

2024/2025

Parent Handbook



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Welcome to Little Lakers Academy

Dear Parents and Guardians,

Welcome to Little Lakers Academy! We are thrilled to have your family join our community.

Our dedicated team is excited to meet both you and your child. Operating as a smaller center, we cherish the opportunity to forge personal connections with our families. Your input, questions, and concerns are highly valued as we strive to provide the best possible experience for your child.

At our academy, we cultivate a nurturing environment where your child can flourish socially, develop positive self-concepts, enhance language and literacy skills, foster physical well-being, express creativity, prioritize safety, and learn about nutritional practices. Through a blend of open-ended activities, exposure to cultural diversity, problem-solving challenges, and experimentation, our teachers empower children to learn and grow. Your child will delve into a variety of subjects including science, dramatic play, music, language arts, mathematics, yoga, mindfulness, and much more.

Our educators are dedicated to tailoring the curriculum to meet the unique needs of each age group. Each classroom is thoughtfully divided into interest areas, promoting interactions that support emotional, social, intellectual, and physical growth on a daily basis. Additionally, our indoor gym offers a dynamic space where children can engage in activities and remain active, even during inclement weather. We are committed to facilitating, observing, and encouraging your child as they explore their surroundings and enrich their learning journey.

We look forward to embarking on this educational adventure with your family!

PHILOSOPHY

At our center, we are dedicated to cultivating a nurturing environment for children ranging from 6 weeks to 12 years old. We prioritize safety, friendliness, and nurturing care to create an atmosphere where every child feels secure and valued. Recognizing that each child follows a unique developmental path encompassing social, physical, and intellectual growth, our experienced teaching staff celebrates this diversity. We honor children's individuality by empowering them to think independently, make decisions, seek solutions, and express their thoughts and emotions.

We strongly believe in fostering a strong partnership between home and school, recognizing that collaboration between families and educators is essential for a child's holistic development.

Here are the key goals we aim to achieve at Little Lakers Academy:

- Foster positive self-esteem, enthusiasm for learning, and care for the environment.
- Promote physical strength, coordination, and motor skill development.
- Instill healthy habits such as nutrition, rest, and personal hygiene.
- Lay the groundwork for lifelong health and safety practices.
- Encourage critical thinking and self-awareness.

- Teach constructive expression of emotions.
- Provide ample opportunities for creative expression through music, movement, dramatic play, art, and language.
- Cultivate an appreciation for diverse natural, cultural, and social landscapes.
- Stimulate intellectual curiosity and perseverance in the face of challenges.
- Ensure quality care and facilitate communication between parents and teachers to address the unique needs of each child.
- Empower parents to deepen their understanding and appreciation of their children's development.
- Promote independence and support children in attending to their personal needs.
- Tailor classroom environments and programs to meet the individual needs of every child.
- Create a positive and enriching school experience for each child.

By striving to achieve these goals, we aim to provide a nurturing and stimulating environment where every child can thrive and reach their full potential.

Act 166: LLA has partnered with the ACT 166 program, enabling us to offer 10 hours of free care to children aged 3-5. To qualify for this additional funding, children must turn 3 years old before September 1st. These 10 hours will be deducted from your child's tuition fees. Our curriculum follows the VELs (Vermont Early Learning Standards) program and Teaching Strategies Gold.

This funding or discount is applicable during the public school calendar period, from September 5th, 2024, to June 7th, 2025. Full PreK tuition fees are due during the summer months.

Application/Enrollment: LLA requires a \$50.00 application fee, payable through Square. It's important to note that this fee is non-transferable, nonrefundable, and cannot be credited towards tuition. To secure a placement for your child at our center, along with the application fee, we also require two weeks' worth of tuition. This payment will cover the first and last weeks of care.

Please understand that deposits will not be reimbursed if your child does not begin the program. Even if your family is eligible for tuition assistance from the Child Care Financial Assistance Program, a complete deposit is still mandatory. We adhere to a policy of non-discrimination, ensuring that no child is denied admission based on race, religion, or disability. We are dedicated to accommodating children with special needs by offering relevant classes or workshops.

While we make every effort to accommodate all children, please be aware that admission may be declined if slots for a specific age group are full. To be placed on our waitlist, only an application fee and a fully completed application form are necessary (the application form can be found at the end of this handbook). Enrollment for the upcoming school year is typically granted to previously enrolled children and families, with any remaining vacancies

offered to those on our waitlist, Tuition payment is required from the date when the space becomes available. For instance, if space becomes available starting on 9/5/24, and you intend to start your child on 10/5/24, you would need to pay tuition starting from 9/5/24 to secure your spot.

Assessments: ASQ3 (Ages and Stages Questionnaire) assessments are conducted twice annually for each child, typically in October and May. Prior to each scheduled assessment, our staff undergo training or refresher courses on the proper administration and scoring of the ASQ3.

After completing the ASQ3, we encourage you to participate in parent/teacher conferences to provide feedback. These conferences offer valuable one-on-one time to discuss your child's assessment results and development. It's an opportunity to address any concerns you may have or simply engage in a dialogue about your child's progress.

If any concerns arise from your child's assessment, we will work closely with you to explore and provide support options that best suit your child's needs.

Biting: It is developmentally typical for young children to engage in biting behavior. In the event of a biting incident, both the parents of the child who was bitten and the parents of the child who engaged in the biting will be informed. The identity of the child involved will be kept confidential.

Upon occurrence of a biting incident, we will collaborate with the parents to identify the cause and determine the appropriate steps to address the situation. You will receive a photo of the injury and a brief description of the incident via the HiMama app. If the app is unavailable, we will provide a paper report at the end of the day.

If biting incidents occur more than three times in one day, we may request that your child be picked up for the remainder of the day. This measure is taken to ensure the safety and well-being of all children in our care.

Check In/Check Out: If someone other than a parent will be picking up a child, we require written permission including the individual's name and the date. This written permission should be sent via the HiMama app. Upon arrival for pick up, please ensure that the designated individual is prepared with their driver's license or photo ID. The child will only be released to the designated individual once proper identification has been provided.

Cleaning: Our classrooms, toys, and facilities undergo regular cleaning according to Vermont State Regulations and Covid-19 guidelines.

Communication: Our teachers utilize both written and verbal communication methods. Communication primarily occurs through the HiMama application, which you will receive information about along with your application. Through this app, you can send messages directly to your child's teacher. Additionally, teachers are available to speak with you during pick up or drop off times. If needed, you can also reach out by calling the center during

business hours (7:30am-4:30pm) to speak with a staff member, owner, or director at 802-862-7245.

Confidentiality: Confidentiality concerning family information and conversations is consistently upheld. Additionally, we expect parents to honor the privacy rights of other families.

Curriculum: Our curriculum is centered around themes that are implemented across all classrooms in the center. Each classroom tailors their curriculum to suit the specific age group, while still aligning with the center-wide themes. These themes change weekly and encompass various activities such as art, sensory exploration, music, reading, sign language, and activities to enhance fine and gross motor skills.

Discipline/Behavior Management: Discipline practices at the center are focused on positivity, support, and non-physical, non-threatening methods. In instances of challenging or disruptive behaviors, clear boundaries are set and children are gently redirected towards positive alternatives. If behavioral challenges persist, adjustments to the environment and implementation of teaching strategies are employed.

To maintain transparency and collaboration, we provide daily behavior logs and communicate with parents to address concerns and develop a plan together to ensure everyone's safety. Instances of increased aggression or disruption will be communicated to parents through in-person discussions, messages via HiMama, and behavior logs. Parents and teachers will collaborate on an action plan, which will be implemented for a two-week period to gauge its effectiveness. At the end of this period, parents and teachers will reconvene to assess progress and determine continued enrollment at Little Lakers Academy.

Additionally, specific guidelines are in place for children displaying dangerous or unsafe behaviors. Any behavior resulting in physical harm to others may necessitate the temporary removal of the child to a safe environment until they are ready to rejoin the group activity.

Drop Offs: Drop-offs are scheduled between 7:30-9:00 am to ensure a smooth transition for all children as our program begins promptly at 9:00 am. Late arrivals can disrupt the routine and adjustment process for your child and others. If your child will be absent or you anticipate being late, please notify the center by phone or send a message via HiMama by 9:00 am.

Children will not be permitted to enter the program after 9:05 am unless prior communication has been made via phone call or HiMama message indicating the delay. If you anticipate arriving after 9:30 am, please specify the expected time of arrival.

In the event that we do not receive notification of your child's absence by 9:00 am, we will assume they are not attending for the day, and staffing will be adjusted accordingly. Our doors open at 7:30 am, during which time staff are present to complete opening duties before assuming responsibility for the children.

Family Resources: We maintain close partnerships with the following resources:

- Children's Intervention Services: For children aged 3 and under, contact at 802-764-5294.
- EEE (Early Essential Education): For children aged 3 and up, please contact the child's school district.
- Vermont Family Network: For support with language and cognitive delays, contact at 1-800-800-4005.
- Howard Center: For assistance with behavioral concerns, contact at 802-488-6000.
- Child Care Resource: For financial assistance and parent training/education, please reach out for support.
- DCF (Department of children and families) 1-802-863-7370

Feedback: Your feedback is highly valued. If you have any concerns or complaints, please address them directly to the primary educator or owner/director. You can do so verbally, via email, or in writing. Additionally, we will schedule Parent Nights twice per school year to provide opportunities for discussions regarding concerns, complaints, or positive feedback. Please note that we are unable to address concerns or complaints if we are unaware of the situation.

Furthermore, we will distribute a yearly survey to gather feedback and assess our program. This allows families to voice any concerns anonymously and helps us continuously improve our services.

Field Trips: Field trips are organized for classrooms ages 2 and above at different times throughout the year. Please be on the lookout for notifications about potential trips. Written permission is necessary for your child to participate. If you opt not to grant permission for your child to attend, you may bring your child to school upon the class's return. Please note that joining another classroom is not permitted.

It's important to be aware that field trips may be canceled on short notice due to reasons such as insufficient parent chaperones, inclement weather, or safety concerns. Additionally, children are no longer permitted to ride with other parents. Sufficient chaperones are essential to ensure the success and safety of these trips.

Fire Drill/ lock down drills : Monthly fire drills and lockdown drills are conducted as part of our safety protocols. In each classroom, there is a posted evacuation plan outlining the necessary steps. During drills, children will be guided outside to the designated meeting area in an orderly fashion. It's important to note that these drills are unannounced and will occur regardless of weather conditions.

To ensure the safety of everyone involved, each classroom is equipped with an emergency/first aid backpack and an iPad for accountability purposes. These measures are in place to guarantee that all individuals are accounted for and kept safe during emergencies.

Food: Please ensure your child is provided with one meal and two snacks per day, with at least two choices for each. (If your child eats or is refusing to eat choices, we may ask that more food is brought in that day) All food items should be packed in a zipped lunch

box, labeled, and dated for each day. Please include two ice packs to maintain freshness. We encourage you to offer healthy options for your child's meals and snacks.

It's important that all food is prepared and ready to serve to your child. This includes cutting food items and ensuring they are ready to be warmed if necessary, such as hot dogs, grapes, or meat. Remember to provide silverware, cups, and dishes for your child's use daily, as we do not have additional supplies available.

For any dairy products, please ensure they are dated, labeled, and placed in the refrigerator in your child's classroom to maintain food safety standards and ensure proper storage.

Hand Washing: Upon arrival, parents are required to wash both their child's hands and their own. Throughout the day, teachers are mandated to wash children's hands before and after eating, after entering the premises, and before and after diaper changes or bathroom use, as per state regulations. Additional hand washing will be implemented as necessary to minimize the spread of germs.

Holidays: We embrace and celebrate all cultures, and we value the opportunity to learn about various holidays. Families are encouraged to join us in our holiday celebrations. Each class is committed to respecting and honoring the cultural traditions and beliefs of every child in attendance.

Immunization Records/Well Checks: Valid records signed by your doctor are necessary to begin our program and must be updated annually. Please ensure that updated records are sent promptly. If a waiver is necessary for non-vaccinated children, please consult with the Director. Failure to provide these records may result in your child being unable to attend our program.

Additionally, each child must have documentation of a well-child visit within 45 days of enrollment.

Insurance: Little Lakers Academy is fully insured with Liability coverage. Licensure: We hold full licensing from the State of Vermont.

No Smoking/Vaping: Smoking/Vaping is not permitted within 50 feet of the daycare premises.

Pick Up: LLA closes promptly at 4:30pm to allow staff to complete cleaning and closing tasks. While we understand that occasional traffic delays may occur, we offer a 5-minute grace period for such instances. Please note that this grace period is not to be extended daily. If you exceed this grace period, a late fee of \$5.00 per minute will be applied. This fee should be settled with the staff member who stayed with your child at drop-off the next morning or before their return to care.

Portfolios: Each child's school day progress, learning, and skill development are documented daily using the HiMama app. This app maintains a daily portfolio containing pictures, videos, and developmental milestones for the duration of your child's time at LLA.

Rest time: Scheduled 30-minute rest periods are mandatory, although no child is compelled to sleep. For those who choose not to rest, quiet activities are offered once the 30 minutes have elapsed. Infants under 12 months of age receive assistance in falling asleep based on their individual needs and cues. While infants are permitted to rest for as long as they wish, they may be gently awoken if it has been 4 hours since their last feeding.

Safety: Our teachers undergo training in First Aid and Infant/Child CPR and AED. These certifications are renewed every 2 years to ensure proficiency. Staff members are also trained in Medication Administration. Additionally, we have emergency procedures in place, and emergency numbers are posted with access to a telephone.

School Closings: Full payment is necessary for planned holidays. The scheduled school closings are as follows:

Closings Dates

Closure Dates:

- Labor Day: September 2nd
- Thanksgiving Holiday: November 27th, 28th, 29th
- Winter Break: December 23rd - January 1st (reopening on January 2nd)
- Staff Break: February 24th - February 28th
- Staff Professional Development: April 21st - April 25th
- Memorial Day: May 26th
- Independence Day: July 4th and 5th
- In-Service Week: August 25th - September 1st (reopening on September 2nd)

Little Lakers Academy will close due to severe weather conditions in accordance with the decisions made by the Colchester school district and at the discretion of the director.

An announcement of our closure will be accessible on the WCAX website, along with a center-wide message sent via HiMama. Full payment is necessary for closures resulting from circumstances beyond the control of the daycare, such as prolonged power outages, hazardous weather conditions, unsafe road conditions necessitating travel restrictions, and other emergencies.

Please note that tuition is expected to be paid in full regardless of center closures, family vacations, non-attendance due to illness, or personal leave.

Separation: It's not uncommon for children to experience difficulty separating from their parents, which can also be challenging for the parents themselves. However, soon after the parent departs, the child often becomes engaged in activities while the parent may only recall the child's initial tears. It's important to note that this transition may not always be resolved immediately. Here are some steps you can take to help prepare your child for separation:

- Have conversations with your child about what to expect and discuss the activities they can look forward to during their day.
- Maintain a consistent daily routine to provide your child with a sense of security and predictability.
- Encourage your child to become involved in an activity upon arrival at the daycare.
- When it's time to leave, inform your child that you're departing and then follow through. While it can be difficult for parents, it's essential to leave promptly to avoid prolonging your child's anxiety. Consistency in this process is crucial for establishing a routine, and drop-offs will likely become smoother as you trust in the process and adhere to it.
- Our teachers are available to support you and your child in coping with separation anxiety.
- Feel free to reach out to us via phone or message through HiMama to check in on your child throughout the day.

Sickness Policy and Medical Emergency Plan: We adhere to state recommendations and guidelines concerning health concerns for infants and toddlers. Below are some examples, though not exhaustive, of reasons you may need to pick up your child: If your child exhibits any of these symptoms while at school, you will be notified to pick them up immediately. If we are unable to reach you within thirty minutes, we will contact emergency contacts provided.

Blisters (HFM): If a child begins to exhibit symptoms of hand, foot, and mouth disease, such as red bumps on the hands, feet, or around the mouth, we will promptly notify parents to pick up their child. At that point, it is advisable for the child to be evaluated by their pediatrician. If the diagnosis confirms hand, foot, and mouth disease, the child should not return to care until all symptoms have resolved.

Children with open sores or blisters in or around the mouth, on the hands, or feet or open in the diaper area should not attend daycare. They may return once all blisters have opened and scabbed over.

COVID-19: Children and staff members who test positive for Covid-19 will be excluded from participating in in-person activities. They must stay home for a period of 5 days following their positive test result. Additionally, children with a fever exceeding 100.4°F must remain at home until they have been fever-free for at least 24 hours without the use of fever-reducing medications (e.g., Advil, Tylenol).

Diarrhea: Toilet-trained children will not be permitted to attend or will be sent home if they experience one instance of uncontrolled or explosive diarrhea, or two loose or watery bowel movements within an 8-hour period. Diapered children will not be allowed to attend or will be sent home if they have two cases of diarrhea that cannot be contained within the diaper. Your child may return once the bowel movement can be contained in the diaper for 24 hours. Exclusively breastfed infants will be given special consideration.

Feeling Ill: In the event of a behavioral change, medication can be administered with

parental permission. Before administering any medication, your child must have a medication form filled out, accompanied by consent via HiMama. If your child continues to exhibit discomfort and requires more care than the center can provide, they will need to be picked up and taken home. If your child is unable to participate in the daily activities, the director reserves the right to send them home. Additionally, if your child has a fever or other symptoms indicating illness, they will be considered too sick to attend and will be sent home.

Fever: A fever is determined when the underarm thermometer reads 99.4 degrees F. If your child exhibits a fever and experiences a behavior change, medication may be administered with written parental consent. However, your child will need to be sent home and must remain fever-free for 24 hours, without the use of fever-reducing medications, before they can return to our care.

Lice: Parents will be requested to treat their child or children according to prescribed treatments. Meanwhile, at the center, we will thoroughly clean and sanitize the classroom and its contents. We recommend that your child be treated before returning to the center. Furthermore, your child's head must be free of nits and lice, and they will be checked for nits by an educator before re-entering the classroom.

Rash: In many cases, rashes may appear at the conclusion of a virus, while in other instances, rashes may occur alongside a fever. Medication may be administered with written consent from the parent or guardian. However, if the child continues to experience discomfort and requires additional care, they will need to be taken home. If the child develops a fever or exhibits symptoms that impede their ability to participate in normal activities due to discomfort, they will be deemed too unwell to attend and will need to be picked up. In such cases, a physician's diagnosis will be required. Documentation from the physician, outlining the treatment provided, will be necessary for phone approvals and office visits. Your child may return to the center once the physician advises it is appropriate to do so.

Vomit: If your child vomits within a 24-hour period, they are considered too unwell to attend. If your child vomits while in our care, they will be sent home. It's important to note that spitting up, reactions to overeating, or postnasal drip are not considered instances of vomiting. Your child must be free of vomiting for 24 hours before they can return to the program.

Allergies/Action Plan: If your child has any allergies, please ensure that we have an updated action plan from your doctor detailing the allergies, symptoms, and emergency response plan. This plan should include a list of medications and instructions on how to administer them. It is crucial that this information is kept at the center at all times to ensure the safety of your child.

Symptoms Policy: If more than 50% of the group displays the same symptoms or rash (even without a behavior change or fever), the Director may choose to close the center at their discretion to prevent the spread of illness.

Please note that tuition fees remain unchanged even in the event of center closure.

Regarding your child's return: Your child may come back to school once they have been symptom-free for at least 24 hours, without the use of medication. If your child's doctor allows them to return earlier than the 24-hour period, please provide a note from the doctor. Upon arrival, the director will conduct a health check to ensure your child is free from symptoms.

It is ultimately up to the Director's Discretion whether your child is healthy enough to be at the center. Children must be picked up within an hour of being in contact with the center.

Medications: Parents are required to bring medication to school personally and hand it directly to an educator. The medication must be in its original container, clearly labeled with the child's name and prescription details, including the time and dosage amount to be administered. All medications will be stored securely in a designated med box, inaccessible to children.

Upon arrival, parents must complete a Medication Administration form, which is attached to this document. It is important to adhere to this protocol for legal reasons, as no medication will be administered unless these requirements are met. Additionally, a release of liability must be signed on the application form.

Medical Emergency Plan and for Disasters: If the center adheres to the plan, parents will be responsible for all expenses related to emergency vehicle transportation. In the event of a child's injury requiring first aid or emergency services, one member of the teaching team will attend to the injured child while the other tends to the remaining students. In emergency situations, we will enact our disaster plan and convene at a designated location. Additionally, teachers have received training in lockdown procedures to address potential intruder situations.

Immediate 911 calls will be made for the following situations:

- Difficulty breathing or inability to breathe
- Bluish, grayish, or purplish skin or lips
- Unconsciousness
- Vomiting blood
- Stiff neck accompanied by headache and fever
- Head, neck, or back injury
- Unresponsiveness
- Suspected poisoning
- Chest pains or pressure
- Severe bleeding
- Suspected broken bones
- Seizures
- Persistent abdominal pain or pressure
- Signs of severe dehydration such as sunken eyes, lethargy, absence of tears, and

reduced urination

Parents will be contacted for a child who:

- Has a fever and appears more than mildly ill
- Exhibits a rapidly spreading red or purple rash
- Passes a significant amount of blood in stool
- Sustains an injury potentially requiring medical treatment such as stitches
- Suffers an animal bite that breaks the skin
- Has any medical condition outlined in the child's care plan requiring attention

First aid will be administered for:

- Cuts, scrapes, bruises, nosebleeds, etc.
- Cleaning all abrasions
- Applying bandages
- Applying ice packs if necessary
-

Assess for life-threatening conditions: If the child is conscious, ask questions such as "What's your name?" to help assess their condition. Continuously monitor their breathing and pulse. If the child is unconscious, check if they are breathing.

If the child is not breathing, administer mouth-to-mouth resuscitation following the correct procedures. Initiate CPR immediately.

Check for injuries, starting from the head downwards. Provide this information to medical personnel as needed.

Special Needs and Disabilities: We are dedicated to meeting your child's physical, emotional, intellectual, and social needs to the best of our ability, considering our staffing ratio and facility resources. Any necessary modifications and emergency procedures for enrolled children with special needs will be established and maintained in consultation with the child's support team. We will collaborate with families to arrange appropriate accommodations, or if necessary, determine alternative solutions. The final decision regarding such matters rests with the director.

If professional referrals are deemed necessary, written parental permission will be required. Our educators frequently collaborate with external agencies and resources, including the Early Essential Education (EEE) program at the local public school, Family Infant and Toddler Program (FITP), Child Care Resource & Referral Center (CCR), and the state licensing agency.

Additionally, we offer a variety of special and extracurricular activities throughout the week to enrich your child's experience. These include events such as Bike Day, yoga sessions via iPad, show and tell, Book Day, Buddy Dubai music, Pajama Day, and various cooking activities.

Staff / Providers: Before being employed, all staff members are required to undergo a

criminal background check conducted by the State of Vermont. They must have a clean record with no history of criminal activity or child abuse.

State Regulations:


https://dcf.vermont.gov/sites/dcf/files/CDD/Docs/Licensing/CBCCPP_Regulations_FINAL.pdf

Items your child will need:

Infants

- You can provide a written description of your child's typical day, along with any additional information you wish to share, through the HiMama app.
- Diapers and wipes (cloth diapers are also welcome)
- Bottles (Breastmilk or formula; one for each feeding required. State regulations prohibit washing and reusing bottles. Bottles must be pre-made to prevent contamination and labeled with the child's name and date.)
- Swaddles or sleep sacks
- Pack and play size crib sheet
- Pacifiers (permission slip required)
- Bibs and spoons for feeding
- Family photos (3-5)
- Please dress your child in weather-appropriate clothes that can get messy.
- Lunchbox clearly labeled with two ice packs
- Diaper cream (permission slip needed)
- Water bottle (for ages 6 months and older)
- Wet bag for soiled clothes (provided in all classrooms)

Toddler-PreK

- Family photos (3-5)
- Lunchbox clearly labeled with two ice packs
- Roll out mat for rest time, along with a zippered bag/pillowcase (ages 1+)  these can be found at amazon, target, walmart
- Comfort items for rest time or when feeling sad (ages 1+)
- Please dress your child in weather-appropriate clothes that can get messy.
- Extra seasonal clothes (multiple sets needed for toilet training children)
- Sunscreen (permission slip needed, no aerosol)
- Water bottle (for ages 6 months and older)
- Wet bag for soiled clothes (provided in all classrooms)

Toilet Training: Teachers and parents will collaborate to ensure a positive experience during toilet training. The process will be tailored to meet the unique needs and schedules of each child. Please ensure your child has multiple changes of clothes, including underwear and pants/shorts that are easy to pull up and down.

Toys from Home: We offer a wide range of manipulatives for children to explore here at

the center. We kindly request that all toys from home remain at home to prevent unnecessary germ spread and potential conflicts. However, on designated show and tell days, children are welcome to bring a small toy from home to share with their peers. Additionally, comfort items are permitted for rest time and transitional periods.

Volunteer Opportunities: We highly encourage family involvement through volunteering. Your assistance can greatly benefit our community by helping with various activities such as field trips, events, center maintenance, and landscaping. Your support and participation are greatly appreciated.

Withdrawal: We kindly request a written notice of withdrawal at least 4 weeks in advance. Full tuition payment is required for the entire notice period, irrespective of whether you choose to fulfill the 4 weeks or not. Any withdrawal notices provided during the week will take effect from the following week, regardless of circumstances.

Tuition: Tuition payments are processed monthly (every 4 weeks) through Square. Payment is due the Friday prior to the month of care and must be settled before your child attends. As outlined in the tuition contract, you are accountable for all tuition within the timeframe your child is enrolled. If your tuition is subsidized by the Child Care Financial Assistance Program, any outstanding balance becomes the family's responsibility and will be invoiced according to the center's schedule. Tuition remains due regardless of your child's illness or your family's vacation plans. All families are required to sign a contract before enrollment begins. Tuition payment is required from the date the space becomes available (e.g., if space is available from 9/3/24 and your child starts on 10/8/24, tuition is due from 9/3/24 to reserve the spot). Tuition will increase annually, with the adjustment not exceeding 3%. This increase will take effect during the week of Labor Day each year.

Child Care resource income guidelines increase 04/07/2024: See attached link:
<https://outside.vermont.gov/dept/DCF/Shared%20Documents/Benefits/CCFAP-Income-Guidelines-Effective-April-2024.pdf>

What childcare resource classifies as affordable childcare:

<https://outside.vermont.gov/dept/DCF/Shared%20Documents/CDD/CCFAP/CCFAP-State-Rates.pdf>

Pandemic: In the event of a pandemic, such as COVID-19, Little Lakers Academy will closely monitor the severity within our community. We will remain informed through guidance from our Governor, the Child Development Division, and the Vermont Department of Health.

We are committed to following all guidelines provided to us to the best of our ability. If the State determines the need for a shutdown, we will utilize all available assistance, including tuition coverage and payroll assistance. We will exercise our best judgment to determine a safe reopening date, ensuring the well-being of our staff and children.

Full tuition will be required until assistance measures are implemented. Non-payment from

families may result in unenrollment. In situations where Little Lakers Academy requests families to volunteer to keep their children home to maintain staff-to-child ratios, those families will be reimbursed tuition for the affected day.

Communication will primarily be conducted through HiMama, and if necessary, we will schedule Zoom meetings to facilitate parent input on the situation. We ask for parents' patience and understanding as we strive to provide quality care in the safest possible manner.



Little Lakers Academy

73 Prim Road Suite # 8

(802)862-SAIL

Students Legal Name:

Start Date: _____

_____	_____	_____	_____	_____
Last	First	Middle	Nickname	Date of Birth
_____			_____	_____
Address			City	Zip Code

Gender: Male Female Rather not say

LLA is open from 7:30am-4:30pm. There is a 5-minute grace period. A \$5 per minute late fee will be applied if your child is picked up past 4:35pm.

Parent/Guardian: _____	Parent/Guardian: _____
Address: _____	Address: _____
Contact: (H) _____	Contact: (H) _____
(Work) _____	(W) _____
Cell _____	Cell _____
Place of Employment: _____	Place of Employment: _____
Email: _____	Email: _____

Child Lives with: Mother Father Both Guardian Other

Two Emergency Contacts other than Parent/Guardian:

Parent/Guardian: _____	Parent/Guardian: _____
Address: _____	Address: _____
Contact: (H) _____	Contact: (H) _____
(Work) _____	(W) _____
Cell _____	Cell _____
Place of Employment: _____	Place of Employment: _____
Email: _____	Email: _____

Home Language: _____

Name of Physician: _____	Name of Dentist: _____
Address: _____	Address: _____
Contact: _____	Contact: _____

*Please be sure to pay the invoice, which includes your non-refundable \$50 application fee and two week's deposit that is applicable towards tuition, but not refunded if your child does not begin the program. (This is applied toward the first and last week of care.)

Does your child have any of the following?

_____Allergies _____Asthma _____Cardiovascular Disease _____Dietary requirements
_____Diabetes _____ High Blood Pressure _____Currently taking any Medication

If you answered yes to any of the above, please explain:

Is this your child's first Childcare setting? Yes/ No Reason for Leaving:

Waiver of Liability

By initializing below, I have read, understood, and agreed to all the terms.

____I hereby release Little Lakers Academy, together with its operators, agents, and employees from all claims from injury or damage that may be sustained by my child for use of the premises or equipment; OR while off premise at field trips organized by Little Lakers Academy, including to and from destinations.

____I (we) agree to pay the total amount due, and any expenses required regarding tuition if I fail to comply with this, I am still obligated to this contract. I understand that Little Lakers Academy may take all legal necessary steps to collect the amount due for the period of the contract including all expenses that have occurred in collecting these funds.

____I have read, understand, and agree to abide by the philosophy and policy of Little Lakers Academy and hereby agree to abide by such rules upon acceptance of my child's application for enrollment.

____If the daycare closed due to illness, I would agree to pay tuition in full.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Please give permission for your child to participate in the following activities by initialing below. ____I hereby give Little Lakers Academy permission to transport my child to the appropriate location in case of medical emergency and obtain medical care for my child_____ in case of an emergency.

____I hereby allow my child to participate in field trips organized by Little Lakers Academy, this includes transportation provided by chaperones employed by Little Lakers Academy and/or NOT employed by Little Lakers Academy.

____I hereby allow Little Lakers Academy to administer nonprescription medication supplied by the parent/guardian as needed.

____I hereby allow Little Lakers Academy to administer sunscreen and diaper cream as needed.

____I hereby allow Little Lakers Academy to photograph my child and post to the HiMama app. Little Lakers Academy reserves the right to make necessary changes when children's best interests are in consideration.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Parental Agreement with Little Lakers Academy

BY INITIALING BELOW, I HAVE READ, UNDERSTAND AND AGREE TO ALL THE TERMS STATED IN THE LITTLE LAKERS HANDBOOK.

If the center closes due to the spread of illness tuition is still due in full.

_____ I (we) agree to pay the total amount due, and any expenses required.

_____ I (we) agree to pay all fees charged by financial institutions involved in collecting the term of the contract and any fees assessed from financial institutions during the term of this contract. Any refund due to withdrawal or expulsion will be based on the number of weeks in attendance. This contract will continue for this enrollment as indicated above unless I (we) provide written notice. A child's withdrawal must be WRITTEN and submitted to the Director four (4) weeks prior to the child's last day.

By signing below, I have read and agree to follow the policies indicated in the *Little Lakers Academy Parent Handbook*.

Child's Name

Date

Parent's Name

Date

Parent's Signature

Date

All employees at Little Lakers Academy are mandated reporters and obligated as Early Childhood Education Professionals to report any suspicion of child abuse or neglect. Any employee suspecting child abuse or neglect will report their suspicions to the Director and a report will be filed with the Department of Children and Families. When permitted, we will tell you in advance.

Little Lakers Academy reserves the right to make necessary changes when the child's best interests are in consideration.

CHILD CARE GENERAL HEALTH EXAMINATION FORM

Note: This form can be used for childcare programs as required documentation of a child's general health examination. Other physical forms used by the health provider's office documenting the child's age- appropriate well care exam and information regarding any health conditions and medications that may impact the care of the child in childcare are also acceptable.

Child's Name: _____

Date of Birth: _____

Date of Last Exam: _____

This child has no health conditions or medications that impact enrollment in childcare. _____ This child has a condition or medication that should be known by the childcare provider:

Health Care Provider Name: _____

Phone Number: _____

Health Care Provider Signature:

_____ Date: _____

Other comments:



Sunscreen Permission Form

(Provided from Home, NO Aerosol)

Child's Name:	Child's Age & DOB:
Brand of Sunscreen & SPF: Special Instructions:	Start Date:

I, _____, give permission for Little Lakers Academy to apply the sunscreen detailed above. It is to be applied as directed in the Vermont Child Care Licensing Regulations.

Parent Signature

Date

Little Lakers Academy



Pacifier Permission Slip



I, _____, give permission for my child, _____ to have a pacifier in their crib while they sleep at Little Lakers Academy.

Parent Signature

Date



Diaper Cream Permission Form

(Provided from Home)

Child's Name:	Child's Age & DOB:
Brand of Sunscreen & SPF: Special Instructions:	Start Date:

I, _____, give permission for Little Lakers Academy to apply the diaper cream detailed above, as needed for diaper rash healing/prevention.

Parent Signature

Date