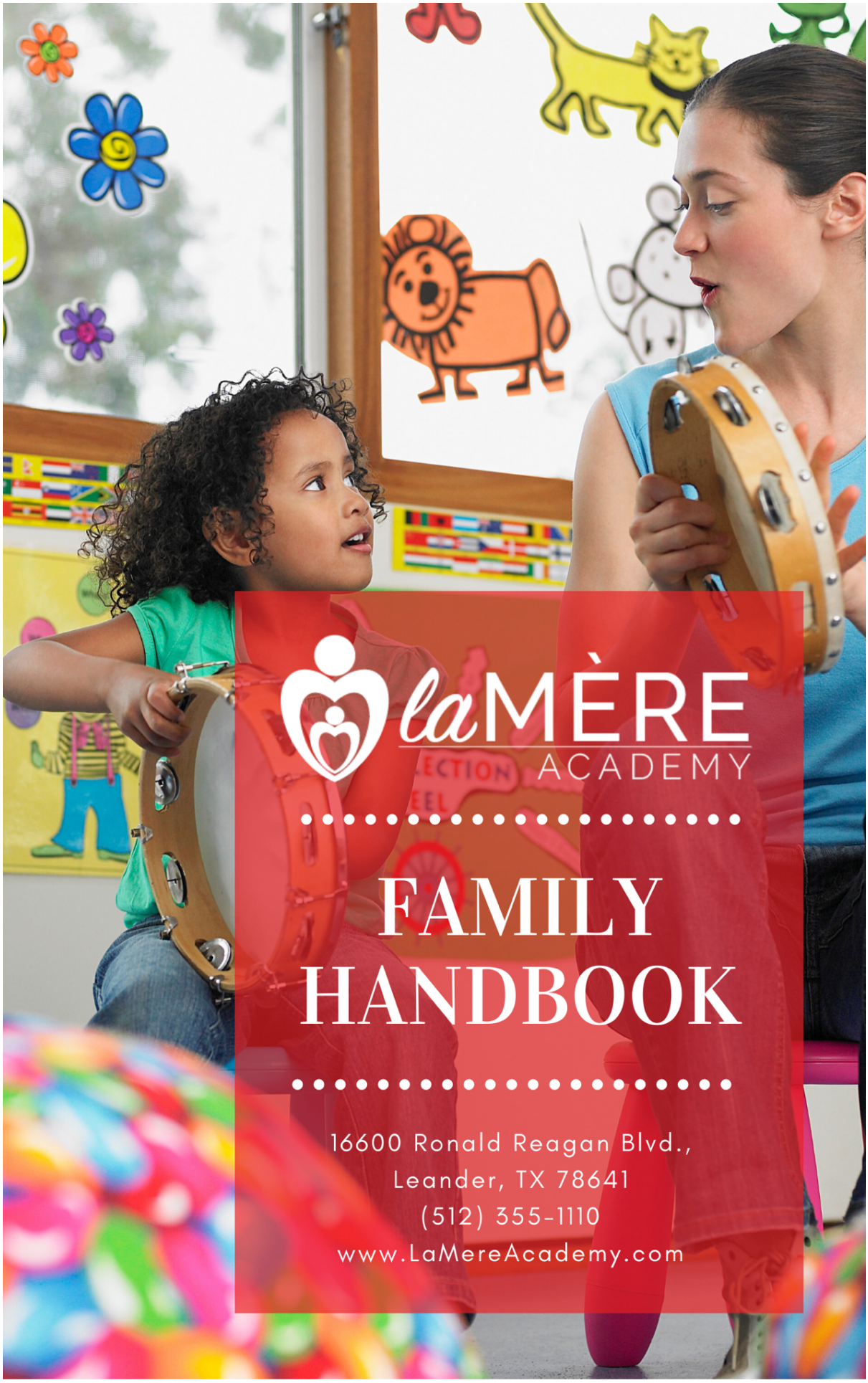

laMÈRE ACADEMY

FAMILY HANDBOOK

16600 Ronald Reagan Blvd.,
Leander, TX 78641
(512) 355-1110
www.LaMereAcademy.com

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Welcome!

Dear Parents,

We would like to take this opportunity to welcome your family to ours and to thank you for choosing our school for your child's early childhood education needs. Whether you are a first-time parent or one with a few years of experience behind you, we are aware that choosing a preschool can be a very difficult decision. For this reason, we strive to do all we can to help make this choice as easy as possible. Our goal is to provide the very best Pre-School experience for your family so that you may leave with the peace of mind knowing your child is receiving an unsurpassed education and care.

As a new family to our center, we know that any type of change involving your child can create a variety of different feelings. Please know that we are here to help make this transition as smooth as possible.

It is very important that parents feel as if we are partners in the care and education of their child. We have an "open door" policy at all times and encourage our parents to come by and visit with us about anything. Please know that management is always open and receptive to any ideas, comments or concerns you might have. We strive for continuous improvement at our schools and we can only achieve that with your help.

Please read the Family Handbook carefully as many of your questions will be answered there. A Parent Orientation is scheduled before your child's first day with a member of our management team to review all the questions you may have.

Once again, I, along with our management team, would like to thank you for choosing La Mère Academy and we look forward to sharing the upcoming years with you and your family as we partner in helping your child build a strong foundation for a bright future!

Sincerely,

Maggie Khoo
Owner

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Our Philosophy

La Mère Academy offers a wide range of programs to fit the needs of the working mom (and dad, we like everyone) and even the non-working because parenting is a full-time job in itself. Our goal is to help ease the stresses of it all by assisting you on your journey to raise happy, healthy, well-educated children.

Purpose of this Handbook

This handbook was developed to answer many of the commonly asked questions that children and families may have during the school year. The handbook contains information about child privileges and responsibilities. Therefore, families and children are responsible for knowing its contents. Please take the time to become familiar with the handbook and keep it accessible for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstandings when questions arise.

The School reserves the right to interpret the content of the handbook, including the rules and regulations governing the conduct of students and parents. This handbook is not a contract, nor is it intended to be construed as such. Our School reserves the right to modify and/ or amend the content of this handbook at any time during the year as we deem appropriate.

If you have any questions about the handbook or any of its policies, please contact the Director.

What Makes Us Different

- Frog Street curriculum is designed around the latest research for early brain development.
- Glass walls - allow all children and staff to be visible to others at all times
- Internet viewing - parents are able to view their children online at any time during the day through "Watch Me Grow"
- Gym – over 2,500 square feet of activity space for after school students, inclement weather activities, and extracurricular activities
- Enrichment Classes - Spanish, Sign Language, Music/ Creative Arts
- Separate Library/Computer Lab

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- 27,000 square feet of playground space divided into age appropriate sections
- Shade structures cover the playgrounds to provide comfort for outdoor play
- All staff certified in CPR and First Aid
- Excellent salary and benefits used to attract and retain highly qualified teachers
- Minimum requirement of 24 continuing education hours annually for each staff member
- On-site owners

Governing Regulations

The governing organization in childcare is the Texas Health and Human Services. If you would like to see a copy of the standards that govern childcare, you may go online to http://hhs.texas.gov/.

Licensing

The Texas Health and Human Services regulate La Mère Academy. If you should have any questions, concerns or need resource information related to childcare, check out their website at http://hhs.texas.gov/. The local telephone number is (800)-582-6036. To report child abuse contact (800) 252-5400.

Inspections

In an effort to help make sure that we do not overlook any regulations, we are inspected by several city and state organizations. The results of our last inspections are posted in the front lobby.

Equal Opportunity

This School does not discriminate on the basis of race, color, religion, national origin, sex, citizenship, handicap or disability or any other legally protected status in regard to admissions or in the administration of its educational policies and administered programs.

This School makes its programs and services accessible to individuals with disabilities. The School welcomes request for accommodation. The School will attempt to provide

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reasonable accommodations to qualified students with mental or physical disabilities, to the extent that such a request does not cause a fundamental alteration to the School's programs/curriculum and to the extent that it does not create undue hardship for the School or students

The first step in requesting an accommodation is to provide the Director with documentation of the condition from a qualified professional, such as a physician, psychiatrist, or psychologist. Upon receipt of such documentation and recommendations, we will communicate with the family in an interactive process to obtain additional information or discuss the circumstances related to the request.

Enrollment and Getting Started

Center Information

La Mere Academy
16600 Ronald W. Reagan Blvd.,
Leander, TX 78641
Phone: (512) 355-1110
Fax: (512) 355-7770
Web: http://www.LaMereAcademy.com/
E-mail: info@LaMereAcademy.com

School Days and Hours

The School is open Monday through Friday, 12 months per year, from 6:00 a.m. to 6:00 p.m. Since we are licensed only for specific hours of operation, no early drop-off or late pick-up can be allowed.

Age Ranges of Children Accepted

We accept children ages 6 weeks through 12 years of age. All children must be observed by the School prior to admission to assure that our program can effectively meet their needs.

Holiday Schedule

See La Mère Academy Academic School Calendar for holiday schedule.

If a holiday falls on a Saturday, the center will be closed on the Friday prior to the holiday. If a holiday falls on a Sunday, the center will be closed on the following Monday.

Inclement Weather

This School takes into consideration several factors when making a judgment as to whether we will close, open late, or close early due to inclement weather. We do our own assessment of the conditions including local authority recommendations, Leander Independent School District (LISD), local road conditions, and forecast temperatures. Please call the School, check our website and Facebook page, listen to the radio or watch television for announcements about closings due to inclement weather or unforeseen circumstances like a major virus outbreak. If there are no indications in any of these places that we are closed, then we will be open. Please note that we may have a late opening. In this case, please note that no morning bus runs will take place. No tuition adjustments will be made for closing/ delayed openings due to inclement weather.

Enrollment/Paperwork Procedures

To reserve space in our program you must submit a completed application as well as the nonrefundable registration fee. Amounts of all fees are found on the fee schedule.

Before enrollment, you will need to complete all forms provided by La Mère Academy. The following are especially important:

- You are asked to provide a list of people who are permitted to pick up your child. Your first emergency contact must be someone local who can pick up your child in case of an emergency or any other situation that prevents a parent from picking up. Please add at least 2 more contacts to your list to ensure that there are plenty of people available to your child should you get caught in traffic or have to arrive late for any reason. Please plan for unforeseen circumstances and provide ample contacts on your pickup list. We will not release a child to anyone not on the pickup list unless we have received written authorization. Phone authorization is not permitted. You may add or delete contacts on your pickup list at any time. At 7:00pm, we are required to call CPS and the police if we cannot get in touch with anyone on the pickup list.
- Anytime there is a change of contact info for one of your pick-up contacts (address, phone number, or email address), remember to inform the front desk so records can be updated.
- Current immunization records must be furnished before a child can attend (Please see the "Immunization Requirements" page in this handbook.) Anytime your child is given a new immunization, please bring the updated record to the School and we will

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make a new copy for our files. Suspension or denial of care may occur if immunization records are not kept up to date and on file.

- Parent Orientation should be completed prior to child's first day of school.
- At the time of enrollment, we must have an updated doctor's health care statement for each child.
- At the anniversary of your child's enrollment, La Mère Academy will require updated enrollment paperwork to be filled out. A new enrollment package may also be required if your child returns after a period of disenrollment.
- A Written Statement from your Doctor if your child has a food allergy as to the allergy and what food should replace the food the child is allergic to.
- A written statement from you if your child has restricted dietary need due to religion or culture.

Families are encouraged to have their children with them the first time they visit the School. It is important that the child and the parent feel absolutely comfortable with our staff and the facility.

Admission and Re-Enrollment

Admission and, as applicable, re-enrollment is dependent on the following:

All deposits, registration and other required forms, teacher references, and interview must be submitted, completed, and evaluated. Any false or misleading statements made during the interview or on any submitted documents shall be grounds for denial of admission or immediate dismissal. All financial obligations must have been met in a timely manner.

Occasionally, formal acceptance may be given on a probationary basis. In such case, the Director reserves the right to revoke acceptance or to dismiss a child at any time.

The Director reserves the right to place children in a classroom, to determine the teachers for a particular classroom, and to determine whether a particular child continues to meet the School's requirements.

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Preparing for Your First Day

A positive daily transition from home to La Mère Academy is imperative. Children react differently to the separation from their parents when coming to school. Some children are full of confidence and are excited to be with other children. Some children are frightened or may seem angry. Others are afraid of being away from mom/dad. (After all, no matter how old we are, no one likes to be placed in a room full of strangers). Many behaviors are based on the age of the child, if the child has never been in a pre-school before, or any number of other factors.

If it is your child's first time in pre-school, first time to our school, or first time away from you, please be sure to make every effort to spend additional time at the school in the beginning to help your child become comfortable in his/her new environment.

- Visit the school with your child prior to the first day of school, making sure to point out things that will interest your little one.
- Children also feel your vibes- If you are apprehensive, he/she will be apprehensive.
- Start talking about going to a new school as early as possible with excitement and enthusiasm.
- Quickly slide into your routine, being consistent on who brings the child to school every day.
- Take your child to the classroom or café, give a big hug and kiss, let them know you will be returning and leave the room quickly (The longer you stay today, the longer you will stay tomorrow, and the next day.)

If your child is upset when you leave the classroom, take it in stride, they have usually calmed down by the time you make it to your car. REMEMBER: You can call and check on your child at any time or use the internet viewing capability.

What to Bring To School for Your Child?

Suite 100 - 250

We will notify you when supplies are running low.

- Pre-made bottles marked with child's name and date
- Change of clothing clearly labeled with child's name
- Baby food or cereal if child is not on a regular menu.
- Crib size blanket

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Suite 300 - 500

- At least one complete change of clothing. (Please label each article of clothing and any other items with your child's name in permanent ink).
- A small blanket for naptime that fits in the cubby. (Large bedding is difficult for us to store so please bring crib-sized items.)

Dressing Your Child for School

Please dress your child in comfortable, washable play clothes that are okay to get dirty. We do lots of messy, fun activities such as gardening, painting, playing in the sand and water table, and outdoor play.

Clothing also needs to be easily managed by the child. Please avoid belts, snaps, or buttons if your child cannot manage them, this includes onesies and overalls. Shorts and pants with elastic waist are best.

Young children are still working on large and small motor skills. Therefore, they need sturdy footwear like close toes rubber soled shoes that Velcro or zip. Closed toed water shoes are required for days when the classroom will use the splash pad. Sandals or flip flops expose children's toes to injury, so we strongly advise against them.

Each child should have two changes of clothing, labeled with his/her name left at school in a zip lock bag. Please make sure this set of clothing is appropriate for the season. When a soiled set of clothing is sent home to be washed, please send a new set the following day. If for any reason your child is sent home in a spare shirt or pair of pants, please wash and return them to the center.

Safeguarding Valuables

Children should not bring excessive amounts of money (over $5.00 is considered excessive) or other valuables to the School. Valuables such as cellphone, expensive clothing, blankets, toys, electronics, jewelry (necklaces, bracelets, earrings, etc.) should not be brought or worn to School. The School will not be held responsible for lost, stolen, or damaged valuables.

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Attendance

Checking In and Out

Parents must sign their children in and out each day using the computer at the front desk. This is very important, because state regulations require that we know who is in the building at all times. If you forget to check your child in and out, please let a manager know immediately. When picking your child up, please be sure to check him/her out first. Once you have made contact with your child, you are responsible for him/her until you leave the premises. Please be sure all children stay with you when inside the school. Do not allow your child to walk alone through the building or in the parking lot- please hold the hands of younger children to ensure they stay by you.

Parents are welcome to visit at any time and may participate in all center activities. Please be sure to escort your child into the center and into their classroom, making sure that you leave them in the direct care of a faculty member. If you have more than one child at our center and a baby in the infant room, we ask that you take your older child to their classroom first. It can be unsafe for our infants and toddlers to have older children in their rooms. Please keep your child by your side at all times in the building. Do not allow them to wander to another classroom or the front desk.

Arrival

We recommend all children arrive by their classroom's morning group time (prior to 8:30 a.m.) Morning activities usually begin at this time and this well help your child to be a fully participating group member. Please do not drop your child off after 8:30 a.m. while class may already be in transitions. Leaving your child at this time makes it difficult for him/her to quickly adjust to the things that the classroom is doing at this time. The School must be contacted if your child will be arriving after their classroom morning group time. All children must be escorted into a classroom by an adult. Upon arrival into the classroom, we ask that you wash your hands as well as your child's hands. This will help us minimize the spread of illness. Your child's arrival must be acknowledged by the classroom teacher before you can leave your child. Please note that if your child arrives after the scheduled breakfast or lunch time, we will not be able to provide this service.

Attendance

If you are going on vacation, or your child is ill, please contact the school and let us know. An unexplained absence of two weeks may mean that your child will be dis-enrolled, your

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account will be billed for the final two weeks, and your child's spot will be given to another child on our waiting list. To re-enroll, the full registration fee would be required.

Departure

We want to do everything we can to keep the children in our care safe. We are very cautious about releasing your child to someone other than yourself. To pick up a child from our school, an adult must come into the building, sign the child out, let the teacher be aware of your presence, and escort the child out of the building. The family or guardian must supervise the child at all times after leaving the classroom, both inside the building and in the parking area. If someone other than a family member is picking up the child, they will be asked for a picture ID to match the person to the name given by the family.

Communications

Procedures for Parental Notifications

Daily Reports and Weekly Lesson Plans

Each day in most classrooms, you will receive a Daily Report via KangarooTime that has details about your child's day, including how they ate, slept, played, and what they learned. Please ensure that your classroom teacher has the most up to date email address. For younger children, the report includes information about diaper changes. Since everything about your child's day cannot be put on paper, we encourage you to contact your child's teacher if you have any specific questions. Each classroom also has specific weekly lesson plans posted for parent review. These plans detail the classroom activities for the week.

Email

La Mère Academy requires valid email addresses on file for the primary guardians of each child. It is essential that we are able to communicate with you about school events, curriculum, bad weather closings, and other important items. We ask for your diligence in reading these emails. Doing so will result is a positive relationship and expectation between your family and La Mère Academy. If you are not receiving our weekly email, please see the front desk so they can verify your email address.

Monthly Communication

All of these forms of communication are posted in the classrooms and emailed to the current email address we have on file. We also copies printed at the front desk.

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- A monthly calendar is generated to outline the activities of the school.
- A monthly newsletter is published to further explain school related activities and issues, parent and family events, etc.
- A monthly menu is posted for your review.

Family Information Board

This bulletin board in the lobby contains information about the school and other topics of general interest. You may also post your own business services in this area. La Mère Academy reserves the right to refuse the advertising of your business services. There is also a Family Information Board located at the front of each classroom that provides specific information for that class.

Parent Teacher Conferences

You can expect two (2) regular, formal conferences with your child's teacher. Conferences happen at least twice a year (spring and fall) for all classrooms. A parent/teacher conference may also be scheduled at any time at the request of a parent or teacher.

One of the most important pieces of a successful experience for your child depends on the communication between their teachers and parents. Many parents make the mistake of sitting back and allowing a teacher to come to them with issues. It is absolutely essential that you avoid doing this. In many cases, when an issue is discovered in the classroom, the parent avoids discussing it with the teacher. It is important to make it a point to communicate regularly with your child's teachers. If there are issues that are starting to develop, identifying it to the teacher will help resolve the issue quickly. It is about achieving a fluid exchange of information between both the teacher and parent.

Internet Cameras

Included in your tuition is access via a secure Internet Server to your child's classroom and our café so that you may view the activities and your child's participation in these activities. This is a very popular feature in the center, and it gives parents a peace of mind as well as allowing another way to participate in your child's day. Access to our system is limited by password protection. Parents are prohibited from giving out passwords to anyone else. Parents will be required to sign a release part of the enrollment process.

Parent Grievance Procedure

We encourage you to discuss any classroom issue with your child's teacher if needed. We strive to provide the highest quality of care and education to families we serve. We welcome parent input and will make every effort to resolve concerns. However, we ask that

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concerns always be communicated in a professional and courteous manner and that all our staff be treated with the respect they deserve as partners with you in caring for your children. For concerns that require lengthy conversations, please schedule an appointment/conference with the teacher as well as management. If at any time you feel that issues are not being resolved, please feel free to talk to any member of management. If a member of management is not available to address your concerns immediately, an appointment will be made as soon as possible. The relationship between parents and center staff is vital to the success of a child's experience. A partnership must be formed with open communication and understanding that the development and growth of the child is our top priority.

Family-School Involvement

We welcome family input and encourage you to visit your child's classroom and speak with your child's teacher. We have an open-door policy at our School and families are encouraged to get involved in their child's classroom.

If you would like to request a conference, please call during School hours to set up a convenient time. Conferences can be requested at any time and may include the teachers, administration, or both.

On a daily basis, please check the Family Communication Board in our lobby and classrooms. You will find a copy of our most recent state licensing inspection posted there. If you wish to review previous inspections, please notify the director. Also, be sure to read any correspondence that is sent home with your child. Also, be sure to check your child's cubby box and classroom folder daily for messages, daily reports, and artwork. Notices and messages sent by you should be written and submitted to the teacher or front desk staff.

Infants through two-year-old will have a daily report completed by the classroom teacher to relate the day's events specific to your child. Preschool classes will have weekly folders with work completed, etc. that the parents can check for updates and information.

There are daily opportunities to get involved in your child's day, so feel free to come and have lunch with your child in our Kids Café. Many additional activities will be provided to encourage interaction between families, teachers, and children such as carnivals, holiday parties, and field trips.

Another way to participate in the education of your child is through donations. Please check with your child's teacher for the items of need for special activities. Some general items

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used in the classroom are magazines, newspapers, greeting cards, dress up clothes, hats, paper, books, wrapping paper, ribbons, and many other household items.

We welcome any questions and suggestions. If there are family situations that affect your child, please discuss them with your child's teacher or the Owner. Remember that any information regarding a personal issue is kept confidential and we are glad to help whenever possible.

Role of Families or Other Caregivers: Our General Expectations for You

The relationship between families and School staff is vital to the success of a child's experience. A partnership must be formed the first day, with open communication and understanding that the development and the growth of the child is our top priority.

Families can assist and help ensure a smooth transition by doing the following:

- Sign children in and out at the front desk and must then escort them to their designated class. **You should never leave your child alone in the café or classroom.**
- Supervise your children at all times while escorting them inside the School and in the parking area.
- Drive safely through the parking area. Never park more than 3 minutes in the "Kiss & Go" lane. Also, only park in designated parking spots.
- Have all forms completed promptly.
- Update forms, as needed, when changes occur (i.e., new phone number, address, etc.).
- Keep staff informed of special needs or changes that might affect your child's behavior.
- Be sure your immunizations are updated.
- Notify the School if your child is ill.
- Notify the School if your child will be absent.
- Notify the School if you will be later than usual picking up your child.
- Provide two changes of clothes marked with your child's name. *This request is for all ages. Our School is not responsible for lost clothing or items. Please change clothing seasonally to accommodate the changes in weather and the growth of your child.*
- Children should be dressed properly for weather and play.
- Do not allow children to bring in toys. (This rule does not include special transition toys such as a blanket or other security items to which your child is significantly attached or show-n-tell items.)
- Participate in the School's special activities.

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- Attend scheduled family meetings and conferences.
- Ask questions, make suggestions, or address concerns as they arise.

Checking On Your Child's Day

Please feel free to call (512) 355-1110 and inquire about your child. The front desk can call the classroom teacher for information. Also, log on to the internet viewing system to view your child.

Concerns with Your Child's Classroom or Teacher

Talk directly with the teacher. Our preference is for teachers and families to keep an open line of communication and work together to solve issues.

Parent Code of Conduct

The staff at La Mère Academy are dedicated to serving your family. We hold the safety and care of your child as our top priority. Just as we set guidelines of appropriate behavior for our students and staff, we also have certain expectations from parents and adults who come into our school. In order to show your cooperation and support, we ask your agreement to the following while on school grounds:

- Parents and their guests will use appropriate language (no cursing)
- Parents/adults will show respect and courtesy to all children in our program
- Parents/adults will show respect to the teachers, staff, and any other adult in authority in front of all children. Any negative comments or disagreements will be discussed in private.
- Parents/adults wills peak respectfully and with kindness and courtesy to other parents/adults regardless of their disagreements or feelings towards each other.
- Parents/adults will go through the proper channel when they have a complaint or problem rather than discussing and complaining to other parents.
- The person dropping a child off for school will only drop off in the driveway if a staff person is present. Otherwise, they will part in one of the designated areas, walk the child into the school, and properly sign them in.
- The person picking a child up from school will be responsible for their behavior and safety once they have been released by the school staff.
- The person dropping off and/or picking up will not use their cell phone during drop off and pick up times unless they are using KangarooTime to unlock the doors and check in/out of the child.

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- Parents and guardians are responsible for ensuring anyone that they designated to drop off, pick up, or visit their child at school is aware of and has agreed to follow our policies and procedures.
- Parents/adults will not expect their child's teacher to answer their text messages, emails or phone calls during school hours. This is against school policy and state regulations as it distracts the teacher from proper supervision of children.

Concerns with the Center

Talk directly to the Director or email at info@LaMereAcademy.com.

Texas Health and Human Service (512) 834-3195; https://hhs.texas.gov

Child Abuse Hotline 1-800-252-5400

Harassment, Bullying, or Hazing

Please contact the Director immediately if you believe you or your child is a victim of harassment, bullying, or hazing or any other serious misconduct.

Ideas and Suggestions

We are always open to your input. Our goal is to team up with our families to make La Mère Academy the best preschool it can be.

If your concern cannot be resolved by the parties involved, the matter should be taken directly to the Director.

If we do not know your concern or problem, we cannot help resolving it. So, please contact the Director immediately if you have any concerns or issues.

Classroom Experience

Curriculum

Educational priorities are well defined at La Mère Academy. Our comprehensive curriculum materials are designed specifically for each stage of development.

The Frog Street curriculum establishes a solid foundation for educational growth beginning with a child's first day. Each of our curriculum programs is research-based and includes developmentally appropriate activities.

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We continue to educate children through the preschool years and beyond with theme based, academically stimulating, hands-on units. We provide teachers with the curriculum materials they need to create a positive learning environment that will challenge children and move them toward mastering new skills.

Infant through Toddler

La Mère Academy knows the importance of nurturing when it comes to babies. Taking care of infants is demanding but rewarding and we recognize that each infant has individual needs. We believe that once a trusting relationship is built, teachers can better assist children in reaching developmental milestones. Providing plenty of hugs, love, and personal attention is something we include throughout our Infant-Toddler Program. In a warm, loving atmosphere based on trust and respect, our staff can provide for these needs. Your baby will enjoy singing, giggling, reading, cuddling and, of course, Tummy Time in our safe, secure state-of-the-art facility.

- a comforting place that focuses on love and trust
- sign language techniques to maximize communication skills
- daily exercises and activities designed to coincide with physical development
- daily reports and weekly lesson plans to keep you informed of your child's development.

We recognize that the physical separation from baby and family is always difficult. Our School strives to help families and children experience a calm transition of physical and emotional separation through our safe and loving environment. We encourage families to take the time they need to make this separation as smooth as possible and to let us know how we can support in the process.

Adventure and Growth

Learning centers, with educational and developmentally appropriate toys designed for learning, create a bright and exciting environment for your child. Expanding the imagination and strengthening the muscles has never been more fun!

Weekly lesson plans provide activities designed to develop skills necessary to accomplish developmental milestones. Our extensive Infant-Toddler Sign Language Program, which is known to eliminate frustration for children who have yet to form their verbal vocabulary, introduces age appropriate language skills for non-verbal communication.

The Infant/Toddler Program

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There are four essential components to our Infant program:

- language development
- physical development
- cognitive development
- social and emotional development

La Mère Academy believes in balancing fun with fitness and learning with laughter. Communicating, crawling, creating and exploring underscore the meaning behind developing the whole child.

Love and Laughs

At this tender age, there's no such thing as too much love, too many hugs, or too many giggles. As babies grow into toddlers, it's imperative to create strong bonds with families and caregivers. At La Mère Academy, you know your child is being loved, hugged and nurtured from the very beginning and as she continues to develop. That's the La Mère Academy difference!

Sign Language

The sign language program we implement at La Mère Academy was developed by Joseph Garcia. When he began working as an Interpreter in the late 1970's, he noticed that hearing babies of deaf parents could communicate their needs and desires at a much earlier age than children of hearing parents. Joseph began to research the use of American Sign Language with hearing babies of hearing parents at Alaska Pacific University in 1987. The results were extraordinary. His research showed that hearing babies who are exposed to signs regularly and consistently at six to seven months of age can begin expressive communication by their eighth or ninth month. This process helps to accelerate the acquisition of verbal language as well.

Incorporating signs into your daily routine does not require fluency in American Sign Language. Rather, it teaches that even a few simple gestures can make a big difference in empowering and meeting the needs of a child. Parents and caregivers should start slowly by introducing several ASL signs that represent ideas babies can understand, like —more, —eat, and —milk. When babies are able to replace some of the screaming, whining, and crying with a few simple hand gestures, it can dramatically improve their relationships with caregivers and parents.

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With each day, more and more people are coming to recognize the power of signing as it changes the way they view and interact with preverbal children. For more information about signing and the curriculum we use see www.sign2me.com.

Two through Five

Two- and three-year-old are naturally curious. Building off this natural curiosity, children are given the opportunity to explore their world safely. Children are encouraged to develop their self-help skills, such as feeding themselves and toilet training. Each child is treated as an individual during this important time as a way to help them develop their independence and self-management skills.

The concept that the children learn best through play is reflected in the environment design of each classroom. Our environment encourages experimentation and freedom of choice. The atmosphere also encourages independence and the building of self-management skills. In addition, the use of a daily schedule helps children feel secure and independent as they anticipate activities and the opportunity of making choices on an individual basis.

The educational philosophy is based on the theories of Swiss psychologist, Jean Piaget. Piaget believed that children learn best by reacting to objects. The importance of play in our classrooms is supported through learning opportunities that focus on exploring, manipulating, experimenting, and analyzing.

Our complete preschool learning program is designed by professional educators exclusively for La Mère Academy and includes:

- Standards driven, year-round core curriculum
- Integrated subject areas: Language Arts, Math, Science, Social Studies
- Theme-based units with weekly lesson plans
- Value words in English, Spanish, and Chinese
- Sports and fitness instruction
- Music and movement
- Weekly Spanish and Chinese instructions
- Sign Language Supplemental units are updated quarterly

Our curriculum coordination works two weeks in advance of the lesson plan. The lesson plan is formatted into weekly segments. Each week has a main focus with objectives and a value word of the week. The focus and objectives are introduced through group time, daily enrichments, group time reviews and center additions. Additional activities are organized around outdoor fun, rainy day alternatives and special activities.

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Group time activities are designed to introduce educational concepts and provide language rich experiences by promoting reading and early literacy. Children will build confidence and social skills through participation.

Each classroom is organized into learning centers that offer real-life learning experiences and assist with classroom management. Through the learning centers children are encouraged to make positive choices while teaching organization and responsibility. The learning centers focus the children's attention on theme-based play by defining classroom areas. Children experience —I Can Do It‖ moments everyday as they explore learning centers.

The Learning Centers:

- Artistic Creations
- Blocks & Building Design
- Dramatic Play
- Library & Literature
- Math & Table Activities
- Music & Movement
- Sand & Water
- Science & Discovery
- Writing Exploration

So nowadays, you rarely see children sitting in chairs reciting their A-B-C's and 1-2-3's. Instead, they focus on real-life, hands-on learning. For example, the teacher might have them write the letter "Pp" on the cutout of a pig using glitter, dried beans, and beads.

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Kindergarten through Fifth Grade

At our school, we understand the changing needs of older children and their families. A variety of programs are available: before and after School, holidays, and summer camp. Each program is designed to allow for free choice as well as teacher- facilitated activities. Children are encouraged to increase their knowledge, develop as an individual, and expand their social skills.

Our before and after school program offers the school-age child a welcome break from the structured academic learning environment. The school–age children will be "…in the Zone". With many different zones to choose from:

- Nova Zone—Drama, Music, and Sign Language
- Media Zone—Research, Journal, and Technology
- Discovery Zone—Science, Sensory, and Social Studies
- Construction Zone—Blocks, Cooking, and Hobbies
- Open Air Zone—Group Games, Indoor Alternatives and Outdoor Activities

Our teachers are available for any tutoring your child may need and strengthening study habits in the Homework Center. Full week seasonal units are used to provide focus. Value Word of the Week in Spanish and French will be implemented as in the pre-school curriculum.

The School Age Program flows into Super Summer Adventures. A new topic is introduced every summer. Individual and group projects are designed around interesting themes and daily meeting topics. Field trips are provided and tie into the Summer Program.

Extracurricular Activities

Based on the interest of families enrolled in our center, we offer a variety of extracurricular opportunities from outside providers. These activities might include such things as dance, gymnastics, sports classes, piano, etc. The fees for these programs are separate and are paid to the outside provider.

Transitions to a New Classroom

As your child grows and matures, he/she will become ready to transition to a new classroom. We look at several factors when making a determination if a child is ready or not. Some components of the decision are based on maturity level, developmental level, the age of your child and space in the classroom.

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Transitioning a child is a decision that should be made by teachers, parents, and the administrative staff. Although we have a plan for transitioning a child, we also observe the child's behavior during the process and either lengthen the transition time or decrease the time taken to make the change. Below is our standard policy.

1. Transition meeting between parent(s), the current teacher and the new teacher.
2. Transition begins on a Monday:
    a. Monday—child will spend 1-2 hours in new classroom
    b. Tuesday—child will spend 3-4 hours in new classroom
    c. Wednesday—child will have lunch with new classroom
    d. Thursday—child will nap with new classroom
    e. Friday—child will spend the full day in new classroom
3. If the child is struggling, the transition cycle will be rolled into a two-week period. If the child is happy and content in the new classroom, he/she is not required to return to the old classroom

Transition Meeting

We will arrange a transition meeting to help acquaint everyone if desired. The outgoing teacher can give vital information to the incoming teacher. He or she can also review with the parents the accomplishment and progress they have seen in the child.

The incoming teacher can review with the parent the schedule of the classroom, the expectation of what the children will be learning and the rules that apply to that particular classroom.

What we need from you:

As with anything, children feed off of the vibes of their parents. Begin talking to your child about moving to the next room. Let them see your excitement and they will have a much easier time in the transition process.

Curriculum Support

A curriculum once implemented becomes a living entity that will change and grow. La Mère Academy publishes a monthly newsletter "The Curriculum Connection" with supplemental units that provide motivating techniques, helpful hints, and updates on current industry standards.

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Partnership with families is critical to the success of any learning environment. We provide detailed lesson plans, Our Week in Review and year-round family functions to communicate with and involve parents in our school.

A Curriculum Compendium is produced to serve as a guide for writing standards driven, play-based learning activities. We have Curriculum Coordinators on staff at both of our locations and are responsible for curriculum distribution, staff training, observation, follow-up and encouragement for the teachers.

Financial Policies

Registration Fees

An enrollment fee is required upon enrollment. This fee is non-refundable and will hold a space for your child for up to two weeks. The annual supply fee for non-school age will be billed at the beginning of school year.

New enrollment registration fees are parable upon registration and are non-refundable. These fees serve to insure your child's placement in addition to covering the cost of processing the application for admission, supplies, and educational materials. If space is not available at the time of registration, your child will be placed on our waiting list. We will contact you when space becomes available. Please feel free to contact us as well.

Once a student has dis-enrolled and they re-enroll, another full rate registration fee is required. If an afterschool student dis-enrolls or only attends half of the summer camp weeks or less, another full rate registration fee is required.

Tuition and Other Fees

Tuition includes educational programs, internet viewing system, breakfast, lunch, afternoon snack, computers, ABC mouse subscription (Suite 300- 500), and Fitness Adventures. Tuition is charged for your child's space and is due whether or not your child is present. Since the expenses of La Mère Academy are based on fixed enrollment levels, the school cannot give credit for days absent, or holidays.

Program options are Infants, Toddlers, Pre-School, School Age, and Kindergarten.

Families are responsible for any special diet required for their child with no adjustment in tuition given (refer to Meals and Snacks) and must sign a dietary restriction form bi-weekly. Tuition is paid monthly in advance with no deductions for absence, holidays, teacher

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workdays, and days the School is closed for inclement weather or major virus outbreak. Tuition is due on the 5th of each month. If the tuition and fees are not paid in full by close of business on the 5th of each month, a late fee of $30.00 will be assessed. An additional charge of $10 per day starting on 8th will be added to the account daily until the balance is paid. If the balance is not paid in full by Friday of that week, your child will be denied care until your account is paid in full with applicable late fees. There is no guarantee of reserving a space for your child.

Deposits

Half of a month tuition will be required as deposit. The deposits will be applied to the final month of attendance with proper 30 days' notice for dis-enrollment.

Supply Fee

An annual supply fee is charged beginning of the school year to replenish supplies, cover field trip costs, purchase academic materials and replace damaged and broken boys and books.

Outstanding Accounts

Families with outstanding accounts upon leaving La Mère Academy will be reported to a local collections agency/attorney for collections if payment arrangements have not been made. Annual Tuition Account Summaries (usually used for tax purposes) can be withheld from parents with an outstanding balance.

Accounts with an outstanding balance may not participate in the monthly Kids' Night Out (KNO) until the account is current.

Tuition Billing

Tuition is charged for your child's space and is due whether or not your child is present. Fees are based on enrollment, not attendance. Since the expenses of La Mère Academy are based on fixed enrollment levels, the center cannot give credit for days absent, illness, vacation, or holidays. The current tuition rate will be charged to your account on 1st of the month. Tuition is due on the 5th of the month for the upcoming month and is not refundable. Applicants authorize La Mère Academy, or its agents or representatives, to obtain such credit reports as La Mère Academy deems responsible and necessary, and regardless of whether the credit reports are obtained before, during, or after applicant's enrollment, if any, at the center.

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Please email billing@lamereacademy.com if you have any billing questions.

Tuition Discount Policies

La Mère Academy offer three discount programs, if you qualify for more than one you may choose one. Discounts are not cumulative. The default discount will be the one advantageous to the customer.

- A discount of 5% of the oldest child's tuition is provided for families with two children enrolled.
- For families with three or more children, a 10% discount off of the oldest child's tuition is provided.
- If you are a teacher in the Leander ISD or Georgetown ISD, a policeman, a fireman, or on active duty in the armed services, you are eligible for an additional 5% discount on the tuition.

The multi-child discount does not apply to all part time programs. A copy of the Enrollment Agreement is provided to you.

Tuition Rate Changes

Families will be notified of any changes in tuition within four weeks of the change. We reserve the right to change tuition and/or program fees due to unforeseen increases in expenses. Any additional services such as late pick-up, field trips, etc. must be paid the same day the services are rendered.

Tuition rates change on a child's birthday. The new tuition rate will become effective on the first Monday after the child's birthday.

No portion of your weekly paid outstanding tuition will be refunded or canceled in the event of absence, withdrawal, or dismissal from School. **Should it become necessary to withdraw your child for any reason, a month notice must be given to the administration.** If the notice ends on a Monday, Tuesday, Wednesday, or Thursday, tuition for the entire week is due. We reserve the right to dismiss any student at the discretion of the School's Director or Owner.

Vacation

Full time families: ***In order to receive a week vacation credit, a full-time family must be enrolled for at least 6 months.*** After 6 months of continual enrollment, a full-time family will receive $100.00 vacation credit. Vacation credit may not be used one day at a time, and

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credit will only be given for a full week of absence. Vacation credit is only extended to those times when child is not in attendance. Vacation credit does not carry over from year to year. Vacation time can only be credited to accounts that are current and paid in full. If you plan on taking a vacation, please fill out forms at the front desk **2 weeks** prior to your vacation or email billing@lamereacademy.com.

Part time families: ***In order to receive a week vacation credit, a part-time family must be enrolled for at least 9 months.*** After 9 months of continual enrollment, a full-time family will receive $50.00 vacation credit. Vacation credit may not be used one day at a time, and credit will only be given for a full week of absence. Vacation credit is only extended to those times when child is not in attendance. Vacation credit does not carry over from year to year. Vacation time can only be credited to accounts that are current and paid in full. If you plan on taking a vacation, please fill out forms at the front desk **2 weeks** prior to your vacation or email billing@lamereacademy.com.

Pre-K students must use their vacation credit while still enrolled in the Pre-K program. Once your child exits the program, any unused vacation credit will not transfer and cannot be used for summer camp.

Our school will be closed the week before school start for heavy housecleaning and housekeeping activities and allow the staff to prepare the classroom for your child for the new school year. Families will receive vacation credit for this week as well.

Our school is closed during the holidays to allow our staff to enjoy the holidays with their family. Families will receive the vacation credit for the holiday week that the school is closed.

See La Mère Academy Academic School Calendar for holidays and school closures.

If our School must close due to unexpected circumstances, such as inclement weather, then full payment of tuition is required. We reserve the right to close any additional days as needed and full tuition payment is expected.

Before- and After- School Care Fees

Before- and After- School Care is available for all children attending local public and private elementary schools. We provide transportation using La Mère Academy School Buses equipped with seat belts. Fees for this program vary according to the school calendar. Please check with the front desk staff for additional fees regarding school holidays, early-release days, and seasonal breaks.

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Late Fee

Because our specific hours of operation, we cannot care for children any earlier than 6:00 a.m. and no later than 6:00 p.m., unless a special event has been scheduled. If you will be late arriving to the School for pick up, please call and notify the administration. There is a charge of $20 for the first 5 minutes, plus $2.00 for each additional minute afterwards per child. The late charge must be paid in cash and due the same day. Please understand that under these circumstances, we have to pay our teachers overtime. If children are left at the School half an hour after closing and no attempt to contact the School has been made, legal authorities will be contacted including the Child Protective Services (CPS).

NSF Charges

If your check or draft payment is returned for any reason, a $30 NSF (Non- Sufficient Funds) charge will be applied to your account. This will be due in addition to any late charges prior to the beginning of the next week. Returned checks must be covered by a cashier's check or money order.

Withdrawal

Parents may withdraw their child from La Mère Academy by giving written notice of intent to withdraw at least a month before their child's last day. Charges are incurred until the child's last day. If you choose to re-enroll at a later time, we cannot guarantee there will be space available in the same program. If space is available, another registration fee will be required for enrollment. If no notice is given, charges are incurred for two weeks following your child's last day. If your child is absent for two weeks and we have not heard from you, we will dis-enroll your child. Tuition for those two weeks is charged to your account.

Vacation weeks may NOT be used in place of tuition payments during the withdrawal weeks.

Forms are available at the front desk for withdrawing your child and must be given to a member of management. Notifying your child's teacher does not satisfy the requirement of this policy. Please keep us informed of their enrollment by emailing billing@lamereacademy.com.

Dismissals

The staff will work with each child to fulfill the needs of that child and every effort will be made to provide a positive learning experience. Special needs will be accommodated when possible.

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La Mère Academy reserves the right to discontinue enrollment of a child. Reasons include, but are not limited to:

- Parents failing to cooperate reasonably with La Mère Academy in the provision of educational services to their child, in the payment of tuition and fees, or in picking up their child promptly.
- The child representing a danger to himself or others.
- The child being destructive of school property or disruptive in a way that impairs the education of other students.
- The child requiring another educational setting more appropriate to his/her needs such as one on one care.

The one-month notice is waived if your child is dismissed from our school. We will work with you to provide a smooth transition to alternative arrangements if possible.

Kids' Night Out (KNO)

Kids' Night Out (KNO) is offered once a month from 6:00 p.m. until 11:00 p.m. The cost is $35 cash per child and $30 for additional siblings. The fee is due no later than the Monday before the KNO. To be eligible to participate, your account must be current.

The fee is only refundable up until and including the Monday before the scheduled KNO. After Monday, the fee is non-refundable. There will be no exceptions to this rule, as we have already scheduled our staff to work and planned for food.

If you are running late, you MUST contact the school immediately. At 11:05 p.m. there will be an additional $20 late pick-up fee for every 5 minutes. If the center is unable to get in contact with parents by 11:30 p.m., a call to Child Protective Services will be placed.

Optional/Extracurricular Programs

There are some optional programs that your child may wish to be a part of. The fees for these programs are separate and are paid to the outside provider. Please see your director or assistant director for current list of parents paid opportunities.

Emergency Preparedness Plan

We strive to maintain a safe environment for all children and make every attempt to be prepared to handle emergency situations. Our staff is trained in first aid and CPR. We conduct monthly fire, quarterly severe weather, and quarterly lock-down drills. The local Fire

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Department makes annual inspections with recommendations to improve safety. An emergency evacuation plan is posted in each classroom. Parents will be notified of the emergency evacuation either by phone, email, or both. Information will be given as to why we needed to evacuate, the location your child was evacuated to, and the next steps you should take. We need to have current contact information on file in the event we need to vacate the property. We require that you keep us updated with home, work, and cell phone numbers as well as email addresses for both parents.

If the family cannot be reached, the emergency contact will be called.

The school is equipped with a fire alarm system, a sprinkler system, fire extinguishers in each room, and a weather radio alert system.

In the unlikely event that we need to evacuate the school for the day, all children will be safely relocated to the Akin Elementary School Cafeteria located south of our building.

Children with limited mobility, and children who otherwise may need assistance in an emergency, including a child who is mentally, visually, or hearing impaired will be escorted or carried by a staff member to the designated safe area or alternate shelter.

Infants 12 months and younger will be transported in designated cribs.

Health and Safety

Immunization Requirements

Each child enrolled at La Mère Academy must meet applicable immunization requirements specified by the Texas Department of Health. This applies to children in early care from birth through school age. The documentation must be validated by a physician or other health care professional and include:

- A signature or rubber stamp
- Child's first and last name
- Child's birth date
- The vaccine type and number of doses
- The month, day, and year the child received each vaccination

This documentation may be the original record or a photocopy.

La Mère Academy requires all children to be fully immunized without exemption.

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For children enrolled in public school, an immunization record does not have to be on file at La Mère Academy. However, parents must provide the child's school information in the enrollment package.

Vision and Hearing Screening

In compliance with the special Senses and Communication Disorders Act, Texas Health and Safety code, Chapter 36, La Mère Academy requires children to have a screening or a professional examination for possible vision and hearing problems. Children, who are enrolled for the first time, four years of age or older, must be screened within the first 90 days of enrollment.

Children who are in the first, third, or fifth grade must complete a screening or examination within the school year. You may sign a statement for our files stating that your child's screening is current and on file at either the public or private school they attend. This statement must be dated and include the name, address, and telephone number of the school.

Tuberculosis (TB) Test

Requirements for tuberculosis screening vary across the state. The determination is made based on where your child's preschool is located. It is a requirement of La Mère Academy that all children must have a TB test and results located on file at the center.

General Safety Statement

All of the policies, rules, and regulations presented in this handbook are designed to make the time your child spends at our School safe and rewarding. We have taken a number of steps to promote the safety and protection of your child while in our care. They are as follows:

- All exits and entrances are locked and only accessible by keypad code entry or key.
- Classrooms are surrounded by three sides by tempered glass walls for easy viewing.
- Frequent observations of the classrooms are performed by the administration.
- All common areas of the school are able to be viewed via the closed-circuit internet camera system which is password protected.

Classroom Safety

Our School is located in an area which is free from conditions deemed hazardous to the physical and moral welfare of the children. Our School provides equipment and furnishings

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that are child sized, sturdy, safe, and in good repair. Individual teachers are responsible for the setup of their classroom. It is part of their daily routine to wash and sanitize toys and furniture and to watch for and eliminate any hazards present in the classroom. Teachers are provided with guidelines as to what equipment and toys should exist in each classroom.

Playground Safety

A safe, age-appropriate outdoor environment is provided for our children. The following rules are enforced for indoor and outdoor play areas:

- When a class has outdoor time, all children must stay with their class.
- Teachers will supervise the children on the playground at all times.
- In case of an accident, one teacher may bring a child in for first aid.
- At no time will the class be left on the playground without appropriate supervision.
- The administration and the teachers will inspect the playground daily and report any unsafe conditions immediately.
- To safeguard our children from dangerous conditions, the front desk staff will monitor weather.com for temperature, heat index, and wind-chill factors, to include pollution and allergy levels, to determine the safe outside time.
- On a case-by-case basis, if any child is allergic to outdoor air pollution, the staff will monitor the pollution and allergy levels and take appropriate action.

Sick Policies

Our ultimate goal is to provide a place where your child can learn, develop, and have fun in a safe and healthy environment. The School is not equipped with the staff or facilities to care for sick children for an extended length of time. We depend on you to assume care for your sick child. The following guidelines for excluding children help us to keep many communicable illnesses out of our facility and thereby maintain regular attendance from the majority of the children and staff.

A child will be excluded from the classroom and comforted in the sick bay by a member of our administration while the family members are contacted to pick up **within two hours** in the event of (repeat violation may result in additional fees or discontinue of service):

- For infants: fever of 99.5 degrees or higher
- Children ages 1-12: fever of 99.5 degrees or higher
- Diarrhea episodes
- Skin rashes that are not diagnosed by a physician's note
- Vomiting episodes

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- Nose drainage that is thick and green or excessive for the comfort of the child
- Eye drainage of any type accompanied by red eyes or mucus crusted around the eyes
- Pink eye or symptoms similar to those of pink eye, must be excluded from care until 24 hours after antibiotic treatment has begun
- Chicken pox or measles sores are suspected
- Scabies symptoms are suspected
- Respiratory problems including uneven breathing or severe coughing with wheezing or croup
- Sore throat, especially if swollen glands are suspected
- Strep throat symptoms are suspected
- Head lice are found, child must be excluded from care until treatment has begun and no live lice are apparent
- Appearance or behavior is unusual, and the teachers agree that the child is not feeling well enough to participate with the rest of the class including lack of appetite, confused, irritable behavior
- Unusual color is noticed in the child such as jaundiced eyes or skin, pale in the face, stool or urine is an unusual color.

All of these conditions will require 72-hour treatment or a doctor's note for the child to resume their normal attendance schedule. Children must be completely fever-free for 72 hours **without the aid of medication** before returning to School.

If your child becomes ill at School, we will contact you and isolate your child from other children in the sick bay until she/he is picked up from School. If your child is absent, please contact us and let us know the reason. We will need this information to prevent the spread of contagious diseases in the facility. If your child is well enough to attend school, they must be well enough to participate in all activities including outdoor time.

La Mère Academy reserves the right to send a child home or not admit a child into the School based on illnesses that are not included in our handbook.

Infectious Diseases

If a child or staff member is diagnosed with an infectious or communicable disease, you will be notified by a sign on your child's classroom door. The sign will contain the name of the disease, the date it was diagnosed, and any symptoms that would alert you to the presence of the disease. It is your responsibility to report to the School any infectious or communicable disease for which your child is diagnosed.

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The school should be notified by the family if a child or sibling has contracted a communicable disease such as measles, pink eye, strep throat, head lice, hepatitis, meningitis, mononucleosis, or any other communicable diseases. The student with the communicable disease must be cleared by a doctor or nurse before returning to School, regardless of the time the child is away from the school.

Medication

Please understand that of La Mère Academy is NOT required by law to administer medicine. However, as a convenience to parents, we will give medications to children at the center under certain conditions. Please understand that these medication policies are in place for the protection and well-being of your child while he/she is in our care.

Whenever possible, it is best that medication be given at home. Dosing of medication can frequently be done so that the child receives medication prior to coming to school and again when returning home and/or at bedtime. The parent/guardian is encouraged to discuss this with the child's health care provider.

Children are not allowed to bring any type of medication to the School to administer themselves.

- Medicine is administered twice daily at 11:00 a.m. & 3:00 p.m.
    - Because of the possibility that numerous children in the facility may need medicine during medication time, all medications will be completed within a one-hour time frame of 11 a.m. and 3 p.m.
- A physician's note must accompany ALL medication
- All prescribed medications are left at the front desk with the person in charge (no medications can be left in the classroom, in diaper bags, or backpacks).
- Parents sign-in any needed medications by filling out the Medication Authorization Form at the front desk. (A complete form is required before medications can be administered).
- The medication log is signed by the parent daily which must include the last time the medication was administered (prior to arriving at school) in order to ensure we are following all time constraints.
- All medications are taken home after they are no longer being administered (if not picked up after one week of ending date, medication will be thrown away).
- Medications are in the original container. We cannot give a medication that is not in an original container or is prescribed to someone other than your child.
- Medicine is not expired.

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Staff cannot administer medication unless all written permission forms are completed with the signature from the parent AND office staff. The medication log must be filled out daily as well. If the office staff has any uncertainty about whether this medication is able to be administered to the child at the facility, we will deny administering medication until receiving detailed instructions from the child's doctor.

We reserve the right to refuse to administer any medication without a prescription from a physician, including over- the- counter medications. If there is any doubt regarding whether a child is healthy enough to be in attendance, we may require a doctor's note stating he/she does not need to be excluded from the center.

Prescription Medications

We will follow the directions on the bottle. If the bottle says to give the medication twice a day, of La Mère Academy will not administer it. In this case, the medication may be given by the parent in the morning and at night.

"As needed" medications may be given only when the child's doctor provides a note with specific reasons and/or symptoms which may be observed to know when such medication should be given.

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Over-the-Counter (OTC) Medications

These can only be administered if we have written instructions from your child's doctor explaining:

- The name of the child to receive the medicine
- The name of the medicine to administer
- The dosage to give to the child
- The date and doctor's signature must also be included unless the OTC bottle shows the dosage for the child's age.

All over the counter medications can be signed in for up to two weeks at a time. We reserve the right to request a doctor's note each time the medication is signed in.

Nebulizer Treatments

If your child needs a nebulizer treatment, we need a signed note from your physician staying:

- The type of medication to be given
- The amount to be given
- Any other specific instructions

Nebulizer treatments will not be administered more than two times a day. If your child requires two treatments while at of La Mère Academy, treatment will be administered at 11:00 a.m. and 3:00 p.m. If only one treatment is required during the day, treatment will be administered at 11:00 a.m. These times are based on the notion that the parent may administer the treatments before dropping the child off and after picking the child up. Because of the possibility that numerous children in the facility may need medicine during medicine time, all medications will be completed within a one-hour time frame of the above time.

EpiPen and other Emergency Medications

If your child has severe allergic reactions, you may leave a prescribed EpiPen at the school. Written instructions from a physician on administering it must be provided, as well as written permission from the parent for us to administer it in an emergency situation. Benadryl must be signed in and left at the school as well.

If a child required long-term treatment of a condition (i.e., Asthma, sickle cell, allergies) that requires medication or a child requires emergency medication, the parent may authorize the administration of the medication for a defined period of up to one year, providing a

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current medical management plan that defines the conditions for administration is provided. This plan must be updated every year, and a Food Allergy Research and Education (FARE) plan is required.

Topical Creams and Ointments

Any topical, non-medical ointment, repellent, lotion, sunscreen, cream, or powder needed to be applied to a child must:

- Complete a topical ointment form at the front desk
- Child's first, last name, and date of birth are labeled on the ointment/creams

The front desk will provide the classroom teacher with a copy of the topical ointment form along with the cream/ointment.

Do not leave any topical ointments or creams with the child's teacher or in the child's cubby/backpack.

Emergency Medical Care

Each child, upon enrollment, must have emergency care information on file. It is the family's responsibility to keep this information current. In case of a medical emergency, you will be notified immediately. Our nearest hospital is:

Cedar Park Regional Medical Center,
1401 Medical Pkwy,
Cedar Park, TX 78613.
(512) 528-7000

If warranted, emergency medical personnel will be contacted to provide transportation to the nearest hospital specified on the Health and Emergency Information form. If possible, a member of the School administration or the child's teacher will accompany the child.

Adult Immunization

Staff is not required to have immunization in order to maintain employment.

Accidents Reports

Even in the highest quality preschools, accidents can and do happen as children explore the world around them.

Many precautions are taken to ensure a safe environment including routine staffing that exceeds the minimum state standards. If an incident or injury occurs, first aid is

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administered, and an accident report is filled out and turned into the front office. The teacher and/or front desk staff can share with you more details of the report, which will describe the nature of the incident and the follow- up care that was provided. Please understand that in a group- care setting, we do witness most incidents, but occasionally, there may be an incident we do not see. Our teachers simply cannot see everything. If your expectation is that your child will never have any accidents while under our care and that we will see everything, then your expectations of what can be accomplished in a group care setting may be unrealistic. One-on-one care (i.e. a nanny) may be the best for your family. Please see our Director if you have any concerns about this matter.

If an accident is caused by or involves another child, that child's name cannot be given out and will not appear on the report. Families will be notified immediately if a child received any injury other than a minor one.

Reporting Abuse and Neglect

In the event a trained staff member feels a child has been abused or neglected, that staff member has a responsibility to report his/her suspicion. They will contact social services to begin a formal investigation.

All activity will be documented, including the initial report by the staff member. The staff member may choose to remain anonymous. All allegations of abuse or neglect will be received by the state agency overseeing childcare as well as La Mère Academy. The county department of social services will determine if an investigation is needed within 24 hours of the complaint. To contact the state, visit their website at hhs.texas.gov. The telephone number is 512-438-4800. To report child abuse, contact 1-800-252-5400. Even if the county department of social services determines the allegation does not warrant investigation, the complaint shall be investigated by the state childcare services and La Mère Academy.

We take our responsibilities to report suspected child abuse, neglect, and abandonment seriously and will cooperate with governmental authorities in connection with their investigations. If you have any questions regarding the School's mandatory reporting obligations, please consult the Owner.

Types of Abuse/Neglect/Exploitation

What is abuse? Abuse is mental, emotional, physical, or sexual injury to a child or person 65 years or older or an adult with disabilities or failure to prevent such injury.

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What is neglect? Neglect of a child includes 1) failure to provide a child with food, clothing, shelter, and/or medical care; and/or 2) leaving a child in a situation where the child is at a high risk of harm. Neglect of a person 65 years or older or an adult with disabilities results in starvation, dehydration, over- or under- medication, unsanitary living conditions, and a lack of heat, running water, electricity, medical care, and personal hygiene.

What is exploitation? Exploitation is misusing the resources of a person 65 years or older or an adult with disabilities for personal or monetary benefit. This includes taking Social Security or SSI (Supplemental Security Income) checks, abusing a joint checking account, and taking property and other resources.

Reporting of Accidents and Hazards

All accidents, including those which do not involve serious injury, must be reported immediately to the Owner or Director by the staff member. Only through full knowledge of accidents can we strive to maintain a safe and healthy place.

Immediately report any unsafe conditions, defective equipment, or other hazards to the Owner. Children are expected to assist in maintaining safe conditions. Safety is a state of mind and requires constant vigilance and common sense. Safety is everyone's responsibility.

Sick Bay

The Sick Bay is located in the lobby, near the front desk, for any child needing to be removed from the classroom due to illness or a minor injury needing first aid. This room provides a safe, healthy environment for the child while families are contacted. In the case of sick children, the room is completely sanitized after each use. Once the parent is or authorized person is contacted, they must pick up child in a maximum of two hours.

Child Conduct

Basic Expectations

Our discipline policy at La Mère Academy is built around our understanding of child development. Our goal is to allow each child to find and develop their own personal self-management skills. As teachers and staff, we offer children choices, so they feel powerful in their ability to gain self-control. We use positive behavior management techniques such as positive phrasing and "I" statements as ways to further develop self- discipline. In situations

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where children are having a difficult time managing negative emotions, they may be removed from the over- stimulating environment to a quiet area where a teacher or member of the administrative staff can work one-on-one to resolve the situation. Families will always be informed if a situation such as this has continuously occurred. If a child continues to have a difficult time, a team meeting with the family may be requested. This meeting will consist of the team developing a plan of action to best meet the needs of the child and the family.

Conscious Discipline

Conscious Discipline is a comprehensive classroom management program and social-emotional curriculum based on current brain research, child development information, and developmentally appropriate practices. It has been specifically designed to make changes in the lives and behaviors of adults first. Conscious Discipline integrates all domain of learning (social, emotional, physical, culture and cognitive) into a seamless curriculum. It evolved from constantly asking, "is there a better way" and seeking the most current information provided by varied disciplines from neurosciences to mindfulness research to developmental psychology and beyond.

We believe this to be the best practice and train all of our staff to use this method of self-check, discipline and positive guidance.

Child Behavior

Children will be subject to disciplinary action up to and including immediate dismissal for:

- Abuse or damage of School property
- Bullying/Harassment/Hazing
- Committing a serious breach of conduct inside or outside of the School
- Disrespect
- Disruption of School functions
- Fighting
- Hitting, kicking, or throwing things at the staff or other students
- Lewd or obscene behavior
- Possession or sale of tobacco, alcohol, drugs, or drug related items
- Possession or use of a weapon, among other things
- Profanity or vulgarity
- Sexual or other misconduct
- Stealing

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- Threatening behavior
- Verbal or physical assault
- Violation of School's "Computer/ Network Policy"
- Inappropriate use of the Internet
- Willful disobedience

Biting Policy

In even the best preschool settings, periodic biting occurs among infants, toddlers, and sometimes even among preschoolers. When this happens, it can be very scary, frustrating, and stressful for children, parents, and teachers. Understand that this is not an unusual phenomenon among children who are going through the oral stages of development. *It is also not something to blame on children, parents, or teachers. There are no quick and easy solutions to it.*

The primary reason that children bite is because they have no way to communicate verbally or to get someone's attention. La Mère Academy believes that by teaching children to communicate to teachers and other children, some biting incidents will be eliminated. Therefore, we practice the following daily in the classroom:

- Sign language
- Affiliation Skills
- Attention Getting Skills
- Calming Down Activities
- Sharing Skills
- Teacher Shadowing (teacher has close proximity control to children who are likely to bite)

When biting does occur, the biting child will be closely supervised, and the child's identity will be kept confidential. Staff cannot discuss with either parent the identity of the other child involved in the incident. Most children stop biting after actions are taken. If it becomes an ongoing issue, the child that bites may be asked to be picked up by the parent and/or dis-enrolled from the school.

Harassment, Bullying, Hazing, or Gangs

Our School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, we will not tolerate any type of harassment, bullying, or hazing.

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Harassment includes, but is not limited to, slurs, jokes, and other verbal, graphic, or offensive conduct relating to race, religion, color, sex, national origin, citizenship, or disability.

Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, name-calling, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), and emotional aggression (teasing, threatening, intimidating others). The School also prohibits cyber-bullying (creating websites, instant messaging, emails, text messaging, using camera phones or other forms of technology to engage in harassment or bullying).

Any of these types of offensive conduct can create an uncomfortable learning environment.

All concerns relating to harassment, bullying, or hazing should be reported immediately to the Director. When the School administration becomes aware of harassment, bullying, or hazing, the situation will be promptly investigated. Any child found to have violated this policy will be subject to disciplinary action, including immediate dismissal from School. No retaliation or adverse action will be taken against a person who makes a good faith report of harassment, bullying, or hazing.

Gang Free Zone

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include preschool centers. The gang free zone is within 1,000 feet of La Mère Academy. Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activities in areas where children gather by enforcing tougher penalties. Gang-related criminal activity or engaging in organized criminal activity within 1,000 feet of the center is a violation of this law and is therefore subject to increased penalty under state law. The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or courthouse for information about obtaining a copy of a map if they choose to do so.

Child Safety Zone

On December 3, 2015, the Leander City Council passed an ordinance establishing a “Child Safety Zone” within the city limits of Leander. La Mère Academy is within one of the child safety zones. With child safety zones, child sex offenders are prohibited from coming within

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1,000 feet of where children commonly gather. Any person in Leander violates the provisions of these child safety laws will be charged with a class C misdemeanor, and upon conviction will be fined for a maximum of $500 for each day that the violation exists. Parents may contact their local municipality or courthouse for information about obtaining a copy of a map if they choose to do so.

Behavior Probation

Children who are placed on behavior probation may be required, at the School's discretion, to have their family sign a probationary agreement with the School as a condition of continued enrollment. Failure to comply with the stipulations in the disciplinary probation agreement may result in dismissal.

Family Cooperation

A positive and constructive working relationship between the School and its families is essential to the fulfillment of the School's educational purpose. Thus, the School reserves the right not to extend the privilege of enrollment or re-enrollment to a child if the School reasonably concludes that the actions of the child's family make such a positive and constructive relationship impossible or otherwise seriously interferes with the School's accomplishment of its educational purpose. Moreover, the School reserves the right to expel a child at any time if, in the judgment of the Owner, the conduct of anyone directly associated with the child, including but not limited to the child's family, in or out of the School, is not in keeping with the School's accepted standards or principles. There will be no refund of tuition where such enforced withdrawal occurs, and any unpaid balance is payable in full according to the terms of the child's enrollment contract.

Other General Policies and Procedures

Computer and Systems Usage Policy

All persons using the School's computers, the computer system, or personal computers on School property or over the School's systems are required to abide by this policy. Failure to do so will result in appropriate disciplinary action determined by the School's Owner. All computers should be used in a responsible, ethical, and legal manner. Violations of the guidelines given by teachers may result in the revocation of access privileges or possible disciplinary actions.

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- Computer Care: Members of the School community will not abuse, tamper with, or willfully damage any computer equipment, use the computers for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in discipline and children will be held responsible for replacement or repairs.

Confidentiality

Information pertaining to the children enrolled at the School and the staff employed at the School is considered confidential.

To set up play dates or send party invitations, etc., families often ask for the phone numbers and/or addresses of other children in the School. We will happily pass notes or messages from you, but we cannot release confidential contact information.

Conflict of Interest

We expect employees to avoid activities that create a Conflict of Interest with their responsibilities to La Mère Academy. The Company also expects that its employees will observe the highest moral and ethical standards in any dealings in which they represent La Mère Academy.

Conflict of Interest is not easy to define. In general, they represent situations in which an employee's activities could conflict with the employee's responsibilities to the company or to others with whom it does business. An actual or potential Conflict of Interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or a relative of an employee as a result of La Mère Academy business dealings.

The Company reserves the right to determine when an activity conflicts with the interests and to take whatever action is necessary to resolve the conflict. If necessary, this action can include terminating the employee.

The following circumstances and relationships constitute a Conflict of Interest, include but are not limited to:

- Outside employment or investment in a business owned by a vendor, client, or Competitor
- Personal dealings with vendors, clients, or Competitors
- Interactions that may damage the credibility or integrity of the Company
- Disclosure or use for personal gain of any information that is unavailable to the public

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- Babysitting and personal transporting students enrolled at La Mère Academy
- Tutoring and other for-profit activities / dealings

Custody Issues

Please let the School know if there are custody orders concerning your child. We do not have the right to withhold a child from any parent having custody or joint custody. In order to deny a parent from picking up their child, there must be a current, signed court order stating that they should not have access to the child, and we must have a copy of the order in the child's file. If a custody document is present, La Mère Academy will notify the guardian parent of any contact made by the unauthorized parent. La Mère Academy will also notify the authorities, no exceptions.

The center cannot become involved in custody disputes; we cannot mediate or keep track of which parent can pick up on which days. We would be forced to dis-enroll a child if the school has to become involved in such disputes. If the parents of a child are separated/divorced and both are authorized to pick up, each parent may add his/her own additional pick-ups and contacts if necessary.

Staff Members will be instructed not to put themselves or the other children in jeopardy to mediate a family dispute or to attempt to enforce a court order. If a parent chooses to leave a child in the care of La Mère Academy with a court order in force, the custodial parent will be required to sign an acknowledgement stating the center's inability to physically obstruct a hostile effort to take the child from the center. In the case of joint custody with limited visitation, each parent must sign an acknowledgment waiver to that effect. Non-custodial parents cannot act as parent volunteers on field trips or other center events without written permission from the custodial parent. Non-custodial parents may not be afforded the same privileges as custodial parents based upon individual circumstances and management discretion.

Diapering

Children are checked at scheduled intervals throughout the day and changed at the first sign of wetness or soiling. No child is knowingly left in wet or soiled clothing. The School will be providing Kirkland or Pampers brand diapers and wipes.

Each family must provide an ample supply of disposable diapers or pull ups and wipes for each day/week if they decided not to utilize our diaper service. Families will be notified if a child is running low on supplies. All diapers should be disposable (not cloth). There is no borrowing of diapers from other families.

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Incident Reports

In the event a child is injured, and the injury requires medical attention by a health-care professional, and/or has a sign or symptom requiring exclusion from the child-care center, an employee will immediately call the parent/guardian listed on the child's health and emergency form.

Written notifications will be posted within 48 hours of becoming aware that a child at the school or an employee has contracted a communicated disease deemed notifiable by the Texas Department of State Health Services, or if there is an outbreak of lice or other infestation in the group.

Field Trips

Classes may plan field trips during the year to acquaint children with community resources and provide educational experiences that will enhance classroom learning activities. **A signed participation and release form is mandatory for field trips. A child will be unable to attend a field trip unless a signed trip form is received from a designated family member or guardian. We are not responsible for making sure your child is signed up for each trip.** An information sheet and participation release form will be posted for each field trip the child is scheduled to attend.

Children scheduled to go on a field trip will wear a La Mère Academy t-shirt and possibly a bracelet identifying the child as a student of La Mère Academy. These t-shirts will remain at the school at all times. A child may be checked out from a field trip as long as the family has signed a release form. This policy is to help the staff keep an accurate count of the children.

Parents may attend field trips as volunteers as long as La Mère Academy runs a background check ahead of time and it comes back cleared. The parent is also responsible for their own transportation to and from the field trip location as well as any expenses incurred.

Classes will use the School's bus for trips unless another means of transportation is authorized by the owner.

- Children who do not arrive on time for the field trip may not be able to stay at the school while the class is on the field trip. We staff according to the number of each students assigned to each classroom.

Lost and Found

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All items turned in to the Lost and Found will be held for 30 days. If not claimed, they will be discarded or donated to a charitable organization.

Meals and/or Snacks

Our School will provide a nutritious breakfast (from 7:00 a.m.-8:00 a.m.) and lunch (10:50 a.m.-12:30 p.m.) everyday along with a snack in the afternoon. An additional late afternoon snack may be served. Meals and snacks served at our School comply with the Meal Patterns for Children in Child Care Standards which are based on the recommended nutrient intake judged by the National Research Council to be adequate for maintaining good nutrition.

Due to choking hazard and food allergies, La Mère Academy does not permit candy, gum or nuts of any kind.

- **Infants**

  A written feeding plan for children enrolled in our infant classrooms must be completed and submitted by the families. This plan should be updated monthly as new foods are added or other dietary changes are made.

  All baby bottles (including the cap) must be clearly labeled with the child's full name and current date. No glass bottles can be used. Formula or expressed milk must be brought in appropriate amounts for feeding. Any milk warmed must be used within an hour or it will be discarded.

  Dry Cereal and unopened jar food may be left at the School until consumed. Infant food that is commercially prepared must be unopened. These jars must be labeled with your child's first name and last name. We are unable to accept any food jars which have already been opened. Please bring in foods that have been tried at least two times at home in order to protect against food allergies. Homemade food must list ingredients.

- **Preschool**

  Meals and snacks are provided by the School and are according to the schedule posted in the Café. Mealtime is seen as part of the learning process. Children are served in the Kids Café and are encouraged to display proper table etiquette. They are also encouraged to taste all the food that is served but are not forced to eat anything. At no time is food withheld as punishment.

- **School-Age**

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Children enrolled in our Before- and After- School program will be served breakfast and an afternoon snack while in our care. Lunch is also provided if the school- age child is present during lunch time (summer and school holidays, etc.)

- **Allergies and Special Diets**

  La Mère Academy must have a doctor's note for all allergies. This note must explain what the allergy is as well as what our response should be in case of the child ingesting or coming in contact with that item.

  We cannot provide food other than the posted menus; if a child requires a special diet that cannot be accommodated by the center, parents may furnish that child's food and we will serve it at snack or lunchtime. In this case, the parent must understand that:

  - La Mère Academy must have written approval from the child's physician or a registered/ licensed dietician.
  - La Mère Academy is not responsible for its nutritional value or meeting the child's daily food needs.
  - All foods must be pre-packaged with a label that shows the item is peanut free (does not contain any traces of nuts, etc.)
  - No tuition discount is given for food brought in by families. No food shall be brought in for your child or the class without prior approval from the administration. Vegetarian meals will be supplied.

- **Nut Free School**

  We may have children enrolled in the school with nut allergies ranging from mild to life threatening. Children with life threatening nut allergies can be affected simply by smelling a nut laden product. It is for this reason we have decided to make our school a **Nut Free School**.

  La Mère Academy will not serve any food that may contain nuts or traces of peanuts/nuts. Anything that contains the wording "peanuts, nuts, peanut oil, or prepared in a facility where other peanut products are processed/ used," is not served at the center.

  Please note that for special events such as the Fall Festival, Valentine's Day parties, Egg hunts, etc., we accept donated items that may not adhere to the nut free policy. In these cases, items the child collects are sent home and are not consumed at

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school. Therefore, it is the parent's responsibility to inspect those items. Events held after hours at La Mère Academy may not adhere to the nut free policy.

Your conscientious help to make La Mère Academy a safe environment for these children is appreciated by the children, staff, and parents.

Naptime

All younger children are required to have a quiet time following lunch and are encouraged to sleep during this time. Children who are five years of age and older are not expected to nap (unless required under state regulations) but are provided with quiet time. Children who fall asleep will be allowed to sleep until the end of the rest period, as designated by the daily schedule. Children may bring a small item to comfort them and help them rest. The item, including pillows, must be small enough to fit into their assigned cubby.

State licensing requires that we "must provide a supervised sleep or rest period."

Parent Volunteer

La Mère Academy welcomes volunteers. Volunteers are assigned to do a variety of tasks within their child's activity rooms, special events, etc. Volunteers who are regularly here at La Mère Academy are required to comply with the Minimum Standards for employees and pass a state required background check. If you are interested in being a parent volunteer, please see the director for a brief orientation.

Parking

The drive through in front of the School should only be used to park for a maximum of 3 minutes. If you require more time than 3 minutes to escort your child to class or pick them up, please make use of the parking lot.

Please do not pull up and park or sit in your car along the red fire lane. The city of Leander is extremely strict with this policy and will not permit blocking the fire lanes at any time. In the event that the Fire Department/Marshal sites and charges the school for cars parked in the fire lane, the owner of that vehicle will be responsible to pay the fee.

When parking in the drive through area, please make sure your car is clear of the crosswalk. This will allow an easy entrance for parents and children who are parked in the parking lot. Never leave a young child alone in a parked car, and never leave your car running while you come inside the building. Do not leave purses or valuable items in your car, and always lock your car. Observance of these rules will facilitate everyone during the busy time of day.

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La Mère Academy has the responsibility to report improperly or unrestrained children to appropriate authorities. Please ensure that while you are transporting children, that they are restrained in an approved child protective seat and in the proper position in the vehicle, according to their age and/or weight.

La Mère Academy is not responsible for damage to vehicles or items left in your car.

Part Day Pre-K

At this time, we do not offer a Part Day Pre-K program.

Personal Belongings

Upon enrollment in our program you should bring the following for your child:

- At least two complete changes of clothing appropriate for the weather with each item labeled with the child's name or initials, including socks and underwear.
- A supply of disposable diapers, disposable wipes, and baby wipes for children who are not yet potty trained if family decided not to utilize the school diaper supply service.
- You may bring a lightweight blanket or soft toy for rest time that is labeled with the child's full name and is able to fit in their cubby. **No blankets of any kind are allowed in the infant classroom. A sleep slack may be used in place of a blanket.**
- Any prepared food for infants or toddlers who are not yet able to eat items listed on the weekly menu.
- All children will be outside during the day, weather permitting. Please make sure your child has adequate clothing for outside play. (This includes closed-toe shoes only. No open-toe shoes- flip flops or sandals- will be allowed at School.)
- If your child is too sick to go outside, a physician's note explaining the reason should accompany the child before the exclusion is accepted.
- All bottles and Sippy cups must be labeled.

Pest Control

The TCPCB Act requires childcare centers to post the use of pesticides prior to treating. Our school is treated every other month and additionally as needed. Extenuating circumstances may require unplanned treatments. To confirm treatment dates or methods, please speak to the front desk.

Pets

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Because of health and safety concerns, pets may not be brought to School without the Director's advance consent. Any animals present will be healthy and properly vaccinated. When dealing with animals La Mère Academy will follow all the state guidelines. When picking up or dropping off your child, please keep pets in the vehicle.

Photo Release Policy

Upon enrollment, you will receive a copy of our Photo Release Policy to read and sign. Many pictures will be taken in your child's class and throughout the School during the time that your child is at our School. Other families and teachers may want to take snapshots of parties and special events within the program. If for any reason you do not want your child photographed, please let the Owner know as soon as possible. Also, be sure you make the classroom teachers aware of your wishes. We reserve the right to enroll a child if the parent refuses to sign the photo release form.

Policy Changes

Policy changes are required from time to time; minor changes will be published in our weekly emailed newsletter. Major changes will be emailed or handed out by the front desk.

Prohibited Items

The following items should not be brought to the school by children, unless given special permission or special designated Bring-Your-Own-Technology (BYOT):

- Knives or any kind of weapons
- Skateboards
- Inappropriate reading materials
- Any other items that would distract from learning
- Chewing gum or candy

School Animals

Some of the classrooms may have pets, such as fish, guinea pigs, hamsters, etc.

There may also be times that your child may have the opportunity to interact with a pet as part of a curriculum unit, which may include field trips to the zoo, petting farms, or a portable zoo that brings pets to the center.

The following policies will be followed in relation to pets:

1. Parents must notify La Mère Academy of any animal allergies your child may have.

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2. La Mère Academy must ensure the animals do not create unsafe or unsanitary conditions
3. La Mère Academy must ensure that children do not handle any animals that show signs of illness.
4. Good Hygiene and hand washing after handling or coming in contact with animals are practiced by children and teachers.
5. If a dog, cat, ferret or any other animals, with the exception of small rodents, such as guinea pigs, mice and hamster's area at La Mère Academy, there must be documentation at the center showing proof of vaccinations. There must also be a statement of health from a local veterinarian at the center.

Please do not bring pets from home.

Solicitation of Staff

We think our employees are wonderful caregivers and we realize that with the relationships formed at School, you may want them to babysit for you nights and weekends. La Mère Academy cannot take responsibility for the actions of our staff members off the premises. Please contact staff members after hours to make arrangements.

Solicitation of our staff for private nanny positions or requesting staff to babysit during operational hours is strictly prohibited. If the School becomes aware that you are trying to recruit any staff member for a position that conflicts with their job, your family will be dis-enrolled immediately, and you will forfeit any tuition paid and your deposit.

Special Events

Arrangements should be made with teachers regarding a birthday or holiday party. Birthday parties will be celebrated during scheduled afternoon snack time only. If you are bringing a cake or special snacks to the class, they will be served in addition to snack/meals required by the general nutrition policy, and they must be purchased from the store and have an ingredient label. No home-made food will be accepted for School parties due to possible food allergies present in the classroom. If any children in your child's classroom has an egg allergy, cake cannot be served. Any gift bags/party favors given out at the school MUST be approved by management in advance.

Holiday parties will take place in the classroom throughout the year. Generally, a note is posted to notify families of an upcoming party and many times families are asked to volunteer to bring food or drink. If at any time you object to a party for religious or other reasons, please notify your child's teacher as soon as possible so we can make

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arrangements to otherwise care for your child during that time. We will assume that all children can participate unless notified to the contrary.

YES to…

- Planning a party at our School and coordinating with the classroom teacher
- Commercially purchased food may be brought in, but remember, the food:
    - Must be commercially made
    - Must have an ingredient label
    - Must NOT contain nuts
    - Must NOT be processed near nut oil
    - Must NOT contain raw eggs

NO to…

- Small trinkets or items as party favors
- Ceramic plates or glass in classrooms or Kids Café
- Goodie bags in the classroom - these must be delivered to the front office and can be collected at home time

Throughout the year, La Mère Academy will have a variety of special events at the school after hours. During these times, we are not responsible for supervising your children. An adult must accompany your child to these events and remain with him/her for the duration of the event. La Mère Academy is not responsible for monitoring child allergies or nutrition concerns during these events.

Telephones

Children are allowed to use the office phones for an emergency with a note from a teacher. There is no pay phone at the School. Cell phones may only be used with the permission of administration.

Toilet Training

When you believe that your child is ready to begin toilet training, please discuss this with your child's teacher. We require students to have a full 48-hour weekend successful potty training with you prior to the start of School assisted potty training. We will assist by encouraging your child to visit the toilet between diaper changes. With the first signs of success, we will recommend that you send your child to school in training pants. Because toilet training can result in many soiled clothing items at school, please be sure your child comes with several changes of clothing. Be sure extra clothes are appropriate to the

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present season and are labeled with your child's full name. All soiled clothing will be sent home the same day for laundering. The School is prohibited from laundering any child's soiled clothing within the School's laundry. Please do not send your child in onesies, overalls or stockings when potty training. Students must be fully potty trained before graduating up to suites 350-500.

Toys

The School provides many toys for the children's learning centers. Therefore, we request that toys not be brought from home with exception of show and tell. Please note this does not include special transition objects such as blankets or other security items to which your child is significantly attached or scheduled show-n-tell days.

Transportation

Transportation is provided to and from the school only with parental permission for children ages four and up. The La Mère Academy transportation forms must be signed once a year.

You must notify us each time your child does not need transportation to or from school by 1:00 p.m. on the day of services when we normally provide this service to you. If we are not notified that your child does not need transportation from school to La Mère Academy in the afternoon before the bus leaves our facility, a $35.00 fee will be charged.

Please have your child at La Mère Academy by 7:10 a.m. for the morning bus run.

The children are transported on our busses, WE DO NOT USE VANS. These air-conditioned buses come complete with seat belts that adjust to each child's size. We follow all the safety procedures outlined by the Texas Department of Family and Protective Services and carry specific equipment on our vehicles, to include:

1. A list of all children being transported.
2. Emergency medical transport and treatment authorization forms for each child being transported.
3. The name of the Center and telephone number on the outside of the bus, the director and the telephone number inside the bus.
4. Parent's names, telephone numbers, and emergency telephone numbers for each child being transported.
5. A fire extinguisher approved by the local or state fire marshal, secured in the passenger compartment and accessible to the adult occupants.
6. A first-aid kit.

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7. The driver must have a current commercial driver's license.

Buses receive regular maintenance and these records are available for inspection upon request.

Transportation is provided to and from a variety of elementary schools. Please check with the front desk to see if we pick up from your child's school. School services may vary and may be added or dropped depending on enrollment from those schools.

Water Park

A water splash is available for summer play for children who have permission to play on it. Children are required to wear water shoes while playing. A designated time and day will be assigned to each class and will be posted as Splash Day. In order to participate on Splash Day, children will need a swimsuit, towel and water shoes, plus a dry set of clothes to change in to. Sunscreen is recommended and we ask a first application be made at home if possible. A permission form must accompany the sunscreen if it is to be reapplied at school.

Visitors

The paperwork you fill out upon enrollment regarding your child lists family members or friends who you authorize to pick up your child. When friends and family come to pick up, we will ask them to present a picture ID, compare the name to the name in the child's file, and make a copy of their ID to be placed in the child's file. We will then release the child to them. Please make sure that only those people whom you are comfortable with having this privilege are on that list. We ask that you do not give the door code to visitors who pick up occasionally. The front desk is always monitored, and a faculty member should admit visitors. This helps to maintain the security of our facility.

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Final Statement

We at La Mère Academy want to provide you with the highest quality care for your child. We believe that nurturing children in a loving, wholesome environment is a community need that we do best, because we commit ourselves to providing superior childcare and early education services.

We are very interested in answering your question and concerns. The La Mère Academy Management Team is ready and willing to assist you in this area. We are available by phone, email, or will be happy to set up a conference.

Our Management Team is as follows:

Maggie Khoo—Owner
Email: Maggie@LaMereAcademy.com

Tiffany Smith-Sheridan – Director of La Mère Academy
Email: Tiffany@LaMereAcademy.com

Crystal Montoya – Assistant Director of La Mère Academy
Email: Crystal@LaMereAcademy.com

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