



# Parent Handbook

# Table of Contents

## General Center Information

- Introduction
- Locations
- Social Media
- Philosophy
- Mission
- Our What, Why and How

## Curriculum and Classrooms

- Experience Curriculum
- Classroom name and ages

## Fees and Payment

- Tuition
- Tuition Policy
- Late Payment Policy
- Summer Camp fees
- VPK Graduation fees
- Late Pick Up Fees

## Operational Policies

- Hours
- Holidays
- Emergency Closings:
  - Inclement Weather
  
- Meals
- Dietary Restrictions and Allergies

## Attendance

- Open Door Policy
- Arrival
- Pick Up Policy
- Authorized / Emergency Pick Up
- Absences
- Vacation/Illness Credit
- Termination

Withdrawal

[Program Policies](#)

Standards of Conduct  
Visitor Policy  
Dress Code  
Toilet Training  
Toys From Home  
Digital Communication Consent  
Screening and Assessments  
Transitioning Children from Class to Class

[Discipline Policy](#)

[Health and Safety](#)

Illness Policy  
Communicable Disease  
Medication Administration  
Child Health Emergencies  
Conditions of Short-Term Quarantine  
Child Abuse and Neglect Reporting  
Confidentiality of Records  
Biting Policy

[Parent Involvement](#)

Parent Volunteering  
At Home Activities  
Parent/Teacher Conferences  
Parent Rights and Responsibilities

[Disparagement Policy](#)

[Acknowledgement](#)

## **Introduction**

Thank you for coming to EXPLORE with us at Lil' Voyagers Academy, Inc. We are designed for the everyday parent in need of full-time, part-time, and drop-in childcare. We also have one of the best preschool programs available in the local area. We are a quality early education program for children between the ages of 6 weeks to 5 years old and up to 8 years old for Summer School. We hope our program meets your expectations as well as the needs of your child.

## **Locations**

### **Doctor's Village – Racetrack**

111 Doctors Village Dr. Suite 200  
St. Johns, FL, 32259  
904-262-5084

### **The Fountains – CR-210**

175 Fountain Way, Suite 1  
St. John's, FL, 32259  
904-679-3234

## **Social Media**

Keep up with us on all our social media platforms! We love interacting with our families.



[www.lilvoyagers.com](http://www.lilvoyagers.com)



Lil' Voyagers Academy



Lil' Voyagers Academy

## **Mission**

*Our mission is to promote quality education in a safe, family-oriented environment that prepares children for future learning experiences by emphasizing physical, cognitive, emotional, social, creative, and academic development. We strive to meet community needs with competitive high-quality preschool and academic programs.*

## **Vision**

*Our vision is to provide a quality learning experience and responsive caregiving. Every child is unique, so we commit to each child's physical, intellectual, emotional and social development through dedicated staff who love children, uphold the standards, and are trained in child development.*

Our 3 whys

What we do?

At Lil' Voyager's Academy, we're more than just a preschool program; we're a nurturing space where young minds embark on their educational journey. Through engaging activities and personalized attention, we foster a love for learning and exploration in our little voyagers. Our curriculum is designed to ignite curiosity, promote social development, and lay a solid foundation

for future academic success. With a blend of structured lessons and play-based experiences, we create an environment where every child can thrive and discover the joy of discovery. Join us at Lil' Voyager's Academy, where every day is an adventure in learning!

Why we do it?

At Lil' Voyager's Academy, everything we do is guided by our mission to provide quality education in a safe, family-oriented environment. Our goal is to prepare children for future learning experiences by focusing on their physical, cognitive, emotional, social, creative, and academic development. By offering competitive, high-quality preschool and academic programs, we strive to meet the needs of our community and ensure that every child is ready for the challenges ahead. We believe in fostering a holistic approach to education, where each aspect of a child's development is nurtured, setting the foundation for lifelong learning and success.

How we do it?

We accomplish this by maintaining a nurturing environment where each child is seen as a unique individual. Through responsive caregiving and quality learning experiences, we prioritize the holistic development of every child. Our dedicated staff, trained in child development and driven by a genuine love for children, ensure that each day at Lil' Voyagers Academy is filled with enriching activities tailored to promote physical, intellectual, emotional, and social growth. By upholding our standards and fostering a supportive community, we strive to fulfill our mission of preparing children for future learning experiences while meeting the evolving needs of our community with excellence

## **Curriculum**

Our Curriculum is within the framework of the whole-child philosophy. We are using creative, high quality, developmentally appropriate curriculum materials and teacher resources. We are proud to use the *Experience curriculum throughout our academy.*

Our curriculum provides an enthusiasm for lifelong learning and a variety of activities that is designed to engage and develop various parts of the brain. We focus on achieving developmental benchmarks of expressive and receptive language, appreciation and production of music and art, visual and spatial perception, logical and mathematical calculation, social interaction, science, technology, engineering, and mathematics (STEM), social studies and use of large and small motor skills. We achieve these goals through hands-on experiences within the program. The curriculum provides a balance of daily teacher and child - directed activities. Your child will continue to learn about themselves and the world around them. Our teachers' goals are to make learning fun and help prepare your child for their voyage throughout life.

## **Classrooms**

Our Classroom is divided into six different age groups. Children are placed in a class based on their chronological age. We continuously evaluate each child as an individual

and strive to meet their individual needs in their age-appropriate classroom setting. Once the current developmental milestones and age requirements are met, we transition students to the next classroom. These times include August through December of the current school year. All other students will transition during summer months, May through June.

Classroom Name	Age Group
Lil' Explorers	Infants 6 weeks - 12 months
Lil Explorers 1	12 - 24 months
Lil' Travelers	2 years old
Lil' Trailblazers	3 years old
Lil' Adventurers	4 years old
Lil' Discoverers	VPK

### **Items Needed for First Day of School**

We want to ensure your child(ren) is prepared for success at Lil' Voyagers Academy, Inc. Below are items required (by classroom) to either bring at the time of enrollment and regularly throughout the year.

- Mini Crib Sheet or Pack-N-Play Sheet with Elastic (*Explorers*)
- Small Blanket (*Explorers 1 and Up*)
- Diapers (*Explorers & Travelers*)
- Crib Sheet (*Travelers, Trailblazers, & Discoverers*)
- Sippy cup (*Explorers/Explorers 1*) Labeled first and last name.
- Extra Change of Clothes (*All classrooms*)
- Parent Agreement Form (*All classrooms*)
- Emergency Contact Form (*All classrooms*)
- Registration Form (*All classrooms*)
- Physical and Immunization Records (*All classrooms*)
- Wipes (*All classrooms*)
- Reusable water bottle (*Travelers, Trailblazers and Discoverers*) Labeled first and last name.

### **Fees and Payment**

#### **Tuition**

- Annual Registration –

- \$100 non – refundable (Fountains), \$100 non – refundable (Doctors Village) Registration Fee must be received within 24 hours to secure space (This charge is per family)
- Supply Fee \$75 due in August and January (This charge is per student)
- **The registration, and 1<sup>st</sup> week's tuition (non- refundable):**
  - Guarantees your child's spot for upcoming enrollment/expected start date
  - Helps us maintain the high-quality products available to your child
- **Enrichment Fees – (see office staff for current rate) (added to weekly tuition regardless of attendance).**
  - Yoga, Sports, Music, Sign language, Literacy Enrichment, and Language Immersion
- **Weekly Tuition (see our office staff for the most up-to-date handout for current tuition rates)**
- Multiple Child Discount - 8% off of full time students (Off of the oldest child)
- Days deemed as unpaid through VPK vouchers will be charged at a prorated amount if a student is in attendance.
- Drop In services must be reserved by the 25th, the prior month and due in advance. Drop in tuition is non-refundable.

### **Tuition Policy**

Tuition is due on Thursdays for the upcoming week and deemed late at the close of the business day (6pm) on Thursday regardless of attendance.

- Monthly Payments: Due on the last Thursday of each month
- Biweekly Payments: Due every other Thursday

All payments will be automatically debited from your account with authorization for using our Brightwheel app. Payments are accepted by debit/credit cards or checking account with automatic withdrawal. Parents are responsible for any credit card processing fees. Unfortunately, in the event your check is returned for any reason, you will incur a \$40 Non-Sufficient Funds (NSF) fee. *Please note: If your tuition becomes past due, Lil' Voyagers Academy, Inc. reserves the right to withdraw your child from enrollment.*

While in School Readiness the parent is responsible for the full tuition if their child is absent more than three consecutive days.

### **Late Payment Policy**

If your tuition is not paid in full by the end of the business day on Thursday, a late fee of \$25 will be added to your child's account. As a reminder, we reserve the right to withdraw your child from enrollment until payment is received in full. **You will be subject to re-enrollment fees after 2 weeks of missed payments.**

### ***Summer Program fee***

\$75 non-refundable registration fee *per child* for ages 3-4 years old

\$100 non-refundable registration fee per child for school-age children.

**If your child turns 3 within the summer months June-August and will be transitioning you will be charged the registration fee as well.**

### ***Voluntary Pre-Kindergarten (VPK) Graduation fee***

\$100.00 non-refundable fee for all VPK graduating students in order to participate in graduation. This fee will be assessed 90 days before graduation. Graduation is not mandatory but recommended.

**This fee covers but is not limited to cap/gown rental, Diploma/certificate, Ceremony expenses, Photography/Videography, Reception, Gifts/Souvenirs and Administration costs.**

### ***Late Pick Up Fees***

A \$35 late pick-up fee for up to the first *15 minutes* late per incident, will be applied after your scheduled pick-up. An additional \$10 per minute will be charged for any time late after the first 15 minutes. Lil' Voyagers Academy, Inc. reserves the right to terminate services if recurring lateness occurs.

## **Operational Policies**

### ***Hours***

Normal business hours at all locations are Monday through Friday from 7am to 6pm.

Once per month we will be closing at 5:00pm for Teacher Development. Please, see the calendar for designated days.

### ***Holidays***

The following are holidays Lil' Voyagers Academy Inc. Will be closed. Parents (*including those with drop in students*) are still responsible for weeks including holidays with no proration of the normal tuition. Please note that holidays can be revised based on the school year, such as when a holiday falls on a weekend. We reserve the right to close the Friday prior or the Monday after a holiday that occurs on a Saturday or Sunday. Upon any changes to the holiday schedule, parents will be notified in a timely fashion.

- New Year's Eve
- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Labor Day
- Veterans Day
- Day before Thanksgiving (*12 - noon*)
- Thanksgiving



- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

### ***Emergency Closings***

#### ***Inclement Weather***

If the threat of a natural disaster, such as a hurricane, tornado, flooding, etc., is imminent, we will follow the local and adjacent county's public school systems (Duval and St. Johns) for closure guidance. Once the storm passes and is out of the area, we will assess the center for damage and re-open as soon as possible.

The following steps must be confirmed before opening the center:

- The center must have power and any physical damage must be repaired.
- There must be available staff in the center to provide appropriate and required staff to child ratio.

Normal tuition will be charged as normal during times of inclement weather that requires our center to close.

#### ***Meals***

A nutritious breakfast, lunch, and afternoon snack are provided for all children who are on solid foods. To ensure the health and safety of all children, food items may not be brought into the center, apart from special classroom events. In this case, any items must be store bought. This helps prevent exposing children with allergies to foods, which could be harmful. ***Breakfast ends promptly at 830am.***

**If your child is in the Explorers classroom we are a glass free facility. This includes but is not limited to glass bottles, glass jars and glass food containers.**

#### ***Dietary Restrictions and Allergies***

Please note that we are a **peanut-free facility**. To ensure our staff is aware of any special dietary needs, make sure to complete the Food Allergy Notification form in Brightwheel and update as needed for the status of your child's allergy. Children with specific food preferences have the option to supply their lunch and/or snacks in a lunch box or a thermos (The center is not permitted nor responsible for the warming and/or cooling of students' food from home). A doctor's note will be necessary as well.

## **Attendance**

### ***Open Door Policy***

Lil' Voyagers Academy, Inc. maintains an open-door policy with all parents of enrolled children. Parents will have immediate access without prior notice to the center.

In the event that there is a custody issue the center will follow the order of the court which must be an official document from the court stating the guidelines.

### ***Arrival***

Each parent and/or authorized adult will have a code to enter the building. **Please, do not share your code with your child.** Parents and/or authorized adults are required to sign their child(ren) in the center daily via the Brightwheel app or use the iPads located in the lobby. Parents should ensure their child(ren) is/are received by center staff before exiting the center.

Children must arrive by 8:30 a.m. unless a doctor's note is provided. If a doctor's note is not provided, your child will be sent home. We must also be notified via brightwheel and/or via phone letting the center know of the tardiness.

**Due to limited space, no car seats are allowed to be stored in the center.**

### ***Pick Up Policy***

Parents and/or authorized adults are required to sign their child out of the center daily via the Brightwheel app on their phone or using the iPads located in the lobby. Parents and/or authorized adults are responsible for the supervision of the child(ren) after being signed out of the center. request that any center business (payment, conferences with the director, etc.) is handled prior to checking the child(ren) out of the center. **Nap time pick up is not permitted unless permission has been given prior as the comfort of other children will be disturbed. Pick up is not permitted during emergency drills and you must wait until the children re enter the building to continue pick up.**

### ***Authorized / Emergency Pick Up***

Only authorized persons listed on the "Authorized Persons for Pick Up and Emergency" section of brightwheel are permitted to have access to your child(ren) and to remove your child(ren) from the center. The following procedures apply:

- It is the responsibility of the registering parent(s) to notify the center in writing/or on brightwheel of all persons authorized to pick up your child(ren) from the center.

- Parents are required to complete the “Authorized Persons for Pick Up and Emergency” form on brightwheel at time of enrollment. Only persons listed on this form will be permitted to remove the child from the center.
- Persons on the authorized list who are unfamiliar to the staff will be required to show proof of identification with a picture I.D.
- Changes/updates to the Pick-Up list must be made on the Brightwheel app by the parents.
- Individuals must be at least 18 years of age in order to sign a child in or out of the center.
- In the event of an emergency, the center will contact the parent(s) first. If the center is unable to reach the parent(s), the staff will call the person(s) on the listed form until someone is reached.

It is the parent’s responsibility to ensure that an authorized person is available to pick up the child on time.

If a parent and/or authorized adult appears to be under the influence of alcohol and/or controlled substance, the staff will attempt to contact the other parent and/or authorized adult on the pick-up list. Lil’ Voyagers Academy, Inc. does not have the right to deny the parent access to their child, but the staff will contact the police immediately if the center is not able to contact another parent or authorized adult to pick up the child.

### ***Absences***

Parents are requested to notify the center (the morning of prior to 8:30 am) if a child will not be in attendance.

### ***Vacation/Illness Credit***

Full-time families are allowed to take up to two weeks of vacation at half price of their normal tuition rate each calendar year. This is equivalent to 2 weeks of consecutive days. ***Student Vacation Request Form*** must be completed and turned in **2 weeks prior** to the planned vacation. To be eligible to receive half price tuition, your child must be enrolled for **at least 6 consecutive months**. Please note that enrichment will be charged regardless of attendance.

School teachers may take off spring, summer and winter break as vacation weeks. All holidays are paid. At the end of the school year teachers have to pay for the first week tuition and the full registration fee. No other vacation weeks will be granted.

### ***Termination***

Lil’ Voyagers Academy, Inc. reserves the right to terminate childcare services at any time, with or without cause. Childcare services may be terminated for willful destruction of property, if the child poses a threat to the safety and welfare of other children in care, physical or verbal abuse by the parent upon the center staff, and/or refusal to follow

center policies. Parents are responsible for any charges incurred leading up to the time of termination of services and any outstanding balances.

### ***Withdrawal***

Two weeks prior to your withdrawal you notify a member of the admin team so they can provide you with the correct form. Parents are responsible for any fees and any past due balances are due on the last day of enrollment. Balances remaining after 30 days will be referred to the center's collection agency.

If a child is absent for two consecutive weeks without proper notification to the office, the child will be considered withdrawn from the program and the reserved classroom space will be filled. All tuition and any related charges are due and payable during this two-week period. To re-enroll, normal registration fees may apply. The child will then be considered for enrollment upon space availability.

## **Program Policies**

### ***Standards of Conduct***

Lil' Voyagers Academy, Inc. has guidelines of acceptable conduct that all parents, volunteers, visitors and staff must abide by while on premises. It is expected that all parties will follow these guidelines. We strive to provide a safe learning environment for parents and children. Volunteering in the classroom is strongly encouraged when we are not under COVID-19 restrictions.

- Respect and promote the unique identity of each child and family. Refrain from stereotyping based on gender, race, ethnicity, culture, religion, or disability.
- Follow program confidentiality policies concerning information about children, families, and other staff members.
- Always supervise children. Children will not be left alone or unsupervised while in the center or under the center's care.
- Use positive methods of child guidance. Any use of corporal punishment, emotional or physical abuse or humiliation is prohibited. Methods of discipline that involve isolation, the use of food as a punishment or reward, time out, or the denial of basic needs are prohibited.
- Refrain from the use of any threatening physical contact or verbal abuse towards individuals connected with the program, other parents or volunteers. Including but not limited to explicit language used freely or towards an individual/child.
- Refrain from smoking on the premises and during all center or parent activities. Lil' Voyagers Academy, Inc. prohibits theft, firearms, alcohol, explosives, and illegal substances on the premises and during all center or parent activities.
- Refrain from harassment. Any cause of disharmony of any kind will not be tolerated.

- Refrain from playing in community areas, such as the parking lot and sidewalks, once your child has been signed out from school.

### **Visitor Policy**

All volunteers and visitors shall check-in and obtain permission for the visitation and obtain a visitor's pass. Visitation by a non-enrolled child unaccompanied by his/her parent(s) or legal guardian is prohibited unless prior approval has been granted by the Center Director.

To ensure the school is a safe environment, all visitors on the property shall comply with all policies while on property and shall conduct themselves in a manner that is not disruptive, threatening or abusive.

- In extreme cases, a person shall be informed in writing that he/she may be prohibited from returning to the property.
- Any person who believes that he/she has wrongfully been asked to not return to the property must first leave the property as requested but may subsequently appeal the decision in writing to the center.
- A final decision will be made, and the person will be notified in writing that he/she may not return to the property except under expressed conditions.
- Notwithstanding the above, center personnel shall always have the authority to notify appropriate law enforcement personnel should any person to property violate criminal statutes.

### **Dress Code**

We request that children arrive at school in comfortable, easy to launder clothing. While we make every effort to protect their clothing, children can experience accidental spills during planned activities. In case of accidents, we request every child keep a change of clothes in their cubbies or backpacks. Label each item with the child's first and last name. **For the safety of the children, we do not allow open-toe shoes, flip flops, or sandals.**

### **Toilet Training**

This is a task where teachers and parents need to work together as partners. When you feel that your child is ready to begin potty training, we recommend that you bring in at least four (4) extra sets of clothing each day. Please, no pull-ups during potty training. Each child is a unique individual and has their own pace when it comes to potty training. We all need to have patience and encouragement for your child. By working together as partners, we will see success in time. **If your child turns three and is not potty trained, they will not be allowed to move into the three-year old classroom, and you will be**

**required to pay the two-year-old tuition rate until your child(ren) is/are fully potty trained. We also will create a potty plan to assist in your child's success.**

### **Pacifiers**

Pacifiers will only be offered during nap time in our Travelers classroom. In Trailblazers-VPK pacifiers are not permitted and will be sent home with a guardian.

### **Toys From Home**

To prevent special toys and personal items from being lost or broken, we ask that toys and special personal items not be sent to school with your child. On certain days throughout the year, we allow children to bring personal items and/or toys to share during a special part of the day's activities. Your child's teacher will inform you about these "Show-N-Tell" days.

### **Digital Communication Consent**

Lil' Voyagers Academy, Inc. publishes a variety of information about the center on our website and social media platforms. Occasionally, we may wish to include your child's work and/or photo on our website, bulletin board, newsletters, flyers or promotional materials. No other personal information about the student will be published. We may also videotape and occasionally use portions of video for educational purposes.

### **Screening and Assessments**

Screenings conducted at the center may include vision, hearing, speech/language, nutrition, dental, and overall development.

Children at every age level will be assessed using an on-going portfolio assessment system for the purpose of identifying developmentally appropriate learning outcomes met throughout the year and creating individualized learning goals based on the results of the assessments. Our assessments conducted are ASQ's and Assessments through our brightwheel curriculum/app. These are available to parents upon request.

### **Transitioning Children from Class to Class**

If it becomes necessary during the year to move a child up to the next class, Lil' Voyagers Academy, Inc. will strive to make as smooth a transition for the child, the parents, and the teachers. Parents will be informed both verbally and in writing. The child will transition slowly over the course of 2 weeks on average.

## **Discipline Policy**

Positive redirecting is our priority with any child's behavior. All staff, volunteers, and parents will use the positive guidance methods listed below.

- **Help children to learn problem-solving skills.** Give them the language they need to communicate feelings and needs to others appropriately. Work with them to come up with solutions to conflicts.
- **Offer positive alternatives to negative behavior.** If a child's behavior is unacceptable, our staff will suggest alternative choices.
- **Re-direct or divert the child.** Our staff may substitute an appropriate activity for the unacceptable one.
- **Time out:** There will NOT be any identified space, or chair, reserved for "time out." Children are not to be isolated indefinitely due to behavior problems. **If all else fails, parents will be called to pick up their child from the center.**
- **Defacing property will result in the replacement at full price of time of purchase. The price of the item will be added to the current invoice to be paid on the upcoming Thursday.**

## Health and Safety

### ***Illness Policy***

#### *Notification of Illness*

Parents are encouraged to inform the center if their child(ren) becomes ill from a communicable disease and of any other health/safety concerns.

If it appears that a child may have a communicable disease, the child will be isolated away from the other children and the parent will be immediately contacted. **You have 1 hour to pick your child up after being notified before other medical personnel are called.** Your child may not return to the center without a physicians' authorization releasing them to return to school. The physician's authorization must indicate the date of authorized return and be on the physician's letterhead.

- Influenza
- Hand, Foot, Mouth
- Pink Eye
- RSV
- Coronavirus (COVID-19)

Parents will be asked to ***immediately*** pick up their children if the following signs, symptoms, or conditions are present:

- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion. Fever is defined as having a temperature of 100°F or higher taken under the arm or 101°F taken orally
- Diarrhea
- Vomiting
- Severe coughing
- Eye discharge
- Difficult or rapid breathing
- Ear discharge
- Untreated infected skin patch(es)
- Head lice (including nits)
- Conditions that commonly require parameters from a physician detailing when a child may return include, but not be limited, chickenpox, strep throat, scabies, impetigo, meningitis, Hepatitis A, and COVID-19.
- Child is irritable
- Colored and draining nasal discharge

If your child(ren) is/are absent from school due to illness, they must be fever and symptom free for at least 48 hours to return to the center. *Please note that a doctor's note may be required upon returning. **If there is mention of you issuing your child fever reducing medicine upon drop off we will ask you to please take them home and return with a doctor's note.***

### **Biting Policy**

Lil' Voyagers Academy is fully committed to providing a safe and nurturing environment for all children in our care. We understand that biting is a behavior that can occur among young children, especially those between the ages of 10 to 30 months. Recognizing the various reasons behind such behavior, including teething, communication challenges, frustration, and the need for attention, our team is dedicated to addressing and mitigating this behavior effectively. To manage biting incidents, we have established a series of guidelines designed to address and curb this behavior promptly. Our approach includes immediate communication with parents and structured responses to repeated incidents.

1. Initially, if a child exhibits biting behavior twice within a four-hour period, we find it necessary to involve the parents directly by requiring the child to be picked up and taken home for the day. This immediate response is crucial for addressing the behavior and ensuring the safety of all children.
2. Should a child need to be removed from the facility twice within a five-day period for biting, we arrange a crucial meeting involving the child's parents, their teacher, and the



academy director. This meeting aims to develop a comprehensive plan of action to address the biting behavior.

3. Following the parent/ teacher/ director conference, if improvement is not seen, the child will be temporarily suspended for 1 week.

4. After a suspended child returns and no improvement is observed, the difficult decision to permanently remove the child from our center may be made. These measures, while firm, are put in place with the utmost concern for the well-being of all children in our care, ensuring that Lil' Voyagers Academy remains a safe and positive space for learning and growth.

### ***Communicable Disease***

Parents are requested to notify the center if their child(ren) has a communicable disease. This notification will assist with contact tracing any illnesses that may occur at the center. Information regarding illnesses will be shared with other families, visitors and staff on a "need to know" basis. Only information about the communicable disease will be shared with no identifiable information about your child(ren). The center will follow the center's Confidentiality Policy and procedures.

### ***Medication Administration***

If your child needs medication while in our care, it may be brought to school by the parent. Please note the following requirements when medicine administration to a child is needed.

- Medication Authorization form **must** be completed and signed by the parent then returned to Lil' Voyagers Academy, Inc. We reserve the right to refuse administering the medicine if the necessary information and documentation is not provided.
- Each bottle of medicine must be labeled with the child's full name and provided to Lil' Voyagers Academy, Inc. in the original bottle.
  - Over the counter medicine must have the age-appropriate dosage directions on the package. If it does not, we must have a note from the doctor stating the dosage the child may have. This can be a one-time note and kept on file for future use.
- Any medication must be provided to the center director or designated person in charge, who will be responsible for storing and administering properly and safely. All medication is kept in a locked box in the lobby.
- Medicine is not permitted to be in any child's bags/backpacks.
- Medication **must** be picked up **at the end of each day** (unless it is allergy related: children Benadryl, epi-pen, etc.).
- Please do not place medication in your student sippy cup nor bottle.

### ***Child Health Emergencies***

In the case of accidents and incidents, staff will contact parents and complete an incident report in which both staff and parents will sign. This serves as documentation that parents were informed of the accident/incident and any necessary follow-up. It is very important that you make sure that the center is aware of changes in phone numbers or emergency contact persons. Please keep this information up to date.

In the event your child needs immediate medical care, we will contact 911 and the parents and/or authorized adult to advise of the situation. We will also notify the necessary personnel to include dialing 9-1-1 to get the child the proper medical care and/or call the medical personnel included on your enrollment form. Parents are responsible for any ambulance transport fees and any other medical fees.

### ***Child Abuse and Neglect Reporting***

Lil' Voyagers Academy, Inc. has the responsibility for the prevention, identification, and reporting of child abuse and neglect (sexual, physical, emotional). Under Florida Law, cases of possible child abuse and neglect are reported immediately to the Department of Children and Families. The abuse hotline is **1-800-96-ABUSE**.

### ***Confidentiality of Records***

The center maintains the policy that all records of children and families are confidential. Lil' Voyagers Academy, Inc. monitors facility premises and activities with surveillance cameras. These cameras are solely for the use of Lil Voyagers Academy, Inc.

## **Parent Involvement**

### ***Parent Volunteering***

Lil' Voyagers Academy, Inc. has an Open-Door Policy with all parents of enrolled children. Parents are highly encouraged to volunteer in their child's classroom (when not in a pandemic). All parents are required to sign in at the front desk before proceeding to the classroom. The Discipline Policy, Standards of Conduct, and Visitor Policies will always apply to all volunteers. Siblings of children in the program may not attend when a parent is volunteering in the classroom.

Parents may be asked to help with certain tasks, such as cutting out items for the classrooms, sharing information about their job, hobby or culture, chaperoning on field trips, donating items, or reading to a group of children.

### ***At Home Activities***

Although Lil' Voyagers Academy, Inc. does not assign "homework" for preschoolers, we do send home suggested activities to enhance the learning taking place in the classroom.

### ***Parent/Teacher Conferences***

Parents are encouraged to request formal parent/teacher conferences to review the child's progress, needs and set goals for the child. Teachers are available for conferences at your request. All conferences must be scheduled through the office staff.

### ***Parent Rights and Responsibilities***

We believe that parents have rights and that their concerns are reasonable and important.

### ***A Healthy Learning Environment***

- Parents have the right to know that their child will be safe at school, both physically and emotionally.
- Parents have the right to know that all children will be treated fairly regardless of race, creed, national origin, economic status, gender, or age and that each child will be treated as an individual.
- Parents have the right to know that the staff is experienced and trained in child development.
- Parents have the right to know that any negative or cruel behavior among students or between students and staff will not be tolerated.

### ***Clear, Courteous Communication***

- Parents have the right to be treated with courtesy by all members of the staff.
- Parents have the right to participate in meaningful parent-teacher conferences to discuss their child's school progress and welfare.
- Parents have the right to know that they can approach a staff member with a concern and that the staff member will listen carefully and will do everything possible to address the issue.

### ***Your Responsibilities are to:***

- Be involved in your child's education and learning
- Let the teacher know you are concerned and interested in your child's development.
- Set goals with the teacher and share in decisions about your child's care.
- Share information about the child and home that may affect behavior.
- Discuss problems and concerns with the teacher first.

- Show appreciation for teachers.
- Volunteer to assist the teacher where applicable.
- Follow the childcare program's policies and read the contract and parent manual.
- Keep your child home when sick unless sick care is provided.
- Read to your child and spend time talking and playing together.

## **Disparagement Policy**

### **Policy Statement:**

At our child care center, we are committed to providing a positive and nurturing environment for all children, families, and staff members. As part of our commitment to fostering a respectful and inclusive community, we have implemented an Anti-Disparagement Clause Policy. This policy aims to promote open communication, mutual respect, and prevent any form of disparagement or negative comments among individuals associated with our center.

### **Policy Guidelines:**

- **Definition of Disparagement:**

Disparagement refers to any negative, disrespectful, or harmful comments, gestures, or actions directed towards the child care center, its staff members, children, families, or associated individuals. This includes, but is not limited to, derogatory remarks, gossip, slander, or spreading false information.

- **Confidentiality and Privacy:**

All individuals associated with the child care center, including staff members, parents/guardians, and visitors, are expected to respect the confidentiality and privacy of others. Personal information, sensitive issues, or any internal matters should not be discussed or disclosed without proper authorization.

- **Open Communication Channels:**

To address any concerns or grievances, the child care center encourages open communication between all parties involved. Parents/guardians are encouraged to discuss any issues directly with the appropriate staff members or administrators. Constructive feedback is always welcome and will be addressed promptly and diligently.

- **Conflict Resolution:**

In the event of a dispute or disagreement, the child care center aims to resolve conflicts amicably and efficiently. Individuals are expected to engage in respectful dialogue, seeking understanding and compromise. Mediation or involvement of center management may be necessary to facilitate resolution if required.

- **Reporting Procedures:**

If an individual becomes aware of any disparagement or negative behavior in violation of this policy, they are encouraged to report it to the child care center management. Reports will be treated confidentially and investigated promptly. Appropriate action will be taken to address the situation and, if necessary, disciplinary measures may be implemented.

- **Consequences of Violation:**

Violation of this Anti-Disparagement Clause Policy may result in disciplinary action, which could include verbal/written warnings, temporary suspension, or termination of enrollment or employment. The severity of the consequences will depend on the nature and extent of the violation.

- **Policy Awareness and Training:**

All individuals associated with the child care center, including staff members, parents/guardians, and visitors, will be made aware of this policy. Training and information sessions will be conducted periodically to ensure understanding and compliance.

- **Conclusion:**

By adhering to this Anti-Disparagement Clause Policy, we aim to create a harmonious and supportive environment for everyone involved in our child care center. We appreciate the cooperation of all individuals in upholding this policy and fostering a culture of respect, understanding, and open communication.

## **Waiver**

**I recognize and understand that participation in Enrichment Activities involve certain risks, including but not limited to the risk of injury resulting from possible malfunction of equipment used or injury resulting from tripping or falling over obstacles.**

**RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT:** In exchange for valuable consideration, the receipt of which is hereby acknowledged, I hereby agree as follows:

- 1. TO WAIVE ANY AND ALL CLAIMS** that I or my Child have or may in the future have against Lil' Voyagers Academy, Inc, Lil' Voyagers Academy II, Inc or any of their directors, officers, employees, agents representatives, affiliates or subsidiaries (all of whom are hereinafter referred to as "the Releasees");
- 2. TO RELEASE THE RELEASEES** from any and all liability for any loss, damage, injury or expense that my Child may suffer as a result of my participation at these activities due to any cause whatsoever, **INCLUDING NEGLIGENCE ON THE PART OF THE RELEASEES;**
- 3. TO HOLD HARMLESS AND INDEMNIFY THE RELEASEES** from any and all liability from any damage to property of, or personal injury to, any third party, resulting from my participation.
- 4. That this Agreement shall be effective and binding upon my heirs, next of kin, executors, administrators and assigns, as well as upon those of my Child.**

**I HAVE READ AND UNDERSTOOD THIS AGREEMENT, AND I AM AWARE THAT BY SIGNING THIS AGREEMENT I AM WAIVING CERTAIN LEGAL RIGHTS WHICH I, MY CHILD, OR EITHER OF OUR HEIRS, NEXT OF KIN, EXECUTORS, ADMINISTRATORS AND ASSIGNS MAY HAVE AGAINST THE RELEASEES.**



---

*This page remains on file in the center*

I, , parent of   
(parent/guardian name) (child's name)

have read and agree to the contents of the Lil' Voyagers Academy, Inc. Parent Handbook.

Parent/Guardian Signature:

Date:

---

Director Signature:

Date:

---

---

