
Children with Allergies and/or Intolerances	16-17
Postings of Allergies, Intolerances, Dietary Restrictions & Unique Conditions . .	17
Birthday Celebrations	17
Use of Children's Images	17
LeafSpring School Transportation	17-18
Field Trips	18
Swimming and Water Play Safety	18-19
Health Supervision.	19
Protecting the Health and Wellness Needs of All Children	20
Handwashing	20
If Your Child is Ill	20-21
Get Well Place Admission Policies	21
What to Bring to the Get Well Place	21-22
Isolation Policy	22
Medication Administration Policy	22-23
Accidents and Injuries	23
Accident Insurance	23
Emergency Procedures	24
Child Abuse	24
Drug & Smoke Free Environment	24
Weapons	24-25
Camera Safety and Monitoring	25
Babysitting	25
Non-Compete Ethic	25

Statement of Anti-Discrimination	25
Negotiating Difficulties and Differences	25
Termination Policy	26
Policy Changes	26
Licensing Information for Parents	27

Welcome

Our teachers and nurses welcome you and your child to LeafSpring School. We are delighted to have the opportunity to serve you and your family.

LeafSpring School is a fully accredited, licensed, comprehensive care facility that offers developmentally appropriate preschool education, school age recreation as well as professional nursing services for mildly/chronically ill children. Our professional staff of nurses and early childhood teachers offers a unique program that includes health care as well as early childhood education. The Get Well Place is an autonomous department of LeafSpring School.

Gail W. Johnson, R.N., M.S., a graduate of the Virginia Commonwealth University School of Nursing with more than 30 years of pediatric nursing experience, is the founder of LeafSpring School.

We urge you to take a moment and acquaint yourself with our philosophy and operating policies. As a family support service, our goal is to support you in your role as a working parent. We want the best for you and your child, and through a multi-disciplinary approach, we strive to provide the best.

Thank you for entrusting the care of your child to us. We encourage you to become an active participant in your child's experience. Please call or visit whenever your schedule permits. If you have any questions, problems, or concerns, our door is always open. Please feel free to contact your child's teacher, one of our Assistant Directors or the Director. We look forward to working with you and becoming an integral, nurturing part of your child's life.

Our Purpose

LeafSpring School and the Get Well Place's purpose is to provide service to:

- Infants through age 12 in a developmentally appropriate early childhood education or school age recreation program.
- Mildly ill children unable to attend school, preschool, or their regular childcare arrangement.
- Children convalescing from surgery or hospitalization who require continued medical observation and/or nursing care.
- Special needs, chronically ill, or medically fragile children who require ongoing medical supervision and nursing care.
- Children with special needs who require specialized educational interventions.

Our Vision

To be the standard of excellence in Early Education, School Age Recreation, and Mildly Ill Care.

Our Mission

At LeafSpring School, teachers and nurses partner with families to promote the success of each child.

Our Values

• Innovation • Integrity • Ownership • Diversity • Community • Leadership

Our Philosophy

We believe that all children need:

A **SCHOOL** designed to promote the success of each child based on their developmental level and diverse needs.

A **CURRICULUM** that provides a balance of child directed and teacher guided activities—one which provides a diversity of experiences designed to initiate discovery and a love for learning in our ever-changing world.

QUALIFIED TEACHERS capable of preparing a rich learning environment and developing close teacher/child relationships based on the child's age, need and situation.

PRIMARY CARE GROUPS to ensure consistent, quality, meaningful interactions, and relationships.

A school that involves and communicates regularly with **PARENTS** -one that supports families in parenting and in enhancing understanding of their child's growth and development, in an effort to promote positive work-life harmony.

An environment that exemplifies **WELLNESS** through intentional lessons and activities which promote sound health and safety practices, good nutrition, and active lifestyles.

Opportunities to develop their natural **LEADERSHIP** skills and talents, to assist them in becoming capable, self-actualized individuals and responsible citizens.

A carefully designed setting with a **NURTURING ATMOSPHERE**—one that fosters acceptance and security.

ENVIRONMENT in which to move about with ample age-appropriate play equipment and materials.

Ongoing **AUTHENTIC DEVELOPMENTAL EVALUATION** and parent conferences that emphasize progress, accomplishments, and areas for continued growth, and guide the appropriate scaffolding of the curriculum to target individual needs.

Freedom and guidance to **EXPLORE** and **LEARN THROUGH PLAY**, a crucial element for the development of self-confidence and pleasure in learning.

Accreditation

LeafSpring School at Three Chopt is accredited through the National Association for the Education of Young Children (NAEYC). Achieving accreditation requires meeting standards of high quality. Accredited programs voluntarily undergo a comprehensive process of internal self-study and invite external professional reviews to verify compliance with the accrediting bodies' criteria for high quality early childhood programs.

While the accreditation process examines the total program, emphasis is placed on the quality of interactions among staff and children and the developmental appropriateness of the curriculum. Health and safety, teacher to child ratios, qualifications, family communications, physical environment, administration, nutrition, and food service are all reviewed during accreditation; however, primary consideration is given to the nature of the child's daily experience.

All accreditation is granted on a program by program basis, and a program is not accredited until it has successfully completed the entire accreditation process, including an onsite visit and subsequent review by the accrediting bodies. Parents are encouraged to inquire about their school's accreditation status. Additional information on accreditation is available through the following websites:

- <https://www.naeyc.org/accreditation>

Curriculum

Curriculum development begins with a basic understanding of how children grow, develop, and learn and provides for a balance of activities that are structured and unstructured, active and quiet, indoor and outdoor, individual and group, and teacher-directed and child-directed. Growing children learn best by actively interacting with their world at their own pace and according to their own interests. We believe that this approach allows children to focus on discovery and the process of learning necessary for future educational success.

LeafSpring School is committed to providing the most exciting and creatively stimulating environment possible for each child. Using developmentally appropriate practices, planned activities address each child's personal/social, cognitive, gross/fine motor and speech/language development. Our proprietary curriculum, PLAYWORKS, uses weekly topics and is taught through lesson plans written by the teachers and learning center applications—both indoor and out. Our curriculum is enhanced by offering classes, when available, in music, physical education, creative movement, foreign language, art, etc., as well as field trips. Third party enrichment classes (i.e., soccer, computer, ballet, gymnastics, etc.) are also available for an additional charge. Please see your Director for details.

Developing Leaders

Within all children exists a wealth of potential. LeafSpring School aspires to provide children with the tools to refine their natural gifts and a roadmap to guide them down a productive path. Through our proprietary leadership curriculum, **INSPIRED**, it is our desire to develop the character and life skills children need to be positive influences in the 21st Century. The **INSPIRED** curriculum consists of 8 literacies, or areas of study:

- **Social Literacy:** I choose friendship over fighting.
- **Health Literacy:** I choose healthy over harmful.
- **Environmental Literacy:** I choose helping over hurting.
- **Civic Literacy:** I choose we over me.
- **Entrepreneurial Literacy:** I choose working over wavering.
- **Financial Literacy:** I choose responsibility over recklessness.
- **Resilience Literacy:** I choose "I can't YET" over "I can't."
- **Mindfulness Literacy:** I choose positivity over negativity.

Enrollment

All children from birth through age 12 are eligible for enrollment regardless of race, nationality, or creed. Children with medical or unique needs must complete an intake assessment with the Director and the Get Well Place nurse prior to enrollment.

Prior to enrollment, parents, children, the Director, and the teacher must participate in a pre-enrollment interview, a tour of our facility, and a classroom visit. Children **must** have the

following on file before their first day:

- Registration form
- Non-refundable registration fee
- Authorizations for care
- PRN Medication Authorization Form
- Current immunization record
- Current physical examination
 - Physicals must show evidence of vision and hearing screenings.
- Signed parent agreement
- Developmental History ("Getting to Know You")
- Emergency Card
- Proof of Identity

Parents, the Director, and the teacher **must** participate in a Parent Orientation every year before the first day of the new school year. The children enrolled must also participate in a classroom visit every year prior to the new school year.

Enrollment is available on a full and part time basis contingent on classroom assignment and availability. (Exception: Infant, Toddler, Pre-K, and Private Kindergarten classes are only offered on a full-time basis.) Upon enrollment, children are automatically enrolled in the Get Well Place unless parents specifically request otherwise.

When classroom openings occur during the year, children are admitted from the waitlist according to established priority. Siblings of enrolled children and inter-company transfers receive priority when openings occur due to classroom changes.

After enrollment, parents are responsible for updating records as necessary, i.e., address/phone number changes, current physical and immunization status, changes in medical conditions and/or allergies, etc. Change of information forms are available at the front desk or may be downloaded from our website, www.LeafSpringschool.com.

Once enrolled, parents are expected to comply with all policies in this handbook as well as changes made to these policies with advance written notice.

If children are withdrawn for the summer, he/she may be placed on the waitlist with no guarantee of reenrollment in the fall. If a space becomes available, reenrollment will include all registration fees.

Children's Belongings

Children will need the following items for his/her cubby/locker on the first day:

- A complete change of seasonal clothes (including socks) labeled with the child's name*
 - Infants and toddlers should include at least two changes of clothing and bibs for feeding.
- A backpack or tote labeled with the child's name
- A napper for naptime
- Special sleeping companion, if desired and appropriate (properly labeled)
- 24 hour emergency supply of food/formula (Infants only)
- Hats and gloves/mittens during winter months
- Other items requested by classroom teacher

*This is the only item required for children enrolled in the Village program. All other items are optional.

Please label all items brought to school with your child's name, including all clothing that might be taken off during the day. LeafSpring School cannot be responsible for items lost or misplaced that have not been properly labeled. At the end of each semester all unclaimed belongings are donated to a local charity.

Clothing and blankets are stored in your child's cubby or locker. Blankets or nappers are sent home each week for laundering. All soiled clothing/blankets are bagged and sent home, as needed, for laundering. Clothing stored in your child's cubby or locker must be changed when the weather changes (at the beginning of each season).

Our program is an active learning experience. Please dress your child according to the weather for active play, both indoors and out. **All children will play outside daily.** Children must wear appropriate clothing for temperature and weather conditions. A covered play area is available for rainy days. Sandals, if worn, must be buckled, and strapped around the heels.

For health and safety reasons, children are not to bring the following items to school: gum, food, lip balm, or other items not appropriate for sharing. Personal toys may only be brought to school for "show and tell."

Hours of Operation, School Holidays and Teacher Inservice Days

LeafSpring School is open from 7:00 a.m. to 6:00 p.m. Monday through Friday except for the following days (Check with your Director for Get Well Place hours):

New Year's Day*
Martin Luther King Day
President's Day (*Teacher Inservice Day*)
Spring Parent/Teacher Conferences (*Teacher Inservice Day*) – Date announced in August
Memorial Day
Juneteenth*
Independence Day*
New School Year Work Days (*Two Teacher Inservice Days*) – Dates announced annually
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Holiday:
Note: When these days fall on a weekend, LeafSpring will close a minimum of 2 weekdays; exact closing days will be announced in advance each year.
Christmas Eve
Christmas Day*
Day after Christmas

**Should any of these major holidays fall on a Saturday, the holiday will be observed on the preceding Friday. If the holiday should fall on Sunday, the following Monday will be designated as the observed holiday. See special note above regarding the Christmas Holiday closure.*

LeafSpring School will close early on New Year's Eve (at 4:00pm), provided that day does not fall on a weekend.

Inclement Weather

A Weather Emergency Team is in place to ensure LeafSpring School's ability to serve the needs of

parents who are among our community's essential taskforce. In severe weather situations, a *CODE RED* designation may be issued to alert parents that LeafSpring School will be open with limited staff. Due to severity of the weather and the limited staff available, *CODE RED* days are designed to care for children of parents who must go to work despite the severe weather. PLEASE NOTE: The Get Well Place is not open on *CODE RED* days.

Sample Daily Schedule

Daily schedules vary according to your child's age, classroom assignment and the time of the year. Because of LeafSpring School's commitment to small group interaction, each group of children in a classroom follows a slightly different schedule. See the following sample schedules and refer to classroom information provided by the teacher for specific classroom schedules.

<i>Typical Infant Schedule</i>	
7:00 - 8:30	Arrival/Daily Health Check
8:30 - 9:30	Diapering
9:00 - 9:30	Snack
9:30 - 10:00	Art/Free Play
10:00 - 10:30	Circle Time
10:30 - 11:00	Outside
11:00 - 11:30	Lunch
11:30 - 12:00	Diapering
12:00 - 2:30	Nap
2:30 - 3:00	Diapering
3:00 - 3:30	Snack
3:30 - 4:00	Playground
4:30 - 5:00	Diapering
5:00 - 5:30	Free Play
5:30 - 6:00	Snack/Dismissal
<i>Note: Young infants set their own feeding and napping schedule.</i>	

<i>Typical Nursery School/Preschool Schedule</i>			
	<i>Group A</i>	<i>Both</i>	<i>Group B</i>
7:00 - 8:30		Arrival & Free Play	
8:30 - 9:15	Outdoor/Gross Motor		Morning Circle
9:15 - 9:45	Morning Circle		Outdoor Gross Motor
9:45 - 10:15		Morning Snack	
10:15 - 11:00	Outside Play		Learning Centers
11:00 - 11:45	Learning Centers		Outside Play
11:45 - 12:30		Lunch	
12:30 - 1:00		Storytime, Potty	
1:00 - 3:15		Nap Time	
3:15 - 4:00		Snack	
4:00 - 4:45	Outside Play		Learning Centers
4:45 - 5:30	Learning Centers		Outside Play
5:30 - 6:00		Free Play	

<i>Typical Village After School Schedule</i>	
2:30 - 3:15	Arrival, Snack, Playground
3:15 - 4:30	Homework Time (longer if needed)
4:30 - 6:00	Center Activities, Cooking Projects, Art Projects, Sports Activities, Reading, Games, Dramatic Play, Science, Outdoor Play, etc.

<i>Typical Camp Blue Sky Schedule</i>	
7:00 - 9:00	Morning Extended Care
9:00- 9:15	Arrival/Daily Goal Setting
9:15 - 9:30	Camp Circle/Snack
9:30-12:30	Morning Program: 4 Rotating Activity Periods
12:30 - 1:00	Lunch
1:00 - 2:15	Afternoon Program: Daily Choice
2:15 - 3:30	Afternoon Program: Division Activities
3:30- 3:45	Daily Goal Review/Snack
3:45 - 4:00	Clean-up
3:15-4:00	Camp Circle/Closing
4:00-6:00	Evening Extended Care

Outside Play

In consideration of the health benefits gained from playing outside and the current regulatory requirements, all children have at least one hour of outdoor activity each day. LeafSpring School ensures children will be dressed appropriately and hydrated depending on the weather conditions. Exceptions are only made with written physician recommendation or at the Director's discretion per weather conditions and regulatory standards (i.e., inclement weather, elevated ozone levels, extreme temperatures, etc.).

Fresh air and sunshine are always beneficial for a child. If children are given the opportunity to play outside, they will be healthier and happier without the risk of infection. A runny nose while playing outside on cold days is symptomatic of the body's natural defense mechanisms that eliminate trapped bacteria and viruses. Recommended treatment for such runny noses is the use of tissues and washing hands afterwards. Cold induced runny noses do not mean that children have obtained an infection outside.

Payment of Fees

Tuition is determined by the child's classroom assignment. Tuition covers one meal and two snacks daily for children attending a full day and at least one snack for children attending a partial day.

Tuition discounts are given to families with more than one child enrolled and will be applied to the child(ren) with the lowest tuition. Please contact your Director for details.

All tuition payments and applicable fees are due and payable Monday morning via check, credit/debit card or money order (no cash please). FULL PAYMENT IS DUE WHETHER OR NOT YOUR CHILD ATTENDS (INCLUDING DAYS THAT LEAFSPRING SCHOOL IS CLOSED. Tuition and fees may be paid on a monthly basis, in advance. There is a \$5,000 prepayment limit per family.

For families using Tuition Express, payments will be drafted on the last business day of the week.

A late fee is charged if payment is not received by 6:00 p.m. Tuesday. This fee is listed on the fee sheet for each school year. Payments that are late due to a scheduled vacation, for which vacation credits are not used, will be subject to a late payment fee. In the case of unforeseen absence, payment must be made upon return to school and may not be subject to a late fee upon the Director's discretion.

Children who are scheduled to attend part time and attend on an unscheduled day will be charged an unscheduled, additional day fee. This fee is listed on the fee sheet for each school year.

Every family is issued two (2) security key fobs that are individually coded for building access. Additional fobs are available for other family members, as necessary. If your fob is lost or forgotten, a replacement fob will be issued to you if it has not been found within one (1) week. Due to the cost of these fobs, your account is charged a \$15.00 *refundable* deposit for each fob issued to your family. Upon termination, your account will be credited for each fob returned.

Tuition includes the following Get Well Place services:

- Medication administration
- Nursing assessments
- Injury management
- Health consultation with the nurse
- Get Well Place complimentary sick care days.
 - Five full days or 10 half days per calendar year for full time enrollments.
 - Complimentary days/half days for part time enrollments are prorated according to number of days enrolled per week (e.g., Children enrolled three days per week will receive three full days or six half days per calendar year).
 - After complimentary days have been used, sick care will be charged at the daily published rate for LeafSpring School families.
 - For new enrollments, the number of complimentary sick care days will be prorated according to the month of enrollment. See the Director for details.
 - There are no refunds for complimentary unused sick care days and sick care days are not transferrable.

An Activity/Supply fee is charged twice yearly for each child (March and September). This non-refundable fee per child is prorated monthly for new enrollments. This fee is listed on the fee sheet for each school year.

A service fee is charged for all returned payments, checks or ACH. Returned checks will not be re-deposited. If checks or payments are returned more than twice in a calendar year, parents will be contacted about making payments via money order. At the beginning of a new calendar year, checks or ACH will be accepted again.

All children must be picked up by 6:00 p.m. (or by the designated closing time in the Get Well Place) or a late fee of \$1.00/minute/child for the first five minutes and \$5.00/minute/child after five minutes is charged.

Specialized care requiring additional skilled nursing interventions is charged on an individual basis, according to the extent of professional care required. Fees are set according to the Prescribed Pediatric Nursing Care Fee Schedule (the actual cost is determined prior to

admission). Parents are responsible for all fees. Third party reimbursement is sought for professional services beyond routine daily care. Fees are subject to periodic review according to the child's progress and condition.

For classroom absences due to illness of five (5) or more consecutive school days, a fifty percent (50%) reduction in tuition is given. Limit: two (2) weeks per child. Illnesses must be substantiated with a doctor's note before credit is given. Sick days not eligible for sick credit may be taken as vacation days, per parent request.

Parents are notified, in advance, of all necessary tuition and fee adjustments. Adjustments, if made, typically occur on the first day of the new school year in September.

Enrollment in LeafSpring School will be terminated if tuition is two weeks outstanding. If full payment is not received by that second Friday, parents will be notified, in writing, that enrollment has been terminated at LeafSpring School. A child's space will be held until the following Monday morning at which time he/she may be re-enrolled with full payment to include the registration fee, current and previous week's tuition.

If debt collection services become necessary, LeafSpring School reserves the right to charge a \$250.00 administrative debt collection fee, for which the parent will be responsible. Parents will also be liable for any court costs, attorney and other legal fees associated with the collection process.

Provider Certification will only be provided to parents with a zero (\$0.00) balance account. NO EXCEPTIONS.

Child transfers from one location to another, from preschool to the Village, or the enrollment of an additional sibling, will only occur IF the family requesting the transfer / additional enrollment has a zero (\$0) balance account. NO EXCEPTIONS.

Parents employed by companies offering discounts for care provided by the Get Well Place pay according to the stipulations of their company's contract with the LeafSpring School and the Get Well Place.

Arrival and Departure

Children must be accompanied by an adult when arriving or leaving LeafSpring School or the Get Well Place. Parents are asked to carry their child or hold their child's hand securely when in transit in the parking lot. PARKING IS NOT PERMITTED IN THE FIRE LANE. PLEASE HONOR THE HANDICAPPED SPACES.

Although LeafSpring School strives to create an environment of trust, school parking lots have become a target for theft, especially when valuables are in clear view. Parents are urged to lock their cars and avoid leaving valuables in a visible location. LeafSpring School is not responsible for any items taken from personal vehicles.

Children must be signed in and escorted to his/her room. Children must not be left unattended at any door. Please separate and say goodbye to your child in the classroom.

Children must be signed out appropriately at the end of each day. Children are only released to their parents, guardians or the substitute designated in writing at the time of the intended alternative release. Persons other than parents or legal guardians must present a photo ID before receiving a child. If the teacher or nurse has not met a previously "carded" parent or guardian, photo identification will be required.

Parents, legal guardians, or alternate pickups are expected to verbally communicate their child's departure to the classroom teacher. It is never appropriate to pick up children from the playground, classroom, or special event without communicating the child's departure with the teacher.

In situations of child-custody determination, parents must provide LeafSpring School with any court orders related to pickups and visitation of the child(ren). LeafSpring School must follow the court order on file. Note: LeafSpring School can only follow the most current court order, on file, provided by the parent.

If parents are delayed beyond our closing time of 6:00 p.m. (or by the designated closing time in the Get Well Place), two teachers will remain with the children and late pick up fees will be charged to your account. Please notify LeafSpring School as soon as possible if a delay is expected. In the event of an extended, unexplained delay (>30 minutes), all efforts to notify parents and/or emergency contact person(s) will be made. If direct contact cannot be made within a reasonable amount of time (two hours or less), the Director will contact the appropriate social service agency and follow recommended action.

Communication

As our mission statement reflects, "partnering" with families is of utmost importance. For that reason, direct, honest communication, coupled with respect, is critical to LeafSpring School's mission. Parents are expected to communicate directly with the appropriate staff members and always follow the proper chain of command.

In order to keep parents informed about their child's day, all children, infant through pre-kindergarten, receive a written report of their daily activities. In addition, the day's lesson plans, activities, and other items of interest are posted on the parent bulletin board located in each child's classroom.

A newsletter, menu, and calendar of events is published monthly to keep each family informed of upcoming school events, classroom field trips, etc. These documents may be received electronically or from each child's classroom.

If your child is admitted to the Get Well Place, all parents receive a written record of their child's care at the end of the day. With parent approval, the nurse may call the child's physician to clarify aspects of their child's health care.

LeafSpring School has the ability to communicate with parents using a mass text system for emergencies, inclement weather, etc. For this purpose, parents are required to provide their mobile service carrier at the time of enrollment and anytime their carrier or phone number changes.

Parent Conferences

Scheduled review of each child's development occurs each January and May. Following these reviews, a parent/teacher conference is held. Additional conferences may be scheduled throughout the year at parent or teacher's discretion. We encourage open and continued communication about children's progress.

Private Kindergarten conferences occur every nine weeks. Pre-Kindergarten spring conferences may be held prior to May BEFORE county kindergarten registration.

Open Door Policy

Please feel free to be a part of your child's LeafSpring School experience by:

- Frequently calling or visiting
- Participating as a classroom volunteer
- Participating as a Parent Board classroom representative
- Participating in special events, parties, field trips
- Eating lunch with your child
- Completing our annual program evaluation

In custody situations, parents with legal and physical custody always have a right to visit their child.

Parent Advisory Board

Each year a minimum of two (2) representatives per classroom are invited to serve on the Parent Advisory Board. The goals of the Board are to:

- Support the mission, vision, and values of LeafSpring School.
- Assist the Director in the planning of school events.
- Assist the Teacher in planning classroom events.
- Assist with various ongoing projects of the Board, i.e., Teacher Appreciation Week, Classroom "Wish Lists," etc.
- Solicit the help of other parents as needed for special projects.
- Support staff development through educational stipends and/or direct service.
- Act as a consulting body at the Director's request.

Classroom Promotions

To foster classroom stability and peer group identity, promotions only occur in August with the start of a new school year. When promotions occur each school year, classroom assignments

are made primarily according to each child's birthday with consideration to developmental readiness.

Weekly tuition fees are based on your child's classroom assignment and change when he/she is promoted to a new classroom with a different child to staff ratio.

Discipline & Guidance

Discipline and guidance are based on an understanding of the individual needs and development of each child. The purpose of all discipline is to teach the child acceptable behavior and to guide him toward appropriate problem solving and self-control. Depending on the child's age and the situation, one or more of the following discipline methods may be used:

- Positive reinforcement
- Positively focused communication
- Encouraging "Use of Words" in problem solving.
- Discussion of natural and logical consequences
- Distraction/repeated redirection
- Time away from the group for no more than one minute per year of age (Last resort ONLY)

In more challenging discipline situations, the parents may be asked to develop an action plan with the Director and/or teacher for modifying the child's behavior.

Children ARE NOT subjected to harsh and/or cruel treatment, humiliation, abusive language, or punishment at any time.

Parents and guests are expected to comply with our discipline philosophy while at LeafSpring School or at LeafSpring School events.

Food Service

One meal and two snacks are provided by LeafSpring School using a variety of nutritious food. Please see your child's classroom daily schedule for specific meal and snack times. Our menu is designed to reduce the amount of sugar and fat in our children's diet. Morning and afternoon snack will always contain two food groups and lunch will reflect milk, two fruit/vegetable servings, a grain, and a protein.

Menus are distributed with the monthly school newsletter. If substitutions are necessary, they are posted for parent's review as they occur. A vegetarian menu is offered.

For infants who do not yet eat from the school menu, parents must bring daily a supply of fully prepared formula and baby food clearly labeled with the child's name and date. If breast milk is provided, it must be labeled as such. Additionally, parents must provide a 24-hour emergency supply of formula and food (including clean, empty bottles) to be stored in the infant nursery. Baby food, if opened, must be taken home, or discarded at the end of each day. Cereal will not be added to a child's bottle unless specifically directed by the child's pediatrician, in writing. Homemade baby food brought to LeafSpring School must not include peanut products.

PARENTS MAY NOT BRING FOOD FROM HOME UNLESS APPROVED BY THE DIRECTOR for the following reasons:

- Dietary requests approved by the child's physician.
- Dietary requests due to religious or vegan preferences.
- Occasionally, your child may be asked to pack a lunch for field trip or special experience.

- When packing your child's lunch, please follow the dietary guidelines detailed above in accordance with licensing requirements, which includes 1 milk/dairy, 1 fruit, 1 vegetable, 1 grain/bread, 1 meat/meat substitute.
- Director approved menu substitutions from home must be brought in a thermal container and not require refrigeration and/or reheating. It must also be labeled with the child's name and date, and the leftovers will be discarded after the food has been served.
- LeafSpring School is a PEANUT FREE school. Please refrain from introducing peanut products through Director approved packed lunches, special classroom parties or school events.
- Due to food sensitivities, allergies, and preferences, all students at LeafSpring School are encouraged to not share food, and to wash hands before and after eating. Teachers encourage and monitor these behaviors in children. Parent encouragement of these child behaviors is appreciated.
- Children in the Get Well Place are served diets as tolerated to meet the needs of their illness. Alternative menu selections that are more appropriate for an ill child with a poor appetite may be selected when a child is admitted to the Get Well Place.

Children with Allergies and/or Intolerances

Parents of children with allergies and/or intolerances are responsible for:

- communicating the child's allergies to the school
- updating the school immediately regarding any changes
- confirming allergies at least once a year
- providing the school emergency medication with proper documentation from the child's doctor, if applicable
- reviewing the menu to identify foods that their child may not consume, if applicable
 - Ingredient labels are available to parents and maintained by the Kitchen Manager.
 - Parents must indicate, on the menu, the items that their children may not be served, and sign the menu.
 - Parents are responsible for providing comparable food substitutions for any items on the menu that their child cannot eat due to allergies.

Based upon the severity and/or number of food allergies, parents may be required to provide lunch and snacks. LeafSpring School, in its sole discretion and based on decades of experience, will make the absolute determination as to what constitutes such a requirement and will immediately notify the parents as to that determination.

As mentioned in the Food Service section of this handbook, approved menu substitutions from home must be brought in a thermal container and not require refrigeration and/or reheating. It must also be labeled with the child's name and date, and the leftovers will be discarded after the food has been served.

Children who cannot drink cow's milk and require a different type of milk (Soy, Almond, Coconut) must provide this milk. LeafSpring School will provide a special cup labeled with the child's name to serve child-specific milks. This precaution is intended to make non-cow's milk users' cups easily recognizable.

For children, whose allergies require emergency medication, parents must provide the Food Allergy and Anaphylaxis Emergency Care Plan, commonly referred to as the FARE (as it was developed by Food Allergy Research and Education). The FARE must be completed and signed by the child's doctor.

If you have questions about LeafSpring School's Allergy Protocol, please see your Director.

Postings of Allergies, Intolerances, Dietary Restrictions and Unique Conditions

LeafSpring School makes every effort to safeguard children. To facilitate this, we post the picture, name and the specific allergy, intolerance, dietary restriction, and/or unique condition of each child strategically throughout our campus, including, but not limited to, the classrooms (Preschool or Village), Dining Room, Kitchen, and the Get Well Place. These postings are in clear view and are intended to increase the awareness to all who may interact with your child.

If you have questions regarding LeafSpring School's postings as described above, please see the Director.

Birthday Celebrations

LeafSpring School will provide a treat on a designated day of each month to celebrate all classroom birthdays in that month. Parents are encouraged to join in the monthly afternoon birthday celebration snack. In an effort to keep each child's birthday special, parents are also encouraged to celebrate on the day of their child's birthday in a way that does not involve bringing in food. Suggestions may include donating and reading a book to the children, preparing and bringing a craft that can be done in the classroom, or eating lunch with their child's class. Parents may not provide extra treats, special entertainers, goody bags, decorations, balloons or presents while at the school.

Use of Children's Images

Due to the impact of social media and individual parent preferences regarding the publication of their children's images, LeafSpring School requests that no child's image be posted publicly without the express permission of that particular child's parent. If there are any questions regarding this policy, please contact the Director.

LeafSpring School Transportation

Before and After School transportation is available to and from selected local elementary and middle schools.

For Before and After School transportation, please be aware that our teachers do not and cannot leave a school or allow the LeafSpring School bus to leave a school's premises, until the whereabouts of every child to be transported is verified. If a child is **NOT** going to need transportation from school or will not be riding the LeafSpring School bus, parents must notify the Village staff by 1:30 p.m. After failing to notify the Village staff twice, a \$5.00 fee is added to your account for the third and each subsequent "no call-no show" incident. Each September we "wipe the slate clean", allowing parents to begin the new school year with two "free" no call-no shows, but for the third and all "no calls" thereafter, a \$5.00 fee is applied.

1 st No Call-No Show	No charge
2 nd No Call-No Show	No charge
3+ No Call-No Show	\$5 per incident

Transportation is also provided for field trips and special off-site activities. To facilitate safe transportation, ALL children MUST have a car seat appropriate to their age/weight, labeled with their name, on the morning of the field trip. No car seats will be loaned for field trips. (Preschool only) However, if minibuses are available, car seats are not necessary for preschoolers.

Children are only transported in company-owned vehicles unless the Director grants an exception. If an exception is granted and parent's vehicles are used, written permission to be

transported in a selected parent volunteer's vehicle must be obtained from the parent of each child to be transported.

Drivers and passengers must wear seat belts and use car seats, if appropriate, during transport. LeafSpring School's insurance covers all drivers, passengers, and vehicles. All van drivers have completed a company-sponsored training course and have an approved Department of Motor Vehicles Driving Record.

Transportation to the Get Well Place (children ages three (3) and up) from local elementary schools, preschools, and center based programs is available for pre-registered children with written transportation authorization. If transportation arrangements are necessary, please call the Get Well Place. After transport and the child is admitted, the nurse will call the parents to discuss the child's status.

IN ORDER TO RECEIVE ANY TRANSPORTATION SERVICE, AUTHORIZATION FOR TRANSPORT MUST BE PREVIOUSLY GRANTED, IN WRITING.

Field Trips

Only children three (3) years of age and older are eligible for offsite field trip experiences. Parents are notified of all field trips prior to the planned event. EXCEPTION: Children less than three (3) years of age may participate in an occasional field trip experience at the Director's discretion with 100% parental participation and low staff/child ratios.

Although field trip authorization is obtained at registration, parents are notified of each trip so that they may individually select their child's experiences. Individual field trip authorization is granted by signing the Trip Planner. On the Trip Planner, parents should indicate the best phone number to be reached on the day of the trip.

To facilitate supervision, the school will designate **ONE OF THE FOLLOWING SHIRTS THAT ALL CHILDREN MUST WEAR when going on a field trip (NO EXCEPTIONS):**

- A LeafSpring School T-shirt*
- A summer camp T-shirt*

*Please see the Director for information on purchasing t-shirts.

Swimming & Water Play Safety

Some LeafSpring School programs participate in year-round and/or summer swim lesson programs. Additionally, individualized, developmentally appropriate water play experiences are provided during the summer months for all children. To assure each child's safety when involved in either of these activities, we ask that you reinforce the following rules:

Swimming Safety Rules

- No running and/or pushing.
- No hanging and/or playing on the ladder.
- No dunking and/or splashing.
- No spitting water.
- No diving off sides of the pool
- When the whistle is blown ONCE you must stop where you are and give your attention to the lifeguard
- Swim only in designated areas
- Sunscreen must be applied before leaving the classroom.

Note: Prior to swimming experience, parents are asked to assess their child's swimming ability and he/she will be restricted accordingly.

Wading Pool/ Sprinkler Rules:

- At least two (2) adults shall be with children at all times when children under the age of three are using the sprinkler area.
- At least two (2) adults shall be poolside when preschool children are using the wading area. Children in diapers may not play in wading pools.
- Fresh water is used for each session. Water MUST be kept always flowing in and out of wading pools.
- Sunscreen must be applied before leaving the classroom.
- Preschoolers using the sprinkler must wear shoes.
- Parents must sign the water experience authorization before their child participates in water/sprinkler activities.

Health Supervision

All children are required to have a physical examination and up to date immunization records on file. This information must be updated when your child is six months, twelve months, eighteen months, two years, and five years old. Please provide LeafSpring School with an updated physical/ immunization record at each of the above ages. Non-compliance with this request may result in the child's termination of enrollment until the documents are received. If a child is un-enrolled, all fees will be necessary for re-enrollment.

- Non-immunized children due to parental choice and/or medical conditions must have written documentation from a licensed health professional with an explanation of the circumstances.
- Non-immunized children due to religious beliefs must have the state exemption form completed for the child's file per state licensing requirements.
- Under-immunized children (children on a delayed or altered immunization schedule per parental choice or doctor's recommendation) must have written documentation from a licensed health professional with an explanation of the circumstances.
- Non-immunized or under-immunized children will be promptly excluded from care if a vaccine preventable disease outbreak and/or epidemic occurs in the community to which children are susceptible. Exclusion will continue until the outbreak is over.
 - Using the CDC definition below, the Get Well Place nurse and/or the Director will consult with the local Health Department to determine when an outbreak and/or epidemic is occurring.
 - As defined by the CDC an epidemic refers to an increase, often sudden, in the number of cases of a disease above what is normally expected in that population in that area. Outbreak carries the same definition of epidemic but is often used for a more limited geographic area.
 - In the event of an outbreak or epidemic, the Director, or designee, must inform parents of non-immunized or under-immunized children immediately of their required exclusion until the outbreak is over.

Protecting the Health and Wellness Needs of all Children

Parents are required to be supportive of the LeafSpring School team in meeting the health and wellness needs of not only their own child, but of all enrolled children. As situations are presented which indicate a need for further communication and collaboration, parents will be notified by a school administrator and are expected to be responsive and cooperative in resolving concerns pertaining to their child.

Handwashing

LeafSpring School strives diligently to prevent the spread of infectious diseases. As part of that effort, we teach handwashing multiple times throughout the year in each child's classroom. As part of our effort, we ask parents to assist their children with handwashing upon entrance to the classroom each day. The teachers will assist the children throughout the rest of the day.

We encourage the children to use soap and water to make "bubble gloves" for at least 15-20 seconds and then to rinse and dry their hands. Please continue to reinforce good handwashing at home. Thank you for your partnership with the teachers in our efforts to develop good hand washing habits.

If Your Child is Ill...

To protect the health of other enrolled children, LeafSpring School is not able to care for your child in the classroom, but they may be cared for in the Get Well Place if he/she has:

- Temperature of 100° axillary (under the arm)
- Severe cold symptoms
- Pinkeye*
- Communicable disease
- Unexplained skin rashes or discharge*
- Sore throat with fever or rash
- Strep throat*
- Uncontrolled diarrhea and/or vomiting
- Thrush
- Treated lice with no live lice evident**

* Child must be seen by a physician and started treatment, as necessary.

** Child with remaining nits after treatment may be temporarily cared for in the GWP and retreated until there is no evidence of lice or nits. If a child has been treated twice within a month's time period and shows evidence of lice or nits within the following month, the family may be required to seek professional assistance and provide documentation of such assistance in order to continue attendance. See your Director for more information about our lice policy.

If a child is ill at the beginning of the day, he/she is admitted directly to the Get Well Place instead of going to the classroom. If a child becomes ill during the day, he/she will be transferred immediately to the Get Well Place and the parents will be notified of their child's condition. The nurse will assess the child upon arrival to determine if the child has an illness that is excludable from the classroom. If the child is excluded from the classroom, parents may choose to pick up their child or the child may attend the Get Well Place for the remainder of the day as long as space is available.

Children may return to the classroom at LeafSpring School when:

- Temperature has been less than 100° axillary for 24 hours without fever-suppressing medication.
- Vomiting has subsided for 24 hours and the child can drink and eat.
- Stool consistency has significantly improved.
- Strep throat has been treated with antibiotics for at least 12 hours and marked clinical improvement noted.
- Pinkeye has been treated for 24 hours and marked clinical improvement noted.
- Lice has been treated and no lice is evident.
- Child has completed contagious stage of communicable illness.
- Child has clearance for readmission from doctor (without overriding LeafSpring School policies).

- Child feels well enough to participate in school activities.

Parents should provide teachers with information regarding the care of their recuperating child upon return to school after an illness.

LeafSpring School will notify parents if a child has been exposed to any communicable disease at school. Parents are asked to notify LeafSpring School if their child has been exposed to any communicable disease in the community within 24 hours of diagnosis.

Get Well Place Admission Policies

All children exhibiting symptoms, which would exclude them from school or their regular preschool arrangement, may be admitted to the Get Well Place on a space available basis. Because space is limited for sick child care in the Get Well Place, advanced reservations are required. During off hours, reservations must be requested through our text messaging service. To request a reservation when your child is ill, parents should text the designated number as soon as possible. A return text will request that you specify the details of your child's illness which should be responded to promptly to provide the nurse the information needed to determine availability. The nurse will reply to the text message by 8am to confirm if there is space available or if alternate sick child care arrangements must be made. During hours of operation, parents may call to speak to the nurse directly to request a reservation or they may use the text messaging service. If space is unavailable, our nurse may try to assist parents by contacting another Get Well Place in the area to see if space is available at that location. NOTE: To maintain continuity of care within the classroom, if the child of a LeafSpring School employee is in need of sick care, they may be given priority.

All admissions, including subsequent day admissions, are screened by the nurse to determine eligibility for care in the Get Well Place. Upon arrival, parents should remain with their child until registration and screening is completed which may take up to 30 minutes. If a child has symptoms that would exclude him/her from the Get Well Place, or if the nurse needs more information, parents may be asked to have their child evaluated by a physician before admission is authorized.

Once admitted, continual observations are made to monitor a child's progress. If a child's condition worsens, the Get Well Place nurse may call parents to request that they pick up their child. A child may be readmitted after his symptoms return to mildly ill status, or with their doctor's recommendation.

What to Bring to the Get Well Place

In order to make children as comfortable as possible during his/her day in the Get Well Place, parents may pack the following items in his/her tote bag:

- Small blanket & pillow
- A favorite toy or developmentally appropriate video/DVD (optional)—older children may choose to bring a favorite game or electronic game.
- Something that belongs to you (optional). This is very comforting to your child: "guarantees your return!"
- Comfortable clothing or pajamas
- Change of clothes – "just in case"
- Clothing suitable for outdoor play (if your child's condition warrants)
- A full day's supply of prepared, bottled, formula or breast milk, baby food and pacifier, if used.

(infants only)

Please label all items brought to the Get Well Place with the child's name. The Get Well Place cannot be responsible for items lost or misplaced.

Isolation Policy

The Get Well Place operates in an isolated, separately ventilated space which is architecturally adjacent to LeafSpring School. The nurses direct and instruct staff and children in measures necessary to prevent the spread of illness.

To prevent the spread of illness, children are assigned to areas related to their illness:

Respiratory Conditions	Sniffle
Gastrointestinal	Whoozy
Chickenpox	Spot
Convalescent	R & R

Medication Administration Policy

Parents must complete authorizations signifying parental permission for the nurse to administer certain medications and topical applications as needed and as determined by the dosing recommendations provided by the manufacturer or your child's pediatrician. These forms include:

- The Annual PRN Medication Authorization Form— Required for ALL children.
- The Dosing Schedule Authorization—Required for children under the age of 2.
- The Diphenhydramine HCl Dosing Schedule Authorization—Required for children 2-4 years of age.

Parents are informed by phone as administration of a stock medication or topical application is necessary, even though signed permission has been given. This includes:

- *Stock medications provided by the Get Well Place:* Acetaminophen, Ibuprofen, Diphenhydramine HCL (AKA Benadryl), Triple Antibiotic Ointment (AKA Neosporin), Hydrocortisone Cream, Rocky Mountain SPF Hypoallergenic Sunscreen, and Nasal Saline
- *Parents provide:* Diaper Ointments, Insect Repellent and Sunscreen (if parents prefer a brand different from Rocky Mountain)

For all medications not listed on the authorization forms listed above, parents must complete the **Medication Consent Form** to authorize administration of all other prescription and non-prescription medications. Prescribed medications must be in the dated original container labeled with the child's name, dosage, directions for administration, the physician's name, the name of the medication, expiration date and the prescription number. Prescription medications are only administered to a child for whom the prescription is written.

Sample medications must be in the original packaging, labeled with the child's name and accompanied by a written note from the physician.

To facilitate administration of prescription medications, parents are encouraged to have the prescription divided into two bottles by the pharmacist: one for school and one for home.

Non-prescription medications must be in the original packaging and labeled with the child's name, the name of the medication, expiration date and the dosage. Labels are available for parents to complete the above information. Get Well Place medication labels must not obscure the name of the medication or the expiration date.

MEDICATIONS WILL NOT BE GIVEN WITHOUT PROPER AUTHORIZATION AND LABELING.

All non-prescription medication and over the counter skin products will be administered in accordance with the manufacturer's recommendations and will not be kept beyond the expiration date of the product.

All medications are administered by the Get Well Place nurse or a designated faculty/staff member who is certified in Medication Administration Training.

All Medication Consent Forms expire after ten (10) days unless renewed by the parent. Long-term prescription drug use may be allowed if both the parent and the child's physician authorize extended drug administration, **IN WRITING**, and renew the authorization every twelve months.

Parents will be notified of the need to pick up medications from the Get Well Place as soon as the medication is no longer being administered or if the medication is expired. Medication is discarded if it remains in the Get Well Place 14 days after the parent has been notified.

If a child is on a medication only administered at home (including, but not limited to, acetaminophen, ibuprofen, antibiotics, antihistamines, decongestants, psychotropic) parents must notify the Get Well Place nurse so that appropriate observations relating to the medication may be noted and so that the last dosing time is noted.

Any medication changes, i.e., dosage, brand, etc., must be communicated immediately to the Get Well Place nurse. This applies to short term, long term, and at-home-only medications.

The Get Well Place nurse may consult with the supervising Nurse and/or Nurse Practitioner as needed.

Accidents and Injuries

In the event that a child has an accident or injury that requires medical treatment, parents will be notified of the incident as soon as possible. Necessary first aid and/or emergency treatment will be given, including potentially calling 911 as the situation deems necessary, until parents arrive. If 911 is called and emergency transport is needed, a LeafSpring School administrator or faculty member will accompany the child and remain with him/her until the parents arrive. For minor accidents, parents are notified by a written report, (Bumps and Bruises Form) at time of pick up unless the nurse deems otherwise. Parents may also receive a phone call to notify them of the incident depending on severity.

Accident Insurance

Children enrolled in LeafSpring School are covered by a group accident insurance plan. This insurance policy provides coverage for the hours a child is in attendance and covers any expenses not paid by the parent's insurance carrier (including deductible and co-payments).

Emergency Procedures

LeafSpring School makes every effort to ensure children's safety and practices emergency preparedness drills regularly. Drills are completed in a manner so as to be the least disruptive to the children.

In the event of fire, disaster, or need to evacuate the building, the emergency evacuation

procedures posted throughout the building are followed. If returning to the building is not possible, children will be sheltered in a facility previously arranged by the school. See your Director for the exact location. To prepare for potential disaster, regular fire, tornado, and evacuation drills are held.

In the event of a tornado warning requiring sheltering in place, parents present or arriving during the severe weather event will be strongly encouraged to remain at the school until the warning has expired.

LeafSpring School meets regularly with local emergency preparedness officials to evaluate best practices and procedures in the event of an emergency. Modifications are sometimes made to the Emergency Preparedness Plan according to the feedback received from these officials.

Every effort will be made to continue isolation of children admitted to the Get Well Place throughout the evacuation procedures.

Child Abuse

By law, all cases of suspected child abuse and neglect must be reported to Child Protective Services. The Director, nurse or corporate office will be notified of all situations warranting concern that apply to any potential abuse or neglect, whether involving a parent, an employee, etc.

If a faculty/staff member is accused of abuse or neglect of a child enrolled at LeafSpring School, a thorough investigation will ensue by the director and/or the proper authorities. During the investigation, the faculty/staff member will be placed on administrative leave or may be reassigned temporarily to a position that does not involve direct care of children.

Drug & Smoke Free Environment

LeafSpring School is committed to health and the prevention of illness. The use of tobacco, alcohol, and drugs is not allowed on any LeafSpring School property, including parking lots. Additionally, children will not be released to individuals who appear to be under the influence of mind-altering substances.

Weapons

LeafSpring School prohibits the possession or use of perilous weapons on campus. "Perilous weapons" include, but are not limited to, firearms, explosives, knives, and other weapons that might be considered dangerous or that could cause harm. All faculty/staff, parents, children, visitors, or vendors are prohibited from using, displaying, or carrying firearms or any other weapons (including explosive devices) on any LeafSpring School property, except in the case of law enforcement officials. Violation of this policy may result in immediate termination of enrollment. Visitors and vendors violating this policy will be asked to leave the property immediately.

Camera Safety and Monitoring

To ensure the safety and security of all children, staff, and visitors, LeafSpring School utilizes security cameras throughout our campus, including in classrooms, playgrounds, and other common areas. These cameras record both audio and video content.

Security camera footage is strictly monitored and may only be reviewed by Campus Directors and Executive Team members. Administrative personnel may be granted permission to view footage as deemed necessary by the Executive Team. Parents, guardians, and other individuals are not permitted to access or view recorded footage. Footage may only be shared with external parties if required by law. Additionally, at the discretion of the Executive Team, footage may be shown to regulatory officials as necessary.

The presence of security cameras supports our commitment to maintaining a secure and nurturing environment while respecting the privacy of our students and staff. If you have any questions regarding this policy, please contact the Campus Director and may also be used internally for staff training purposes.

Babysitting

Babysitting offers, if they are limited to providing care outside of the company's normal operating hours, may be accepted. Please be advised that all faculty/staff members are bound by a confidentiality agreement and may not discuss confidential or sensitive information related to LeafSpring School matters.

Non-Compete Ethic

Each employee of LeafSpring School is bound to a non-compete ethic. To maintain employment at LeafSpring School, faculty/staff receive training and gain experience in the care of children. LeafSpring School underwrites this training and experience and because LeafSpring School families are potential users of these skills, faculty/staff may not solicit or accept any offer of employment from anyone, or on behalf of anyone, whose child has received care at any of the company's facilities during the time of employment. Faculty/staff members must notify the Director immediately if such an offer is made. Parents are asked to notify the Director if such an offer is solicited by a faculty/staff member of LeafSpring School.

Statement of Anti-Discrimination

LeafSpring Schools, as leaders in early education, school age recreation, and mildly ill care, strive to promote and uphold a nondiscriminatory, anti-bias school culture. We are committed to creating a school environment where differences are celebrated, where all individuals show respect for one another, and where all children, faculty and staff can achieve all they are capable of. We welcome opportunities to respectfully learn from each other, as we embrace ways to sustain an inclusive, welcoming, unbiased environment. In accordance with this belief system, LeafSpring Schools upholds a zero-tolerance stance toward any and all acts of discrimination toward children, families, faculty and staff.

Negotiating Difficulties and Differences

In the event that difficulties or differences arise in interactions between enrolled families and/or between families and faculty/staff, LeafSpring School's administrative team will engage the parties to negotiate resolution. If resolution cannot be achieved, LeafSpring School's Corporate Office may be contacted to assist in problem solving. The Corporate Office role will be to fully investigate the perspectives of all involved parties and work toward resolution.

Termination Policy

LeafSpring School reserves the right to dismiss a child, with two weeks written notice, for reasons

of non-cooperation, delinquency in payment of fees, or the inability of the child or parent to adjust to the school program, as determined by the Director and/or the Board of Directors. LeafSpring School limits the use of suspension, expulsion, and other exclusionary measures. Prior to dismissal, every effort will be made to facilitate adjustment to the program.

Prior to voluntary termination of enrollment or reducing scheduled enrollment days from LeafSpring School, a minimum of two weeks written notice is required. Full payment for the two weeks' notice is still required. If the parent withdraws a child without a two-week written notice, parents will be billed for the two weeks of tuition. Vacation time may not be used in conjunction with termination notice.

At the time of a child's twelfth birthday, the family will be notified that care will terminate once the child turns thirteen.

Policy Changes

LeafSpring School reserves the right to change and/or amend our program and/or policies with advanced, written notice.

LICENSING INFORMATION FOR PARENTS ABOUT CHILD DAY PROGRAMS

The Commonwealth of Virginia helps to assure parents that child day programs that assume responsibility for the supervision, protection, and well-being of a child for any part of a 24-hour day are safe. Title 63.1, Chapter 10 of the code of Virginia gives the Department of Education authority to license these programs. While there are some legislative exemptions to licensure, licensed programs include child day centers, family day homes, and family day systems. The State may also voluntarily register family day homes not required to be licensed.

Standards for licensed child day centers address certain health precautions, adequate play space, a ratio of children per staff member, equipment, program, and record keeping. Criminal record checks, child protective services checks, and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health, and building codes.

Three types of licenses may be issued to programs. Conditional licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A regular license is issued for one or two years when the program substantially meets the standards for licensure. A provisional license, which cannot exceed six months, is issued when the program is temporarily unable to comply with the standards. Operating without a license when required constitutes a misdemeanor, which, upon conviction, can be punishable by a fine up to \$100.00 and/or imprisonment of up to 12 months for each day's violation.

The VDOE inspects regulated and licensed programs for health and safety requirements based on the Code of Virginia and in regulation (8VAC20-770 through 8VAC20-850, as appropriate). Compliance with standards are determined by announced and unannounced visits to the program by regulatory staff within the Department of Education. In addition, parents or other individuals may register a complaint, which will be investigated if it violates a standard.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the following the Office of Child Care Licensing, Virginia Department of Education.

<https://link.edgepilot.com/s/e8e583a8/zKJXYkKyDk2CW4Ss-8Riqw?u=https://www.doe.virginia.gov/cc/community/index.html?pageID=8>

Phone number: 833-778-0204

If you have unresolved questions or concerns and would like more information, please contact LeafSpring School at our Corporate office.

LeafSpring School
4551 Cox Road, Suite 310
Glen Allen, VA 23060
804-747-5900

