

Dear Families and Friends,

Welcome to Little Sprouts Preschool! We are so grateful that you have chosen Little Sprouts as your child's preschool. The early years of a child's life are incredibly important, and we feel truly blessed to partner with your family during this special time. As you enroll your child, we hope you feel confident knowing they will receive loving, high-quality care in a safe and nurturing Christian environment. Our desire is to support each child's growth spiritually, socially, emotionally, and academically while fostering a love of learning. This handbook is designed to guide you through our policies, procedures, and programs. Please do not hesitate to reach out with any questions or concerns. We value open communication and look forward to working alongside your family to provide the very best care for your child. We encourage families to stay connected and involved by attending parent meetings, following the Little Sprouts Facebook page, visiting our website at www.growatlittlesprouts.com, and reading information sent home. Family participation is always welcome and greatly appreciated.

May God bless you and your family.

Warmly,
Maegan Allen
and the Staff of Little Sprouts Preschool

MISSION STATEMENT

At Little Sprouts Preschool, we believe that every child is uniquely created by God and grows in their own time and way. Rooted in faith, our philosophy centers on nurturing the whole child within a safe, loving, and encouraging environment. We strive to reflect Christian values such as kindness, patience, gratitude, and respect in our daily interactions and classroom practices.

We believe young children learn best through purposeful play and hands-on experiences that spark curiosity and joy. Our days are intentionally designed to balance structure with freedom, allowing children to explore, create, move, and discover while being gently guided by caring teachers. Through play-based learning, meaningful routines, and age-appropriate activities, children build confidence, independence, and a love for learning.

At Little Sprouts, we honor each child's individual pace of development. Rather than rushing growth, we provide the time, support, and encouragement children need to flourish naturally. By fostering strong relationships, encouraging outdoor exploration, and creating a calm, nurturing atmosphere, we help children develop a strong foundation so they can grow into confident, compassionate learners ready for what's next.

POLICIES AND PROCEDURES FOR LITTLE SPROUTS PRESCHOOL

ADMISSION: Little Sprouts uses a waiting list for entrance into the program. To be on the waiting list we ask you to please visit our website www.growatlittlesprouts.com and follow the admission procedure. Your child will then be on our waiting list for the next available opening. When an age appropriate opening occurs your child will be invited to join Little Sprouts.

TUITION & FEES: The school year tuition for Little Sprouts Preschool has been broken down into monthly payments for the convenience of our families.

- Registration Fee: $225 (due at the time of registration)
- Supply Fee: $275 (due with August tuition payment)
- Late Child Pick-Up Fee: $15 for each 5 minutes after pick-up time
- Returned Check Fee: $35
- Late Payment Fee: $25

VOLUNTARY PRE-KINDERGARTEN (VPK) is a free, state-funded educational program offered to all Florida children who turn four years old on or before September 1 of the school year. VPK is designed to prepare children for kindergarten by focusing on early literacy, math, social skills, and classroom readiness. Families must apply through their local Early Learning Coalition and provide a VPK certificate to enroll.

VPK FOR FOUR YEAR OLDS:

- Monday-Friday with VPK Voucher
    - VPK Only: 8:30 AM – 11:30 AM: $0/month
    - VPK + Full Day - Extended Care: 7:00 AM – 5:00 PM: $750/month
- Monday-Friday With Self Pay: No VPK Voucher
    - Full Time 7:00 AM – 5:00 PM: $1,000/month
    - Part Time 8:30 AM – 11:30 AM: $600/month
    - Summer Tuition (June/July) for VPK Students: M-F 7:00-5:00 PM $1,000/month

THREE YEAR OLDS:

- Monday-Friday
    - 7:00 AM – 5:00 PM: $850/month
- 3 Days : Monday, Wednesday, Friday
    - 7:00 AM – 5:00 PM: $600/month
- 2 Days: Tuesday, Thursday
    - 7:00 AM – 5:00 PM: $450/month

TWO YEAR OLDS:

- Monday-Friday
    - 7:00 AM – 5:00 PM: $850/month
- 3 Days : Monday, Wednesday, Friday
    - 7:00 AM – 5:00 PM: $600/month
- 2 Days : Tuesday, Thursday
    - 7:00 AM – 5:00 PM: $450/month

ONE YEAR OLDS:

- 5 Days Monday-Friday
    - 7:00 AM – 5:00 PM: $950/month
- 3 Days : Monday, Wednesday, Friday
    - 7:00 AM– 5:00 PM: $675/month
- 2 Days : Tuesday, Thursday
    - 7:00 AM – 5:00 PM: $500/month

INFANTS:

- Monday-Friday
    - 7:00 AM– 5:00 PM: $1,300/month
- 3 Days : Monday, Wednesday, Friday
    - 7:00 AM – 5:00 PM: $900/month
- 2 Days : Tuesday, Thursday
    - 7:00 AM – 5:00 PM: $650/month

PAYMENT TERMS AND CONDITIONS: REGISTRATION FEES ARE NON-REFUNDABLE / NON-TRANSFERABLE. THERE ARE NO EXCEPTIONS.

Tuition for Little Sprouts Preschool is an annual fee divided into monthly payments for the convenience of families. Invoices are issued on the 26th of each month for the upcoming month, and payment is due on the 1st of the month. Tuition is due regardless of attendance, including absences due to illness, holidays, vacations, weather-related closings, or emergency closings. Payments are made through the ChildPilot app using a credit card or ACH bank draft. A processing fee of 2.85% applies to credit card payments, and a $1 fee applies to ACH payments.

A late fee of $25 will be applied to any account not paid within 8 days of invoice issuance. A second late fee of $25 will be added to accounts remaining unpaid after the 10th of the month. Students may be excluded from attendance until accounts are brought current. Accounts must be paid in full before a child may advance to the next program or enroll in summer or the following school year.

Little Sprouts Preschool makes every effort to keep the cost of tuition/fees at a minimum. However, it is necessary to increase tuition/fees on a yearly basis. Our goal is to provide the highest quality instruction and care for your child at the

lowest possible cost. Your prompt payment of fees will assist us in meeting this goal.

The school is supported by tuition payments, which pay teachers' salaries. Tuition payments are due on the 1st of each month. An annual registration and supply fee is due upon enrollment and by the first day of the fall semester thereafter. Childcare tuition and fees are subject to change with two weeks' notice.

Tuition is an annual fee divided into monthly payments for your convenience and is based on the annual expense of the preschool, including the teacher's salaries. There are no deductions in tuition for absences or holidays. All tuition is due regardless of sickness, behavioral/disciplinary removal, vacations, weather related closings, holidays, or emergency related closings mandated by the state/local governments/DHS.

A two-week written withdrawal notice is required for a partial or total refund to be considered.

MAKE-UP DAYS: We do not make up any school days missed due to holidays, teacher workdays, your personal holidays, illness or other school closings.

ATTENDANCE: Having your child to school on time, and regularly, will allow your child to achieve the maximum benefits from attending Little Sprouts.

BEHAVIORAL EXPECTATIONS OF YOUR CHILD: While at Little Sprouts we expect your child to behave in a respectful manner to their teachers and friends. These expectations will be clearly expressed and modeled to the children each day.

- Use good table manners while eating snacks and lunch.
- Clean up their areas during the day.

- Show respect to teachers and friends at all times.
- Keep hands, feet, food and objects to themselves.
- Speak inside with an inside voice.
- Follow the teacher's directions at all times.
- Foul words, hitting, kicking, throwing , spitting and biting are not acceptable behaviors.
- We use our words to solve disagreements.

EMERGENCY PROCEDURES: We are required by the State of Florida to conduct a monthly fire drill. Under this requirement we are required to include an Inclement Weather Drill, Lock Down Drill, Nap Time Drill and Alternating routes.

Safety Guidelines:

Accident/Incident Reports

Accident/Incident Reports are filled out when first aid is given, or an event occurs that compromises the safety of a child or children.

Individual accident/incident reports must be completed by the teacher. This detailed report will explain the accident/incident and will be signed by both the teacher that filled it out as well as the parent. Parents will be given a copy of the report and the original will be stored in the preschool office.

Biting

Policy regarding biting: Children bite as they have difficulty expressing their feelings. We teach problem solving skills and we have resources for intervention at home. All children must feel safe in our program, and if a child continues to bite, we will remove the child from the program. Confidentiality will be maintained.

BIRTHDAYS: Children may celebrate their birthdays at school during the morning snack time. Special arrangements for other times must be approved by the director prior to the birthday date. Little Sprouts will not allow passed-out invitations, gifts, treat bags nor allow children to open gifts at school.

CELL PHONES: We ask that parents conclude any phone calls/texts on their cell phones before they enter Little Sprouts building. The safety of your child is vital and it is impossible to be on your phone and give your child 100% of your focus. Communication cannot take place between you and your child, or you and your child's teacher if you are speaking/texting on the phone to someone else. Pick -up and drop-off times are a priority to your child in their daily routine. Please be respectful to your child and the staff at Little Sprouts by concluding all phone calls before coming into the building.

CHILDREN'S CLOTHING: Your child should come dressed to play. Comfortable, durable clothing is recommended and tennis shoes are required. Sandals, boots, jellies, flip-flops and Crocs are inappropriate and unsafe for play activities. Jewelry is also unsafe due to getting lost, tangled, or broken. Hats are not encouraged due to Florida State Health codes.

~ Please label everything that comes to Little Sprouts. The Department of Children and Families (DCF) requires that all lunch boxes, cups and containers sent for lunch be marked with the child's first and last names. We cannot be responsible for unmarked items.

~ Please make sure your child has a clean, and labeled set of clothing (top, bottoms, underwear and socks) in a labeled zip-lock bag (2- gallon works well) in their cubby. Dirty/wet clothing will be put into a bag to be taken home for laundering. As the seasons change, please change their cubby clothing as well.

CONFERENCES: Before the Christmas break you will be given a written overview of your child's developmental progress for the fall semester. At the end of the school year you will be given time with your child's teacher to look at the developmental growth your child has achieved during the entire school year.

Parents who desire a conference at any other time must contact the office to set up a time convenient for all persons involved. Please do not expect a teacher to give an impromptu conference during pick-up, drop-off or program hours. This would cause the teacher to be pulled away from her class's needs, which they are instructed not to do.

DISCIPLINE: At Little Sprouts Preschool, discipline is viewed as a learning process. Our goal is to guide children in developing self-control, responsibility, and respect for others in a loving and supportive environment. We believe that children learn best when they feel safe, valued, and understood.

Teachers use a variety of positive guidance techniques, including:

- Clear and consistent expectations
- Redirection to appropriate activities
- Offering choices to encourage independence
- Encouraging problem-solving and communication
- Helping children label and express emotions
- Reinforcing positive behavior through praise and encouragement

Children are taught to treat others with kindness, respect property, and take responsibility for their choices.

The teacher will decide if a visit to the office is needed.

The first time a child is sent to the office they will have a talk with the director and will be given time to gain control over themselves and sort out the problem.

When this is accomplished they are allowed to reenter the classroom. If a child's behavior requires them to come to the office a second time for the same issues we will call you and ask that you speak to your child. If this resolves the problem the child will be sent back to their classroom. On the third time you will be asked to pick up your child immediately.

As well, if at any time during this process your child is uncontrollable and unwilling to settle down you will be asked to pick them up immediately.

LATENESS: When your child's day is over you are expected to pick up your child on time. If you are late, a late fee of $10 for every 5 minutes you are late will be incurred. If your child's day is over at noon then at 12:05 you are late and the first $10 fee is imposed. You will be given a late fee form that is due the day after it is issued.

A Late Fee for tuition is charged after the 5th of each month. On the 6th, your tuition is late and you will be assessed a $25 late fee.

MEAL/SNACK TIMES: Snacks for your preschool child and their classmates are scheduled on the class snack calendar. For your child’s rotation, we ask that you provide healthy snacks. Remember that other children will be eating the snack you provide. Snack foods must be individually wrapped since we are not licensed to portion foods for sharing. Snacks for PDO will be found in their lunch box so please pack a little something extra.

ALLERGIES: When a food allergy is present and needs to be made known to parents, you will be notified by that child’s teacher. Snacks that are provided will need to be compliant with that child’s specific allergy. If an allergy is life threatening, the room will become “free” of that food for the school year.

Lunches are provided by the family and again should be healthy. Any leftover foods will be given for afternoon snack if your child is in the full-time program

and/or sent home. We are not licensed for food service and are unable to heat or proportion foods. Your child's lunch box, drink containers and food containers must be marked with their first and last names.

MEDICINE: If your child requires medicine during the hours they are at Little Sprouts then you must fill out a medication form before any medicine will be administered. Please follow all instructions on the form. You may not call us on the phone and request that we give your child any sort of medication. Any medicine given must come in the pharmacy container labeled for your child only. We do not give over the counter medicines under any circumstances so please never send medicines in your child's lunch box or have them in your child's cubby. This does include cough drops, lip gloss and sunscreen.

ACCIDENT REPORTS: If your child is hurt in any way while at school an Accident Report will be filled out and you will be asked to sign the form. If the accident involves an injury we feel is noteworthy then you will be called and told the details of the situation.

NAP ITEMS: If your child will be napping at Little Sprouts they will need a nap mat (2" thick, blue/ green), a cover, pillow if wanted and a soft snuggly. This is not the time to send toys, only something appropriate for napping. Please label everything. What is sent must fit in the child's cubby and not fall out. Big sleeping bags and large pillows are not good choices.

FIELD TRIPS: Field trips are planned to enhance learning and provide meaningful experiences beyond the classroom. All field trips are carefully selected and supervised to ensure the safety and well-being of the children.

Written parent permission is required for each field trip. Children must be appropriately dressed for the activity and weather. Adequate adult supervision will be provided at all times, and safety procedures will be followed.

Parents will be notified in advance of all field trips with details regarding location, transportation, and any special requirements. Participation in field trips is optional.

GRIEVANCES OR PROBLEMS: Families often feel that if they express a concern or problem then their child will be adversely treated. Little Sprouts staff are expected to behave professionally and put the care and concern for the child first. Open communication is vital to all concerned. Never hesitate to express any concerns to us so we can better serve your family. Please call for an appointment so your concern can be addressed in the very best way possible.

HOLIDAYS: Little Sprouts will be closed on all federal holidays and those specifically stated on our Holiday Calendar.

IN THE EVENT THAT COUNTY/STATE /PUBLIC SCHOOLS CLOSE FOR INCLEMENT WEATHER OR ANY OTHER EMERGENCY CONDITIONS, LITTLE SPROUTS PRESCHOOL WILL ALSO BE CLOSED.

We will make every effort to notify parents via text, email, TV or radio about the closing. We also reserve the right to make other closing decisions if we feel it would be in the children's best interest.

ILLNESS: The health and well-being of all children and staff at Little Sprouts Preschool is a top priority. To help prevent the spread of illness, children who are ill should remain at home.

When to Keep Your Child Home

- Children should not attend school if they have any of the following:
- Fever of 100.4°F or higher (children must be fever-free for 24 hours without medication before returning)
- Vomiting or diarrhea within the past 24 hours

- Severe cough, difficulty breathing, or wheezing
- Contagious illnesses such as strep throat, influenza, RSV, COVID-19, hand-foot-and-mouth disease, or pink eye (until cleared or symptom-free per guidelines)
- Unexplained rash, sores, or lesions
- Any illness that prevents the child from participating comfortably in daily activities

Illness During the School Day

If a child becomes ill while at school, parents will be contacted to pick up their child promptly. The child will be kept comfortable and separated from others until pickup.

Return to School

Children may return to school when they:

- Are fever-free for 24 hours without medication
- Have not vomited or had diarrhea for 24 hours
- Are well enough to participate in daily activities
- Meet any additional requirements for contagious illnesses as recommended by a healthcare provider

OPERATIONAL HOURS: Little Sprouts is open Monday through Friday from 7:00 a.m. to 5:00 p.m. To allow our teachers adequate time to prepare their classrooms and materials for the day, children may not be dropped off before 7:00 a.m. We kindly ask families to reserve longer conversations with teachers for a scheduled time rather than during morning arrival, so our staff can focus on welcoming children and beginning the day smoothly.

Little Sprouts closes promptly at 5:00 p.m. We ask that parents and authorized pick-up persons arrive with enough time to gather their child's belongings and exit the facility by closing time. Our teachers work hard throughout the day and have families and responsibilities of their own waiting for them after school.

We truly value communication with our families and are always happy to discuss your child's day, development, or any concerns. If a conversation requires more than a brief exchange at drop-off or pick-up, please let us know and we will gladly arrange a convenient time to talk.

Thank you for helping us respect our operating hours while allowing our teachers to provide their very best care throughout the day.

REQUIRED FORMS: Every child at Little Sprouts must have the following forms in their folders:

- Current Physical Form: (current is every 2 years)
- Current Immunization Form: (current is not exceeding the expiration date on the form)

Both of the above forms are mandated by the State of Florida to be kept in current status. If your child's forms have expired, they will not be permitted in school until the forms have been made current. Please note expirations dates. We will help to remind you upcoming expiration dates but it is your responsibility to have forms updated on time.

- Registration Form (filled out completely): It is your responsibility to give us any changes to your address, phone number, contacts or phone numbers.

Illness Policy (signed) I Give My Permission (signed) Parent Policy Statement (signed) Flu Pamphlet (signed) Volunteer Form (notarized)

SMOKING: Please do not smoke on the property around the Little Sprouts. We feel smoking is hazardous and do not want the children, or ourselves, to be exposed to second-hand smoke.

EXPULSION POLICY: In our program, we strive to help and guide children as they learn problem solving and self-regulation skills. Every effort will be made to prevent expulsion of a child from our program. Unfortunately, there are some situations that may lead to expulsion and dismissal from the program. These include: • Continuous and serious harm to self or others. • Physical or verbal abuse to staff or other children (by child or parent). • Excessive biting, hitting, kicking that does not improve with guidance. • Uncontrollable tantrums and angry outbursts that happen regularly and do not begin to improve with guidance. • Parents that intimidate, harass, or pose a threat to the well-being and health of the children and staff. • Non-payment or excessive late payments. • Continually picking up a child late/after the center has closed. If after a period of time, a child's behavior has not improved, parents will be asked to remove their child from the program. Any child posing a serious threat to the staff or children's well-being and safety will be removed from the program immediately.

TOYS AND PERSONAL ITEMS FROM HOME: Please do not allow your child to have any toys in their pockets, lunch boxes, etc. when they come to school. If they want to share a special book/pet then please ask your child's teacher when that would be appropriate.

TUITION, REGISTRATION, EXTENDED CARE AND SUPPLY FEES:
A Supply Fee, due in August, will be charged each year for every child at Little Sprouts. A Registration Fee is charged each spring when we re-enroll for the coming school year and due for each new child at the time of enrollment. Monthly tuition fees are due the 1st of the month and are considered late after the 5th of the month. There is a sibling discount on tuition fees for families that have more than one child enrolled. Families with two or more children enrolled concurrently

will receive a 10% discount on the lower tuition rate. The discount applies to regular monthly tuition and paid VPK extended care only and cannot be combined with other discounts. Little Sprouts is a tuition-based school and relies on the prompt payment of tuition to pay staff, buy needed supplies and ensure a quality program for your child/children.

WITHDRAWAL: If you decide to withdraw your child for any reason from Little Sprouts we require a minimum two-week notice. Any less results in charging you the full two week's tuition.

STAFF TRAINING: All staff meet the State Requirements for training. This involves stated hours and required courses set by the state of Florida. Several of the staff have exceeded this basic requirement.

WATER PLAY: When the weather is warm, we will play in the water and sand. Let us know if your child has tubes in their ears or any other restrictions that require special care in these activities.

COMMUNICATION: Please know that we try very hard to communicate with parents and family members concerning all schedules and activities that occur at Little Sprouts. Please check your child's cubby weekly for calendars, field trip information, etc. It is important that you read the calendars and flyers that come home with your child. If you do not read them, you and your child will miss important events and information concerning school activities. We do have a Facebook page that we try to keep as updated as possible. Please “like us” and check it often! Also, check our web page for information; www.growatlittlesprouts.com.

Little Sprouts uses the ChildPilot app as our primary platform for communication and account management. Families will receive important school announcements, classroom updates, messages, emergency notifications through ChildPilot. Tuition statements, billing, and payments are also managed within the app. Parents are

responsible for maintaining an active ChildPilot account and regularly checking messages to stay informed. Teachers will communicate with parents throughout the day when necessary. Please be considerate of a teacher's time and management. Teachers may not be able to respond immediately. If there is an emergency, call the office. Messaging teachers after school hours is allowed but also be considerate of a teacher's time away from work.

What to Bring to School:

Children will need these daily supplies depending on their age:

- Diapers, pull-ups, and diaper cream for infants and toddlers.
- Bottles or sippy cups for infants and younger toddlers.
    - Labeled with the child's name (first and last).
- Lunch and water cup.
    - Parents are required to provide lunch for their child. Any bottles, cups, utensils, and bibs must be labeled with your child's first and last name.
- Snacks
    - Please label all snacks with your child's name.
- Rest Items- naproll, small pillow, blanket o Labeled with child's name.
- Change of Clothes
    - Please include a complete change of clothes for your child to be kept at school. Place the clothes in a large Ziplock bag with your child's name. When this change of clothes has been used, please bring a new set to school. Any dirty/soiled clothing will be sent home to be washed.
- Jacket/Sweater
    - We suggest sending a jacket or sweater to be kept at school in case your child gets cold in the air conditioning.

Additional Information for the Infant Classroom:

Food and Drink

- Any solid foods being served to infants must be safely prepared and free of choking hazards.
- When starting solids, please provide teachers with detailed instructions on how you would like your child to be fed (traditional weaning, baby led weaning, combo feeding, etc.)
- Please make teachers aware if you are introducing new food to your child's lunch.
- Please let teachers know of any known or possible allergies.

Bottles

- All bottles will be stored in a refrigerator until they are given to the child.
- We have bottle warmers available to warm up bottles if needed.
- All bottles must be labeled with the child's name.
- All bottles must be prepared ahead of time. Please mix formula bottles before
  dropping them off at school.
- Bottles will be sent home daily to be washed.

- **Additional Notes**
- We understand that younger children may enjoy/need milk during nap time to help them rest.
- Children in our infant classroom will be given bottles/sippy cups of milk as needed throughout the day and as directed by parents.
- Children in our one-year-old classroom may have a cup of milk during nap time. We ask that children in this classroom make the switch to a sippy cup.

- Once children begin in the two-year-old room, bottles will not be permitted. Children may have milk during lunch time; however, they may not take their cup with them to their cot.

Please do not bring the following items to school:

- Candy
- Toys/personal items from home
- Jewelry (as they could be a choking hazard)
- Large bags/backpacks

NAP AND REST TIME: Children will participate in a rest period in the early afternoon. Each child will have a mat and will be expected to remain quiet during rest time. Peaceful music is played during this time. It is our policy that if a child falls asleep, his or her body requires that rest. If a child has not fallen asleep after a certain period, they will be given a quiet activity, or books, to work with on their mat until rest time is over.

- Rest items will be kept in a child's cubby throughout the week. At the end of each week, rest items will be sent home to be washed. Please bring in a fresh set of rest items every Monday to be used throughout the week.
- Children younger than one will nap in a crib.

We follow safe sleep guidelines including the following:

- Children will always be laid to sleep on their back.
- Children will be placed in an empty crib (no blankets, pillows, or stuffed animals).
- We provide cribs and fitted sheets for mattresses.
- The only item permitted in the crib with a child is a pacifier.

- Children will only be permitted to sleep in a crib. Should a child fall asleep elsewhere (while playing on the floor, activity chair, etc.), they will immediately be moved into a crib.
- Per Florida laws, children will move to napping on a cot as soon as they turn one.
- Once they make this transition, children may choose to sleep with a blanket, small pillow, or comfort item/animal.

TOILET TRAINING: Each parent and family handles toilet training in their own way. Our teachers are ready and willing to work alongside you during this process. Please ensure that you let teachers know what you are doing at home to ensure that we can partner with you and follow the same routine at school. Students in the 3-year-old classroom are expected to be potty-trained when school starts in August. We will give grace for transition and accidents until December. If a student is not completely potty-trained when returning to school after the Christmas Break, the director will schedule a time to evaluate the situation and conference with the family.

VPK students are expected to be fully toilet trained (use the toilet as needed, wipe themselves, pull up their pants, **no pull-ups or diapers**). If the child is not having success by the 2nd week of school, the director will evaluate the situation and conference with the family.

Please let us know how we can help with the toilet training process. If you have any concerns about your child being toilet-trained before entering our older classrooms, please let the director know. We will discuss options with parents and decide on a plan of action that best meets your child's needs.

PROGRAM AND CURRICULUM: Our goal is to provide age-appropriate activities that support all areas of a child's development. Biblical knowledge is embedded in all studies, and we foster personal relationships with Jesus Christ as

we teach Christian principals. Our goal is to love one another as Christ first loved us. Our infant through 3 year old program is based on the ABC Jesus Loves Me Curriculum. The goal of this curriculum is to provide a quality and comprehensive curriculum with a Christian perspective and Biblical worldview. In our program, we strive to encourage growth in Biblical learning, academics, social and emotional development, and physical development. Our three and four-year-old classrooms will also use Heggerty's phonemic awareness curriculum. Our VPK classrooms will also be using Zoo Phonics. Zoo Phonics is a multisensory language arts program that will help prepare children with the literacy and language skills needed prior to beginning Kindergarten. This curriculum also incorporates multiple subject areas such as math, science, music, art, dramatic play, and physical education.

SIGN IN AND SIGN OUT: The sign in center is located at the entrance as soon as you enter the door. Please sign your child in before walking them to their classroom. For the children's safety, an adult must accompany your child to his or her classroom door each morning. Please notify the teacher that you are picking up your child when you arrive and sign out. While at the program, children are the teacher's responsibility. Please make sure a teacher sees you when you drop off and pick up your child.

When your child is absent or late, please notify the center by sending a message in the ChildPilot app. Please also mark your child absent in the app if they will not be at school. If we do not hear from you, we will give you a courtesy call.

Only those persons authorized on your child's enrollment form are to sign in and out your child unless there is an exception, and we are notified in writing. A written notification must be provided by the parent and given to a staff member before a new individual may pick up a child. Any individual not on the list of authorized persons, and not familiar to the staff, must provide a photo I.D when picking up a child with written permission from the parent. In case of an emergency resulting in a parent being late picking up his or her child, contact the

school immediately. Being frequently late to pick up your child will result in late fees and possible removal from the program.

Anyone picking up a child, except a parent, must be 16 or older.

If you are dropping off late, or picking up early, the front doors to the building will be locked. Please ring the doorbell to the left of the entrance and a staff member will let you in. If no one comes to the door, call the director or send a message in the app. (If possible, please let staff know when you will be arriving late or leaving early.)

Thank you for choosing Little Sprouts and we look forward to having you with us this year! Blessings.

Little Sprouts Preschool Scheduled Holidays 2025-2026 School Year

August 11	**First Day of School**
September 1	**Labor Day**
October 13	**Teacher Work Day**
November 11	**Veteran's Day**
November 24 - 28	**Thanksgiving Holiday**
December 22 - January 7	**Christmas Holiday**
January 19	**Martin Luther King Day**
February 16	**President's Day**
March 12-20	**Spring Break**
March 23	**Teacher Work Day**
April 3	**Good Friday**
May 25	**Memorial Day**
May 28	**Last Day of School**

Acknowledgment:

By signing below, I acknowledge that:

☐ I have received the Parent Handbook.
☐ I understand and agree to all policies.
☐ I understand tuition and payment obligations.

Parent/Guardian Signature: _____

Date: _____

Director Signature: _____

Date: _____