



Policies and Procedures Manual For Families

Owned and Operated by:
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Effective 6/1/2023

Welcome to The LEO Academy For Early Education!
Outlined in this handbook are rules and regulations that must be followed to ensure that your child/children are enrolled in a high-quality child care facility.

Our Philosophy:

Thank you for considering The LEO Academy! Our educational setting is secure, supportive and enjoyable with a focus on small class sizes to provide an optimal early learning experience. We offer an educational alternative to institutional daycare, with a focus on providing big experiences in a smaller, high-quality educational environment. Our teachers provide a safe, calm, nurturing, and healthy classroom environment in which students can be challenged to learn and grow. Our small classrooms and low ratios ensure that the teacher(s) are able to bond with the students and families!

Hours of operation:

Our regular hours of operation are Monday-Friday **7am to 6:00 pm.**

Tuition/Payment Options:

TUITION IS NON-REFUNDABLE. Credits for vacations, sick days, and holidays, and any closures will not be given. Tuition will not be prorated. All credit card payments are subject to a \$25 processing fee. Monthly tuition is due by the 1st of each month. Families can also pay the tuition on the 1st and 15th of every month. If the 1st of the month occurs during a weekend or holiday, tuition is due prior to that day. A \$50 late fee will be applied automatically if the payment is not received by the 5th of each month. There is also a \$50 fee for returned checks and \$25 declined batch fee for credit card payments that do not process.

Time off/ Holding Policy:

If you choose to pull your child out from LEO for any amount of time, you must let the Director know 30 days prior to your desired "Time Off". Your desired 2 days are not guaranteed. If the notice has not been given within 30 days you will be charged for your normally scheduled agreed upon enrollment. The student may drop down to a minimum of 2 days per week to ensure your child's enrollment when you return. The holding agreement will expire after 2 months. If you choose to bring your child for those 2 days, they must be set and cannot be changed. If you choose not to bring your child 2 days a week but wish to re-enroll as normal you are still obligated to maintain a 2 day a week enrollment minimum or you will forfeit your child's spot. There is no holding of enrollment spaces if your child attends LEO less than 2 days a week.

Academy Closure:

If for any reason we are legally obligated or chose to close our doors temporarily due to catastrophic events such as but not limited to a pandemic or health crisis (locally or nationally), a holding fee will be required. The amount of the fee will be decided at the owners discretion and will be required to maintain the students original enrollment prior to the closing. If you CHOSE to not pay the holding

fee, you will forfeit your child's enrollment spot. Fees will not be credited towards future tuition.

Severe Weather:

In the case of severe weather conditions such as closings or delays please look for **The LEO Academy on WPXI**. We may also notify you with any announcements of such schedule changes via Facebook and by using our DOJO app.

Emergency Closings: In the event of inclement weather or other emergency situation, every effort will be made to keep the Academy open. If our facility must close early due to the loss of power, heat/ air conditioning, water, snow or a severe storm, we will contact each parent to pick-up their children. In the event that you cannot pick-up your child in a reasonable amount of time, you will be responsible to locate another authorized individual to pick-up your child.

Late Arrivals/Pick up/Attendance:

Please notify the center by dojo message or email of late arrivals and absences. The director must approve arrival after 11am. No student will be admitted after 11am. Once your child leaves the facility they may not return unless approved by the director or assistant director.

Safety during arrivals/departures Release of a Student:

(DHS Child Care Regulations 3270.171(b)(c) 3280.171(b)(c))

Parents shall enter and exit the parking area(s) at the front and back of the building, driving slowly and watching for children being accompanied to and from the child care and outdoor play areas. The parking lots are small so bigger vehicles are encouraged to park above the lot in the grass. The ignition of all cars must be turned OFF and the keys removed from the ignition. NO CHILD MAY BE LEFT UNATTENDED IN A VEHICLE. For safety reasons, parents are required to accompany their child to the classroom and make the teacher aware of their arrival. While children are in the hallways or walking to and from their classroom, their care and safety is the responsibility of the parent. All children must be signed in and out daily in the binder located on the parent center. The same procedure is to be followed at drop-off time as well.

Release of a Student:

Children will only be released to a parent or designated adult listed on the emergency contact form with proper Photo Identification. Staff requires written notification or a phone call/ dojo message if someone other than a parent or designated adult will be picking up. That person will need to show proper Identification before we release a student. Please be aware that The LEO Academy cannot legally deny a parent access to a child unless there is an active restraining order or custody agreement on file.

Late Pick-ups:

Students must be picked up by 6pm. A late fee of \$1.00/min is assessed every minute, beginning promptly at 6 pm. The late pickup fee will be automatically charged to your account.

Schedule Changes:

A thirty-day written notice is required for termination of care or the reduction of your child's schedule. If a thirty-day written notice is not received, regular tuition payment is expected. You may be put back on the waitlist if you would like to add extra days. Adding additional enrollment days is not guaranteed. Please email the director to discuss your request.

Babysitting after Hours/ Hold Harmless/

Procurement Fee:

If you enter into an agreement with a LEO employee to babysit your child outside of our academy, you understand that the sitter enters such agreement as a private citizen and not as an employee of LEO. The LEO Academy does not assume any responsibility for its employees in any such agreement. You will also agree to hold LEO harmless for any action which results from such arrangement.

*If you enter into an independent child care arrangement with a LEO Academy employee during your child's enrollment period at LEO or within 6 months thereafter, and this arrangement results in our employees leaving our company, you will be billed a \$2,500 procurement fee. You also agree to the conditions set forth above.

Behavior Management:

The LEO Academy is committed to the well-being of each and every child in our care! In order to provide a safe, loving, calm and stimulating environment for all of our students, we expect a reasonable degree of cooperation from each child and parent. Our equipped teachers are trained in developmentally appropriate techniques to help with our students' strong feelings while having age appropriate expectations. If there is little or no improvement and the child's behavior becomes a detriment to the rest of the group, termination of enrollment may become necessary. In all situations our staff will provide support and information pertaining to outside early learning support and resources.

Biting:

While biting is a common development stage, particularly for toddlers who may use biting as a form of communication, it is nonetheless very unpleasant for all involved. The LEO Academy strives to minimize biting incidents by providing a safe, supervised environment and by empowering children to use other means of communication. However, it is likely that your child may be bitten at some time. When a biting incident occurs, our staff's first priority is to tend to the child that got bit. To help the child better understand their actions, we often include them in the efforts to comfort the child that got bit. We also document the incident. We do maintain confidentiality in all biting incidents. If your child bites, we will work with you to correct the problem. However, if the behavior does not improve in a reasonable amount of time, termination of enrollment may be necessary.

Celebrations, Birthdays and Holidays: The academy prohibits

homemade treats. You are welcome to bring in treats that are store bought. Please let us know if you are planning on bringing in a special treat or snack!

Classroom Placement and Transition:

The LEO Academy accepts children ages 6 weeks through pre-kindergarten. Upon enrollment your child will be placed in the appropriate classroom based on his or her age. Occasionally if a staffing issue arises, your child may be placed in another classroom to meet state ratios. For brief periods of time in the morning and late afternoon, certain age groups may be combined. Your child's advancement to the next classroom will be based on his or her chronological age, developmental readiness, and availability of space. To help children become comfortable in new classroom placements, they are introduced to the new classroom teacher and visit the new classroom for short periods of time in the weeks preceding the transition.

Continuity of Care:

The LEO Academy supports continuity of care that helps ensure children and families are engaged in continued, high quality early learning experiences. These practices include stable relationships with caregivers, welcoming visitors, time with siblings, visiting past classmates and classrooms, consistent substitute teachers and floating staff to keep the connections. We encourage opportunities to introduce the students to customs, traditions, holidays and other celebrations therefore you are encouraged to share your family's experiences with your child's class, and are always invited to participate in our celebrations and events!

T.A.C.- Teacher Appreciation Committee:

This family group is established to engage families and support in the education of their children by showing appreciation of the teachers at LEO. TAC is directed by Chris Zaremby, a fellow parent at LEO. For more information about ways you can help email Chris at luckyChris101@yahoo.com

Events at Leo/ Volunteers:

At LEO we pride ourselves on promoting positive family-child interactions. We will provide you with resources regarding developmental issues/ cultural awareness/ health and safety topics as well as other topics that address the interests of the families. Parents are encouraged to share any knowledge regarding customs, traditions, holidays and other celebrations with our students and are always invited to participate in our celebrations and events! We also hold events throughout the year to educate and engage families on these various topics. Such as Ice Cream Socials, Open House, Graduation, Halloween, Muffins with Mom, Donuts with Dad, etc.

Language Development:

At LEO we are supportive of all language development. We will work with families of non ESL students to ensure high academic achievement of children who are culturally and linguistically

diverse by providing the necessary resources. Such as labeling items in the child's home language and by providing books and materials in the home language.

Curriculum Statement:

Funshine Express is a research based curriculum that implements appropriate activities for young children. This curriculum lists learning goals and objectives with each activity that are aligned with the Pennsylvania State Learning Standards and follow current theories in Early Childhood. Areas of competency include, but are not limited to: Social/ Emotional Development, Language/ Literacy, Approaches to Learning, Creative Arts, Physical Development/ Health, Science and Math. The LEO Academy for Early Education uses this curriculum for all of our children (infants to pre-kindergarten). Our trained teachers use this curriculum as a guideline to adjust the areas of learning to suit each individual child and their learning needs/ objectives.

Toys from home:

Due to the risk of damage, sharing issues and loss, **parents are encouraged** to leave toys at home. We are not responsible for broken or lost toys. Children will be permitted to include one plush/non-musical toy with nap/rest time. Please note, we often have "Show and Share", at which time your child will be permitted to bring a toy to school that pertains to the "Show and Share" theme.

Parent Participation/ Volunteers/Family Feedback:

Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at the child care center. Parents may volunteer to read in the classroom, discuss their job, assist teachers and/or coordinate special events. Parents not interested in volunteering directly in the classroom may donate items or assist in other areas. The LEO Academy values feedback from all families enrolled at the center. A periodic survey may be requested on occasion. And of course, all families are welcome to reach out at any time!

Dojo:

A Dojo code and instructions will be given to each family upon enrollment. We use the app as a way to keep open communication flowing between teachers and families! Teachers log information throughout the day including activities, photos and videos

Security Plan:

In the event of an emergency that requires us to evacuate the facility, we will relocate to the facility on our Emergency Evacuation Plan. According to the Department of Public Welfare Code 3290.94. Notice will be given by telephone. Please be advised that we practice fire drills on a 60 day basis, according to Department of Public Code 3290.94 and also Keystone STARS requirements. Evacuation procedures are posted in the hallway on the wall.

Meals(effective 7/1/2023):

MONTHLY MEAL PLAN:The LEO Academy will provide Breakfast and Snack at a monthly rate of \$65 per child for full time care. If your child is not 5 days per week you can opt in to the Meal Plan for \$3 per child/ per day. This will be applied to your monthly tuition.

OPT OUT OF MEAL PLAN: If you choose to opt out of the meal plan you must provide a daily breakfast/ lunch/ snack in a MAIN Lunch box(Labeled with students name). We will not accept large quantities of food. All food must be LABELED and SEPARATED for each meal so our staff can distinguish what food is for what meal. Each classroom is equipped with a microwave.

*Breakfast will be a rotation of non-sugary cereals, pancakes, waffles, yogurt, fresh fruit, cereal bars, raisin bread etc.

After 9:15 am, we will not serve breakfast.

*Snacks will include such things as pretzels, animal crackers, fresh fruits and/or vegetables, cheese, Animal Crackers, Wheat Thins, Graham Crackers, Veggie straws, Craisins, Hummus etc.

ALL students will be provided with milk (whole or 2% depending on age) or water. If you would prefer that your child have something other than milk or water to drink we ask that you bring it in with your child LABELED. Safe drinking water will be accessible to children throughout the day. Children will be encouraged to drink water, especially in the heat of the summer. According to the Department of Public Welfare Code 3290.67.

*Refrigerators will be maintained at a temperature below 40 degrees F, and freezers will be maintained below 0 degrees F. Food preparation, storage and service areas will be kept clean and sanitary. A dishwasher will be used to wash dishes, cups and food service utensils daily.

PIZZA FRIDAY- Every Friday. The cost is \$4.50. Includes pizza, fruit and vegetables. Will be billed to tuition and can be skipped if notified within 30 days.

Toilet Training:

As with all areas of your child's development, we will support your child (and you) through the toilet training process and will not pressure you to begin training at a specific age. When you observe signs of readiness, please inform our teachers that you are initiating training at home. Teachers will then encourage and support your child's independence by assisting him with toilet training at the center. Children must be showing signs of readiness before toilet training can begin at the center. Toilet training will not begin until your child is in the Older Toddler Classroom. Once toilet training begins, children must

have pull-ups with Velcro tabs and 3 sets of clothes. Being fully potty trained is required to enter the pre-k classroom.

Hygiene & Sanitation:

Hand-washing: The children and Staff will wash hands upon entering the facility, before and after meals, before and after administering medication, after diapering and toileting, after handling bodily fluids(blood, vomit, runny noses), cleaning or handling garbage, handling pets and playing outdoors. According to the Department of Public Welfare Regulation 3290.134 Child Hygiene

*Toileting: Toilets will be kept visibly clean and will be sprayed down with Lysol Disinfectant spray after each use.

*The facility will be maintained in a clean and sanitary condition. Surfaces will be cleaned using the state's formula of bleach and water along with Lysol disinfectant spray, Clorox Anywhere and/ or Clorox wipes.

*We strive to keep illness out of our center by working with your children to prevent the spread of germs from one child to another. We put a huge emphasis on handwashing and nose wiping. We also sterilize toys and surfaces everyday to prevent germs from spreading in this way.

Emergency Medical & First Aid Care:

If emergency medical care is needed for a child, the parent shall be notified as soon as possible. If the parent cannot be reached we shall record in writing the reason emergency care was required and the attempts to inform the parent. It is imperative that you keep your emergency contact information up-to-date at all times. Notify us if you have any changes at all.

If your child needs medical care, we will call 911. In the event of an emergency and a parent is absent a staff person is required to accompany the child to the source of emergency medical care and remain there until the parent arrives. If a staff person is the only teacher present in a classroom, we will contact people on the emergency list.

PARENTS: YOU OR YOUR MEDICAL INSURANCE COMPANY ASSUMES ALL RESPONSIBILITY FOR ALL EMERGENCY ROOM AND/OR MEDICAL COSTS.

We are certified in Pediatric First aid/ CPR, and have attended numerous training on health and safety of young children. According to the Department of Public Welfare Code 3290.31. **We reference "Caring for Our Children" for Health and Safety Policies - <https://nrckids.org/CFOC>*

Sick policy:

(Can change anytime at the director's discretion)

We love kids but we hate germs! Let's face it, kids get sick. As parents this is distressing for us and inconvenient. At our center, as at any, if your child has any of the following symptoms, we ask that you keep them home to prevent the spread of illness to other students and staff. If your child develops

any of these symptoms during the day, we will need to send them home. Children must be out of the center for a full day after being sent home no matter what time they depart school. A doctor's excuse will be accepted for any rash or redness/discharge in the eyes. We will not accept a doctor's note if your child has been sent home due to fever/ vomiting/ diarrhea.

- Temperature of 100.4 or greater (24 hours fever free before returning to school)
- Rash associated with illness
- Sore Throat
- Vomiting or Diarrhea(3 in a row)
- Excessive coughing
- Runny, red or matted eyes- this might be pink eye (conjunctivitis)

Hand Foot Mouth:

Students may return when all blisters are gone and no fever is present.

Conjunctivitis(Pink eye)

Students may return 24 hours after they start taking the medication and no fever.

Head Lice:

Parents/Guardian will be contacted if we suspect head lice. Students will not be permitted back into the facility until treatment has been administered and nits are no longer found in the hair.

Vomiting/ Diarrhea:

Your child must be free from these symptoms for 24 hours before returning to school.

If your child/children are ill during the school day you are REQUIRED to have backup child care.

*This is according to the Department of Public Welfare Code 3290.136,3290.137, & 3290.138

PLEASE USE THE FOLLOWING GUIDELINES TO HELP YOU DETERMINE
WHETHER OR NOT YOUR CHILD SHOULD ATTEND SCHOOL!

- Rapid breathing, difficulty breathing
- Rash other than diaper
- Vomiting
- Diarrhea
- Severe sore throat/ excessive coughing with fever
- Pain in stomach with fever
- Fever above 100.4 degrees Fahrenheit or higher

There will be NO SICK CREDITS given.

Emergency Contacts/Health Reports:

An emergency contact form will be completed upon enrollment. Changes to contact information should be submitted immediately so that the most current information is on file. Emergency contact forms can be printed from the center's website or found in that parent center.

Health Assessments

All children are required, by DHS regulations, to have a current health assessment on file. The center can only accept the specific form from the Department of Human Services. This form can be found on the center's website or in the parent center. Please see the director for clarification.

Infants and Toddlers (ages 12 weeks – 23 months) are required to have a new health assessment at 4,6,9,12,15,18 and 24 months.

Older Toddlers and Preschool Children (ages 24 months- age 5) are required to have a new health assessment every 12 months.

All children must have a current health assessment on file within 30 days of enrollment

Medications:

Some communicable diseases must be reported to public health authorities so that control measures can be used. We will obtain an updated list of reportable diseases from the local or state health authorities annually. The telephone number of the Pa. Dept. of Health to whom to report communicable disease is 877-724-3258 or 724-832-5315 **Prescription-** The state of PA requires that our staff can only give medication to a child under the specific instructions of a doctor. In order to administer medication to a child the PRESCRIPTION MUST be on the bottle (UNEXPIRED) with its original label, and we must have written permission in the medication log. This must be followed each day that the medication is to be administered. According to the Department of Public Welfare Code 3290.133. The first dose of any new medication should be given at home to make sure the child does not have any type of allergic reaction. If a medication error occurs the Regional Poison Control Center and the child's parents will be contacted immediately. The telephone number for the Poison Control Center is 1-800-222-1222.

Non-prescription- Medication must be signed in on the medication log with the appropriate instructions. The medication must be in the original container and be labeled with the child's name. Over-the-counter/ Non-prescription topical ointments such as diaper creams, sunscreen or insect repellent may be applied to your child with written parent permission. All medications must be in original packaging. We will not administer any medications or ointments that are expired

Allergies:

When providing a snack or treat for the class, please find out if there are additional allergies in the classroom. If there are additional allergies in a classroom, every parent will be notified and the classroom teachers will provide you with guidelines. The LEO Academy cannot guarantee an environment free of allergens. We will do our very best to accommodate all of the diet instructions/restrictions of each of our kids. If your child has a special diet that is prescribed by a physician, written instructions, a

“Allergy Action Plan” and the parent's written consent shall be retained in the child’s file according to the Department of Public Welfare Code 3290.133

Nap time: Naptime for toddlers, preschoolers and pre-kindergarteners, beginning at approximately 12:30pm. Soft music and dim lights help the children with the transition to rest time. Students who do not fall asleep are provided with quiet opportunities to learn and play, including books, puzzles and art activities.

Infants: *Back to Sleep*- Infants are placed in cribs, on their backs, to sleep, in accordance with American Academy of Pediatrics recommendations. Infants with medical conditions that require other sleeping arrangements must have detailed written instructions from a physician on file. No blankets/ Pacifiers with stuffed animals or any stuffed animals are permitted in cribs.

–LEO will provide each student a nap mat in September. If the mat becomes damaged or ripped, it will be replaced and you will be charged \$20 to replace it.

Outdoor Play:

Here at LEO Academy we believe outdoor play is VERY important in the development of children! We try to get the children outside at least once a day, weather permitting. So please dress your child appropriately for daily outdoor play, including sneakers or other sturdy shoes.

Sunscreen Policy:

If you would like for us to apply sunscreen to your child, please sign and return the permission slip, provide us with an unexpired bottle of sunscreen labeled with your child’s first and last name in a Ziploc bag. The first application of sunscreen should be applied at home, this allows us to go right outside and enjoy the nice weather!

Guns and Ammunition: As a child care provider, I am required by law to inform all parents enrolling in my program that there are no firearms in the facility. According to the Pa. Department of Public Welfare Code 3290.76

Security:

Here at LEO Academy safety of the children, families and staff is a huge priority. There is a security system installed in the building. The entrance to be used by all parents/guests is at the 237 7th Street Entrance. The main door is open and the inside vestibule door is locked. There is a doorbell with a camera that allows us to see who is at the door, speak to you if needed and a handset that also allows us to open the door for you. The door automatically locks behind you. As you are leaving the building, there is a sensor that automatically unlocks the door as you approach. We ask that you do not open the door for anyone you don’t recognize. This will help ensure we maintain a safe environment. In the event LEO Academy deems any person to be a potential safety concern, entrance into the center and/or access to any child will be denied.

Protection from Abuse Orders (PFA):

Once presented with a PFA or Restraining Order, Our LEO staff is obligated to follow the order for the entire period it is in effect. Employees at LEO cannot, at the request of anyone, except the issuing judge, allow a protection from Abuse Order and/or Restraining Order to be violated. The LEO Academy will report any violations of these orders to the court.

Child Abuse & Neglect:

We are mandated by law to report any suspected child abuse and/or neglect! As stated above “suspected” is the keyword. It is not up to us to make the acquisition that child abuse or neglect is happening, but if it is suspected, we will call the authorities and it will be up to them to follow through with the call. All observations or suspicions of child abuse or neglect will be immediately reported to the Child Protective Services Agency. We will call Childline at 1-800-932-0313 according to the Department of Public Welfare Code 3290.18

Initial Screening:

As your child begins to become adjusted with our center and staff, we will perform an initial screening within 45 days of enrollment using Ages & Stages ASQ-SE2 Questionnaires. We will also provide an optional meeting to discuss our initial screening so that we can answer any questions or concerns you may have.

Assessments:

Throughout the School Year we will also be conducting developmental assessments of each student at LEO 2 times per year using assessments tools- OUNCE(Infant and Toddler) and WORK SAMPLING(3 years and up). These developmental assessments will be conducted by your child's teacher. We will share the results of our findings with 2 optional parent/ teacher conferences annually to discuss the findings and observations. Based on our findings if there are developmental concerns about your child we will request a meeting to discuss the next steps and/or referral to appropriate support resources. Throughout our assessments, if we are concerned about your child's development based on the assessment results, we will discuss these concerns with you during a conference. After the conference we will provide you with resources to the appropriate agency to support your child. We will work on a plan together to ensure your child's growth and development.

1)If there are concerns we will set up a meeting with you to discuss these concerns

2)We will provide appropriate outside resources/ contact information

3)Discuss the findings, create a plan on how we will work together to meet the established goals

4)Finally, we must reserve the right to terminate the child care agreement from our end if it is determined that your child may better benefit from a different type of learning environment than we feel we are able to provide. Tuition is nonrefundable.

Non-Discrimination in Service/IEP & IFSP's: If your child has an IEP or IFSP written plans, and/or special needs assessments, we encourage families

to share these plans with your child's teacher. Because of the diverse set of needs of the children in our program, it is very important to us to gather as much information as possible so that we can best educate each child. The Keystone Stars Performance Standards require us to request copies of IEP's and IFSP's of children in our care. We admit families and children without regard to race, culture, sex, religion, national origin, ancestry or disability. We accept children with special needs as long as a safe, supportive environment can be provided for the child. If our program is unable to accommodate the child's needs as determined by the child's health care provider, the IFSP (Individual Family Service Plan), the IEP (Individual Education Plan) without posing an undue burden, we will work with the parent to try to find a suitable environment for the child. If your child has an IFSP or an IEP, we will need a copy for your child's records. This will help us better meet and understand your child's needs. *Staff will offer to participate in IEP meetings.*

Decisions about admissions and provision of services shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age or sex. Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. Any individual who believes they have been discriminated against may file a complaint of discrimination the following: *BEO Western Regional Office, Piatt Place, 301 Fifth Ave, Suite 410,

Pittsburgh, PA 1522/This is in compliance with the Pa. Dept. of Public Welfare Code 3290.25

SUSPENSION/ EXPULSION:

The LEO Academy has adopted OCDEL's policy regarding suspension and expulsion.

<https://www2.ed.gov/policy/gen/guid/school-discipline/policy-statement-ecce-expulsions-suspensions.pdf>

You can also call Pennsylvania's CONNECT Helpline at 1-800-692-7288

If a child is exhibiting negative behavioral or developmental problems we will:

- *provide assessments
- *meet/discuss with the parents are concerns
- *implement behavioral modifications
- *provide outside resources/ intervention tools, specialists

Inclusion:

The LEO Academy has adopted OCDEL's policy regarding inclusion and will be utilized and is as follows:

Early childhood inclusion embodies the values, policies, and practices that support the right of every infant and young child and his or her family, regardless of ability, to participate in a broad range of activities and contexts as full members of families, communities, and society. The desired results of inclusive experiences for children with and without disabilities and their

families include a sense of belonging and membership, positive social relationships and friendships, and development and learning to reach their full potential. The defining features of inclusion that can be used to identify high quality early childhood programs and services are access, participation, and support (2009). In addition to OCDEL's support for the inclusion of all children, there are many legal foundations for the inclusion of children in typical early childhood settings, policy statements related to inclusion, national association position papers on the inclusion of young children, and statewide initiatives supporting inclusive opportunities.

Many of these resources also provide guidance on the engagement of families. Some of these include:

The Individuals with Disabilities Education Act, Part B and Part C

<http://idea.ed.gov/>

The Americans with Disabilities Act

http://www.ada.gov/2010_regs.htm

The Head Start Act and Head Start Performance Standards

<http://eclkc.ohs.acf.hhs.gov/hslc/standards/law>

The Child Care and Development Block Grant Act

<http://www.acf.hhs.gov/programs/occ/ccdf-reauthorization>

Federal U.S. Department of Health and Human Services and Education Policy Statement on Inclusion of Children with Disabilities in Early Childhood Programs

<http://www2.ed.gov/policy/speced/guid/earlylearning/joint-statement-full-text.pdf>

Division for Early Childhood and National Association for the Education of Young Children (NAEYC) Joint Position Paper on Inclusion

http://www.naeyc.org/files/naeyc/file/positions/DEC_NAEYC_EC_updatedKS.pdf

Pennsylvania Keystone STAR Performance Standards

http://www.pakeys.org/pages/get.aspx?page=programs_stars



Keystone Stars is Pennsylvania's program to improve the quality of early learning. . A voluntary program that recognizes Department of Public Welfare regulated providers who exceed state health and safety certification requirements. Available to all providers regulated by the DPW. It is a quality rating system beginning with the Start with STARS level and progressing up through STAR One, Two, Three, or Four designation. This is a valuable tool to increase parental and community awareness of the importance of quality early learning. Look for updates!- Currently a STAR 3 center

REGULATIONS/LICENSE/DHS/OCDEL:

Services and the Office of Child Development and Early Learning.

Both are located at:

11 Stanwix Street

Room 240

Pittsburgh PA 15222

412-565-5183

www.pde.state.pa.us

www.dhs.pa.gov

55 Pa. Code, Chapter 3270 Child Care Centers (Regulations)

[55 Pa. Code Chapter 3270. Child Day Care Centers \(pacodeandbulletin.gov\)](http://pacodeandbulletin.gov)

Subsidized Childcare & Community Resources

[Afford Child Care — Early Learning Resource Center Region 5 \(alleghenycounty.us\)](http://alleghenycounty.us)

[CCW-Application-recent.pdf \(tryingtogether.org\)](http://tryingtogether.org)

Tuition Rates

*effective 8/1/2023

FULL TIME (5 days/week)

Infants(6 weeks-11 months): \$1350
Young Toddler(12 months-23 months): \$1325/ month
Older Toddler(24 months-35 months): \$1300 month
Preschool(36 months and up): \$1275/ month

4 (set) days/week

Infants: \$1275/ month
Young Toddler: \$1250/ month
Older Toddler: \$1225/ month
Preschool: \$1200/ month

3 (set) days/week (except listed holidays)

Infants: \$1225/ month
Young Toddler: \$1200/ month
Older Toddler: \$1175/ month
Preschool: \$1150/ month

1-2 (set) days/week (except listed holidays)

\$95/day

****Sibling Discount-%5 off the oldest students tuition- applies to only FULL TIME enrollment****

*There are NO CREDITS/REFUNDS of scheduled days that your child does not attend. For instance, if your child is scheduled every Monday and we are closed due to a holiday, you are still obligated to pay.

The LEO Academy for Early Education ~ Learning Through Exceptional Outcomes

Necessary forms/Items:

- Emergency Contact form
- Health Assessment (within 30 days of enrollment)
- Emergency Plan sign off
- Agreement
- Permission to Photograph
- Diaper Cream/Sunscreen Permission
- Handbook Sign OFF

SUPPLY LIST:

Infants

- Bottles-prepared
- 1 extra bottle
- 1 small can of formula or 2 frozen breast milk
- Bottled water- if preferred
- 3 complete changes of clothes
- Diapers
- Wipes & Diaper Cream
- Pacifier
- Sleep sack-arms must be free
- Food/Snacks-The LEO Academy will provide snacks suitable for infants(cheerios/puffs)
- Family photos for above crib
- Completed Infant Data Sheet

Toddlers

- Breakfast/Lunch/Snacks(if not enrolled in meal plan)
- 3 complete changes of clothes
- Blanket for rest time
- Disposable Diapers or Pull-Ups Only (must have Velcro sides)
- Wipes & Diaper Cream
- Family photos for cubby

Preschool

- Breakfast/Lunch/Snack(if not enrolled in meal plan)
- 3 complete changes of clothes
- Pull-Ups (must have Velcro sides)
- Blanket for rest time
- Family photos for cubby

**INDIVIDUALIZED EDUCATION PLANS (IEP) & INDIVIDUALIZED FAMILY SERVICE PLANS (IFSP)
PARENT SIGN-OFF SHEET**

Child's Name: _____

Your child's growth and development is measured with developmental assessments. If your child currently has an IEP/IFSP, it would be beneficial to share a copy of this plan with us so we can work together to ensure that the guidelines are put into practice. You do not have to provide this information if you do not wish to do so.

- ☐ I am providing a copy of my child's IEP or IFSP.
- ☐ I am not providing a copy of my child's IEP or IFSP and/or this is not applicable to my child.

Signature: _____ Date: _____

Printed Name: _____

Privacy laws including the Health Insurance Portability and Accountability Act (HIPAA) protect the information found on an IEP/IFSP. Releases of information may also be required to speak to members of a child's treatment team.

Transfer of Records

At the request of the parent or guardian, when a child transitions to another educational setting, the child's records may be transferred with the parent or guardian's permission.

To transfer records, please sign below and return to the office.

Child's name: _____

I give permission for The LEO Academy to transfer my child's records to the following center or school:

Parent/Guardian Signature: _____ Date: _____

Handbook Receipt

I have received a current copy of The LEO Academy's Parent Handbook. This handbook explains all policies and procedures followed by The LEO Academy.

Name: _____

Signature: _____ Date: _____

Handbook Receipt

I have received a current copy of The LEO Academy's Parent Handbook. This handbook explains all policies and procedures followed by The LEO Academy.

Name: _____

Signature: _____ Date: _____