



The Lion & Lamb Academy Parent Handbook

Calendar and Hours of Operations

The Lion & Lamb Academy will be open Monday-Friday 7:00 am – 6:00 pm except for the following holidays: Memorial Day, July 4th, Labor Day, Thanksgiving, Black Friday, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.

Payments

Tuition will be paid on a weekly basis and is due on Friday for the following week. Tuition will not be refunded or prorated for family vacations, snow days or any other absences. If payments are not made on Friday there will be a \$25 late fee. If payment is not made in full, including the late fee, by pickup on Monday your child may not return until payment is made. If payment is not made in full by the following Thursday your child will be unenrolled.

Drop off and Pick up

Your child will not be accepted into the Academy before 7:00 am. The Academy closes at 6:00 pm. If your child is not picked up by 6:05 pm you will be charged a dollar per minute per child.

Sick Policy

For the good of your child and the other students enrolled in the Academy you are required to keep your child out of the Academy if your child shows symptoms of illness. The following symptoms require you to keep your child out of the Academy: fever, vomiting, diarrhea, unidentified rash, swollen glands, any contagious conditions, heavy nasal discharge and ear-ache. If your child starts to exhibit any of these symptoms while at the Academy you will be notified and required to make arrangements for your child to be picked up as soon as possible.

If your child is diagnosed with a contagious condition, you are required to have a note from the child's physician stating that it is medically safe in order to bring the child back to the Academy. Your child must be symptom-free (no fever, vomiting or diarrhea) for 24 hours in order to return. You are required to inform us within 24 hours or the next business day after the child or any member of the immediate household has developed any reportable communicable disease, as defined by the State Board of Health. Life threatening diseases must be reported immediately.

Medication

If your child is taking medication, you must fill out a form for any medication you want administered by our staff. All medication must be brought to the Academy in its original container with prescription label and/or dosage instructions attached. If medication is expired, medication will not be given and you will be notified to pick up the expired medication and replace as needed. We will dispose of any expired medication if not picked up within 2 weeks. We must have a written notice, signed by a physician, to administer medication on a routine long-term basis.

All over-the-counter drugs and skin products shall be used in accordance with the manufacturer's recommendations. They shall not be kept or used beyond the expiration date of the product.

Parents will provide any and all medicines and skin products to be used and sign a written authorization, noting any known adverse reactions. Skin products such as sunscreen and insect repellent, when used, will be in the original container and labeled with the child's name.

Health and Safety

You are required to turn in an updated physical and immunization record for you child before they can start. Any injuries that happen to children at the Academy or while in the Academy's

care will be documented and the form must be signed at pick-up. In the event of more serious injuries, especially those needing medical attention, parents will be called immediately.

Clothing

We ask that each child has extra changes of clothes at the center at all times. We also ask that children wear closed toe shoes and shorts or leggings under dresses as there will be a lot of playing and movement throughout the day. In the summer we ask that you provide a bathing suit, towel, and water shoes for outdoor water play. In the winter we ask that your child has a coat, hat, and gloves as we may go outside, weather permitting.

Food

You are required to provide your child with a peanut/tree nut-free lunch. Afternoon snack will be provided by the Academy. We will give your child time to eat breakfast once they arrive if you provide it. For special occasions such as birthdays or holidays, parents may bring in store-bought, peanut/tree nut-free snacks for everyone to enjoy.

Discipline

Throughout the day we will use positive reinforcement to help guide any behavioral challenges. These issues will be reported at pick up and documented. In the case of extreme challenges such as running, biting, or injury to a child or staff, the parent will receive a phone call and we may ask for your child to be picked up. Here at the Lion & Lamb Academy we believe in doing everything possible to ensure a positive outcome for every behavioral challenge that arises. In the case of ongoing and extreme behavioral challenges we will first have a meeting with the parent or guardian to come up with a plan for success. If the issue continues we may ask for your child to be removed from the Academy.