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Family/Teacher Handbook

**2020-2021**

An Infant/Toddler/Preschool Home Program

2617 New York Ave

Whiting, In 46394

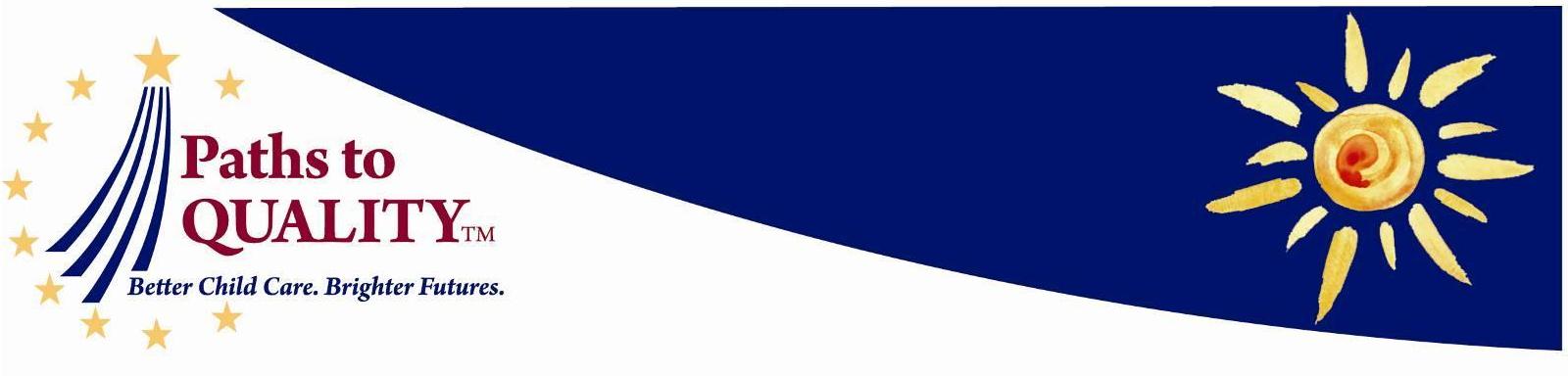
219.655.5158

**Program Director: Valerie Castillo**

LittleFirefliesAcademy@comcast.net

[**www.littlefirefliesacademy**](http://www.littlefirefliesacademy)**.com**





Level 3

**Little Fireflies Academy at a Glance**

The person Legally responsible for Little Fireflies Academy/Little Fireflies Academia is Valerie Castillo M.Ed.

**PHILOSOPHY STATEMENT**

At Little Fireflies Academy we believe children gather and retain information best through a process of discovery that is directed by internal motivation. Socialization is a key component in personal and educational development that needs to be fostered in early childhood experience and education. We believe through play, and developmentally appropriate and intellectually stimulating activities children will achieve better preparedness for lifelong learning.

**What does it mean to be Montessori Inspired?**

We incorporate elements of Montessori education in our program, including multi-age/multi-ability classroom settings, self-directed learning, and the process of learning through positive peer-influence while remaining independent and in control of one’s choices within set limits. We also have access to Montessori materials, many of which are self-correcting, allowing the child to be his/her own teacher and all have many objectives built into the design. We firmly believe in providing a “prepared environment” to allow for freedom of choice. We strongly believe – and evidence supports – the theory that children move through developmental stages in a set order, but not necessarily at a set pace; this is one of many reasons we believe in the richness of a multi-age program. Additionally, positive interactions between and among children of different ages provides a framework to develop compassion, leadership, responsibility, accountability, and empathy.

**MISSION STATEMENT**

Little Fireflies Academy provides the highest quality infant/Toddler/Preschool learning environment through nurturing your child’s senses, fueling self-discovery and awareness, fostering community connectedness, and facilitating creative and social stimulation in a safe and supportive atmosphere.

**CURRICULUM**

Curriculum at Little Fireflies Academy will be designed to meet the specific needs of the program participants. We will participate in several hands-on activities, including, but not limited to: dramatic arts, life sciences, outdoor play, creative play music, arts and crafts, socialization pre-reading and pre-math development, and community activities. In general, our day will follow a routine that compliments the actual energy level of the children. We allow children to choose activities freely during the day, provided they are respectful to their peers, the materials, and the classroom environment. Little Fireflies Academy uses Peep and the big wide world as the foundation to our lesson planning. We also use ISTAR-KR for our assessments. We will conduct 2 parent/Teacher conferences a year to discuss the child’s progress in ISTAR-KR. We also use ESI-R once a year to check your child’s developmental growth. Staff attend annual trainings to review the conducting of the assessments.

**HI MAMA APP**

Little Fireflies Academy uses the Himama app to update parents throughout the day on their child’s development and daily routines. The teachers enter in the child’s name and the parents will receive and email from HiMama on how to set up the app. Parents can then view a daily report on their child’s progress throughout the day. Parents can also use the Himama app to communicate with all teachers within the program.

**Little Fireflies Academy**

**Policies and Procedures**

**Please thoroughly read the policies and procedures outlined in this parent handbook. They were designed to ensure the safety and well being of your children and the quality of our program. Keep this handbook throughout the year to use as a reference guide.**

**Enrollment**

Enrollment is open to children ages 4 months to 12 years old. Children (ages 3 and older) need not be potty-trained, but must be working towards it. We do not discriminate at Little Fireflies Academy. We invite all children of any background or affiliation. We desire to establish harmonious and complementary relationships with families in our program, so it is essential to share an understanding of the Little Fireflies program. To reserve a spot in the class, an enrollment fee of $30.00, plus one month’s tuition, tuition agreement, and completed registration paperwork must be received by our administration. Enrollment fees are non-refundable. ($30.00) If the class becomes full, your child’s name will be put on a waiting list. Once the enrollment procedure begins (Little Fireflies accepts your fees and paperwork) one month’s written notice is required to withdraw from the program.

**ADMISSION PROCEDURES**

The following items must be completed and received by the Little Fireflies Academy no later than 10 days before your child expected start date. Contact the director if you are having difficulty meeting this deadline:

1. Registration form, including emergency contacts and medical information, enrollment fee of $30.00 for new students.

2. A completed immunization form or statement of non-immunization;

3. Photo release form

4. Copy of Birth Certificate and signed state release form

5. Financial agreement and permission slip.

**Confidentiality**

All family information and children’s files are kept strictly confidential. Only authorized staff have access to these files. On occasion, state and federal licensing representatives may also have access. Parents and legal guardians have the right (at any time) to review and or obtain copies of their child’s files upon written request.

**Mandatory Reporter Statement**

All staff are Mandatory Reporters and must immediately notify the Department of Child Protective Services with any concern of child sexual abuse, physical abuse, mental injury, child protection, denial of critical care, bestiality in the presents of a child, illegal drug in the child’s system, or manufacturing of drugs in the child’s presence. If any family member feels that a staff member has cause any of the above items to a child then they have the right to contact DCF as well as to inform the Program Director Valerie Castillo. The staff will be placed on an unpaid leave until the issue is resolved. Little Fireflies Academy has cameras in place to be able to observe all areas of the building. If abuse is founded then the parent has the right to hold the accused accountable. Little Fireflies Academy will swiftly terminate the employment of any Teacher/staff found guilty of any form of abuse.

**Smoking/Alcohol**

All classrooms and 50 feet from all buildings are smoke-free environments. Smoking of any products or vaping is not allowed on any grounds of the school. There is to be no Alcohol, marijuana, or illegal substances on the grounds of the building or in the cars out front. Students will not be released to anyone that appears to be intoxicated, showing signs of in toxification of any kind, or impaired. We will also call the local authorities when seen fit.

**Idling Vehicles**

We strongly discourage idling vehicles in front of our schools or in our parking areas. Idling vehicles cause harmful toxins to be released into the air and we don’t want the children breathing in the toxins.

**Guns/Weapons**

Guns and Weapons are NOT allowed on the school grounds at anytime.

**Emergency Back Up Plan**

In the event of an emergency, illness, serious injury, or death all parents will be notified via telephone by an employee of Little Fireflies Academy with instructions in regards to when and where to pick up your child/ren. Substitutes/assistants will be present with children until a parent arrives for pick-up.

If Little Fireflies Academy has to be closed for an emergency for any length of time, all parents will be notified at the time of pick-up or via telephone as soon as possible.

We ask that you have a backup plan in place if we should happen to close or if your child is sick.

**It is the parent’s responsibility to find alternative care for their child if the child is not able to attend.**

**Emergency Plans**

**Fire Evacuation Plan**

In the event that there is a fire or any other type of evacuation, the teachers and children will evacuate the home. Evacuation routes are posted. One route is to exit the nearest door (Front door); walk down the front steps and across the street. Second route is out the back door and the children will line up on the back of the fence outside in the yard. The third route will be the kitchen door and children will then go down the front steps or the back steps depending on the situation. Children will then line up along the fence in the back yard or in the front of the house by the side walk and then cross the street with the teacher. In all exit plans the children will be counted and we will stay there until the fire department gives the OK to enter the building or leave the premises.

\*Monthly fire drills will be conducted and documented, so that the children are prepared if such an event should happen.

**Tornado/ Threatening Weather Plan**

In the event that there is a tornado or severe weather in the area, the teachers will take the children to the basement. The teacher will set them facing the inter-wall they will sit on the floor on their knees, with their heads down, hands over their heads. Staff will then do a headcount to confirm every child is accounted for.

\*Monthly tornado drills will be conducted and documented, so that the children are prepared if such an event should happen.

**Unwelcome Intruder or Threatening Circumstances Plan**

In the event that there is an unwelcome intruder at the door all children will be instructed to go into the back nap room. The teacher will make sure that the doors are still all locked. In the event that an unwelcome intruder has entered into the building all children will be moved to the back nap room and all cribs will be placed against the door. If children are unable to go the back nap room then they will be moved to another room with the door closed. The teacher will then call 911 as soon as it is possible.

If there are threatening circumstances occurring outside all children will be informed that there is a lock down and they have to stay inside and away from the windows. If the children are playing outside or on a walk when a threatening circumstance occurs they will be instructed to “drop drop” for gun fire or “quickly line up” for other circumstances and get inside. Where the teacher will then lock everyone back into the school.

**Facility Lockdown Procedure**

Purpose: to secure building occupants in the event of a violent event/intruder

The decision to lockdown the facility rests with the Teachers on site. A Lockout consists of moving all students/staff inside the facility and securing all entrances and denying access to any unauthorized persons.

When to lock down:

* When advised by local law enforcement
* Credible threat outside the facility (Call 911)
* Credible threat inside the facility (Call 911)
* Internal process:
* Site Manager to issue/order lockdown by using intercom/radios/verbal notification.
* Lock interior/classroom doors
* Cancel outside activities, until all clear has been given.
* Close all windows and close all blinds/curtains
* Keep children away from doors and windows
* Keep children as quite as possible
* If a gunshot or an explosion is heard, get everyone on the floor and if possible against a back wall (take cover).
* DO NOT ALLOW CHILDREN TO BE UNATTENDDED AT ANY TIME.
* Conduct frequent counts of all children and immediately report any missing children.
* No unauthorized persons will be allowed in the facility including parents.
* Lockdown is to remain in effect until all clear given by Site Manager/Management/Local Law Enforcement.

\*Tri-Monthly drills will be conducted and documented, so that the children are prepared if such an event should happen.

**Our Day At Little Fireflies Academy**

Loose Routine: Events occur according to a set order, or “routine,” but not necessarily in accordance with the clock on the wall. The routine provides structure to our day while allowing for flexibility between activities.

**6:00am-8:00am** Arrival and Free Work/Play : Children will quietly enter Little Fireflies each morning, place their belongings in their cubbies, hang their coats, and, if they choose, remove their shoes. As the child enters and settles in, we will personally check in with each child to see if they have work/play to continue from the day before or, if they are going to choose new work, what might they like to do. We will place some activities on the tables as guided choices. **Some children** **may spend a good part of this time exploring their environment and socializing with** **peers.**

**8:00am-8:15am** Story Time: children will be provided the opportunity to hear a story.

**8:15am-8:30am** Bathroom is encouraged and handwashing for breakfast

**8:30am-9:00am** Breakfast: Though we have a set meal time, Infants/Toddlers are able to eat throughout the day according to when they are hungry.

**9:00am-9:30am** Art Activity/Free Choice Children are able to continue their morning work and have access to art supplies, manipulatives, dress-up, etc… This is also the time that we offer of a guided art or craft project.

**9:30am-9:45am** Morning Circle Time: (Pre-school age children only) Morning circle we conduct a written morning message, and discuss daily activity plans, weather, poems, fingerplays &songs.

**9:45am-10:45am** Centers/Free Choice : Children are free to explore the classroom as they wish. Art area, science area, housekeeping, table toys, sand/water, math, writing, blocks, music, and computer (Pre-school age only)

**10:45am-11:00am** Science and Exploration: conduct Peep activity

**11:00am-11:30am** Outside Play/Music Movement Gross Motor Activity

**11:30am-11:45am** Bathroom Break/Hand washing

**11:45am-12:15pm** Lunch: Though we have a set meal time, Infants/Toddlers are able to eat throughout the day according to when they are hungry.

**12:15pm-12:30pm** Bathroom Break/Hand washing

**12:30pm-2:30pm** Nap/Rest Time (Infants/Toddlers rest as needed)

**2:25pm-2:35pm** Bathroom/Hand washing

**2:30pm-3:00pm** P.M. Snack Though we have a set meal time, Infants/Toddlers are able to eat throughout the day according to when they are hungry.

**3:00pm-3:30pm** Outside Play/Music Movement Gross Motor Activity

**3:30pm-3:40pm** Bathroom Break/Hand washing

**3:40pm-3:55pm** 2nd Story Time

**3:55pm-4:20pm** Free Choice

**4:20pm-4:50pm** Evening snack: Snack will always be available and accessible to the children on an as-needed basis, but we will sit together at this time to socialize and practice manners

**4:50pm-5:00pm** Hand washing/Clean up

**5:00pm-6:00pm** Small Group Activities/Departure

**Bathroom/ Toileting/Diaper Changes**

At little Fireflies Academy we understand that all children develop at a different rate with their ability to use the bathroom independently. We work with children who are still in the process of becoming toilet trained. Classroom Teachers will be available to assist your child and will support them to use the toilet.

* Teachers will respond promptly when a child requests assistance using the toilet
* Teachers will encourage children to sit on the toilet every two hours and change pull-up/pampers as needed throughout the day
* Teachers will encourage children to use the toilet when they wake up from nap, they will also check and change all pull-ups and pampers after nap time
* Teachers will never show disapproval or punish children for any accidents. Children who have toileting accidents are NEVER degraded by harsh words or appearances of disgust. A conference between the Teachers and the families will serve to establish common goals and methods for toilet training.
* A child’s clothing will be changed immediately following a toileting accident. Soiled clothing in placed in a sealed, labeled, moisture-proof bag and sent home with the child, so that a fresh set of clothing can be sent back to the school.

**Teachers are required to wash their hands with soap and water after each toileting, and to assist children with hand-washing, using soap and water.**

The following procedures The following procedures are implemented in the center-based and home-based program to ensure sanitary conditions.

1. Gloves are used whenever staff needs to assist children in the bathroom following universal precautions procedures.

2. Faculty members always respect a child’s privacy.

3. If an accident occurs, faculty and parents will not humiliate the child.

4. If a child lacks the necessary self-help skills in the bathroom, the faculty will inform parents.

5. Staff encourages the child to be independent and allow the child to become self-sufficient.

6. Bathrooms are cleaned and disinfected properly after any accident, and regularly on a daily basis.

**Nap/ Rest**

All children will be provided with a nap/rest period. IF they choose to not sleep then they can participate in quiet activities.

Infants- (12months and younger) will be placed into a crib for nap time on their backs. No pillows, blankets, soft items, or any items will be in the crib with the infants. Sleep positioners will only be used with a physician’s order. If Infants arrive to the program asleep in equipment not designed for sleeping, they will be removed and placed into a safe sleep crib.

Toddlers-(12months to 23 months) will be placed into a crib for nap time. They may have a blanket brought from home in their crib. If the toddler is able to climb out of the crib, then they will be placed on a toddler bed for nap.

Preschoolers will be provided a cot for rest time. The can use a pillow and blanket brought from home.

Every Friday the blankets and pillows will be sent home to wash and to be brought back on the next Monday.

**Tooth Brushing**

Healthy oral habits are established in the classroom with daily tooth brushing after one meal. The program

will provide tooth brushes to all enrolled children and will replace them every 3 months.

Handwashing

All children and staff will wash their hands for 20 seconds with soap and water.

1. Upon entering the classroom
2. Before/ after eating/feeding children
3. Before taking/administering medications
4. After handling any garbage
5. After cleaning up/any adult cleaning
6. After playing outdoors or with any messy play (i.e. sand, foam, salt)

**INCLUSION EDUCATION**

Children with special needs are always welcome to the program. Little Fireflies Academy is committed to providing classroom settings that include all children. All children who attend the program are treated with respect and dignity, regardless of disability. We strive to meet the individual education needs of every child including those children who enter with an Individual Education Plan /Individual Family Support Plan through their school systems’ Special Education

Department or Part C organizations, such as First Steps. Staff will work closely with staff and families to make sure the program is well prepared to welcome and nurture all children, especially those with disabilities.

Inclusion Education Support

If you suspect your child may have a developmental, physical, or behavioral issue, please share your

concerns with Valerie Castillo who is available to help families:

* Understand their parental rights
* Learn about available special education services
* Make appropriate referrals
* By attending education evaluations
* By attending Individual Family Service Plan (IFSP) or Individual Education Program (IEP) meetings
* Know their child is reaching individual goals in the classroom

**General Guidelines**

**ITEMS FROM HOME** We cannot be responsible for personal possessions left at school, especially if they are not labeled. Special toys and clothing should never come to school. **The** **exception being:** There will be “Show-and-Tell” days on which your child can bring a special object from home.

**SCHOOL SUPPLIES** School supplies are covered by Little Fireflies Academy, but occasionally you may be asked to provide food or supplies for a party or special project. Your participation in these events is strictly voluntary but always appreciated.

**ARRIVAL/DEAPARTURE** Please ring the door bell and wait for the Teacher to open the door. The door is locked at all times for children’s safety. Children may be dropped off between any time throughout the day, but they must be picked up by their own personal appointed pick up time and all children must be picked up by 6pm. If you need alternate pick-up, please make arrangements in advance with the staff via email at: [LittleFirefliesacademy@comcast.net](mailto:LittleFirefliesacademy@comcast.net) Please quietly enter our classroom so as not to disrupt the focus.

**DROP OFF POLICY:**

Little Fireflies reserves the right to refuse a child for admittance. If this does occur Little Fireflies will provide the parent with explicit, documented, formal written reasons for refusal to admit or provide care to a child. Possible reasons for no admittance:

1. Tuition payments are late and beyond set payment plans
2. The child is showing clear signs of sickness. (see sickness chart)
3. The child is missing any required paperwork.

**SIGN-IN/SIGN OUT**

You must sign your child in and out every day they are in attendance These forms serve as an attendance record. If you are using CCDF funds you must punch in with your CCDF card and also sign in.

**Sign in:** Sign in on the sheet. Write your child’s first and last name, date, time you entered into the classroom, phone number where you can be reached, and signature of the person dropping off

**Sign out:** Sign on the sheet the time you picked up your child and the signature of the person picking up.

**RELEASE OF CHILDREN** If someone who is not listed on the registration form will be picking up your child you must inform the teacher in writing a phone call in will not be accepted. Include the person’s name, and phone number, and the date or dates they will be picking up your child. The teacher will ask for ID of people whom s/he has never met before, so please be prepared. If the person does not have a Valid ID the teacher will not release the child. No matter what… please understand that this is for the safety of your child. If the person picking up the child shows any signs of intoxication or drug use the child will not be released and local police agency will be notified if a person is impaired.

If a court order exists preventing a particular individual from having contact with a child, the center will comply with all court orders and keep a copy on file.

At enrollment, parents will fill out a consent to release form naming who is allowed to pick up their child. Please understand that for safety reasons, anyone picking up a child within our centers must have a state ID and be on the list provided by the parents. Child’s direct guardian or parents must also provide ID if asked.

**CHILDREN LEFT PAST CLOSING TIME**

Any child left after closing, families are required to pay $1 per minute from closing until pick-up time. If the time is excessive after closing, the Indiana Department of Child Services will be contacted at 1-800-800-5556.

**SUPERVISION OF CHILDREN**- Staff will not use the cameras for the use of supervision for any reason. Staff will fully supervise infants, toddlers, and young twos at all times with sight and sound. Staff will supervise preschoolers, kindergartners, and school-age children by keeping them in their sight most of the time. Supervision for short intervals by sound in permissible for preschoolers and school- age children only as long as teachers frequently check on children out of sight. Staff will use the dry erase board in the front room to track the number of children present. Teachers will call out the number of children they have in each room frequently throughout the day. Teachers will line children up before going outside and before coming inside and they will count the children out loud. Indoors and outdoors staff must always position themselves where they are all to see all children. The teachers should position themselves on opposite sides of the classroom and playground when possible.

Staff may permit kindergarteners and school-age children to leave the teacher’s supervision (out of sight and sound) for no more than ten minutes so long as children are in in the building or school yard. The teacher will promptly (within 10 minutes) check on any child that does not quickly return or come back by the designated time.

Staff will always remain staff/child ratios. The chart is posted in the kitchen.

**CLOTHES/SHOES** Children should be dressed in washable, comfortable clothes for preschool. Even though we recommend wearing smocks for messy activities, children do get dirty and should not have to worry about keeping special outfits clean. Many materials that claim to be washable are not. We prefer that children wear rubber-soled shoes, as they are safer when playing outside or going for walks about town. It is helpful and empowering if children can put their own shoes on. Rubber boots are great, as are velcro-fastened shoes.

**EXTRA CLOTHES** Please bring two extra sets of clothing for your child on the first day of school. Please put the clothes in a large zip-lock bag with your child’s name on it. Include socks and shoes if you think it is necessary. These clothes will be stored in the classroom and will be given back to you at the end of the school year.

**BIRTHDAYS** Birthdays are very important! If you would like to send a special treat to celebrate your child’s birthday at school, please discuss your plans with the teacher. Invitations to private parties may be placed in school cubbies only if all children in the class are invited.

**COMMUNICATION**

Please notify us if your child will be late or absent. If it is a planned absence you may email us at LittleFirefliesacademy@comcast.net. For unexpected absences or lateness please call the school at 219.655.5158. If you prefer to send a text message, please message Valerie Castillo, our Director, at (865) 748-3146. This is also a good number in the event you need to contact us while we are at the park. There are many times throughout the school year when we need to communicate with parents by phone, email, or letter. It is essential that we have correct addresses and phone numbers. Notify the teacher in writing to update your child’s records for changes of address, phone

number, email, emergency contact information, and any other relevant and important contact information.

There will be a monthly preschool newsletter email detailing important information, events, and what your child will be doing throughout that month. Updates will be made to the school website’s News section www.Littlefirefliesacademy.comas well as the website calendar, which can be downloaded and incorporated into many calendar programs.

**CONFERENCES** In the event that there is a problem or concern about your child, please try to discuss the issue with the teacher first by phoning after class time, emailing, or by sending a note. If you desire a parent-teacher conference, please make arrangements with the teacher. **PLEASE do not try to have a conference with the teachers at drop-off or pick-up time; their attention must stay focused on the children to ensure everyone’s safe arrival and** **departure. If you would like to talk to the teacher, ask to be phoned later in the day or send an email. Thank you!** We strive to keep parents in the loop by informing you of your child’s daily activities and experiences.

If differences arise between a family member and staff please feel free to ask for a conference with Valerie Castillo. If the issue is still not resolved please feel free to ask for a conference with Valerie and the local Child Care Assistance Program.

**Parent Surveys-** Once a year parents will be given the opportunity to fill out a parent survey and the information gained will be used to help the school improve on our interactions staff trainings, and program expectations. Parents can at any time offer advice about the program though the HIMAMA app or with the Teachers

**PARENT INVOLVEMENT** Parents are encouraged to participate in Little Fireflies Academy. If you would like to volunteer in the classroom on a regular basis, please talk with the teacher. If you would be willing to share a hobby, play an instrument, talk about your job, bring in an animal, or anything you think might enrich the learning experience, please discuss it with the teacher, we would love to have you with us. We will also need chaperones and possible drivers for field trips, refreshments for parties, and help with other special events. If there is any other way you would like to help, please let the teacher know.

**Open Door Policy**

We have an open door policy in place where any visits or unscheduled visits by a parent/guardian of a child are permitted at any time while the childcare is in operation. If a parent needs privacy with their child, a room will be available for the safety /confidentiality of all.

If at any time a parent feels that there is a difference of communication between themselves and the Teacher they are welcome to bring the information to Valerie Castillo. If the parents feel that they would like to have an extra conference with the Teachers or Valerie Castillo they can request one at any time. Once the meeting is requested Valerie Castillo will plan for the meeting to occur within 3 days.

**Discipline and Guidance**

In following Montessori philosophy, and borrowing from other developmental and educational theories, we strive to establish a self-directed learning environment in which very little overt discipline is used. Our goal is to help the children maintain an inner motivation and self-discipline to participate as a member of our classroom community. Children are taught through practice and example to treat their peers, teachers, and materials with care and respect. **Many behavior instances are actually the result of being tired, hungry, and** **thirsty or developmentally not having a better way to work through conflict yet.** We employ redirection, encourage communication, and proactively address the energy level of the classroom as a means to provide a safe and effective learning environment for all. We also encourage the children to self-assess throughout the day. For example: a child’s patience is waning and they are becoming easily agitated. We might say: I have noticed you are having a hard time with \_\_\_\_\_\_\_\_\_. Do you think you might need a bit of space? (Or), it’s been awhile since you had snack, could you be hungry or thirsty? Think of how you feel as an adult when you skip a meal: it can be hard to focus, difficult to effectively communicate, and you might feel generally frustrated, but unsure why. We are here to help children become self-aware and learn how to meet their own needs or ask for help from a peer or teacher. We also aim to develop empathy and awareness of others, foster how children positively relate to, understand and help each other. We actively encourage children to be aware of how they are feeling in their bodies and how to express those feelings. Your child’s safety is our number one priority. In cases of continual physical behavior (hitting,

pushing, throwing, etc...), we will use “time in” – only if re-direction and proactivity have been unsuccessful **. Time in is a break or rest, not a punishment.** Many of these behaviors – although undesirable – are considered “normal” within the early childhood setting. The early childhood environment is the place where children learn to *use their words* and develop healthy ways of working through small amounts of stress and conflict. We strive to use each instance as a learning experience and to build upon the concepts of self-control, self-reliance, and responsibility, including responsibility to the group. We hope to equip children with a strong sense of self, including self-respect and self-discipline. **We will always take into account developmental** **stages when applying guidance techniques.** Children who are dangerous to themselves or others will be sent home where their needs can be better met for the day. If we discover over time that Little Fireflies is not a good fit for your child we will work to help you find a better match. Prior to that, we will schedule a conference with you to overview your child’s needs and our available resources. Our goal at Little Fireflies is to create opportunities for success.

Employees/ Families may never under any circumstances use physical punishment, psychological abuse, or coercion with the children.

Examples of physical punishment: Shaking, hitting, spanking, jerking, squeezing, kicking, biting, pinching, pulling of arms, hair, or ears; requiring a child to remain inactive for long period of time.

Examples of psychological abuse: shaming, name calling, ridiculing, humiliation, sarcasm, cursing at, making threats, or frightening a child; ostracism, withholding affection.

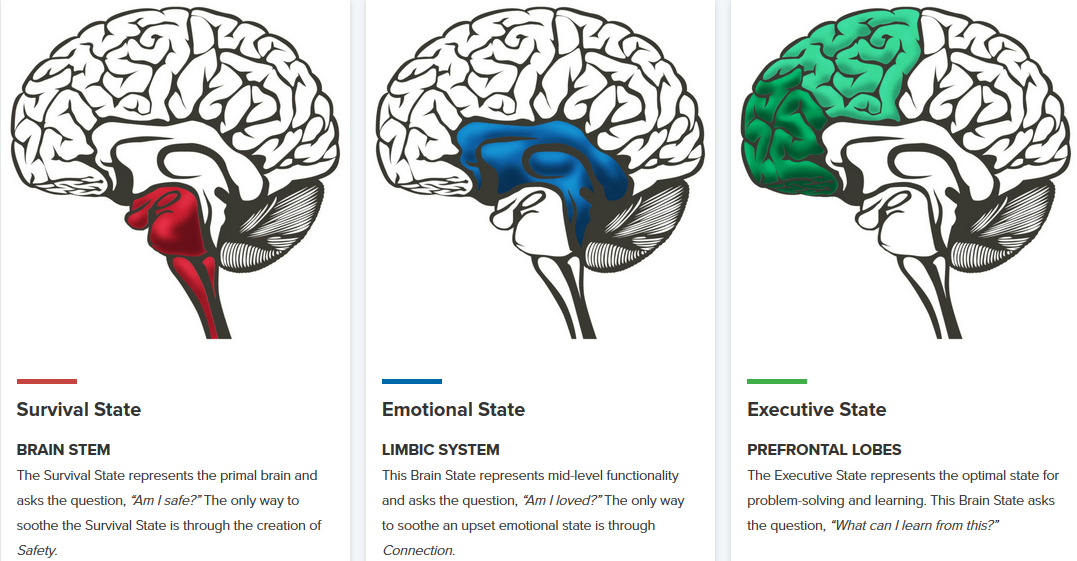
Examples of coercion: rough handling; forcing a child to sit down, lie down, or stay down; physically forcing a child to perform an action.

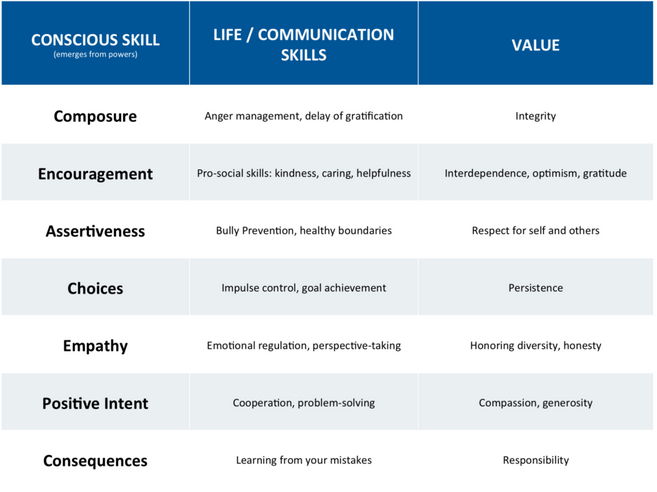
**Conscious Discipline:**

Little Fireflies Academy uses conscious discipline as our means of behavior guidance. Conscious Discipline provides an array of behavior management strategies and classroom structures that teachers can use to turn everyday situations into learning opportunities.

Three Essential Ingredients for School Success:

1. Willingness to Learn: Without willingness, each interaction becomes a power struggle instead of a learning opportunity. The School Family brings all children and adults, especially the most difficult, to a place of willingness through a sense of belonging.
2. Impulse Control: Connection with others is the construct that literally wires the brain for impulse control. Disconnected children are disruptive and prone to aggressive, shutting down, or bullying behaviors. The School Family uses connection to encourage impulse control while teaching self-regulation skills in context
3. Attention: Our attentional system is sensitive to stress and becomes engaged with positive emotions. The School Family reduces stress while creating an atmosphere of caring, encouragement and meaningful contributions

The Conscious Discipline Brain State Model: Safety, Connection and Problem-Solving

The Foundation of Problem-Solving

**Behavior Support**

Little Fireflies Academy will use consistent behavior guidance and will not exclude a child from program participation unless that child demonstrates an inability to benefit from the services offered by the program due to behavior concern. If such occurs, we will work with the child, family, and community mental health professionals if necessary, to provide alternative services. A child’s enrollment in the program may also be terminated because of continual or extreme violation of the parent responsibilities listed in this Family Handbook.

If behavior concerns are identified during daily behavior guidance practices:

1.  Child’s disruptive behavior will be documented and maintained in confidence.

2.  Parent/guardian will be notified verbally, and may also be given written copies of the incident reports for challenging behaviors that might lead to exclusion.

3.  Parent/guardian will be given literature or other resources regarding methods of improving behavior

4.  Staff will use a variety of strategies to support child in improving behavior, with the goal of preventing

     Exclusion:

               -   Try to redirect child from negative behavior.

               -   Reassess classroom environment, supervision, and appropriateness of activities.

               -   Always use positive methods and language while disciplining children.

               -   Praise appropriate behaviors.

               -   Consistently apply consequences for rules.

               -   Give verbal reminders.

The Site Manager, teaching team, parent/guardian will have a conference to discuss how to promote positive behaviors. Prior to any decision to exclude child from Little Fireflies Academy, the child’s teacher will hold a meeting with the child’s parent(s) to discuss the issue(s) and obtain permission to have the mental health professional further assess the child/issue. Designated staff, such as teachers and the mental health professional will be responsible for executing an “Action Plan” (implementing positive discipline methods, evaluating outcomes, making modifications, and communicating with parents.)

**Decision to Discharge for Behavior and Health Concerns**

The procedure below meets our state Child Care Licensing office requirement for a “discharge” policy\*.

 \*Child Care Center Rules: 47 IAC 3-4.7-17 Admission, discharge, arrival, and departure policies

**Child actions that may require exclusion due to behavior concerns include the following:**

-   Failure of child to adjust after a reasonable amount of time and multiple attempts using different strategies.

-   Uncontrollable tantrums/angry outbursts.

-   Ongoing physical or verbal abuse to staff or other children.

-   Excessive biting.

**Parental actions** that may require exclusion of the child for behavior and health concerns include the following:

-   Failure to complete required forms or health information including the child’s immunization records.

-   Failure to cooperate with areas of Action Plan

-   Violations of the attendance policy.

-   Physical or verbal abuse to staff.

**Suspension and Expulsion Policy:**

Here at Little fireflies academy we will do everything in our power to help prevent suspension/ expulsion of any child within our program. However, there are times when a program needs to make choices that are best for the child and families involved. Before, any child is suspended or expelled our Teachers will work with the families and the state of Indiana following the states and federal guidelines and civil rights laws.

**Step one:** Our Teachers will monitor the child’s behavior and make classroom accommodations to help the child’s behavior. Teachers will also inform the Director of the child’s behaviors. Our Teachers work on providing a purposeful, engaging environment that represents and supports cultural diversity and the different stages of child development.

**Step two:** Our classroom environments encourage children’s sense of self, help with self-regulation, supports for conflict resolution and relationship building. We use conscious discipline for our behavior guidance

**Step three:** The Teachers will support children’s social and emotional development by helping them understand their own (and others’) feelings, regulate and express their emotions appropriately, build relation-ships and support positive interactions with others in group settings. This is also achieved through using conscious discipline.

**Step four:** If behaviors have not improved the Director will have a conference with the parents about their child’s behavior. A behavior plan will then be written for the child.

**Step five:** If behaviors have still not improved the parents will be informed that the Director will be contacting the state of Indiana for more follow up. The parent will also spend a day observing their child in the classroom through view of the classroom cameras off site.

**Step six:** If a child’s behavior becomes a threat to themselves, other children, or Teachers the program owner (Valerie Castillo) will contact the Child Care Resource and Referral Agency (or appropriate support organ-ization/internal resource, e.g., school counselor) for coaching and professional development on positive social/emotional and behavioral development to ensure children’s developmental needs are being met. The child will be observed by the state of Indiana

**Step seven:** Teachers, Parents, and the Director will have a staffing within 3 days after contacting the state, regarding the child’s behavior, including solutions that have worked at home or in other settings.

**Step eight:** Little Fireflies Academy will identify agencies for services including but not limited to: a. Supports to address challenging behaviors b. Early childhood mental health consultations c. Part C early intervention (First Steps) d. Part B intervention (preschool special education)

**Step nine:** Teachers will be given the support of the director at any time needed when working with the child. Staff will also attend and online inclusion course and a developmentally appropriate behaviors course

**Step ten:** Teachers will use a behavior tracking guide to note a child’s behavior and triggers. The sheet will be shared online with the parents daily through the Himama app and weekly in person every Friday. Goals will also be set every Friday with the parent.

**Step eleven:** As a last resort if the behavior continues or the parent will not accept the redirections or assistance exclusionary measures will occur. Exclusionary measures occur when a serious safety threat exists that can’t be addressed with reasonable modifications and/or the use of positive behavioral supports. Exclusionary processes will be used as a last resort after all above items have been covered. Little Fireflies Academy will assist the family in finding a new program.

Exclusionary measures will **immediately** occur if a child purposely causes themselves, another child, or Teacher to have to have medical assistance. The parents/ guardians of the child that hurt the other child, Teacher, or themselves will occur all medical expenses of those involved with the injury.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ parent/ guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_understand that I will be found liable and will have to pay all medical expenses if my child harms themselves, another child, or a Teacher. I understand that if my child damages school property that I will have to pay for the damaged items.

Parents/guardians signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Nuts And Bolts**

Little Fireflies Academy operates Monday through Friday from 6:00am. to 6:00 pm. Your child may attend up to the required amount of hours you need for child care if they are between the ages of 4 months and 5years of age. A copy of your work schedule will be requested if you are using CCDF Funds. School age children can attend 6am-8am and 2pm 6pm. Currently transportation is not provided by Little Fireflies academy and parents/gardens would be responsible for transportation.

**Enrollment options are**:

**Ages 5months- 16months Ages 16months- 35 months Ages 3 years-5 years**

2 days: $360/month 2 days: $300/month 2 days: $275/month

3 days: $540/month 3 days: $440/month 3 days: $400/month

4 days: $720/month 4 days: $575/month 4 days: $525/month

5 days: $900/month 5 days: $700/month 5 days: $600/month

\*additional day $45.00 a day \*additional day $40.00 a day \*additional day $40.00 a day

**Ages 6 years-12 years before school Drop In Punch cards** : Allow for flexibility, only pay for hours you use,

**/after school care**  prepayment required. Limited space is generally limited and not

2 days: $100/month guaranteed.All regular drop-in students pay a $50 annual registration fee.

3 days: $150/month Hours must be purchased in advance.

4 days: $200/month $800/100 hours

5 days: $250/month $360/40 hours

All day care: $35.00/day fee $185/20 hours

Summer fee: $125.00 per week $95/10 hours

We offer occasional punch card specials. Significant discount given for more hours purchased in advance. Please inquire with the Director. For siblings, 1 hour deducted for first child. 1/2 hour deducted for second.

Drop-ins are also welcome, space permitting. The fee for a drop-in is $10/hr. Space is not guaranteed for drop in participants.

**TUITION POLICY**

Tuition is due on the 25 th of the preceding month. It will be considered late after the 1st. A late fee of 10% of your bill will be added after the 1st. If payment is more than one month late then your child may not attend class.

Prorating is not offered. Tuition is the same each month regardless of the number of days in the month. Over the course of the September-August school year, some months will have more sessions than others because of holidays, school closures, and the total number of weeks in each month; these factors do not change monthly tuition. It is essential that the program operate with a consistent budget month-to-month. We require 30-days’ written notice if you intend to leave the program. Unless special circumstances exist, we will bill for 1 month’s tuition in the case of no notice.

We do not offer make-up days due to illness or vacation. The only make-up days will be for snow-closures. We will notify you for snow closures through email or text messaging. We observe all major holidays. We recommend Drop In punch cards for those with unpredictable schedules. You only pay for what you use but space is not guaranteed.

Punch cards must be purchased in advance. Thank you for understanding the business side of our program. The director reserves the right to exercise discretion.

If payments are behind by more than 2 weeks then the child cannot attend.

**Trial Period/Termination of Care Policy**

The first 30 calendar days from a child’s start date are a probationary period for the childcare facility, child, and parent This agreement may be terminated at any time during this period. After the probationary period, this agreement may be terminated by either party giving one month written notice if the child(ren) is to be permanently withdrawn from childcare. Parents not providing the minimum of one month notification shall be responsible for termination charges. The following are also reasons for termination:

* Abuse of other children, staff, or property by child or parent.
* Continued violation of policies by child or parent
* Disruptive or dangerous behavior by child or parent
* Non-payment of fees of any kind

\*This is a partial list and management reserves the right to end the enrollment of a child at any time.

**Closed School Days**

Little Fireflies Academy will be closed on the following holidays:

* Memorial Day
* July 4th
* Labor Day
* Thanksgiving and day after
* Christmas and Christmas Eve
* New Year’s Eve and New Year's Day
* Vacation: Week between Christmas and New Years

Normal tuition rates apply to theses dates makeup days will not be provided. It is the parent’s responsibility to find alternative care for their child on these days.

Due to unexpected snow there might be times when Little Fireflies Academy is closed due to weather. If this should occur Little Fireflies will contact all parents as soon as possible and it is the parent’s responsibility to find alternative care for their child on these days. Normal tuition rates apply to theses dates.

**Vacation Policy**

**Family Vacation policy-** As families plan vacation time please inform Little Fireflies Academy of the dates that the child/ren will not be attending. Normal tuition rates will still apply for the week the child is on vacation.

**Staff Vacation policy-** Staff vacation time will occur the week between Christmas Eve and New Year’s Day Normal tuition rates apply to theses dates. If any other closer dates need to occur for staff Vacations parents will be notified a month in advance and they will not pay for school on those days.

**Illness Policy**

If your child is sick, please keep him/her at home in consideration for others. **A CHILD WHO HAD A TEMPERATURE OVER 99 DEGREES, RASH, VOMITING, OR DIARRHEA IN THE PAST 24 HOURS MAY NOT ATTEND SCHOOL.** If a child developsany of the following symptoms at school, a parent will be contacted to pick up the child: fever,vomiting, diarrhea, excessive nasal or chest congestion, discharge from the eyes or ears, headlice, or symptoms of communicable disease such as chickenpox or pink eye. A sick child will beisolated from other children and made as comfortable as possible while waiting to go home.Please notify the teacher if someone in your home has a confirmed case of a communicabledisease. You will be notified of exposure to diagnosed cases of communicable diseases atPreschool.

If a child has a contagious disease, he/she should be kept home and the fact of the condition should be reported, which include; Strep throat, pinworms, viral disease, measles, mumps, chicken pox, head lice, flu, scarlet fever.

Parents will be notified if a staff member has a contagious disease or illness that prevents them from working.

**Do not medicate your child with over-the-counter products in order to send them to our program. We will just end up recycling illness.**

When staff suspect that a child may have a communicable disease, the director shall notify the child’s parent/ guardian When more than one child in the center has been diagnosed with a communicable disease the center shall take the following actions:

1. Notify all parents and staff that have been exposed by posting a notice in the front hall or giving a not to each parent and staff.
2. The center will then call the centers health consultant.

**MEDICATION** If at all possible, please arrange medication schedules so that your child does not need to take medicine during school hours. If necessary, we will administer medication from its original container labeled with your child’s name and dosage schedule. The medicine, and measuring spoon or other supplies for administering the drug, should be packed in a zip-lock bag and given to the teacher (not put in a cubby). In addition, the parent must complete an “Authorization of Medication” form and give it to the teacher with the medicine. All medication will be locked in the bathroom with a key lock. All staff that administer the medication will have a specific training for the medication. WE WILL NOT provide your child any over the counter medication without a Doctor’s note.

Medication and medication sheet must be labeled with:

1. Child’s full name
2. Name of medication
3. Dosage given
4. Date and time given
5. Full name of caregivers that will administer the medication (on medication sheet)

If a child is under immunized and there is an outbreak or signs of a suseptioal disease in the program the child will be promptly excluded by moving into the back room and the guardians will be notified.

**Staff Illness Policy-** If any Teacher at Little Fireflies becomes ill then the above policy will apply to them as well. Staff illnesses should not affect daily operations. If, Little fireflies is unable to be open due to staff illness parents will be refunded $25.00 a day after the 2nd closed day. (only for full time enrolled children). If little fireflies is closed it is the parent’s responsibility to find alternative care for their child

Health Exams & Up to Date immunizations

All children enrolled must have current and up to date immunisations

**Vision and Hearing Screening-** Children will receive a vision and hearing screening by their Doctor within 30 days of starting the program and they will be offered the chance to enroll with Optimed to have the screenings conducted on a annual bases in September.

**Sunscreen**

Little Fireflies Academy will apply sunscreen to all children (with consent form) when outside from more than 30mins on a summer day or a day that warrants sunscreen as seen fit by director.

**ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK AND ENROLLMENT FORM:**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, parent/guardian of, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, participant at

Little Fireflies Academy, have read and agree to the policies and procedures outlined in the handbook.

I understand that the policies and procedures are in place to provide a safe and harmonious environment for my child and his/her peers. I understand that this is a legal and binding document and that I agree to abide by the contents set here and within the handbook. I understand fully how Discipline and Guidance will occur for my child. If I do not understand any section of this handbook I will ask the director to clarify before signing.

Date: \_\_\_\_\_\_\_\_\_\_\_

Parents’ Signatures:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments/Questions:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tuition Agreement/Intent to Attend 2020/2021**

Enrollment at Little Fireflies is year round. Once the enrollment process begins, 30 days written notice is required to withdraw from the program. In the case of no notice one full month’s tuition will be required at the time of separation. Once the school year begins your child’s place is reserved solely for your child. Prorating is not offered as we are not able to fill spaces short-term if you will be taking a vacation or in the case of illness. Severe instances will be given special consideration. In general, Little Fireflies will follow the Whiting School District Schedule, with a few exceptions noted on the calendar. Some months will have more sessions than others. Tuition is the same for all 12 months.

A onetime enrollment fee of $30 is required in order to reserve your child’s space Late pick up fee $10.00 per child per day.

**Monthly Tuition is due by the 25 th of the preceding month.** Tuition is considered late after the 1st and a 10% late fee will be applied to your bill. If you are having financial difficulties notify the director immediately so that a mutually-agreeable solution can be reached. My child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, will attend (please specify days of the week) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Thirty days written notice is required to withdraw from the program once the enrollment process begins. My monthly financial responsibility is \_\_\_\_\_\_\_\_\_\_\_\_\_, based on the current tuition schedule. I have included the $30 non-refundable enrollment fee\* and the non-refundable first months tuition fee. By signing below, I acknowledge and accept full financial responsibility for the participation of my child in the Little Fireflies Program and agree to give thirty days written notice in the case of withdrawal or I am responsible for paying one month’s tuition.

I understand that there will be a $20.00 Returned check fee and that I agree to pay for any and all charges that may occur to the providers account.

Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Rec.:\_\_\_\_\_\_\_\_\_\_\_\_

Discipline Procedures:

I have read and understand all discipline procedures:

Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Walking Permission Slip**

I give my child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, permission to participate in walks on various dates

from Little Fireflies Academy located at 2617 New York Ave Whiting IN.

I understand my child will always be with an adult staff member and that my child may visit local parks, Amoco Park, and local businesses on neighborhood walks.

Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_

**Diaper Cream**

I give my child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, permission to have diaper cream applied as see fit by the Teacher changing my child. I will provide the diaper cream to the school with my child’s name on the bottle.

Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_

**Sunscreen**

I understand that Little Fireflies Academy may place sunscreen on my child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ when the need is seen fit by the director. I will provide the sunscreen to the school with my child’s name on the bottle.

Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_

**Photo Release Form**

I understand that my child may be photographed while participating in activities at Little Fireflies

Academy and that those photos may be posted on our website and/or Facebook, printed in

school literature, or in the local newspaper.

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_

**Claim Form**

I/We agree that neither I/we or my/our child will bring any claims of any kind against Valerie Castillo/ Little Fireflies Academy as a result of injuries, expenses, or damages that I/we or my/our child may suffer in any way related to the use of Little Fireflies Academy used for business, toys, other children, whether such claims are known or unknown or arise in the future.

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_

**Withdrawal Notification**

I agree to give 30 business days notice prior to withdrawing my child from the program once the

enrollment process begins. I agree to pay one month’s tuition if I fail to give notice. Extreme

circumstances will be given special consideration. This policy also applies to changing or

reducing days. Summer programming is separate than the September through June School

year. Different fees and policies may apply to provide flexibility during July and August.

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_

**LITTLE FIREFLIES ACADEMY ENROLLMENT FORM:**

**CHILD’S NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CHILD’S BIRTHDATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CHILD’S ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PARENTS’/GUARDIANS’ NAMES AND ADDRESS(ES): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMAIL ADDRESSES:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PARENTS’ PHONE NUMBERS (in order of most reachable):**

**EMERGENCY CONTACT NAME, PHONE, ADDRESS:**

**1)**

**2)**

**\*Are these people authorized to pick up your child in case of emergency?**

**CHILD’S ALLERGIES, FOOD SENSITIVITIES, AND/OR RESTRICTIONS:**

**CHILD’S PHYSICIAN AND CHILD’S DENTIST (name, address and phone):**

**Physician:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dentist:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Insurance Provider:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MEDICAL RELEASE:**

**I understand that in the case of serious injury or emergency 911 will be called and my child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, will be transported to the local emergency department via emergency transport. If I cannot be contacted I authorize appropriate treatment measures be administered in my absence. I have listed my contact numbers in order of most reachable above.**

**Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_**

**GETTING TO KNOW YOU:**

Please include information about spouses, partners, or caregivers as well!

**Does your child have any siblings? Names? Ages?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Does your child have any pets?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Does your child have any allergies or medical conditions? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**What time will your child arrive at/ depart from school?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Will your child’s schedule vary from day to day?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**What meals will your child be attending for: Breakfast Lunch PM Snack Dinner**

**Does your child take a nap? How do they fall asleep? Where do they sleep at home? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**What is your child’s favorite activity? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**What is your child’s favorite toy?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Is your child potty trained? Yes No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If your child is in pampers, are there any special steps to changing their pamper? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If your child is potty training what times of day does your child typically use the restroom? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**When your child is upset or sad what is the best way to help them relax? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Does your child have any worries or fears? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**How do you handle discipline at home? We strive for consistency within reason, so please be specific**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Do you want to participate in our classroom as a volunteer? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**What types of foods does your child enjoy eating? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**What types of foods does your dislike eating? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ANYTHING WE SHOULD KNOW ABOUT YOUR CHILD IN ORDER TO SERVE HIM/HER BEST?**

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**Private slot: Punch Card Slot: CCDF Slot: IAFC slot:**