



# Parent Handbook

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Registered Family Child Care Home  
Registration # 25838



Welcome to Leopard Academy. I am so excited to have you be part of our Montessori Home Preschool!

My name is Lacey Leopard. Before making the decision to open Leopard Academy, I graduated from Bob Jones University with a BS in business and went on to work at The Spinx Company as a part of the accounting department.

After having my first son, Jason, I decided that I wanted to change career directions to give him the education I feel is best for him. Growing up, my brothers and I had so much freedom to explore our passions while being homeschooled. We were given an excellent education and had so many opportunities to develop the skills we truly enjoyed. Over the past several years, I have fallen in love with the Montessori Method and the hands-on education that Maria Montessori developed. This led me to become a NAMC (North American Montessori Center) educated teacher. My passion is to blend the best of homeschooling and The Montessori Method for my children and offer the same to your family.

During our school day, students will engage in sensory, cognitive, motor, language, social, and practical life activities. These are the foundational skills that children need to develop during their preschool years. The ages 0-6 are the most formative years where the brain makes most of its connections needed for the rest of their life. I am so excited for you to join our journey growing young minds!



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## 1. Teaching and child care philosophy

“More than 1 million new neural connections are formed every second in the first few years of life. The brain is most flexible and adaptable to learning during the earliest years of life.” [\(First Five Years Fund\)](#)

We are a year round school because the Montessori method teaches that learning is for life; it does not stop during the summer. Instilling a joy of learning in everyday life is important to the development of the whole person.

Each child will have their own record of learning - A running checklist of each area of development in the Montessori approach.

Outdoor time has been shown to be extremely beneficial for all children. We will be spending time outside everyday, rain or shine, unless there are dangerous weather conditions.

## 2. Operating information

Hours: 8 AM - 4 PM

Yearly Calendar - See Holidays and Days Closed.

Tuition is a yearly fee that can be broken up into weekly payments.

Yearly: \$14,300

Weekly: \$275

Leopard Academy will close two weeks out of the year along with one day each month which will be indicated on the yearly calendar.

We provide breakfast, morning snack, lunch, and afternoon snack. If your child is on a special diet, please let me know. You will be responsible to provide what they need.

We do not provide diapers, but we will have backups as needed.

## 3. Enrollment and withdrawing policies

To enroll at Leopard Academy please fill out the enrollment agreement and submit the \$550 deposit and fill out other required forms as soon as you are able. This will secure your spot. The \$550 deposit will cover the first two weekly tuition payments.



I understand that when my child is enrolled at Leopard Academy if for any reason I choose not to start on the agreed upon date, I must give two weeks notice or I will forfeit the deposit of the first two weeks payment (\$550).

I also agree that if I decide to withdraw my child, I will give two weeks written notice or be billed for the equivalent hours.

I understand that payment is due for the week on the Monday prior to providing care. Care will not be provided for the week unless payment is provided.

I understand that tuition is \$14,300 per year and will be due in weekly increments of \$275 or other agreed upon terms. I understand that I will be charged on weeks where I choose to take my child out of school for any reason and for times when the school is closed according to the schedule or if there is an "Act of God" that forces us to be closed. .

I understand that Leopard Academy is open from 8:00 AM to 4:00 PM. Unless there has been an additional agreement signed, no children will be accepted before 8:00 AM and if any children are picked up late, there will be a late fee of \$1 per minute per child.

#### **4. Sign in and pick up procedures**

A Parent/Guardian will sign each child in upon arrival and will sign them out at pick up.

A Parent/Guardian must provide a list of approved people who can pick up or drop off the child. This list will be kept in the child's file. Only people on the list will be allowed to pick up or drop off your child. If an alternative pick up or drop off person is needed, an Alternative Pick-Up Authorization form must be submitted. This form should be given directly to me in the morning for your child's file or emailed or texted as a document to me before 4 PM the day prior to the day in which the alternate pick-up arrangement is needed. Please inform your alternative pick up person that they will be required to show identification when picking up your child.

#### **5. Supplies needed**

Parent will provide a nap mat cover or sheets and a blanket for nap time, outdoor clothing (rain gear if appropriate), diapers, and extra clothes. Please make sure that everything is labeled appropriately with the child's name.

Please do not bring toys from home.



## 6. Sickness policy

If your child is running a fever of 100 degrees or higher or is vomiting, please do not bring them to school. Sick children will not be admitted. If a child runs a fever of 100 degrees or more or vomits at school, the parent will be notified and asked to come and pick up their child at that time. Please see DHEC exclusion policy for specific sickness regulations.

## 7. Codes of conduct and disciplinary procedures

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief Leopard Academy uses a positive approach to discipline and practices the following discipline and behavior management techniques.

### WE DO

- Communicate to children using positive statements.
- Communicate with children on their level.
- Talk with children in a calm, quiet manner.
- Explain unacceptable behavior to children.
- Give attention to children for positive behavior.
- Praise and encourage the children.
- Reason with and set limits for the children.
- Apply rules consistently.
- Model appropriate behavior.
- Set up the classroom environment to prevent problems.
- Provide alternatives and redirect children to acceptable activity.
- Give children opportunities to make choices and solve problems.
- Help children talk out problems and think of solutions.
- Listen to children and respect the children's needs, desires and feelings.
- Provide appropriate words to help solve conflicts.
- Use storybooks and discussion to work through common conflicts.

### WE DO NOT

- Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.)

- Use any strategy that hurts, shames, or belittles a child.
- Use any strategy that threatens, intimidates, or forces a child.



- Use food as a form of reward or punishment.
- Use or withhold physical activity as a punishment.
- Shame or punish a child if a bathroom accident occurs.
- Embarrass any child in front of others.
- Compare children.
- Place children in a locked and/or dark room.
- Leave any child alone, unattended or without supervision.
- Allow discipline of a child by other children.
- Criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic groups.

Conferences will be scheduled with parents if particular disciplinary problems occur. If a child's behavior consistently endangers the safety of the children around him/her, then the Director has the right, after meeting with the parents and documenting behavior problems and interventions, to terminate child care services for that particular child.

## **8. Health and Safety Regulations**

Parents must discuss allergies prior to enrollment to make sure Leopard Academy is equipped to handle the allergies properly.

A signed Medicine Consent Form is required before any medicine is administered to a child.

## **9. Emergency Procedures**

In all emergency situations, child care staff will:

- Pay attention to warnings
- Remain with the children throughout the event
- Check attendance every time the children are relocated
- Take any necessary medications and emergency supplies with them during an evacuation
- Take the children's emergency records with them during an evacuation
- Take a cell phone if available to use for notifying parents/guardians
- Notify Child Care Licensing



## 10. Form List

All forms can be found on our website [www.leopard-academy.com](http://www.leopard-academy.com).

Application  
 Yearly Schedule  
 Enrollment Agreement  
 Child/Family Personal Information  
 DSS 2909 Consumer Parent Statement  
 Parent/Guardian No Liability Insurance Notice and Acknowledgement  
 Suggested Standards Acknowledgement  
 Discipline Policy  
 Medication Permission  
 Medication Tracking Form  
 Alternative Pick-Up Authorization  
 Injury Report

## 11. Acknowledgment and signatures

I have read and agree to the Leopard Academy Parent Handbook.

Parent/Guardian 1

Name (Printed) \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian 2

Name (Printed) \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_