



Parent Handbook

Updated 03/27/18



LFA

**Little Flyers Academy (LFA)
A NAEYC Accredited
Child Care Center
PARENT POLICY HANDBOOK**

William J. Hughes Technical Center (WJHTC)

Atlantic City International Airport, NJ 08405

Office Phone: (609) 485-5429

www.littleflyersacademy.com

LFA

HELPFUL NUMBERS TO REMEMBER

Little Flyers Academy Child Care Center

Office Phone: (609) 485-5429

Fax: (609) 485-4307

Inclement Weather: (609) 485-6100

Classroom Phone #'s

Infant Room: (609) 485-9010

Twaddler Room: (609) 485-9011

Toddler-PreK Room: (609) 485-5286

Emergency

911

(WJHTC on-site #)

NJ Poison Information and Education System

1-800-222-1222

Or

www.poison.org/actfast/1800asp

Shore Medical Center

(609) 653-3500

AtlantiCare Regional Medical Center Mainland

(609) 652-1000

LFA

Dear Parents,

Welcome to LFA Child Care Center, a wonderful and exciting world of early childhood education.

Preschool education lays the foundation for future school success. Allow us to open the door to a positive attitude towards learning through developmentally appropriate methods.

Little Flyers Academy Child Care Center:

- ✓ Is Licensed by the State of New Jersey
- ✓ Follows the standards set by the National Association for the Education of Young Children (NAEYC). Website link - <http://www.naeyc.org> or <http://families.naeyc.org>

Services include:

- ✓ Accept children 6 weeks old to 6 years old
- ✓ Low staff child ratio
- ✓ State and NAEYC approved educational curriculum
- ✓ Child care through the summer months
- ✓ Drop-in care upon availability
- ✓ Ongoing, systematic assessment
- ✓ Many varied age-appropriate materials
- ✓ A healthy and safe environment for children

We look forward to working with you to provide an exciting learning experience for your child. If you have questions and/or concerns, please feel free to consult your child's teacher or LFA Director.

LFA

Sincerely,

LFA Staff and Board of Directors

TABLE OF CONTENTS:

[HELPFUL NUMBERS TO REMEMBER](#)

[LETTER TO THE PARENTS](#)

[TABLE OF CONTENTS](#)

[OUR PHILOSOPHY AND MISSION](#)

[GENERAL POLICIES](#)

[REGISTRATION, ENROLLMENT, AND WITHDRAWAL FROM CARE](#)

[TUITION](#)

[DROP OFF/PICK UP POLICY](#)

[CLOSURES, HOLIDAYS AND ABSENCES](#)

[ITEMS TO BRING TO LFA](#)

[RULES AND PROCEDURES](#)

[HEALTH AND SAFETY](#)

[LFA PROGRAMS AND CLASSROOMS](#)

[LFA ACTIVITIES](#)

[FAMILY INVOLVEMENT](#)

[GUARDIAN/PARENT COMMUNICATION](#)

Appendix A – LFA Expulsion Policy

Appendix B – LFA Fees

LFA

OUR PHILOSOPHY AND MISSION:

OUR PHILOSOPHY OF LEARNING

LFA follows a developmentally appropriate “hands-on” curriculum. Teachers who are experienced in the development and education of young children will be teaching your children. The low staff-child ratios allow for lots of individual attention.

In a caring and positive atmosphere, we create a warm and happy place for your child to learn and grow. As we bridge the gap from home to school, we guide children towards developing high self-esteem, while at the same time building social skills. Sensory, motor, perceptual, and language skills are introduced through “hands-on” materials and activities that are both child-centered and teacher-directed. Activities are planned that emphasize the process rather than the product, fostering a sense of accomplishment and pride.

Based on the theory that children learn through play, classroom routines encourage active involvement, meaningful experimentation and reinforcement through repetition. Schedules are designed which balance structure and free choice, as well as active and quiet times.

Our educational philosophy and programming are committed to consistency and quality. The success of our employer partnership approach to early childhood learning is reflected in the level of growth and skill development of the children in our care.

The foundation of Little Flyer’s early childhood education is the establishment and nurturing of relationships. Among the key elements of our approach to learning:

- Evolving philosophy and practices that are continually modified and reflected upon and serve as inspiration to others within the early childhood education community.
- Educational responsiveness to children’s natural curiosity, which encourages them to master skills and literacy.
- Developmentally appropriate programs that nurture children’s strengths utilizing existing technologies and community resources provide rewarding opportunities for children to demonstrate their own learning places.
- Culturally diverse learning environments that are open to change and modification by the children utilizing a student led curriculum.
- Equal partnerships in purpose that identify children, families, caregivers, clients and communities encourage co-participation in this education and care process.
- Opportunities to demonstrate interrelationships of ability, knowledge, ethics, values, and service show the integration of both theory and practice.
- Communications that inform families about their children’s experiences, allow teachers to understand children better, and show children that their work is valued, underscoring the importance of shared experience and feedback.

LFA

OUR MISSION STATEMENT

It is our goal to provide your child with a safe, nurturing environment in which to learn and grow. Every child will be given the opportunity to develop physically, socially, emotionally, and intellectually at his/her own pace.

At LFA Child Care Center, we have the vision, aspiration, and resources to keep us at the vanguard of the child care and education field. Our management philosophy reflects our commitment to creating customized programs that attune to the developmental needs of children. The creation and implementation of these programs reflect our Core Values:

1. Do the Right Thing
2. Make a Difference
3. Keep Our Promises
4. Help Each Other

Our Core Values are applied on a practical level to our belief in *equal partnerships in purpose*. These partnerships identify children, families, caregivers, and the community as co-participants in the child care and education process. To uphold these values, the management team believes that the primary responsibility of our leadership role is to ensure program staff has the tools, skills and environment to meet the needs of these partners. In order to meet this responsibility we will strive diligently to:

- Make all program decisions considering the following three criteria:
 - What is best and most appropriate for the children and families in our charge?
 - What is best and most appropriate for the staff?
 - What is best and most appropriate for the efficient and quality operation of LFA?
- Treat all faculty, families, children, and FAA liaisons with respect, courtesy, and professionalism.
- Ensure staff's training programs are sufficient to maintain high quality service.
- Adhere to NAEYC standards and guidelines.
- Respond quickly and decisively in matters that deviate from order or from the principles we hold important within LFA.
- Establish a pleasant atmosphere of trust, communication and teamwork for families, faculty, and FAA liaisons.
- Place value on high standards of performance and have zero tolerance for the uncommitted among the staff or ourselves.
- Provide the needed guidance and direction to the faculty to ensure quality and safety is maintained.
- Encourage all ideas, thoughts and suggestions that will benefit our program.
- Clearly communicate our expectations to faculty and families.
- Provide all appropriate communications to the FAA and other agencies in a timely manner.

The relationships that are established at LFA create a framework of support for each child as a valued identity within the group. Friendships are developed and expanded. Children learn to

LFA

listen to other children. There is a growth of intimacy and cooperative learning. Such a foundation supports the child as a member of her/his own family and provides creative outlets for parental participation in the child's early learning experiences.

GENERAL POLICIES:

HOURS OF OPERATION/MANAGEMENT TEAM

LFA hours of operation are from 6:45 a.m. – 5:30 p.m, Monday through Friday from September through June. July and August summer camp hours are subject to change. See the section on Holidays for days LFA will be closed. LFA office phone number is 609-485-5429. Fax number is 609-485-4307.

In the event of inclement weather or any FAA emergency closings please call 609-485-6100 for guidance and information on LFA closings. As a general rule, if the William J. Hughes Technical Center is closed, LFA is also closed. In the event of an early closing of LFA due to inclement weather, parents will be notified by phone. Tuition will be required for days LFA is closed due to inclement weather.

Our management team includes a LFA Director and staff. Qualified teachers who are experienced in the development and education of young children will be teaching your children. The staff is diversified, reflecting a variety of educational backgrounds. They meet or exceed the requirements set forth by the State of New Jersey Division of Youth and Family Services. To further their education, they attend classes and workshops throughout the year.

Research into child development constantly produces new innovations and information that leads to higher levels of quality programs for children and families. It is vital that we strive to keep abreast of all the latest developments and implement them within LFA when that will improve the services we provide.

ELIGIBILITY

LFA is open to all federal and contract employees working at the William J. Hughes Technical Center, and to the community as a whole. If a wait list exists for one of the childcare rooms, priority will be assigned as follows:

- Priority 1 – Families with one or more enrolled children
- Priority 2 –Federal employees
- Priority 3 – Contractors
- Priority 4 – Community Patrons

Priority is assigned based on the person(s) who has legal custody or guardianship of the child.

COMMUNICATION

LFA

Open communication plays a major role in establishing a partnership between you and the staff. Our staff is available on a daily basis; time permitting, to chat informally about your child. If more time is needed, to address a specific concern, a conference will be arranged.

Parents will receive a daily report with information about their child's day. The teachers also use these reports to keep you informed if your child needs to bring something specific to school. In addition, each classroom will have a parent information board, posted outside of the classrooms and in the hallway too. Notices, letters, lunch menus, and other parent information will be posted at those locations.

An Open House or Back to School Night will be held in the early fall. Parents will have the opportunity to visit the classroom and have the LFA Director and child's teacher give an overview of LFA's comprehensive curriculum.

Formal written assessments will be done on each child throughout the year. Infants, twaddlers, and toddlers are assessed quarterly preschool and pre-k will be held in January, June, and September. Also, teacher conferences will be held in November, March, and July for infants, twaddlers, and toddlers. Preschool and pre-k children will be in January and June.

Small problems may occur from time-to-time. The classroom teacher or the LFA Director will contact you to discuss any concerns LFA may have regarding your child. Please let us know if there are changes and/or difficulties at home that may affect your child's behavior.

Please be careful with the words you use around the children at LFA. It is important that you discuss any business with the Staff in a calm manner. **At no time should a parent or staff member be rude or abusive to anyone in LFA.** Staff and Parents who display this type of behavior may be expelled from LFA. For parent actions please see the schools expulsion policy.

NOTE: Please remember to keep LFA informed of any changes to your home address, e-mail address, phone numbers, etc.

PARENT INVOLVEMENT

LFA has an open door policy. Parents are always welcome and we encourage parents to drop into the facility and visit with their child during regular operating hours. We value the active involvement of parents and find that volunteering enables the children to see their parents as important and concerned members of their school environment. School becomes a shared experience forming a strong partnership between the family and LFA.

REGISTRATION, ENROLLMENT, AND WITHDRAWAL FROM CARE:

Children are eligible for enrollment on an equal basis regardless of race, age, sex, disability, cultural heritage, religion, or political beliefs.

LFA

REGISTRATION FEE

A non-refundable registration fee is required upon initial enrollment into Little Flyers and then each new school year (August/September) for re-enrollment. Refer to APPENDIX A for current registration fees.

ENROLLMENT

Children currently enrolled at LFA shall have first priority for continued enrollment at LFA for the new school year. All parents of enrolled children shall be given application forms in early spring each year for enrollment for the upcoming school year. The new school year shall start on the first Tuesday after Labor Day. Parents shall be given a period of 4-weeks to complete their application and return it with the renewal registration application fee to LFA Director. This application and fee will guarantee placement of your child for the upcoming school year. LFA cannot guarantee a child's placement for applications received AFTER the 4-week period. A non-refundable annual registration fee is required for enrolled students. Refer to APPENDIX A for current registration fee.

SWITCHING OF DAYS

Children may not switch days during the week of an LFA event without paying the drop-in fee listed in Appendix A. A switch is up to the Director's discretion and classroom availability if it is a work related event. The parent must produce written orders from a manager documenting out of town business as a need for the child to switch his/her days.

WITHDRAWAL

Parents must provide LFA with at least fourteen-calendar days written notice when withdrawing their child(ren) from LFA. Please include the reason for withdrawing the child from care. LFA Director must receive the 2-week written notice in order for your security deposit to be applied to the final tuition payment. LFA reserves the right to terminate care for your child in the event a parent cannot fulfill the financial obligation as agreed to, or if the special needs of your child cannot be met.

TUITION

Tuition fees are reviewed annually by LFA Board of Directors. Should tuition rates change, patrons will be given notice. The current tuition rates can be found in APPENDIX A of this handbook.

DROP-INS

LFA

Depending on the child-to-staff ratio and if space is available, LFA offers a drop-in service for those parents who might have such a need. There is a daily fee for drop-in service, please refer to APPENDIX A for fee amount. Registration and all appropriate forms must be submitted ahead of time.

PAYMENT

A security deposit of one week's tuition is due at the time your child is accepted into LFA. This non-refundable deposit will be applied towards your child's final tuition payment provided LFA is given the full 14 days written notice.

Tuition is due every other Monday. This payment covers the current week of school and the following week. Full payment is due by the close of business that Monday. A late fee will be assessed for every day that full payment is not received. Refer to APPENDIX A for current late fee amount.

If payment is not received and five days have passed, the child will be dropped from enrollment at LFA. Re-enrollment will be subject to the Waiting List and one week's tuition security deposit. All other debts owed to LFA are to be paid no later than the Tuitions collection day. Checks should be made payable to: Little Flyers Academy. Checks may not be post dated and must be received by the due date. Checks can be mailed to:

Little Flyers Academy
William J. Hughes Technical Center, Bldg. 300, 1st Floor
Atlantic City International Airport, NJ 08405

RETURNED CHECKS

A fee will be charged for returned checks. Refer to APPENDIX A for fee amount. Payments for returned checks must be submitted to the LFA Director. After TWO returned checks, ALL PAYMENTS must be made with money order or cash. However, if cash restitution is made in full before notice, it will not be counted as "returned for insufficient funds".

Restitution must be made within 3 working days. If it is not made within that time, and the child is still enrolled at LFA, a late fee per day will be added every business day until the total amount is collected. Refer to APPENDIX A for fee amount. If the total amount due is not received by the next Tuition collection day, the child will be dropped from enrollment. Re-enrollment will depend on the Waiting List and transactions shall be on a money order or cash only basis.

LATE CHILD PICK-UP FEES

LFA

Families of children left at LFA after closing are assessed a late pick-up fee beginning at 5:31 pm and increasing every 10 minutes. Refer to APPENDIX A for late pick-up fee amount. This payment is due and payable upon picking up the child/children. Children will not be admitted back into LFA until this fee is paid.

TUITION ASSISTANCE PROGRAM

LFA maintains a program for Tuition Assistance to be used by parents who are in need of short-term financial aid in paying Tuition. Applications for assistance can be made through the LFA Director's office. Requests, along with the appropriate financial documentation, will be presented to LFA Board of Directors for consideration.

Prior to requesting tuition assistance, we recommend that parents who are Federal employees research the Federal qualification rules via the FAA website

https://employees.faa.gov/org/staffoffices/ahr/program_policies/emp_relations_worklife_benefits/worklife/child_care/

Parents who are non-Federal employees can consult their contractor's/employer's policies on tuition assistance.

DROP OFF/PICK UP POLICY:

ARRIVING AT LFA

When arriving at LFA we require that you accompany your child to the bathroom to **wash their hands** due to germs and allergens. You must also accompany them into their classroom and place all personal belongings in your child's classroom cubby labeled with his/her name. This provides a smooth transition and allows you a brief exchange with the teacher to convey information about your child and to learn of the day's plan. Our responsibility begins when you place your child in the care of LFA staff member.

Our educational day begins at 9:00 am. **We would greatly appreciate you having your child here by 9:00 am so that they may participate in all aspects of the program.** Please understand that it is disruptive to the other children and the routine of the class when children are dropped off later in the morning. If your child will be arriving later, picked up earlier than usual, or will not be attending school as a courtesy, please notify the classroom teacher.

When LFA first opens for the day and attendance is low, children are usually gathered in one room before they move on to their respective classrooms. This provides an opportunity to get settled and gives children of different ages a chance to interact. Likewise, at the end of the day as children leave LFA; remaining children might be placed in one room.

Caregivers will perform a quick health check as they greet the child. Children with symptoms of illness will be referred to management and may not be accepted into the program for the safety of other children and staff members.

LFA

SIGN IN/OUT PROCEDURES

Parents are required to sign children in and out using the My Bright Wheels App. on the ipad located in LFA's lobby. If the ipad is down for some reason, a paper binder will be available for use. If someone other than the child's custodial parent or guardian will be picking up the child from LFA prior authorization in writing must be given. The authorization requires verbal notification to the director/teacher and a signed, dated letter, with pertinent information including: child's name, dates, times, and name of the person picking up. This authorization letter must be turned in prior to the child being picked up by a non-parent or guardian. A parent or guardian must be reachable by phone at the time of pickup should the need arise. The parent or guardian is the only person who can authorize LFA to release the child to another individual. At the time of registration, the parent or guardian must provide the names of other adults who have permission to pick up the child in case of an emergency. This authorization is given on the enrollment form emergency card and must be periodically updated in writing.

Children must also be signed in and out if you are removing them from the center for lunch or other activities. After you sign out each day please go immediately to the classroom or playground to pick-up your child.

NOTE: Although a person is on the authorization list of people able to pick the child up from LFA, the child will not be released to anyone other than his/her legal guardian unless specific instructions from the parent is provided in person or via email to LFA on that day.

A member of the LFA staff will ask for proper identification before releasing a child to someone other than his/her custodial parent or legal guardian. A photo ID is required. The LFA staff will only release a child to an individual listed as an emergency release designee.

If either parent wishes to place restriction on the other parent's rights to pick up a child, LFA requires the enrolling parent to submit a copy of the court orders or other legal documentation regarding child custody and/or visitation rights. This information will be kept in the child's file and we will abide by all legally authorized restrictions.

Under no circumstances will children be allowed to leave LFA unsupervised for another location. Also, we cannot release a child to another parent to take home unless that parent is on the other parent's authorized list.

Any LFA staff member suspecting a parent/guardian to be under alcohol or chemical substance influence will immediately inform a member of the management team. If the parent insists upon taking the child, FAA security will be notified immediately. The staff has the right to call the DCF's 24 hour Child Abuse Hotline.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of LFA closure, LFA shall ensure that:

1. The child is supervised at all times

LFA

2. Staff members attempt to contact the parent(s) or guardians, etc.
3. An hour after closing time, and provided that other arrangements have NOT been made, the Staff member shall call the Division's 24 hour Child Abuse Hotline (1-877-652-2873) to seek assistance in caring for the child until the parent(s) or guardian(s), etc. is able to pick-up the child.

NOTE: All families must have TWO (2) emergency persons (other than parents) who are available and authorized to pick up their child. This MANDATORY REQUIREMENT is for your child's safety. Identification will be required from all unfamiliar adults.

NOTE: LFA closes promptly at 5:30 pm. If your child has not been picked up by closing time and LFA has not been notified of other arrangements, we will make every effort to contact the parent(s) or authorized person(s).

CARD READER/BADGES

For your child's safety and security, an Identification Access System is used to enter our facility. All parents with a WJHTC badge must sign a form in the beginning of each school year to activate their badge for entrance to LFA. Please see LFA Director to be processed.

In order to maintain Security, please do not leave the LFA Lobby door open when you pass through and please do not piggyback with your badge. Also, your badge is for your use only. Sending someone else into LFA with your badge to use for access is defeating the purpose of the security system. Please do not ask Staff members to 'borrow their badge'. It is your responsibility to have your badge with you whenever you drop off or pick up your child.

DESIGNATED LFA PARKING SPACES

There are designated LFA parking spots to be used for drop off and pick up of your child only. These spots are located in Parking Lot A (next to the Cafeteria). You are allowed only 15 minutes to park in the designated spots. Please reserve the spots for parents not physically located in the Technical Building. Do NOT park in the Handicapped parking spaces. You will suffer the consequences of security notification if you don't follow our rules.

CLOSURES, HOLIDAYS AND ABSENCES:

HOLIDAYS

LFA will be closed on all federal holidays:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day

LFA

- Veterans' Day
- Thanksgiving Day
- Christmas Day
- Any other day that is deemed a federal holiday by the Government

If a holiday falls on a weekend, LFA will close the same day Government offices are closed. Full tuition is charged for these holidays. LFA may close early (3:00 pm) the business day before Christmas and New Years Eve. Reminders will be posted prior to the holidays.

NOTE: LFA closes each year the week prior to Labor Day for cleaning, maintenance, and repair of LFA. Parents are NOT charged tuition for this week.

VACATIONS, PLANNED AND UNPLANNED ABSENCES

If your family will be taking a vacation or your child will be absent from LFA, please notify LFA staff as soon as possible. If your child is ill, **you must notify us of the nature of the illness.** Tuition will be due on the regularly scheduled day during all absences. This is to ensure that your child will have a place within LFA upon returning. Two weeks of absence without notification will be accepted as notice of withdrawal, and the deposit amount will be retained by LFA.

EMERGENCY NOTIFICATION CARD

Emergency cards are kept on file at LFA. In case of illness or injury, the cards are used to notify and advise you, or the person/s designated by you, of the child's status. It is extremely important that the information be kept current with correct phone numbers.

If the following information should change at any time, please notify us so that we can better serve you and your child:

- Phone Numbers where you can be reached during the day
- Addresses at home and at work
- Two names of authorized persons who may be contracted in case of an illness or injury
- Two names of persons authorized to pick up your child
- Updates of immunizations

FIRE DRILLS

Each month a fire drill is held. The drill will be a combination of scheduled and surprise drills, both for the children and the staff. Evacuation routes are posted in each classroom.

BIRTHDAYS AND HOLIDAY CELEBRATIONS

LFA

Your child's birthday is a special day! We recognize birthdays as opportunities to acknowledge and reinforce each child's personal identity. We enjoy being a part of your child's birthday celebrations and recognize birthdays here at LFA if that is your preference. If you would like to provide a birthday treat for your child's class, just mention it to your child's teacher in advance of the special occasion.

NOTE: LFA is a nut-free facility. As LFA is a nut free facility all items must be purchased and have ingredients listed on the container.

The staff will implement appropriate holidays of various denominations in their lesson plans, but will not allow holidays to dominate curriculum and activities. Parents are encouraged to present ideas for celebrations to the staff and participate in the classroom.

ITEMS TO BRING TO LFA:

CLOTHING AND BABY ITEMS

We request that all children bring a complete set of extra clothing in case of spills. All items coming from home require labeling. Use a permanent marker to write your child's name or initials on all items. We cannot be responsible for unmarked items. Please remember to "update" these extra items of clothing as your child grows and as the seasons change. Children should come dressed for action! We recommend washable, comfortable play clothes that are easy for the child to manage. Tennis shoes or other soft-soled shoes are the safest and strongly encouraged at all times, whereas sandals or hard-heeled boots can lead to injury. Thongs, sandals and boots are discouraged, yet sandals with backs are acceptable.

Clothing – Flip Flops are not permitted at LFA. If the child is involved in water play during the summer months please send in water shoes.

Jewelry - For the child's safety hoop earrings and bracelets are not permitted to be worn by infants or Twaddlers at LFA. We recommend children do not wear jewelry to school. The staff at LFA is not responsible for any jewelry that is broken or lost.

NOTE: Due to choking hazards, children under the age of 2 should not wear jackets with string ties, or wear barrettes, beads, or clips in their hair. Also, jewelry such as rings, necklaces, or bracelets worn by infants is not permitted.

NOTE: Each child should have a shoebox or plastic container, with a lid, to store 2 complete changes of clothes (shirt, pants, underwear, socks, even an extra pair of shoes if you can do so).

LFA

NOTE: Parents of children in diapers will need to supply the following: diapers, wipes, powders, creams, baby bottles, and formula. Our staff will let you know when your child is in need of additional supplies.

PERSONAL BELONGINGS

All children share the toys and educational materials at LFA as part of the learning experience. LFA has ample supply of equipment and materials that are appropriate for each level. These are sanitized and inspected on regular schedules.

LFA cannot assume responsibility for loss or damage to any personal possessions children bring to LFA. It is distressing to children to misplace or lose belongings and sometimes difficult for the caregiver to identify the owner. Therefore, children shall leave toys, money, pets, gum, and candy at home. Please help your child understand why it is not wise to bring toys or other objects that they may not wish to share with the group. However, it is acceptable for a child (over 12 months of age) to bring a blanket, special soft toy, or stuffed animal for rest time.

NOTE: LFA staff may hold a random “show and tell” day. If this event is to take place your child’s teacher will notify you.

LOST AND FOUND

If your child is missing anything, please inquire with LFA staff as soon as possible. It is much easier to return a lost item if it is labeled with the owner’s name. Remember to label everything. Unclaimed items are given to charity after a reasonable period of time.

RULES AND PROCEDURES:

HIRING STAFF TO CARE FOR YOUR CHILDREN IN YOUR HOME

On occasion, parents ask our teachers and LFA staff to watch their children after hours. LFA does not authorize or take responsibility for any services that LFA staff may provide outside LFA premises or program and LFA considers this a conflict of interest for the staff member (in employee handbook).

CHILDREN WITH SPECIAL NEEDS

LFA will comply with the Americans with Disabilities Act and applicable federal state or local law in providing services to children with disabilities. Our goal is to meet the individual needs of the child within the structure of our program, while maintaining a healthy and safe environment for all children and staff.

The process of identifying and contacting outside consultants to help screen, diagnose and prescribe a specific program for your child is referred to as making a referral. If the staff is concerned about your child’s physical, cognitive or social development, a conference will be

LFA

scheduled. We will work together with the parent, child and referring agency. When possible, the specialist may come to LFA to work with your child individually.

Although it is our policy to include special needs children in our mainstream classroom settings, some children's needs may go beyond the realm of our staff's expertise. If this were the case, we regret that we would not be able to serve your child. Every attempt will be made to help find the proper placement for your child.

EMERGENCY PROCEDURES

LFA has written policies and procedures for dealing with emergencies. All staff is trained in proper procedures to follow in case of any type of emergency. We carry out and document emergency drills a minimum of twelve times per year. Sometimes these drills are scheduled, but usually they are unannounced. The drills will occur at a variety of times during the day to provide the best training for a "true" emergency. Evacuation plans are posted in each classroom.

For those of you with infants please make sure to keep your infant car seat in your car or at your desk should you not be allowed to return back into the building.

In the unlikely event that LFA is severely damaged or declared unsafe, all children will be evacuated to an emergency location where they will await your arrival. Should such an emergency occur, LFA will attempt to notify you as soon as possible. Please see the Director or your child's teacher to sign them out before leaving.

STUDENT ACCIDENTS

It is LFA's policy to plan carefully and supervise at all times to prevent accidents from occurring. All staff members are certified in First Aid and Pediatric CPR. If your child is injured at LFA, the staff member will administer first aid. If treatment by a doctor is needed, we will make every effort to contact you. If your child has an accident or unusual occurrence during the day, you will be asked to sign an incident/accident report when you pick him/her up that day. This report must remain at LFA. Your teacher can make you a photocopy if you need one. In some cases, another report will be given to the parent of the child causing the injury. There will be times when we will call you after the incident/accident and not wait to notify you at the time of pick up. These reports are filled out by the staff and reviewed by the LFA Director. LFA Director will make the decision to call you at the time of the incident. If necessary, a meeting will be set up with the classroom teacher and director to find an appropriate solution to the situation.

N.A.E.Y.C. REQUIREMENTS

We believe that following FAA, New Jersey, and NAEYC standards are in the best interest of your child(ren). We are committed to adhering to those standards. These standards relate to our facility, staff health and safety procedures, file criteria, nutrition, caregiver/child ratios,

LFA

child abuse prevention, and record keeping. LFA is subject to inspection by New Jersey licensing and Health Department.

LFA will achieve and maintain accreditation and will comply with all the standards of the National Association for the Education of Young Children (NAEYC).

HEALTH AND SAFETY:

MEDICAL REQUIREMENTS

Immunization records must be provided upon enrollment. Infants, toddler, and preschooler immunization records must be kept current. Validated proof of immunizations will be submitted annually and as your child receives new immunizations or booster shots. Patrons have 30 days to turn in their child's health assessment.

CHILD DAILY HEALTH REQUIREMENTS

Management will handle minor health problems that develop after admission. Children must be able to actively participate in LFA activities. He/she will notify parents, or their designated emergency contact, if the parent cannot be reached, should a child become ill at LFA or incur a minor injury. Children who are ill may be isolated from the rest of the children until a parent or designated person can pick them up. When a parent is called to inform them that their child is not well, they must pick them up from LFA within one hour of being notified. In the event the parents cannot be reached the emergency contacts will be called.

HEALTH

Children must be able to actively participate in LFA activities. Your child's health and well-being are of the utmost importance to us. The following health guidelines, in accordance with the State of New Jersey, are followed to insure all the children at LFA stay healthy.

The State of New Jersey requires all children to have up-to-date immunization records and a physical exam by a licensed physician prior to admission into our Program. Children over 6 months of age are required to have a flu shot unless medically or religiously exempt.

For your child's safety and good health, LFA will not admit any child who has an illness or symptoms of illness listed below as NJ standards (or those listed at the end of this section):

- Severe pain or discomfort
- Acute diarrhea, characterized by twice the child's usual frequency of bowel movement with a change to a looser consistency within a 24-hour period or blood in stool
- Elevated oral temperature of over 100.5 degrees or in conjunction with behavioral changes
- Sore throat, or severe coughing

LFA

- Acute vomiting; 2 or more episodes in a 24-hour period
- Yellow eyes or yellow (jaundice) skin
- Red eyes with a discharge
- Infected, untreated skin patches
- Skin rashes, excluding diaper rash lasting more than 1 day
- Weeping or bleeding skin lesions (that have not been treated by a physician)
- Swollen joints
- Visibly enlarged lymph nodes
- Stiff neck
- Blood in urine
- Lethargy that is more than expected tiredness
- Difficult, labored, or rapid breathing
- Severe coughing
- Mouth sores and drooling

Children must be symptom free for 24 hours or have written authorization from a physician stating that the child poses no health risk to himself/herself or others before being re-admitted to LFA. A child at LFA who develops a temperature of over 100.5 degrees must be sent home. It is our policy to keep the child home for 24 hours after his/her temperature has returned to normal. All health concerns may be subject to the local Department of Health's recommendations.

LFA shall not admit a child or staff member with an excludable communicable disease as listed below:

Chicken Pox	Impetigo	Scabies
Conjunctivitis	Lice	Shigella
German Measles	Measles	Strep Throat
Guardia Lamblia	Meningococcus	Tuberculosis
Hemophilus Influenza	Mumps	Whooping Cough
Hepatitis A	Salmonella	Lymes

Please see www.nj.gov/health/cd/topics for a complete list. If your child is exposed to an excludable communicable disease an email will be sent home.

A child who contracts an excludable communicable disease may not return to the Center without a healthcare providers note stating they present no risk to himself/herself or others.

GUIDELINES FOR RE-ADMITTING FOLLOWING AN ILLNESS

LFA

Chicken Pox – Exclude until all the blisters have dried into scabs; about 6 days after rash onset.

Diarrhea (Infectious) – Generally, exclude until stool returns to normal form. Each specific disease situation needs to be evaluated on an individual basis.

Fifth Disease – No exclusion necessary.

Giardiasis – For those with diarrhea only; exclude until the child has started treatment and diarrhea is no longer present.

Hand, Foot & Mouth Disease – Exclude until fever is gone and child is well enough to participate in normal daily activities. Sore(s) may still be present.

Hepatitis B – No exclusion necessary, unless infected child exhibits biting behavior or has open sores that cannot be covered.

Impetigo – Exclude until sores are healed or can be covered with bandages, or until child has been treated with antibiotics for at least 24 hours.

Lice – Exclude until first treatment has been completed and no live lice or nits are seen.

Measles – Exclude until 4 days after the rash appears.

Mumps – Exclude until swelling subsides, usually 5 days but may be as long as 9 days after swelling begins.

Oral Herpes (cold sores) – No exclusion necessary.

Pertussis (Whooping Cough) – Exclude until 5 to 7 days after antibiotic treatment begins.

Pinworms – Exclude until after treatment has been started.

Respiratory Illness (Febrile) – Exclude until child is without fever for 24 hours and is well enough to participate in normal activities.

Ringworm – Scalp: exclude until 24 hours after treatment begins. Body: exclude until after treatment begins.

Rubella (German Measles) – Exclude until 5 days after rash appears.

Scabies – Exclude until 24 hours after treatment begins.

Streptococcal Sore Throat – Exclude until 24 hours after treatment begins and child is without fever.

PROCEDURES FOR MEDICAL EMERGENCIES

LFA personnel will notify parents should a child become ill or injured or show any indication of disease during the time in care. Parents will be notified immediately in the event of an emergency, acute illness, or serious injury that requires transportation to the hospital.

In case of illness, the parent will be called and required to pick up the child within one hour of contact. **If a fever is present, the child must be fever free for 24 hours prior to readmitting.**

In cases of simple injury, such as abrasion, skinned knee, (etc.) LFA staff will administer routine hygienic measures, such as washing wounds and applying band-aids.

LFA

In cases requiring the attention of a physician, such as a need for stitches or x-ray, the parent will be called. If the parent or listed emergency contacts cannot be reached, LFA will call the child's doctor listed on the emergency form to assist LFA in rendering the necessary treatment. The parent assumes financial responsibility for the same.

In cases of a medical emergency, the parent will be called immediately. If circumstances require, the rescue squad will be called. If the parent or listed emergency contacts cannot be reached, LFA staff will respond, as necessary, until the rescue squad arrives.

HANDLING OF POISON INGESTION

In case of accidental ingestion of harmful material, LFA staff will contact Poison Control Center 1-800-222-1222 with the following information (LFA will post this list at all telephones):

- What was ingested. (Bring along empty or partially empty poison or drug bottle/container.)
- How much was ingested.
- The weight of the child.
- How long ago the poisoning occurred.

The staff will follow instructions provided by Poison Control Center regarding care.

MEDICATIONS

A staff member cannot give non-prescription medication. If there is a need for your child to receive over the counter medication, a parent should come to LFA and administer the the prescribed dosage to their child either before or after naptime away from the other students.

LFA will only administer life saving medication. Prescription medication must be in the original prescription container labeled with the child's name, name of medication, date prescribed or updated, and directions for administration (see label information below).

For life-sustaining prescription medication (such as an epipen), LFA will ensure that parents provide the medication in the original, child-resistant container. Labels will be prepared by a pharmacist (i.e. no "sample" medication will be administered) and will include:

- The child's first and last name
- The name of the medication
- The date the prescription was filled
- The name of the health care provider who wrote the prescription
- The medication's expiration date
- The administration method
- The medication duration (e.g. take for 10 days)

LFA

- Information, as applicable, for how the medication is to be stored (e.g. in the refrigerator, away from direct sunlight, etc.)

LFA staff will **not** administer medication without parent's written permission and doctor's orders. Parents will provide the written instructions/Action Plan Form by a licensed physician on use of medication that will be administered at LFA. This information will include, but is not limited to, the time the medication is to be administered and start/stop dates.

For medications that are prescribed for a recurring problem, an emergency, or a chronic condition (e.g. a child with asthma, a child who is allergic to bee stings, etc.), LFA will ensure that parents provide the medication in the original, child-resistant container. Labels will be prepared by a pharmacist (i.e. no "sample" medication will be administered) and will include:

- The child's first and last name
- The name of the medication
- The dose of the medication
- How often the medication may be given
- The conditions for use, and
- Any precautions to follow
- An action plan by the physician for administering medication

The child's parent and physician must sign a medication form, which is provided with the child's enrollment package. Additional forms may be obtained from a staff member. You may also duplicate the form yourself.

The staff will keep all medication, other than basic care items, in a locked container that is inaccessible to children and prevents spillage. Expired medication will be returned to the parent.

The staff will not administer:

- Medications without parents' written permission.
- New medications unless the parent has administered the first dosage.

The staff will provide medications and medical procedures to one child at a time. The staff may administer first aid and medications in the classroom when all medication administration policies are followed (if a parent is administering the medication, however, they must still do so in an area away from other children).

Staff will never refer to any medications by anything other than their proper name.

The staff will not force children to take medication or treatment. If the child refuses the medication, the staff will notify the parent that the child would not take the medicine.

LFA

Immediately after administering each medication dosage or treatment, the person administering the medication will complete the Medication Log. Spills, reactions, and refusals to take medication shall be noted on this log in the “Any Adverse Reactions” section.

The LFA staff will return all medication with the exception of Benadryl, Epi Pens, and basic care items, to parents daily. For other medications, only the daily dose during the child’s attendance in the program is allowed in the facility.

LFA employees will not perform functions that require extensive medical knowledge (e.g., determining the dosage or frequency of a prescribed medication), perform extensive medical intervention therapy (e.g., those not typically taught to parents by physical, occupational, speech therapists or special educators as part of a home program), or perform high-risk medical acts (e.g., injection of insulin).

Parents who want to administer medications or to perform medical procedures for their child (ren) while at the LFA must:

- Administer only to their own child (ren)
- Administer only if prescribed or recommended by a physician, and
- Administer in an area away from other children

At no time will the staff advise parents when to administer the medication or medical procedures.

The staff may store medications administered by the parents. If LFA chooses to store medications the parents administer, LFA must do so in the same manner as required to store medications LFA administers (including returning unused portions to the parents at the end of the day).

BASIC CARE ITEMS

Basic care items may be administered in accordance with written approval from the parent or guardian. Basic care items are those used for the prevention of sunburn and diaper rash (ointments and lotions). Basic care items must be in the original container and labeled with the child’s first and last name. Staff will comply with directions on the container.

The staff will ensure that sunscreen provided by the parents as a basic care item has a minimum SPF (sunburn protection factor) of 30 and above. When sunscreen is required please apply sunscreen to your child prior to the start of the school day. Sunscreen will be reapplied by the staff for late afternoon exposure. Staff shall reapply sunscreen to a child’s exposed skin, except eyelids, 30 minutes before exposure to the sun and every two hours while in the sun.

LFA

Bug spray is also a basic care item. Information on the permitted types of bug spray shall be provided by the LFA Office.

The staff will store basic care items at a height that is out of reach of children, but accessible to staff for ease of use. A sunscreen/bug spray information/permission slip will be provided each spring and must be signed by a parent/guardian.

BITING

Experts in the field of child development tell us that biting occurs primarily as a result of a child's inability to communicate. Many young children are not very verbal. Children may become frustrated by a new experience, such as another child taking away their toy, or suddenly being around many other children, and may bite as a response. When a child does bite, the following procedures will occur:

- The child receiving the bite will be comforted and the bite area cleaned to prevent infection. An incident report will be completed and the child's parent notified.
- The biting child will be redirected to appropriate activities.
- His or her parent will be notified, and the incident report placed in the child's file.
- The teacher will carefully assess the classroom environment to minimize frustration for the child. The teacher will discuss the incident with the child's parents to determine ways to redirect the behavior.
- The child will be closely supervised. The identity of the child will be kept confidential by the LFA staff.

Most children stop biting soon after these actions have been taken. For those children who continue to bite, it may be necessary to re-evaluate the situation.

TOILETING

Parents are often anxious for their child to begin toilet learning. Close and frequent communications is promoted between parents and our caregivers in order to keep the child's developmental needs as a primary concern. When you feel that your child is ready to be toilet-trained, please discuss this with us. We will work with you to train your child. LFA has a developmental checklist to review.

As a child gets older, toilet learning becomes a consideration in our program. We support the toileting routine that parents use at home to the best of our ability to include the use of disposable training pants when appropriate. The manner in which toilet learning is conducted can have a tremendous impact on a child's development. It should be a positive experience with lots of encouragement for doing well. Toilet learning requires consistency and patience, and can only be effective when a child is ready. Our teachers are aware of and look for indicators that a child is ready to learn to use the toilet. Each child's readiness for toilet

LFA

learning must be the key that begins this process. A child must be accident free for **two weeks** at home and in school before wearing underwear to LFA. (see attached)

CLEANLINESS

LFA ensures that cleanliness standards are in accordance with New Jersey state regulations. LFA is cleaned daily by a professional janitorial service. Daily inspections are conducted before LFA opens. Our staff cleans and disinfects changing tables after each diaper change. All toys and equipment are disinfecting on a regular schedule.

We promote cleanliness and good hygiene with the children. Frequent hand washing is practiced by staff and children. Hand washing is always required before and after eating or cooking activities, water play, outdoor play, and bathroom use.

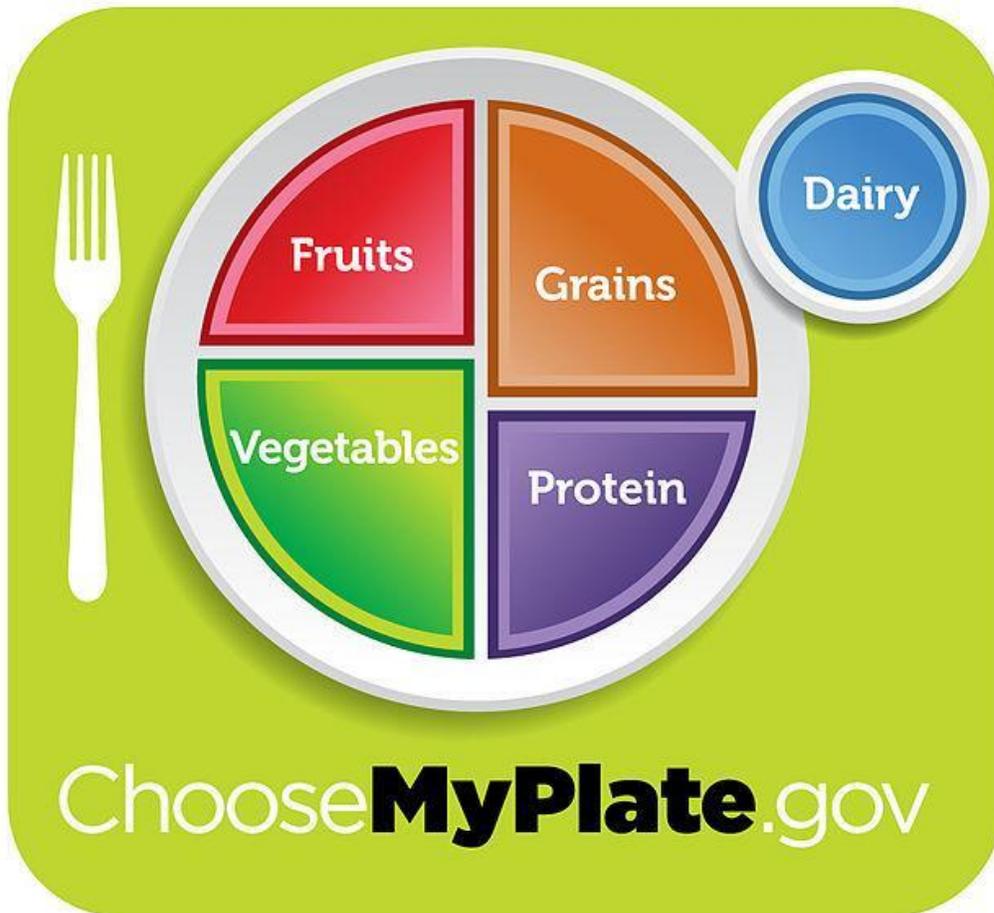
If your child is in the preschool classroom and not potty trained, there is a diapering fee (please see Appendix B).

FOOD AND NUTRITION

LFA provides two snacks a day for our twaddler and pre-k children, one in the morning and one in the afternoon. A hot school lunch is provided daily for an additional charge. Refer to APPENDIX A for current meal cost. This is optional and the payment is due monthly and made in advance. If you would prefer to provide your child their own lunch from home, we request that a nutritious lunch be sent in a lunch box ready to serve. Please include a drink and an ice pack to keep the lunch cool. We cannot refrigerate your child's lunch nor can we heat the lunch. Please put your child's name on his/her lunchbox. If your child requires a special diet or has food allergies please let the staff know.

NOTE: LFA is a NUT-FREE facility.

LFA



BREAKFAST

LFA does not provide breakfast. However, in the Twaddler through Pre-K classes a self-serve breakfast or home snack may be brought in no later than 8:00 a.m.

LUNCH

Lunch Procedure – Toddlers through Pre-K may purchase school lunch. When purchasing your child's lunch a menu is given out two weeks prior to the end of each month. Lunch credits will be given for lunches that are called in by 9:00 a.m. until the 21st of each month. Any credits called in after the 21st will receive a credit for the following month.

Example: Lunch credit called in for January 4 would go towards February lunch menu. Lunch credit called in on January 22 would go towards the March lunch menu.

A due date for the menu and payment is included in the top left hand corner along with any credits you may have received from the previous month. You may download a lunch menu from

LFA

littleflyersacademy.com but credits need to be calculated into the payment. Credits will **only** carry over to the following month.

When packing your child's lunch please provide a nut free, nutritious meal or snack as displayed on the nutritional food plate above. We recommend healthy food so please do not send candy as part of your child's lunch or snack. With the exception of the infant room, lunches are to be packed with an ice pack or in a heated thermos to maintain freshness. We also request you send in a water bottle for (Toddler, Preschool & Pre-K) or Sippy cup for our Twaddlers filled with water each morning. Your teacher will refill it if the need arises.

Lunch menus are provided to parents in advance. All meals are served home style in the classrooms, and during this time, we teach children the fundamentals of good nutrition and sound eating habits. LFA staff strives to make mealtimes a relaxed and pleasant social occasion. You are encouraged to enjoy lunch with your child anytime (please notify your child's teacher or LFA Director if you will be having lunch with your child).

REST TIME

All children who spend a full day with us will be required to rest on a regular schedule. Depending upon the age of the child, children are expected to rest quietly or engage in quiet activities, allowing those who need to sleep the opportunity to do so.

Infants up to 12 months of age will sleep in cribs on their own schedules. Our twaddlers who are over 12 months of age will be provided with cots. To decrease the risk of SIDS, all infants will be placed on their back to sleep. Once they are able to turn over, they may sleep in the position of choice. Infant sheets are sent home nightly for laundering.

To make children over 12 months feel more comfortable, a soft toy such as a stuffed animal or doll may be brought from home and used at naptime. A crib size sheet and a small blanket are needed for your child's naptime cot. At the end of the week, the bedding will be sent home. Please wash these items and send them back on Monday.

REPORTING OF CHILD ABUSE

The New Jersey law says that any person having reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse shall report this information immediately to the Division of Children and Families (DCF).

From 9 a.m. to 5 p.m. weekdays, reports of child abuse and neglect can be made to the local DYFS district office. There is at least one district office in every county. To report abuse in institutions, such as child care centers, schools, and residential treatment centers, LFA will call 1-877-652-2873.

LFA

The Office of Child Abuse Control (OCAC) operates a toll-free 24-hour, 7-day a week hotline, 609-292-0422, to receive reports of child abuse and neglect. Calls received at OCAC during normal working hours are immediately referred to the appropriate district office and calls received after hours are referred to the Special Response Unit (SPRU).

DYFS accepts all allegations of child abuse and neglect by telephone and in person from all sources including the child or parent themselves. Reports may also be made anonymously.

Upon receiving a report of child abuse or neglect, a DCF caseworker shall investigate the allegations and take the necessary action to insure the safety of the child.

IMMUNITY FROM CIVIL OR CRIMINAL LIABILITY

Any person who, according to the law, reports abuse or neglect or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action.

PENALTY FOR FAILURE TO REPORT

Any person who knowingly fails to report suspected abuse or neglect according to the law or to comply with the provisions of the law is a disorderly person and subject to a fine up to \$1000 or up to six months imprisonment, or both.

LFA PROGRAMS AND CLASSROOMS:

DEVELOPMENTAL PROGRAM

At LFA, we believe each child is a unique individual. Our programs are based on each child's social, emotional, intellectual, and physical development needs. We believe children are happy and secure when they have plenty of opportunities to succeed each day. Successes breed self-confidence, and with self-confidence children approach learning as fun and actively search for information and solutions to problems. As a result, they develop into capable adults. Much of what we do with children is designed to facilitate the development of self-confidence.

Caregivers are directly involved in formulating and implementing the developmental philosophy, goals, and objectives. The actual activities in the classroom are based on the specific needs and interests of the children. All children are assigned a Primary Caregiver to ensure each child receives individualized attention, and to develop and maintain an Individual Development Plan.

Our curriculum is developed based on the needs, interests, and development of each and every child in our classrooms. We focus on the process of learning and experiences. Activities are designed to emphasize the experiences children are having rather than the results of those activities. For example, the experience of painting is more important than what the child

LFA

painted, and the process of building with blocks is more important than what they build. The outdoors is considered an extension of the classroom. The activities we plan for children, the way we organize the classroom environment, the selection of toys and materials, plan the daily schedule, and talk with children, are all designed to accomplish the goals of our curriculum and give your child a successful start in school and life. A schedule of activities and lesson plans are posted in your child's room. The lesson plans reflect a balance of activities in all areas of learning, insure multicultural representation, incorporate each child's developmental plan, and reflect the needs of children and families.

INFANT PROGRAM

In this program, your baby will receive warm, positive and nurturing attention. Our caregivers provide an enriched environment, with lots of activities to do and interesting things to see, hear, taste and touch. Infants are capable of absorbing and organizing a great deal of information about the world around them, so staff talk, read and sing with them about what is happening. A foundation of trust and competence is established as caregivers provide hugs, encouraging words, and lots of smiles. A key component is the opportunity for the parents to be involved in their infant's program.

TWADDLER/TODDLER PROGRAMS

This program is centered on the natural curiosity and energy of very young children. It encourages individual exploration and begins to teach fundamental skills. Special emphasis is placed on language development and self-help capabilities that build self-esteem. Your child will enjoy interacting with new friends that are his/her own age and will begin to develop appropriate social skills.

Toilet teaching will begin in the Toddler classroom (age 2). Please discuss with your child's teacher your approach to this step in your child's development so that we can work closely to ensure success and self-esteem.

PRESCHOOL/PRE-K PROGRAMS

These programs are specifically designed so that preschool children (ages 3-5) will enjoy their student directed experiences guided by caregivers, the children choose from a variety of discovery centers every day. As educators, it is our task to create and support a fun environment that encourages children to develop competence and self-confidence. The program promotes cooperative play, positive peer relationships, understanding of other's needs and the ability to handle and express their feelings in an acceptable manner. Language and communication is role-modeled and encouraged by caregivers. Reading, writing, and math readiness concepts are also introduced.

RATIOS AND CLASS SIZE

LFA

With each program, adult-child ratios and class size are maintained at levels that are established by NJ Licensing and NAEYC regulations. These are as follows:

AGE	ADULT-CHILD RATIO	MAXIMUM CLASS/GROUP SIZE							
		6	8	10	12	14	16	18	20
State of NJ									
Under 18 months	1:4	n/a							
18 months – 2 ½ years	1:6	n/a							
2 ½ years – 4 years	1:10	n/a							
4 years	1:12	n/a							
5 years	1:15	n/a							
NAEYC									
Birth – 15 months	⑦	1:3	1:4						
12 – 28 months	⑦	1:3	1:4	1:4					
21 – 36 months	⑦		1:4	1:5	1:6				
2 ½ yrs – 3 yrs (30-48 mos)	⑦				1:6	1:7	1:8	1:9	
4 years	⑦						1:8	1:9	1:10
5 years	⑦								1:10

NOTE: We serve children from 6 weeks to 6 years of age.

These minimum ratios will be met at all times with the exception of naptimes for the twaddler/toddler and preschool/pre-K programs. These may be doubled while all children are sleeping.

CLASSROOM TRANSITIONS

Children need stability and the opportunity to bond with a peer group and caregivers to feel secure and confident in a child care center setting. We keep this need in mind as we prepare for transitions from one program to the next. Developmental criteria for each classroom have been established including age, social and emotional development, and self-help skills. When your child is ready for an older group, the following steps will be taken:

- You will be notified of the transition plan with a starting date and an estimated completion date.

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- You will be given information on your child’s new program. We encourage you ahead of time to talk to your child about their new classroom and even visit their new room prior to them starting.
- Your child will be told of the transition and the “receiving” teacher will interact with him/her in the present classroom or on the playground to introduce him/her and to allow the child to become familiar with him/her.
- Your child will transition a little each day. The time your child spends in the new classroom will be gradually extended each day, therefore, by the end of two weeks, in most cases, your child will be spending a full day in the new classroom.
- Your child will be given two full weeks to adjust to their new classroom and teachers.

CLASSROOM ENVIRONMENT

We believe our environment must be clean, safe, and well planned. Our administrators and staff are responsible for ensuring this.

The LFA Director and staff place children in groups by age and developmental level. We provide activities and learning experiences specially designed for each child’s needs, abilities, and developmental level.

Your child will feel safe and secure in our clean, comfortable classrooms that are designed for learning. Our child-sized furniture, equipment, toilets, and sinks help your child develop self-reliance in taking care of his/her personal needs. Our learning centers offer block play, housekeeping/dramatic play, reading, quiet play, science, art, and manipulatives for exploration and problem solving. Your child will be enriched by an abundance of toys and equipment such as blocks, dolls, CD players, games, and books. Children work and play together in small groups in the learning centers around the room. In this environment, your child can become involved in meaningful, self-directed activities.

LFA ACTIVITIES:

OUTDOOR PLAY

As part of our NAEYC environment the outdoors is considered an extension of our classroom along with our gardens. Our playground structures have been specially selected for the total development of children. Your child will spend delightful hours engaged in climbing, balancing, sliding, swinging, riding, and playing with others. Safety surfaces that absorb falls, such as rubber mulch and sand, covers the portion of the playground underneath equipment, while hard-surfaced areas are provided for riding toys, jump rope, and ball or group games. Under the watchful supervision of our skilled staff, your child will be safe, secure, and happy with friends of the same age. Each room’s daily schedule includes at least one outdoor period, when weather permits.

LFA

Children who are well enough to attend LFA must be well enough to participate in all activities, including outdoor play. Please be sure your child has adequate outdoor clothing. Children do not go outdoors if there is a weather advisory for young children and infants.

FIELD TRIPS

Little Flyers Academy enjoys giving children the opportunity to learn about their community by providing exciting recreational and educational field trips. LFA provides age-appropriate field trips for all of the children; with the exception of the infants in infant room. Permissions slips are sent home prior to any excursion. Parents are always welcome to join us for these memorable occasions by providing transportation and chaperoning your son/daughter.

POSITIVE PROGRESSIVE GUIDANCE (DISCIPLINE)

Little Flyers Academy believes that all children should experience success. We strive for a classroom setting that provides children with opportunities to explore their environment with in consistent age-appropriate limits. Simple, understandable rules will be established so that expectations and limitations are clearly defined. LFA staff will discipline in a consistent, respectful manner based on an understanding of individual needs and behaviors of children at varying developmental levels. In this atmosphere, most behavioral issues are prevented.

Discipline will be based on the idea of natural consequences, including such methods as diversion, separation of child from situation, reinforcement of appropriate behavior, or removal from the activity causing destructive behavior. We strive to help children learn human values and problem-solving skills and take responsibility for their choices. Details of this procedure are outlined below:

- **Ignoring:** Some negative behavior is produced by a child to get attention. It can be stopped when it does not get the attention desired. We will use this technique unless a safety issue is involved.
- **Redirection/Distraction:** We offer alternatives to children engaged in undesirable behavior by presenting a different toy, suggesting a new activity, engaging the child in an activity with a teacher or another child, or encouraging independent play.
- **Verbal Intervention:** The teacher explains to the child the inappropriate behavior and shows him/her the appropriate way to handle the situation.
- **Logical Consequences:** The teacher helps the child understand the logical consequences of his/her actions by removing the object or activity the object or activity the child is engaged in.
- **Take a Break:** The child is separated from the group to allow him/her to relax and calm down, and to help him/her not to be influenced by peers. The child will have access to activities as soon as the negative behavior stops or is significantly reduced. If a break is needed more than two times in a day, the parent will be notified.

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If these positive guidance techniques are not working effectively and inappropriate behavior persists. Little Flyers Academy will use the following progressive procedures:

- We will observe and record the child's inappropriate behavior and what we have done to try to change the behavior.
- Parents will be asked to participate in a parent/teacher conference in which a specific plan will be developed to address the behavior. The action plan will outline all steps the staff will take to try to change the behavior, all steps the parent will take, and steps toward disenrollment if the behavior persists.
- Our staff may suggest outside resources to parents and will work with any outside resource personnel for further guidance in responding to the child's behavior.
- If the inappropriate behavior continues, we will reassess the situation with the parent's full participation and apply additional resources to modify the behavior to an acceptable level.

Little Flyers Academy may dis-enroll immediately any child whose behavior creates a significant risk or harm to the health or safety of other children or staff, without following the guidance steps outlined above. LFA will present an Expulsion Policy to the parent(s) to define the behavior and a plan to work out the issue if possible.

Little Flyers Academy does not permit the following forms of discipline: corporal punishments; punishing a child for lapses in toilet-training habits; withholding food, light, warmth, clothing, or medical care; embarrassment, or humiliation; and physical restraint, other than the restraint necessary to protect a child or others from harm.

FAMILY INVOLVEMENT:

PARENTS ARE ALWAYS WELCOME

We believe parents are the most significant adults in a child's life. We do everything possible to ensure parents' involvement in our programs. Please remember if you bring siblings or other children with you they must remain in your care at all times. Also if your child is part time and comes for an event on his/her unscheduled day they must also remain in your care unless you have notified the Director and paid the drop-in fee for the event day.

Developing methods for keeping communication flowing freely is an important part of each staff member's responsibility. Your input is important to us. Please feel free to discuss any concerns you may have with LFA Director at any time. Other staff members with responsibility for LFA's children are also available to speak with you.

Please consult with the LFA Director or your child's teacher should any problems arise concerning your child, whether at home or at LFA. We seek your involvement in LFA's program, particularly in following your child's progress.

LFA

PARENT VISITS

Parents are always welcome. We encourage you to visit, unannounced, at any time. Stop in, visit your child, and join in our activities. Little Flyers Academy has an open door policy and invites all parents and authorized persons listed on the child's registration forms to visit LFA at any time. This will show your child that we have a partnership and relationship that is for his/her benefit. There may be specific times or age-groups that this needs to be handled with care however. For example, two-year-olds do not have a sense of time other than concrete "signs". When they see a parent at LFA, they may believe it is time to go home. You may want to schedule your visits to coincide with a time that is convenient for you to take a child of this age with you as you leave LFA. You may also wish to discuss visits with your child's caregiver so they can plan and prepare for it. For example, if you would like to eat lunch with your child at LFA, please make sure to bring a nut free lunch for yourself to be able to join the class.

PARENT PARTICIPATION

Parent involvement in the education and care of their children is a central part of child development. Research shows parents actively involved in the care and education of their child have a direct, positive impact on their child's educational success. Parents who attend sessions and learn about various aspects of parenting and child development have a greater positive influence on their child's development than those who do not.

LFA offers a variety of ways in which parents can become involved and participate in the activities of LFA. It is again our goal to form a partnership with families for the well-being of the children.

There are generally four ways in which parents become involved:

- Communication with the staff, including daily conversations at the time they bring the child or pick him/her up, formal and informal conferences, reading the notes and emails, newsletters that are provided, etc.
- Volunteering in the classroom. Please speak with the LFA Director about ways you may be involved in the classroom occasionally or on a regular basis. There are training requirements for this type of participation.
- Attending parent-training activities. LFA will offer parent meetings for educational purposes that address issues relating to parenting and child development. The PSG may also offer relevant meetings on topics of interest to parents. Taking advantage of these meetings can be very beneficial to both you and your child.
- Become a part of the Parent Support Group.

PARENT SUPPORT

LFA Board of Directors has two (2) parent liaisons that hold parent meetings. Discussions include fund raising, activities, feedback, parent support, etc.

LFA

BE A PART OF THE LEARNING PROCESS

We encourage you to get involved in your child's learning and development at LFA. Your child is exposed to lots of new learning activities at LFA. Talk to your child about what fun things he/she did at LFA and find ways to extend these activities at home. Perhaps your child enjoys a certain book at LFA, which you could get from the library and read out loud. Art might be a favorite activity- you could buy some materials and provide an "art corner" at home.

Many children love animals, so a trip to the zoo, wildlife refuge, or children's zoo is a great activity. Or maybe your child enjoys building fantastic creations with blocks; so visiting a local construction site would be fun and rewarding.

ORIENTATION: THE FIRST FEW WEEKS

The first few weeks in any new environment can produce anxiety for your child. The LFA Director and caregivers are sensitive to these feelings. Our staff is trained to be alert and aware of your child's reaction to this new environment and will make every effort to help your child adjust as easily as possible. These are some things you can do as a parent to help ease the adjustment period:

- Take time to get to know the caregivers and staff involved in the care of your child. Since your feelings may be indirectly communicated to your child, it is important that you feel confident in the staff's abilities and comfortable about bringing your child to LFA.
- If possible, plan to spend an hour or two visiting the classroom with your child on or before the first day of attendance.
- Talk with your child positively about LFA and the things he/she will be doing there.
- If you anticipate a problem in separation, discuss this with the caregivers and decide on a procedure to follow in advance. We suggest that after the necessary signing in and exchange of greetings, you say to your child, **"Goodbye, I will pick you up later. I know you will have a good day,"** and then leave the building. This method may seem abrupt, but it will minimize separation anxiety for your child. This is preferred to "sneaking out" because your child is well informed and has the opportunity to say goodbye to you.
- For children over 12 months it may be helpful to bring a special object from home, such as a stuffed toy or blanket. This may help the child in bridging the gap from the familiar to the unfamiliar.

During the first few weeks, you may feel some apprehension after leaving your child. This is a perfectly natural response- we know how very important your child's well-being is to you. We encourage you to call LFA during the day to find out how your child is doing. LFA Director and staff are eager to keep you informed. A readjustment may occur after a long weekend or vacation. Your continuing positive attitude will facilitate any such transitions.

IF YOUR CHILD IS UPSET

If your child has an upsetting experience, such as a change in family structure, the death of a pet, or an illness in the family, please let us know. We want to help your child work out

LFA

difficulties through play, art, or sympathetic conversation. Your child's total development is important to us all.

GUARDIAN/PARENT COMMUNICATION:

PARENT COMMUNICATION

Parents play the central role in the education and development of their children. It is the responsibility of LFA to both assist parents in this critical task, and to inform them of the continual developmental progress of their child, in each domain. This communication process includes several modalities to share information.

PARENT CONFERENCES

Parent-Teacher conferences are the formal vehicle for information exchange from the developmental documentations and anecdotal notes the caregivers compile to be communicated to the families. These conferences will be designed to discuss all areas of development: cognitive, social-emotional and physical. LFA offers conferences three times per year and at any time a parent or caregiver may request more. Conferences are to be scheduled on a regular basis and based upon the needs of the child. Problems and areas of concern may be addressed to find joint solutions between the parent and teacher. Caregivers will post notices for parents to sign up for a conference time that is convenient.

LESSON PLANS

The lead caregiver in each classroom will post weekly lesson plans that provide information on activities and skills being developed through these activities.

Caregivers are encouraged to expand on these lesson plans according to the interest and needs of the children within the classroom, or according to special activities that may be occurring, i.e. holidays, special events in the community, etc. Parents are encouraged to share ideas they may have that they feel may be meaningful and exciting to the children. Children will be encouraged to participate in all activities. Activities will be adopted to reflect developmental appropriateness for each classroom.

DAILY ACTIVITIES

The lesson plans developed by the caregivers at the beginning of each week may be modified according to the needs of the children each day. The caregivers in each classroom will post a specific report each day, detailing exactly what the children did each day and perhaps a brief explanation of why these activities were selected. This provides a quick means for you to be informed of your child's daily activities and can promote conversation with your child about his/her day.

LFA

DAILY REPORT

Daily reports are provided for all children. These will inform you of your child's individual activities and anything special that may have occurred.

NEWSLETTERS

Each month LFA publishes a newsletter containing information of activities/events, and other news items. This is available to all parents on parents' board and on the website:

<http://www.littleflyersacademy.com/>

Or

<http://www.littleflyersacademy.org>

LFA

Our Staff welcome you to the Little Flyers Academy. We strive to do the very best for young children in our program. Please stay in communication with us. Open communication with families is one of the very best ways to enhance your child's early learning experience.

I have read and understand all of the policies and procedures in the Little Flyers Academy Parent Policy Handbook. I understand that the Parent Policy Handbook is a working document and updates to policies may occur throughout the school year. I understand if the Handbook has been updated that I will be notified through the Families List Serve of any updates. I/We have read, understand and agree to abide by the above prices, policies, procedures and any updates made throughout the school year.

Print Child's Name: _____

Parent/Guardian Signature: _____ **Date:** _____

LFA Director's signature: _____ **Date:** _____

LFA

APPENDIX A – LFA Expulsion Policy (2014-2015)



Little Flyers Academy

Federal Aviation Administration
William J. Hughes Technical Center
Atlantic City International Airport, NJ
609-485-5429



EXPULSION POLICY

Name of Child: _____

Signature of Parent: _____ Date: _____

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from the center:

IMMEDIATE CAUSE FOR EXPULSION

- ⑩ The child is at risk of causing serious injury to other children or himself/herself.
- ⑩ Parent threatens physical or intimidating actions toward staff member, other parents, or child(ren) at the center.
- ⑩ Parent exhibits verbal abuse to staff in front of enrolled children.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- ⑩ Failure to pay/habitual lateness in payments. Failure to meet tuition payments will result in temporary suspension of the child until payment has been made if prior arrangements have not been made with the LFA Director.
- ⑩ Failure to complete required forms including the child's immunization records.
- ⑩ Habitual tardiness when picking up your child.
- ⑩ Physical or verbal abuse, disruptive, inappropriate behavior to staff, other parents or child(ren) at the center.
- ⑩ Not meeting the terms and policies listed in the parent handbook.

CHILD'S ACTIONS FOR EXPULSION

- ⑩ Failure of child to adjust after reasonable amount of time.
- ⑩ Uncontrollable tantrums/angry outbursts.

LFA

- ⑩ Ongoing physical or verbal abuse to staff or other children.
- ⑩ Excessive biting.
- ⑩ Not completely meeting the terms of enrollment.

SCHEDULE OF EXPULSION

- ⑩ If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent or guardian may work on the child's behavior or to come to an agreement with the center.
- ⑩ The parent/guardian will be informed regarding the length of the expulsion period. The parent or guardian will be informed about the expected behavior changes required in order for the child or parent to return to the center.
- ⑩ The parent or guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately a one to two week notice depending on the risk to other children's welfare or safety) unless cause is found for immediate expulsion.
- ⑩ Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A CHILD WILL NOT BE EXPELLED If a child's parent(s):

- ⑩ Made a complaint to the Office of Licensing regarding a center's alleged violation of the licensing requirements.
- ⑩ Reported abuse or neglect occurring at the center.
- ⑩ Questioned the center regarding policies and procedures.

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION

- ⑩ Staff will try to redirect child from negative behavior.
- ⑩ Staff will reassess classroom environment, appropriate of activities, supervision.
- ⑩ Staff will always use positive methods and language while disciplining children.
- ⑩ Staff will praise appropriate behavior.
- ⑩ Staff will consistently apply consequences for rules.
- ⑩ Child will be given verbal warnings.
- ⑩ Child will be given time to regain control.
- ⑩ Child's disruptive behavior will be documented and maintained in confidentiality.
- ⑩ Parent/Guardian will be notified verbally.

LFA

- ⑩ Parent/Guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- ⑩ The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- ⑩ The parent will be given literature or other resources regarding methods of improving behavior.
- ⑩ Recommendation of evaluation by professional consultation.
- ⑩ Recommendation of evaluation by local school district child study team.

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APPENDIX B – LFA Fees

(Effective September 1, 2017)

Full-Time Tuition

Infants and Twaddler Class	\$242.00 per week	Sibling rate \$205.00 per week
Toddler Class	\$208.00 per week	Sibling rate \$176.00 per week
Three's and Pre-K Class	\$196.00 per week	Sibling rate \$166.00 per week

Part-Time Tuition

Infant and Twaddler Class	\$183.00 (M-W-F)	\$144.00 (T-TH)
Toddler Class's	\$156.00 (M-W-F)	\$122.00 (T-TH)
Three's and Pre-K Class	\$145.00 (M-W-F)	\$117.00 (T-TH)

Tuition late fee is **\$10.00** per business day

Daily fee for drop-in service is **\$60.00** per day for **ALL** ages

Annual registration fee for **NEW** students is **\$35.00** per child

Annual registration fee for **ENROLLED** students is **\$25.00** per child

A **\$30.00** fee will be charged for returned checks (including insufficient funds for ACH/bank transfers). Restitution must be made within 3 working days. If it is not made within that time, and the child is still enrolled at LFA, a **\$10.00** late fee per day will be added every business day until the total amount is collected.

Late pick-up fee is **\$5.00** beginning at 5:31 pm and increases by **\$5.00** every 10 minutes.

A hot school lunch may be purchased for your child at the cost of **\$3.50** per day. (Snacks are provided at no cost).

Preschool diapering fee is **\$25.00** per week.