



**ABC Academy**

**FAMILY**

**HANDBOOK**

**ABC Academy Main Campus**

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Milton, Vermont 05468

(802) 893-2223

**ABC Academy East**

29 Middle Rd

Milton, VT 05468

(802) 891-1002

**ABC Academy St. Albans**

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<https://abccademyvt.weebly.com/>

	2
<b>Table of Contents</b>	
<b>Welcome to ABC Academy</b>	<b>5</b>
<b>Mission Statement</b>	<b>5</b>
<b>Philosophy</b>	<b>5</b>
<b>Family/Program Relationship Philosophy</b>	<b>5</b>
<b>Non-Discriminatory Practices</b>	<b>6</b>
<b>Advancing the Field of Early Childhood Education</b>	<b>6</b>
<b>Updated Policies and Procedures in the Event of an Unforeseen Circumstance</b>	<b>6</b>
<b>Communication with Families</b>	<b>7</b>
Email	7
At pick-up/drop-off	7
Over the phone	7
Private Facebook Group	7
Daily Sheets	7
Center Email Addresses	7
Director	7
Executive Director	7
Owner/Licensee, Lisa	8
<b>Holidays/Activities</b>	<b>8</b>
<b>Behavior Management and Guidance</b>	<b>8</b>
Positive Reinforcement	8
Redirection	8
Planning Ahead	8
<b>Arrival</b>	<b>9</b>
Parking	9
Attendance	9
<b>Departure</b>	<b>10</b>
<b>Late Pick-Up Policy</b>	<b>10</b>
<b>Rest/Quiet Time</b>	<b>10</b>
<b>Observation and Assessment</b>	<b>11</b>
<b>Bathroom Training</b>	<b>11</b>
<b>Babysitting</b>	<b>11</b>
<b>Weather Cancellations and Delays</b>	<b>11</b>
Weather Cancellations	11
Weather Cancellation Policy	12
Delayed Start	12
90-minute Delay	12

	3
2-Hour Delay	12
Early Closings	13
<b>Being Prepared for School and Weather</b>	<b>13</b>
<b>Risky Play</b>	<b>13</b>
<b>Getting Messy at School</b>	<b>14</b>
<b>Reporting Child Abuse and Neglect</b>	<b>14</b>
Department of Children and Families	14
Child Care Consumer Concern	14
Parent Assistance Line	14
<b>Confidentiality Policy</b>	<b>14</b>
<b>Termination of Care</b>	<b>15</b>
<b>Transition/Trial Period</b>	<b>15</b>
<b>Concerns/Complaint Procedure</b>	<b>15</b>
<b>No Smoking</b>	<b>15</b>
<b>Photos from Home/Toys from Home</b>	<b>16</b>
<b>Medicine</b>	<b>16</b>
<b>Illness Policy</b>	<b>16</b>
Please do not send your child to school with	16
Guidelines for Exclusion and Returning to Care	16
<b>Child's Well Care Exam Form</b>	<b>18</b>
<b>Immunization Records</b>	<b>18</b>
<b>Inclusion</b>	<b>18</b>
<b>Safe Sleep Practices for Infants</b>	<b>18</b>
<b>Licensed Early Childhood Regulations</b>	<b>19</b>
<b>Lunch and Snacks</b>	<b>19</b>
Infants	19
Allergies	19
<b>Field Trips</b>	<b>20</b>
<b>Cubbies</b>	<b>20</b>
<b>Dropbox (Milton Campus Only)</b>	<b>20</b>
<b>Conferences</b>	<b>20</b>
<b>Emergency Preparedness Plan</b>	<b>20</b>
Milton Campus	20
St. Albans Campus	
East Campus	20
<b>Welcome Packet</b>	<b>20</b>
<b>Items Needed from Home</b>	<b>21</b>

	4
Kids Club/Discovery Roots/School Age	21
Infants	21
Older Toddler, Preschool/Pre-K	21
<b>Sunscreen/Bug Spray in Morning</b>	<b>22</b>
<b>ABC Academy School Calendar 2023/2024</b>	<b>23</b>
<b>Agreement</b>	<b>25</b>
<b>Contract</b>	<b>26</b>
Contract for Child Care Services	26

## **Welcome to ABC Academy**

We look forward to having your child in our program. This handbook will provide you with the policies of our school. Please read through this very carefully so that you understand all of our policies. Please let the administrative team know if you have any questions or concerns.

## **Mission Statement**

Our mission is to provide:

- A safe, nurturing learning environment that fosters each child's individual growth and development,
- A program that promotes respect, community, and exploring the outdoor world, and
- An emergent curriculum that prepares children for the future, both academically and developmentally.

## **Philosophy**

- No child shall be discriminated against and deserve to be treated with respect.
- Every activity is a learning experience and we believe strongly in hands-on, play-based learning.
- Our program will provide a curriculum that is child-centered and child-directed. By using a child-centered approach to education, our staff acts not only as teachers but also as facilitators of play and exploration.
- Our curriculum will strike a balance between teaching the content knowledge each child needs for the future and teaching developmentally appropriate social and emotional skills.
- Our curriculum will help to develop the whole child. Each child will have positive and meaningful experiences that will support cognitive, emotional, physical, social, and academic development.
- Classrooms are full of different types of learners. As educators, we believe that an effective curriculum needs to be wide-ranging, integrated, and inclusive.
- Families of enrolled students are welcome at any time. We have an open-door policy and value having family members participate in our program.

## **Family/Program Relationship Philosophy**

ABC Academy has an open-door policy and allows families to access the facility and their child's records at any time. Our goal is to support your children and your family. Educators and families must have a respectful relationship. Family support and participation play a crucial role in our program. We encourage families to be involved by participating in different activities and events at our school. Family volunteers are always appreciated.

We believe that families play a big role in the success of a child's development. We will work with families to help increase knowledge and understanding of child development. Upon enrollment, we have families complete the Ages and Stages screening tool if desired. We

encourage families to complete this screening so that we can work as a team to support their child and provide the most developmentally appropriate care and education possible.

### **Non-Discriminatory Practices**

ABC Academy will not discriminate based on race, religion, gender, sex, sexual orientation, nationality, ethnicity, age, or disability. All children, families, and employees deserve to be treated equally and with respect. We strive to provide a diverse curriculum that celebrates how we all differ.

### **Advancing the Field of Early Childhood Education**

At ABC Academy we strive to work together to help advance the field of Early Childhood Education. Unlike many years ago, our educators are required to have extensive education and experience, and many have teaching licenses, Associate's, Bachelor's, and/or Master's Degrees. Additionally, all of our educators continue their education through college courses or in-depth training that ensures they are following best practices and providing care and education that is of the highest quality. To assist our program in advancing the field, we ask that you:

- Refer to our center as school or child care. We do not consider ourselves a daycare. We care for so much more than just the "day." We provide education and care to the whole child, and our educators often continue their work well beyond the daytime!
- Refer to our employees as educators. Our employees are not babysitters or nannies. They have a passion for teaching young children and have devoted their time and energy to ensuring they have the education and experience required to provide high-quality care.

### **Policies and Procedures in the Event of an Unforeseen Circumstance**

In the event of an unforeseen circumstance (such as a pandemic, public health crisis, etc.) that requires us to modify our policies and procedures, you will receive an email from ABC Academy containing the updated policies and procedures. If there are additional/updated policies and procedures in effect when you first enroll your child, you will be provided with them. If you believe you have not received updated policies and procedures and you think you should have, please contact the director.

## **Communication with Families**

We strive to maintain a program that always allows for open communication between families and educators. To do this, we have several different ways for you to communicate with your child's educator.

*For the most up-to-date contact information, please see the attached contact sheet, website, or contact through Lillio.*

Educators and administration use email or the message feature in our Lillio app to regularly communicate with families. Important notices from the administration will always be sent out via Lillio. **It is your responsibility to check your email for correspondence regularly.**

### **At pick-up/drop-off**

You can check in with your child's educator in the morning and in the evening to chat about your child's day, how their evening was, etc.

### **Over the phone**

Feel free to call the center with any questions or concerns.

### **Private Facebook Group**

We have a private Facebook group that we use to post pictures and videos of the children. This private page is available for family members of the children, and members must be approved before joining the group. You can grant or deny permission for your child to be on the private page in the enrollment packet. You can search for "ABC Academy" in the group section of Facebook to request access.

### **Daily Sheets**

The Lillio app provides up-to-date information about what your child's day has looked like. You can check the app to see the various activities your child has participated in for the day.

## **Holidays/Activities**

Our program celebrates holidays throughout the year. We make crafts, have parties, and enjoy holiday snacks. Families are welcome to participate and be involved with planning and organizing holiday events. Please share with us which holidays your family celebrates so that we can incorporate them into our program. If we do not receive input from families, we will celebrate most major holidays. Each spring, we also hold an event in which we discuss an important safety topic.

## **Behavior Management and Guidance**

As early childhood educators, we aim to provide children with guidance, and we must exercise patience and understanding when handling challenging behaviors. We recognize that all children want to make the right choices, and sometimes need extra support and care. We believe that it is important to recognize and validate the very real emotions that children feel, and we give children the time and space to discuss those emotions. We support children to appropriately communicate how they are feeling to those around them. We teach children to identify their emotions and we teach them the appropriate skills needed to work through the tough emotions they are experiencing. Along with supporting children through communication, we use positive reinforcement, redirection, and proactive planning to prevent problems.

### **Positive Reinforcement**

The child will be frequently praised and encouraged when displaying appropriate behaviors.

### **Redirection**

Redirection is a strategy that develops and supports a child's understanding of appropriate behaviors, and how to manage their emotions and behaviors. By redirecting children, we can guide their behaviors, model appropriate behaviors in challenging situations, and encourage the development of coping strategies. When redirecting a child, we will gently and calmly suggest alternative behaviors/activities based on the observed outcomes of certain situations.

### **Planning Ahead**

Our educators plan to prevent issues from occurring. Our educators document challenging behaviors so that we can better plan for the future. We do not believe in sending children to "time out," and avoid taking space unless it is needed or the child requests it. We may encourage a child to "take space" when they are hurting themselves, others, or equipment. Taking space is a time when children can calm down, discuss the issue with a trusted adult, and make a plan to reenter the activity. Taking space is not meant as a punishment, but is used as a problem-solving tool that children will learn to voluntarily use in the future.

### **Arrival**

ABC Academy's hours of operation are 7:00 am-5:00 pm. **Children must arrive at school no later than 9:00 am unless they have a doctor's note.** If your child will be absent, please call the center or mark them as absent in the Lillio app before 9:00. Upon arrival, please remove your shoes and your child's shoes before entering our hallways or classrooms. Please make sure that you assist your child in washing their hands with soap and water to help prevent the spread of germs and illness. If you bring your child's water bottle daily (East/St. Albans) please make sure they are arriving with a full bottle of water to start the day. Additionally, we know that saying goodbye to your child at the start of the day can be difficult for the child and you. If you are



experiencing difficult drop-offs, please feel free to check in via Lillio or call the center throughout the day.

### **Parking (Milton Campus)**

ABC Academy has parking spaces that are directly facing the school. Please **DO NOT** park in any of the spaces facing the housing development. The spaces facing the housing development are for upstairs tenants only, and parking there may result in getting your car towed. We also have overflow parking across from the mailboxes that can be used as needed. If there aren't any available spots, please circle until one becomes available. Late fees will not be charged if you are having difficulty finding a parking spot.

### **Parking (St. Alban's Campus)**

ABC Academy's parking spaces are the spots directly **facing the school**. If there aren't any available spots, please circle until one becomes available. Do not park in the court parking lot.

### **Parking (East Campus)**

ABC Academy's parking spots are behind the Dollar General back by the playground and immediately in front of the entrance door. Please do not block the service road that goes around the building, it is for fire and rescue in case of emergency. The parking lot gets very busy. Please **DRIVE WITH CAUTION** and watch out for other children and families.

### **Attendance**

ABC Academy needs to receive updates about absences for our records. We are required to keep track of each child's attendance. You can mark your child absent through the Lillio app. When doing this, please use the appropriate reason for their absence (sick, home day, vacation, appointment, etc.) and add any notes, if applicable. If you are unable to mark your child absent or don't know how you can always let your child's teacher know that they are out and what the reason for their absence is. You can do this via phone, Lillio messaging, or in person. When we do not receive an update for your child's absence, they will be marked as a no-show and we will be reaching out to you for more info.

Additionally, if your child receives Act 166 funding (pre-k) or childcare financial assistance, it's required that your child attends ABC Academy at least once a week. If they are not present, we may not receive tuition funding, and you will be responsible for the full tuition rate. Children who receive this funding are allowed to take a certain number of vacation days per year, and if they exceed those allowed absences, the funding may not be provided for the week in question.

## Departure

When you pick up your child at the end of the day, please remember the parking policy mentioned in the arrival section above. Please make sure that you check your child's cubby for important information or notices. Although we use cubbies, email, and Lillio for communication, families are always encouraged to talk with their child's educator at pick-up to discuss how the day was.

Once you enter your child's classroom, your child will be signed out and will be released into your care. Please make sure that your child is not running in the parking lot or through the building unattended. Please avoid blocking the doorway at drop-off and pick-up.

## Late Pick-Up Policy

We schedule our staff according to enrollment and contracted hours. Late pick-up is in relation to your contracted hours, not the center's closing time. You have a 5-minute grace period, but if you are 6 minutes late, you will be charged \$6 and then \$1 for each additional minute that you are late. We go by the time in Lillio since some clocks may display varying times. Repeated late pick-ups may result in termination of care or a change to your contracted hours.

**The centers close at 5:00 pm. Please make sure that you have your child's belongings and have exited the building by 5:00 pm. Failure to exit the building by 5:00 pm may result in late charges or changes to your child's contracted hours. Our educators have end-of-night cleaning to complete, and we want to ensure that they can attend to their obligations and families promptly after leaving work.**

## Rest/Quiet Time

Children (infants through preschool) will rest/sleep on nap cots, mats, or in cribs. Families are responsible for providing a standard crib sheet and any special blanket/comfort item your child may need to rest. Children are never forced to sleep and will be provided with quiet activities if they do not require sleep. Infants require an on-demand schedule and will nap in cribs as needed.

## Observation and Assessment

ABC Academy uses Teaching Strategies GOLD and Ages and Stages to evaluate the development of our enrolled children. These tools allow us to track development and skills, and we use this information to guide our curriculum and provide opportunities for the children to enhance their skills.

Our educators also conduct regular formal and informal observations of the children in each classroom. These observations, which are taken on paper, Lillio, tablets, or directly on Teaching

Strategies GOLD are used to shape the curriculum. This allows our educators to develop and implement an emergent curriculum that meets the individual needs and interests of each child and supports the development of the whole child.

### **Bathroom Training**

When your child shows interest and demonstrates the ability to use the toilet successfully, we will work with you to support their bathroom training needs. We will make sure that we follow the same routines that you have at home. Please ensure that your child has plenty of extra clothes and pull-ups during this time. Also, please make sure your child wears clothes that they can pull up and down independently, as this can help them become more independent in the bathroom!

### **Babysitting**

Please do not ask our educators to babysit for your family. Our educators are not permitted to provide babysitting services to enrolled families and their children. This would include social media requests of any kind. We ask parents to respect the professional relationship between our educators and the families we serve.

### **Weather Cancellations and Delays**

#### **Weather Cancellations**

If the local school district cancels school, ABC Academy will close for the first three snow days of the school year. After the first three snow days, ABC Academy will open at noon. **You are responsible for checking to see if there is a school closing/delay.** You can do this by checking for cancellations online or by watching/listening to the local news stations. We will also send out alerts via Lillio, but the first place you should check is the news.

**\*All information about weather cancellations/delays for school-agers applies to the Milton & East Campuses only\***

#### **Weather Cancellation Policy**

ABC Academy **will close for the first three snow days** of the school year, as determined by the school district. After the first three snow days, we will be opening at noon after lunch for any following snow days that school year. Your child will need to arrive before 12:30 pm. This will allow our teachers who travel long distances to arrive in time for drop-off. Children will be expected to be dropped off having already eaten lunch. If you have a school-age child, unfortunately, they will not be able to come until the bus is scheduled to arrive at 3:45 pm. If your child is a school-age child and will be coming at 3.45 pm you need to notify me via Lillio no later than 12:30 pm, or your child will not be able to attend in the afternoon. Feel free to email us with any questions or concerns.

**Delayed Start**

If the School District has a delay, ABC Academy is also delayed for the same amount of time. You are responsible for checking to see if there is a school closing/delay.

**90-minute Delay:**

- ABC Academy will open at 8:30 am.
- Kids' Club (school-aged) children will not be able to attend ABC Academy for before-school care.
- Students in the infant through preschool programs can arrive at 8:30 if their contracted time is 8:30 or earlier. If their contracted time is after 8:30, please bring them at their normally contracted time.
- All contracted pick-up times will remain the same. We are unable to offer extended hours in the event of a delay.

**2-Hour Delay:**

- ABC Academy will open at 9:00 am.
- Kids' Club (school-aged) children can arrive at ABC Academy at 9:45 am for before-school care.
- Students in the infant through preschool programs can arrive at 9:00 if their contracted time is 9:00 or earlier
- All contracted pick-up times will remain the same. We are unable to offer extended hours in the event of a delay.

**Early Closings**

Sometimes, the local school district has an early closing due to extreme weather conditions. When this happens, ABC Academy does not immediately have an early closing. Early closings will be at the discretion of the owner/director and will only happen when necessary for the safety of our children, families, and teachers.

**Being Prepared for School and Weather**

Outside play is a very important part of our curriculum. We are within walking distance of the local park, trails, and library, so classrooms often walk to explore and play in our community. It is expected that children and teachers spend long periods outdoors. Ensuring your child is properly dressed for the weather is important for their comfort. It is required that children and staff go outside in the rain and/or snow. Please make sure your child has what is needed for school each day and is dressed for the weather. This includes having proper rain/snow gear for outdoor play. We follow the Child Care Weather Watch chart. Older children will go outside unless it is 0 degrees with wind chill and children under 2 will go out unless it is 15 degrees with wind chill. If a child does not have what they need to participate in daily activities, parents will be notified and asked to bring what is needed or to come to pick up their child.

## **Risky Play**

At ABC Academy we believe in allowing the children to involve themselves in risky play, especially when outdoors with ample space to move and explore. We will encourage this type of play in a safe and controlled manner. Educators will position themselves close to a child involved in the risky play (ie. climbing high, throwing materials, or swinging an item) so that they can intervene as necessary. Educators will narrate the behavior so that the child will learn the language to communicate what they are doing while doing it safely and how to think about their bodies in space. For example, "I see that Johnny is right behind you, and you are swinging that big stick. You might need more space, can you move your body? Okay, now say, 'Back up! I'm swinging!'" We will also help the children to set up ground rules around consensual play like pushing or tagging games. If they agree to the rules, the educator will be the referee to help make sure that the agreed-upon rules are being followed. Words like warning, penalty box, and benched are words derived from sports and are easy for children to understand and follow. This allows for big body movement in a safe agreeable way.

## **Getting Messy at School**

At ABC Academy, we spend a lot of time engaged in sensory activities, including slime, Play-Doh, cooking, sand and water play, and more. We also enjoy spending a lot of time outside in all weather, and we allow children to play in the mud and puddles. You should expect your child to get messy when they are at ABC Academy, so please send your child with enough clothes to change, and do not send them to school wearing anything that you do not want to get dirty.

## **Reporting Child Abuse and Neglect**

We are required by Vermont state law to report any suspected child abuse or neglect within 24 hours to the proper authorities. Please let us know of any bumps, bruises, or marks that your child has when you drop in the morning. If you have any concerns about child abuse and/or neglect, you are welcome to schedule a meeting to discuss these concerns with the director. We want to support all families in every way possible.

Department of Children and Families

Family Service Division: 1 (800) 649-5285

Child Care Consumer Concern

1 (800) 649-2642 ext. 2

Parent Assistance Line

1 (800) 727-3687

## **Confidentiality Policy**

Our program recognizes the importance of confidentiality and does not share any information about families or children in our care with any unauthorized persons or agencies. Please do not share any information or media (photos, videos, etc.) about other children, families, or staff with anyone. Breaching our confidentiality policy may result in termination of care.

## **Termination of Care**

ABC Academy will always make sure that we work with families to support their children through their growth and development. We will work with you, your child, and local agencies to help improve situations that may be preventing your child from a successful experience in our program. If at any point we feel that it is in the best interest of your child, other children, or the center, we may terminate care. You will be given a 5-day notice and we will provide support in finding alternative care for your child.

## **Transition/Trial Period**

To support children and families during the shift into a new program, we implement a transition period into our program. We believe that it is best to give children the opportunity to spend the full day in our program from their first day. During the first week of school, please be prepared for your child to attend half days to allow your child to transition into our school. We will contact you if it seems as if your child would benefit from an early pick-up. Our educators will communicate each child's needs with families so that our transition periods can be as smooth and comfortable as possible.

There will also be a trial period of 2 weeks. It is important that everyone (the child, the family, and the center) is happy and adjusts well. After 2 weeks, we will discuss how things are going and any concerns that we may have. After a verbal agreement that things are going well and that we want to continue with care, your child will be considered fully enrolled. Please note that your childcare contract goes into effect on the date your contract is signed, not following the 2-week trial period.

## **Concerns/Complaint Procedure**

If you have any concerns or complaints, please bring them to our attention. This works both ways. We (parent/provider) need to have an open, honest relationship respectfully. We can set up a time to talk about your concerns.

## **No Smoking**

Please do not smoke on the premises or within view of our children. This is a state regulation and we would like to keep our children's lungs happy and healthy. It is the

center's policy, state law, and regulation, that smoking is not allowed in any vehicles that are used to transport children.

Additionally, we ask that our families and employees take care in reducing the smell of smoke on clothing and belongings. The lingering smell of smoke can harm people, especially if they have respiratory conditions.

### **Photos from Home/Toys from Home**

Please bring in photos of your child's family, pets, and important people in their lives so that we can hang them in our classroom. This will help children have a piece of home with them at school. Children can bring something special to sleep/rest with, such as a toy or blanket, but they will be asked to leave it in their backpacks until nap time.

### **Medicine**

We will only administer medication to your child if it is prescribed with a doctor's note. All medication needs to be in its original container and box, with your child's name, date, and instructions on it. You will also need to complete a medication permission slip form for us to administer any medications. We do not administer Tylenol or ibuprofen. We believe that if a child needs Tylenol/ibuprofen, it would be most beneficial for them to spend additional time at home until they feel better.

### **Illness Policy**

It is our responsibility to keep children healthy in our program. We do not allow any sick children in the program for any reason. Please read through these carefully. Please have the children wash their hands when they arrive.

Please review our signs and symptoms form located on our parent boards near each entrance. This has a very detailed explanation of signs and symptoms to look for. If you would like a copy of this, please let the Director know.

#### **Please do not send your child to school with:**

- Eye discharge
- Severe coughing (enough that it interrupts their play or sleep)
- Vomiting
- Unidentified rash
- Fever (100.5)
- Diarrhea
- Head lice
- Strep throat
- Any contagious disease (measles, mumps, scabies, impetigo, coxsackie)

### Guidelines for Exclusion and Returning to Care

Symptom	Exclude from care?	Return Requirements
Diarrhea	Yes, if: -Child has more than 3 loose stools while in care.	The child can return after 24 hours <b>without</b> diarrhea/loose stools. If diarrhea has a known cause (change in diet, medication, etc.), you will need to provide a signed physician's note.
Fever	Yes, if: The child has a temperature above 100.4.	The child may return after 24 hours <b>without</b> a fever (100.5 or above) and fever-reducing medications.
Coughing	Yes, if: The child is unable to participate in daily activities.	Children can return when able to participate in daily activities.
Head Lice	Yes.	The child can return after beginning treatment. The child must be bug and egg-free to return to care.
Impetigo	Yes.	The child can return 48 hours after medication has begun, with a signed physician's note.
Measles	Yes.	The child can return 5 days after the rash appears, with a signed physician's note.
Mumps	Yes.	The child can return 9 days after swelling starts, with a signed physician's note.
Scabies	Yes.	The child can return 24 hours after treatment has begun, with a signed physician's note.
Strep throat	Yes.	The child can return 24 hours after medication starts, with a signed physician's note.
Vomiting	Yes, if: -Vomiting is accompanied by behavior change, complaints of other symptoms, fever, etc.	The child can return 24 hours after the last episode and when the child can tolerate food.
Coxsackie	Yes.	The child can return when sores are no longer



		oozing, there is no fever present, and the child can eat and drink comfortably.
MRSA	Yes.	The child can return when the sores are scabbed over and no longer oozing.
Pink Eye	Yes.	The child can return 24 hours after treatment begins, with a signed physician's note.
Unidentified Rash	The child must be seen by a physician.	The child can return with a signed physician's note.

If your child does not have any of the above but is too ill/tired to participate in our daily routine, then you will be asked to pick your child up. If your child can return after 24 hours, they still must meet the 9:00 cut-off time.

**Please note:** During special circumstances, such as a public health crisis, the criteria for exclusion and return to care may vary. In these situations, we will communicate new illness exclusions and return policies via the Lillio app.

### **Child's Well Care Exam Form**

We are required to have a Well Care exam form that has been signed by your physician on file for each child. This form should state the child's name, birthdate, and any medical information that is relevant to their care. This does not need to be updated annually. However, if your child has any changes to their medical information/history, you will need to provide us with an updated Well Care form. You will be required to provide the date of your child's last doctor's visit on the enrollment paperwork.

### **Immunization Records**

It is required by state regulation to have a copy of each child's accurate and up-to-date immunizations on file.

### **Inclusion**

We believe that all children should be able to have access to the same experiences and education regardless of their exceptionalities. We do our best to support the inclusion of all children. With your permission, we will conduct yearly screenings using the Ages and Stages Screening Tool. Along with screening results and regular observations and assessments, we will work to find community resources to build a network of people to support your child's growth and development, as necessary.

## **Safe Sleep Practices for Infants**

Infants (children 6 weeks-12 months) are not allowed to have blankets or to be swaddled while in childcare. Infants can use safe sleep cloth sacks. Please provide us with a safe sleep sack if you would like to use it. Infants under the age of 1 must be placed on their backs for a nap. Infants can not sleep in a swing, boppy, sit-me-up, etc. Infants under the age of 1 can not have any toys in their crib. Infants cannot sleep with clothes on that have an attached hood. Please refrain from dressing your child in shirts/rompers/etc, that have attached hoods, that cannot be easily removed.

## **Licensed Early Childhood Regulations**

Our program follows the Vermont Child Care Regulations for center-based child care and preschool programs. You can view the regulations anytime online at [dcf.vermont.gov/cdd/laws-regs](http://dcf.vermont.gov/cdd/laws-regs).

## **Lunch and Snacks**

You will need to send snacks and lunch for your child each day at ABC Academy. Each classroom has breakfast/morning snack, lunch, and afternoon snack.

In most cases, we can not store lunchboxes in the fridge or warm meals up. If your child's food needs to be kept cool, you need to send it in an insulated lunch box with no less than 2 ice packs. Please also send your child with any eating utensils that they might need.

We believe in supporting the development of healthy eating habits. We ask that families try to send healthy options, and avoid sending sugary drinks. Additionally, do not send anything that is a choking hazard (popcorn, hard candy, uncut grapes/tomatoes, uncut hotdogs, etc.). Please send your child's meal "ready-to-serve," meaning that it does not need to be cut, heated, mixed, etc.

## **Infants**

Families will provide formula, breast milk, baby food, cereal, etc., for their children. You must also provide clean bottles every day. Families can leave a container of formula or multiple servings of frozen breast milk at the center if desired. Please chat with the director and your child's educators to determine what and how much to bring.

The infants are fed "on-demand," meaning they will be fed whenever they are showing signs of hunger. Your child's educators will work with you to develop a feeding schedule that supports your child best.

**Allergies**

You will also be notified if there are any food allergies present in the center. Depending on the severity of the allergy, all families may be asked to refrain from bringing the allergen into the center.

**Field Trips**

Our program goes on field trips. When we go on field trips, we require all children to have permission slips. If your child will not be attending field trips, we will need to know in advance so we can work with you to plan accordingly. If transportation is provided, we will use our school van and/or staff vehicles.

**Cubbies**

Please check your child's cubby regularly. Also, please make sure you clean out your child's cubby on Fridays or the last day that they attend for the week. This helps us keep our center clean and clutter-free.

**Dropbox**

Feel free to use the school's designated drop box to drop off papers or payments. This is not intended for important/confidential paperwork (such as medical forms), please give those forms directly to educators or the director.

**Conferences**

Our program offers parent-teacher conferences twice per year. We do this once in October and once in May. The center will be closed on conference days.

**Emergency Preparedness Plan****Milton Campus**

In the event of an emergency, all children and staff will relocate to Milton's Ace Hardware across the street. The address is 5 Southbury Drive, Milton, Vermont 05468. The phone number is (802) 893-4100.

**St. Albans Campus**

In the event of an emergency, all children and staff will relocate to the St. Albans Free Library located at 11 Maiden Ln. St. Albans, VT 05478. The number is (802) 524-1507.

**East Campus**

In the event of an emergency, all children and staff will relocate to Milton's Municipal Building located at 43 Bombardier Road, Milton, VT 05468. The number is (802) 893-6655.

## Welcome Packet

Each classroom has a welcome packet that includes daily schedules, additional items your child may need, and information about the teachers and classroom. You should receive this packet on your child's first day. If you do not receive a welcome packet, please ask your child's teacher for one.

## Items Needed from Home

*If your child does not have what they need for the day, you will be required to bring it or pick up your child for the day.*

All items from home must be clearly labeled with your child's name. Your child will get dirty! Please take this as a sign that your child had a fantastic day learning and exploring. We go outside every day. Please dress in clothes that you are fine with getting dirty or stained. **Please label all items that you send to school with your child.**

### Infants

- Last Two Pages of the handbook
- Enrollment Packet
- Immunizations
- Well Care Exam Form
- Clean bottles enough for the day
- Diapers (we have a no diaper share policy). Please have at least 6 diapers per day.
- Wipes
- Diaper cream or ointment (if needed)
- Pacifier, if used
- Fitted Crib sheet and blanket (sent home on Fridays to be washed)
- Backpack that zips
- 2/3 Changes of clothes
- Outside clothing appropriate for the season
- Shoes

### Older Toddler, Preschool/Pre-K

- Last Two Pages of the handbook
- Enrollment Packet
- Up to date Immunizations
- Copy of child's wellness exam
- Fitted crib sheet and blanket
- Backpack that zips
- Security item for nap time (If needed)

- Change of clothes appropriate for the season
- Outside clothing appropriate for the season
- Sunscreen (non-aerosol)
- Bugspray (non-aerosol)
- Water bottle
- Slippers/Indoor shoes other than the shoes you come in with.
- SANDALS MUST HAVE BACK STRAPS
- Proper footwear for the season
- Rain Gear including pants, jacket, and boots
- Snow Gear

#### **Kids Club/Discovery Roots/School Age**

- Change of clothes
- Sneakers
- Water Bottle
- Sunscreen (non-aerosol)
- Bug Repellant (non-aerosol)
- Signed Transportation Permission Slip
- Indoor Shoes/Slippers
- Backpack that Zips
- **Rain Gear including rain pants**
- Snow Gear

#### **Sunscreen/Bug Spray**

Please apply sunscreen/bug spray to your child before dropping them off during the warmer months. Many of our classrooms open outside, and applying sunscreen/bug spray in the morning allows for a smooth transition!

## ABC Academy School Calendar 2024/2025

*The calendar is subject to change*

### **Staff Professional Development and Classroom Preparation**

Closed: Thursday, August 22nd - Friday, August 23rd, 2024

### **Labor Day**

Closed: Monday, September 2nd, 2024

### **Conferences**

Closed: Friday, October 11th, 2024

### **Staff Professional Development**

Closed: Friday, November 1, 2024

### **Thanksgiving Break**

Closed: Wednesday, November 27, 2024 - Friday, November 29, 2024

### **Christmas Break**

Closed: Monday, December 23rd, 2024 - Wednesday, January 1st, 2025 (**reopen Thursday, January 2, 2025**)

### **Martin Luther King Day (Professional Development)**

Closed: Monday, January 20th, 2025

### **President's Day (Professional Development)**

Closed: Monday, February 17th, 2025

### **Staff Professional Development**

Closed: Friday, April 18th, 2025

### **Conferences**

Closed: Friday, May 9th, 2025

### **Memorial Day**

Closed: Monday, May 26th, 2025

### **End of Year Celebration**

*Early closing @ noon: Friday, June 6th, 2025*

### **Independence Day Break**

Closed: Monday, June 30th - Friday, July 4th, 2025

### **Effective August 1st, 2024**

## Agreement

Please sign the last two pages of this handbook. Please pay your \$35 registration fee online through Lillio.

If you have any questions or concerns, please let us know.

**Casey Hansen**  
**Director**  
**(802) 893-2223**  
**abcdirector6@gmail.com**

**Amy Luke**  
**Executive Director**  
**(802) 528-5687**  
**officeabccademy@gmail.com**

**Lisa LaBelle**  
**Owner, ABC Academy, LLC**  
**(802)893-2223**  
**abccademy2223@gmail.com**

I have received a copy and read the entire handbook for ABC Academy and understand all the policies. If I have any questions or concerns about the policies, I have gone over them with the director or owner.

I agree with the policies described in this handbook. **(Updated February 2024. This handbook supersedes all previous handbooks).**

**\*\*Please save a copy of this handbook for future reference of policies and days off\*\***

Print Name:

Sign:

Date:

## Contract

### Contract for Child Care Services

Agreement between the "Center":

**Milton Campus:** ABC Academy, LLC, 349 Route 7 South #105 Milton VT 05468

**St. Albans Campus:** ABC Academy St. Albans, LLC, 27 Church St., St. Albans City, Vermont 05478

**East Campus:** ABC Academy East, LLC, 29 Middle Rd. Milton, VT 05478

and the "Parent": \_\_\_\_\_

CENTER shall provide childcare for (Child(ren)'s name(s)): _____
PARENT is responsible for all tuition arising from the child's enrollment. PARENT shall pay EITHER the total due, before or on the first day of attendance, OR in monthly installments in advance on the first day of every month during the term of this CONTRACT; OR in weekly installments in advance, on Monday mornings during the term of this CONTRACT. Tuition rates are subject to change at any time. init. _____
PARENT is responsible for payment of all fees when due, including the annual nonrefundable Registration fee, of \$35 <i>init.</i> _____
CENTER shall provide PARENT with a Parent Handbook as well as a copy of this CONTRACT. PARENT will be notified of any additional policies and procedures, or changes to current ones, either by posting to the CENTER's Parent Board or by written notice left with the child's belongings PARENT shall read, understand, and comply with Center policies and procedures as described in this contract, the Parent Handbook, and in other materials provided at the time of enrollment and throughout this contract. init.: _____
PARENT shall, while on CENTER property, refrain from conduct likely to distract or disturb staff members or the children in their care, e.g. corporal discipline of one's child, gossiping, confronting other parents concerning their children's behavior, smoking, etc. Initial: _____
PARENT agrees not to hold CENTER liable for accidental damage, illness, injury, or loss of personal property of PARENT or PARENT's children. Initial: _____
CENTER retains the right to terminate the contract of PARENT's child(ren) at any time for any reason. No refunds will be given. Initial: _____
PARENT shall provide a 30-day written notice of intent to dis-enrollment, or they will be charged 30 days of tuition. init.: _____
PARENT is subject to a Late Pickup charge (\$5 after the first 5 minutes and \$1 per minute after that) if the child is picked up late from the center. Continued late pick-ups will result in late pickup fees starting 1 minute after the contracted time. Initial: _____
PARENT is subject to a Late Payment charge of \$25 and the child cannot return until late fees are paid. CENTER serves the right to terminate child care without payment at any time. Initial: _____
CENTER's failure to insist upon strict performance of any of the terms, conditions, and covenants herein shall not be deemed a waiver of any rights or remedies that CENTER may have, and shall not be deemed a waiver of any subsequent breach or default in the terms, conditions and covenants herein contained. This instrument may not be changed, modified, discharged, or terminated orally. Initial: _____
It is mutually understood and agreed that the covenants and agreements contained herein shall be binding upon the parties hereto and upon their respective successors, heirs, executors, and administrators. Initial: _____

This agreement begins on this date: \_\_\_\_\_

BY: \_\_\_\_\_ (Parent/Guardian)

BY: \_\_\_\_\_ (ABC Academy, LLC)