SPROUTS
EARLY LEARNING ACADEMY



Parent Handbook

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Welcome

to SproutsEarlyLearningAcademy

Dear Parents and Guardians,

Welcome to Sprouts! We're thrilled to have you and your child join our family. Here, every child is valued, nurtured, and encouraged to explore, learn, and grow.

Our caring educators are dedicated to creating a safe, engaging space where curiosity thrives. Together, we'll build a strong foundation for your child's future.

We look forward to a wonderful journey ahead!

Warmly,
Paige Berg
Director
Sprouts Early Learning Academy



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ABOUT US

Sprouts Early Learning Academy is a child development community that provides its students with a safe, loving classroom environment. We provide our students with a friendly learning environment by offering loving staff members, age-appropriate classroom materials and engaging activities that encourage growth in the areas of social, emotional, cognitive and physical development.

The purpose of our programs is to create students with a life-long love of learning through hands-on experiences and activities. Here at Sprouts, we believe that learning HAS to be fun, age-appropriate and hands-on, so that's exactly the type of education we provide.

We have found the perfect balance of fun and learning, which makes for happy, healthy students! Sprouts truly is the perfect place for students to grow!





LEARNING PROGRAMS

Welcome to Sprouts Early Learning Academy! At Sprouts, we believe that learning HAS to be fun, age-appropriate and hands-on, so that's exactly the type of education we provide. We provide our students with a friendly learning environment by offering loving staff members, age-appropriate classroom materials and engaging activities that help their minds and bodies grow. At Sprouts, we have the perfect balance of fun and learning, which makes for happy and healthy students.

Sprouts follows the State of Iowa guidelines for student program placement by utilizing September 15th for program eligibility.

Students will be placed in the program that reflects their age as of September 15th of the enrollment year. For example, a student must be 2 years old on September 15th to be in the two year old program. Program rates can be found on the website at www.SproutsELA.com and are subject to change with a two week notice.

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Infant Full-Day Program

Sprouts provides a fullday infant program that is available from 7:00am – 6:00pm, Monday through Friday.

This program is filled with opportunities to sing, dance and play, both indoors and outdoors. Before starting our infant program, families fill out an infant questionnaire that outlines their child's personality, preferences, milestones, and schedule.

Our classroom teachers work with families to adjust to their child's ever-changing needs. The infant room is divided by movers and non-movers to keep students safe based on their developmental stage. Teachers introduce many modes of communication including verbal and sign language to enable students to communicate even before they are able to speak.



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1-Year-Old Full-Day Program

Sproutsprovides afull dayprogramfor our one-year-old students that is available from 7:00am – 6:00pm, Monday through Friday.

This program is filled with opportunities to explore, create, and move, both indoors and outdoors. As children transition from the infant room, our teachers work closely with families to ease that shift, building on the routines and communication styles their child already knows while introducing new opportunities for independence.

Our classroom teachers focus on the big developmental leaps that happen during this year: walking, talking, and exploring the world with growing confidence. Sensory play, music, and movement are woven throughout the day to support language development, gross motor skills, and early social interaction with peers. Teachers continue to use verbal and sign language together, helping students build vocabulary and express themselves as their communication skills grow.



2 Year-Old Full-Day Program

Sproutsprovidesafull day2year-old program that is available from 7:00am – 6:00pm, Monday through Friday.

This program is filled with opportunities to sing, dance and play, but also provides hands-on activities to help your child grow cognitively (mind), physically (body), emotionally (feelings) and socially (friendships).

Our classroom follows a consistent schedule that is posted using pictures that allow our students to learn the daily routine. Before long, our students know the general flow of our day and learn to anticipate the coming activities, such as snack time, free play and rest time.

Students at this age thrive with consistency, so our program prepares these students to be ready for the formal preschool environment that will follow next year.



3 Year-Old Full-Day Program

Sprouts provides a full day3 year-old program that is available from 7:00am – 6:00pm, Monday through Friday. This program provides students three hours, two days a week of formal preschool education. Each student's brain, body, emotions and friendships will grow through their experiences in our classroom. A large portion of the preschool day is spent in discovery centers, where students get the chance to learn about the world by exploring various materials, toys, books, puzzles and games. Our knowledgeable staff helps to guide students through the learning process in these centers by asking targeted questions during those experiences. For example, conflict resolution and problem-solving are two skills that are gradually acquired through the experience of having to share materials with other children. Our program also utilizes a formal curriculum, such as Handwriting Without Tears, in order to provide school-readiness skills. Students leave our preschool program ready for a seamless transition to a 4 year-old program. In addition to the three hours of formal preschool two days a week, students in this program receive wrap-around care where they will join our full-day program before and after their formal school hours.

4 & 5 Year-Old Before & After School Program

Sprouts provides a before and after-school program for4 and 5 year-old students Monday through Friday until 6:00pm. This program follows the Carlisle Elementary School schedule. Parents are responsible for arranging public These students have opportunities to continue learning after their school day through discovery centers, outdoor play and free play options.

This program rate is based on a 5-day schedule that includes full-day care Wednesday, as well as after-school care on the remaining weekdays. In the instance of a no- school day, an additional daily fee will be added to accommodate the extra hours your child is in attendance.





Summer Full Day Programs

Sprouts provides a summer program for infants through age 5. We serve families from 7:00am – 6:00pm, Monday through Friday. During our summer program, students continue their learning by participating in fun and engaging, hands-on activities and projects, such as our school garden.

Our summer activities encourage our students to stay curious and continue the growth of their cognitive (mind), physical (body), emotional (feelings) and social (friendships) skills.

This program includes the perfect balance of both structure and play. Students will extend their learning throughout the summer months and will be ready to jump back into their classrooms when school is back in session.

Drop-In Care

Drop-incaremay be available when space allows. Parents must verify availability each time drop-in care is requested. Rates are figured based on a full day of childcare.

Prepayment for the tuition charge is expected at the time the Student is dropped off. All drop-in students must have registered with Sprouts and turned in all required paperwork before attending.

Students with Special Needs

At Sprouts, we accept children with disabilities in accordance with the Americans with Disabilities Act (ADA) regulations. Sprouts is willing to work with local Area Education Agencies (AEA) for students who are receiving specialized services. We can make reasonable accommodations for any child who can safely participate in a group care setting.

Sprouts is a supportive environment committed to meeting the needs of all children to the best of our ability. While we are not equipped to provide specialized services or accommodations beyond our current resources, we are happy to make reasonable adjustments within our capacity to support a positive experience for every child.



Ratios

Atno time should one staff member be responsible for more than that following staff-to-student ratios:

Student (Age in Years)	Staff	Student
0-2	1	4
2	1	7
3	1	10
4	1	12
5-10	1	15





ADMISSIONS

Registration

Sprouts open-registration happens twice a year; once for the school year programs and once for the summer programs. A registration form can be acquired using the "Enroll Now" button on our website, www.SproutsELA.com. Families will be asked to provide contact information so administrative staff can reach out to start the registration process. Brightwheel is a childcare management software that is used for all registration forms, parent-teacher communication, check in/out of students, tuition payments, etc. Once the registration form is filled out, additional forms will be sent and a $50 registration fee will be added to the student's account on Brightwheel. Once the registration fee is paid, the student's spot will be secured. All required forms must be completed prior to the student's first day. If you have any questions, please contact the Director.

Tuition

Oncea student is enrolled, tuition payments will be posted to the student's Brightwheel account. Payments can be made by ACH payment (no fee) or with a credit or debit card (2.9% fee applies). Current tuition rates can be found on our website.

Weekly tuition is due every Thursday for the following week of enrollment. Any accounts that are not current by the next calendar day (Friday) at noon will result in a late fee of $5.00 for each calendar day the payment is not current.



Hours of Operation

Sprouts is open Monday through Friday from 7:00am to 6:00pm. We do offer a limited number of spots for our Early Bird option for an additional fee which allows Students to be dropped off as early as 6:30am.

Sprouts is closed in observance of the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day

*Sprouts also closes for Professional Development Days twice per year.

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Absence Policy

Tuitionis charged based on your child's enrolled schedule, not attendance. In the event of an absence, regardless of reason, full tuition is required to hold your child's spot and maintain enrollment.

If you have questions about this policy, please don't hesitate to contact the Director.





Withdrawal & Discharge

Parents must provide at leasttwo-weeks written and signed notice to the Director to withdraw their student from the Sprouts. Tuition will be collected during the notice period. After the notice period, parents will no longer be responsible for tuition payments.

Occasionally, a child or family may not adjust well to our school environment. In these instances, we may ask the family to withdraw their student. After that request, we will give the family at least one week's notice to find alternative care. A few circumstances may require the immediate withdrawal or termination of a child. Sprouts may disenroll a child without prior notice, if, at the sole opinion of the Director, it is in the best interest of the child, staff, other students or Sprouts Early Learning Academy.

DROP-OFF & PICK-UP PROCEDURES

Drop-Off Procedures

Allstudents maybe picked up and dropped off only by adults marked on the child's approved pick up list on Brightwheel. Parents are able to add or remove approved people on this list, at any time, on Brightwheel. Approved pick up adults will need to download the Brightwheel app in order to have access to their assigned 4 digit code needed at pick-up and drop-off. Those who do not have access to Brightwheel will be required to show a valid driver's license to a Sprouts staff member in order to pick-up a student.
For a smooth and safe drop-off, families should follow these guidelines:

- **Drop-Off (7:00 AM & Later):**
  - Enter the alley from School Street and pull forward in the drop-off lane.
  - Quickly unload your child and ring the doorbell at their classroom door.
  - A staff member will welcome your child inside.
  - Parents must clock in their child on the classroom iPad before returning to their vehicle.



- **4/5 Wrap-Around:**
  - Sprouts staff walk our Kindergarten and Preschool students to and from Carlisle Elementary each day. In the morning, a staff member walks students to school, and in the afternoon, a staff member walks them back to Sprouts once the school day ends. Families no longer need to handle this part of the commute.
  - For students splitting their day between Sprouts and preschool, the public school bus continues to handle the midday transition.
- **Morning Sprouts / Afternoon Preschool:**
  - Drop off at Sprouts after 7:00 AM. Child stays until noon, rides bus to public preschool, then returns by school bus.
- **Afternoon Sprouts / Morning Preschool:**
  - Parents transport child to public preschool in the morning. Child rides bus to Sprouts at 11:30 AM. Parents pick up from Sprouts.



Pick-Up Procedures
To ensure a smooth and efficient pick-up process, families are encouraged to notify Sprouts via the Brightwheel messenger when they are 5-10 minutes away. This allows the teacher to prepare the student for departure.

Pick-Up Process:

- Approved pick-up adults should enter the pick-up lane by entering the alley from School Street.
- Park, approach the classroom door, and ring the doorbell.
- Once the parent or guardian signs the child out on the classroom iPad, the student will be released.
- If the approved pick-up adult does not have a Brightwheel code, they must present a valid driver's license for verification.



Late Pick-Up

- A **latepick-up fee of $15.00 per child, per every 15 minutes** will be charged if a child is not picked up by the program's end time. This fee compensates for staff staying beyond operating hours and **does not imply that after-hours care is available.**
- If a child **has not been picked up within 30 minutes** and no contact has been made by the parent, emergency contact, or an authorized pick-up person, Sprouts may release the student to **child protective services or local authorities.** This step is a **last resort**, determined at the sole discretion of the Director.

HEALTH & NUTRITION

Illness Policy

One ofour highest priorities at Sprouts is providing a healthy, safe learning environment for all students and staff. Students and/or staff will be sent home as soon as possible if any of the following is experienced:

- An illness that prevents the child from participating comfortably in activities (as determined by the staff) or an illness results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other students in the classroom;
- A fever of 101 or greater, until 24 hours symptom free without fever reducing medication;
- Signs/symptoms of severe illness, including: lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing and/or wheezing;
- Diarrhea (not associated with diet changes or medications; multiple loose or watery instances within an hour; or accompanied with fever and or vomiting) until diarrhea stops for 24 hours or the continued diarrhea is deemed not be infectious by a licensed healthcare professional;
- Blood in stools not explainable by dietary change, medication or hard stools;



- One instance of vomiting. The student can return after vomiting has been resolved for 24 hours or if a health care provider determines the cause for vomiting is not contagious and the child is not contagious or in danger of dehydration;
- Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs/ symptoms of illness;
- Mouth sores with drooling, unless a health care provider determines the sores are not contagious;
- Rash until a physician determines that these symptoms do not indicate a communicable disease;
- Pink eye (conjunctivitis) until after treatment has been initiated for 24 hours;
- Head lice, from the end of the day until after first treatment;
- Scabies, until after treatment has been completed;
- Tuberculosis, until a health care provider states that the child is on appropriate therapy and can attend child care;
- Impetigo, until 24 hours after treatment has been initiated;
- Hand Foot and Mouth sores have dried and crusted and no fever;
- Strep throat, until 24 hours after initial antibiotic treatment and cessation of fever;
- Chicken pox, until all sores have dried and crusted (typically 6 days);



A child who becomes ill while at Sprouts must be removed from the classroom in order to limit exposure of other students to communicable diseases. An ill child will be sent to the office to wait for his/her parents to arrive.

Sprouts reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed healthcare professional stating that the child is not contagious and is able to attend child care.

Please notify your child's teacher of any absence due to illness, injury, or otherwise via Brightwheel messaging or by calling the Sprouts office.

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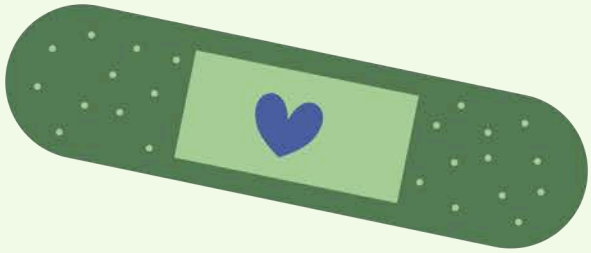


Notice of Exposure & Reporting Disease

If a child or staff member is found to have a communicable disease, a notice will be posted on the door of all affected classrooms. Additionally, families who have provided an email address will receive email notification of the illness. In the event a child is reported to have a communicable disease, the Director will notify the health department. Current health department regulations will be followed in order to slow the spread of illnesses such as COVID-19. Procedures such as illness screening, promoting good hygiene and cleaning procedures will be utilized to prevent any illness from spreading.

Medication Authorizations & Administration

Staff members may not administer medication to any child unless a parent has completed a Medication Authorization Form. Parents must indicate a start date and end date, a reason for the medication and the dosage or the medication cannot be administered.



Medical Records

All childrenenrolled at Sprouts must follow Iowa's recommended schedule of immunizations unless a medical or religious exemption is present. Physical examinations and immunization records must be provided upon enrollment. Current physical exams (performed less than a year ago) will be kept on file. Families must keep their child's health information current by informing Sprouts of any new vaccinations or physical exams. A student will not be able to attend Sprouts programs if their immunizations or physical forms are no longer current.





Allergies

Families are expected to notify the school regarding children's food or environmental allergies. Families of children with diagnosed allergies or asthma are required to provide the school with a detailed Allergy Action Plan, signed by the child's physician. A student with allergies must have a Food Allergy and Anaphylaxis Emergency Care Plan (FARE Plan) posted in a visible location in the classroom. A list of children's allergies with their pictures is posted in all classrooms throughout the school, including the kitchen. Our staff members are asked to consult as appropriate to avoid the potential of exposing children to substances to which they have known allergies.
ulations. Meal plans can be found on our website at www.SproutsELA.com.

Sprouts follows the state and federal requirements for accommodating children with special dietary needs. A parent must provide written documentation for any child that cannot be served a food item offered at the school due to allergy, intolerance or preference before we can consider making any dietary accommodations. This statement must be completed and signed by a parent and/or a licensed physician. If the child has a disability that restricts his/her diet, the statement must be signed by a licensed physician. A Diet Modification Form is available from the Director. All documentation must be kept on file. Sprouts reserves the right to determine if any dietary accommodations can be reasonably provided.

Nutrition

Ourmissionat Sprouts is to provide high-quality nutrition to nurture each student's physical, cognitive, emotional and physical growth. Good nutrition in the early childhood years will create future healthier generations. Meals are cooked by our full time kitchen staff and are served in a combination of pre-plated and family style meal services, and our staff members sit alongside the children to encourage table manners and the development of healthy eating habits. Meals also provide an opportunity to teach independence and social skills. All Sprouts meals will abide by the Child and Adult Care Food Program (CACFP) regulations.



CLASSROOM POLICIES

Responding to Misbehavior

Below arestrategies Sprouts' staff will use to respond to child misbehavior. However, it's always a good idea if rules are explained fully and clearly understood to prevent misbehavior. Whenever possible, staff involve students in making the rules for the classroom.

- Redirection - This strategy should be used most frequently when working with young students. If a child is not following the rules or being uncooperative, quickly get the child's attention and introduce another activity. For example, "Kate, please help me water the flowers now. You've been riding the bike for a long time and it's now Logan's turn."
- Logical consequences - These follow specific misbehaviors. The child should be able to see how the behavior and the consequence are directly related. For example, Andrew is standing on his chair at lunch. His teacher should remind him that if he stands on his chair, he could fall and get hurt which would make him sad.



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- Participate in the solution - If a child damages something, he/she needs to help in fixing it or in cleaning up. If a child causes someone distress, he/she should help in relieving that. For example, "It made Brandon very sad when you told him he wasn't your friend anymore. Please apologize and help me make him feel better."
- Natural consequences - Allowing students to experience the consequences of their behavior is also called learning the hard way. For example, Laura does not put her books back in her school bag after she finishes reading. One day she loses a book and therefore must find a way to replace it. Only use natural consequences when they will not endanger the child's health or safety.
- "Take a break" or "Calm down chair" - In some instances, a child may need to be removed from a particular situation in which he/she has become overwhelmed or violent. The child should be directed to "take a break" or sit in the "calm down chair." This strategy gives the child a chance to calm down, regain control and reflect quietly on his or her behavior away from others.

Once the child has calmed down, staff should talk with the child about the actions that led up to and resulted in needing a break or being sent to the calm down chair. For example, "Hannah, we have talked often about how hitting is not ok because it hurts others. Since you hit John, we are going to leave the block center and go to the calm down chair. I will talk to you when you are ready."

If these actions do not help in reducing or changing behavior the following will take place:

1. Staff will report behavior and what strategies have been attempted to the Director.
2. The Director will observe the child and meet with the Teacher to develop a behavior management plan.
3. The behavior management plan will be discussed with the parent and then put into practice.
4. The Director, Teachers and parents will evaluate the behavior management plan. If needed, adjustments will be made.

** If a child's behavior becomes threatening to themselves, other students, staff or teachers, the child will be removed from the classroom and possibly the program for a period of time.





Biting Policy

Bitingisa behavior that usually appears between the ages of one and three years. While biting is an age-appropriate behavior, it is important to remember it is also an unacceptable behavior in a childcare environment.

Students bite for a variety of reasons: teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Biting is not something to blame on students, their parents or their teachers. There are a variety of strategies we implement at Sprouts to prevent and stop biting. This is the process followed when a child bites:

- The biting child is stopped and told, “Stop biting. Biting hurts” in a firm voice. Teachers should remain calm, being careful not to show anger or frustration towards the child.

- The biting child is removed from the situation. Depending upon the observed motive for the bite, the separation may include re-direction or meeting the child’s needs. As little attention as possible will be placed on the biting child, to avoid reinforcing the behavior.
- Appropriate first aid will be provided to the child who was bitten. Bite will be washed with soap and water; cold compress will be applied to reduce pain and swelling. A bandage will be applied if necessary and an Injury & Incident Report will be filled out. All information is confidential and names of the students involved in the incident are not shared between parents.

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Nap & Rest Time

ThelowaDepartment of Human Services requires that all students be provided a regularly scheduled nap or rest time. Students will not be forced to sleep but may be encouraged to lie quietly for a period of time. The length of time a child should have to remain resting varies by child. There is no hard and fast rule regarding the maximum amount of time a child should have to remain resting. Students should be provided alternative quiet activities if unable to rest.



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1. Safe Sleep Practices for Infants
    - Back to Sleep
    - Infants will always be placed on their backs for sleep, unless a physician provides a written medical exemption.
    - Alternate sleep positions require a signed order by the infant's primary health care provider with a medical diagnosis for the alternate position, as required by DHS.
2. Safe Sleep Environment
    - Infants will sleep in a Consumer Product Safety Commission (CPSC)-approved crib or play yard with a firm mattress and fitted sheet.
    - No blankets, pillows, stuffed toys, bumper pads, or other soft bedding are allowed in the sleep area.
3. Supervision & Monitoring
    - Infants will be visually checked every 10-15 minutes while sleeping.
    - Room temperature will be maintained at a comfortable level (68-72°F recommended).
    - Staff will look for signs of distress and ensure airways remain clear.
4. Pacifier Use
    - Pacifiers may be used if provided by parents and will not be reinserted once the infant falls asleep.
    - No pacifier attachments (e.g., clips, stuffed animals) will be allowed.





5. Swaddling & Sleep Sacks
    - Infants may be swaddled for sleep only until they show signs of attempting to roll over, at which point swaddling must be discontinued immediately per safe sleep guidelines.
    - All swaddles and sleep sacks must leave the infant's arms free; swaddling or sleep sacks that restrict arm movement are not permitted at Sprouts.
    - Once swaddling is discontinued, a wearable sleep sack may be used in place of loose blankets to keep the infant warm.
    - Swaddles and sleep sacks must fit properly and allow for natural movement of the hips and legs; swaddles must never cover the infant's face or neck.
    - Staff will note each infant's rolling milestone on their individual care plan so all teachers are aware when swaddling should stop.
6. Prohibited Sleep Equipment & Positions
    - Infants will not be placed to sleep in car seats, swings, bouncers, or other devices.
    - Infants should be held for all bottle feedings and cannot be put down for sleep with a bottle or be allowed to have a bottle propped while they are awake.
7. Tummy Time & Awake Time
    - Infants will be placed on their stomachs for supervised tummy time daily to promote motor development.

8. Strangulation Prevention
    - To prevent the risk of strangulation, infants will not have access to cords, strings, or any item with straps that could pose a hazard.
    - No bibs, necklaces, or clothing with drawstrings will be worn while sleeping.
    - Cribs and play yards will be placed away from window blinds, electrical cords, or other hanging materials.

9. Bottle Safety
    - Parents may provide either glass or plastic bottles for their infant, based on personal preference.
    - Bottles should be inspected regularly by both parents and staff for cracks, chips, or damage, and should be replaced if any damage is found.
    - All bottles must be clearly labeled with the child's name.
10. Staff Training
    - All staff caring for infants will receive annual training on safe sleep practices and strangulation prevention.





Cleaning Procedures

Each classroom has a set of opening, nap time, closing and weekly cleaning tasks. These tasks are completed daily in order to keep all toys, commonly used surfaces and bathrooms free of germs and contaminants. Cleaning, sanitizing and disinfecting procedures will all be utilized to keep the Sprouts building safe for students and staff.

SAFETY AND SECURITY

Secured Access

Ensuring the safety of our students and staff is a top priority at Sprouts. All of the entrances to our classrooms are secured and require a key card to enter. Interior and exterior security cameras add an additional layer of protection to our students and employees. Additionally, Sprouts utilizes Brightwheel, a management software. Each family will have access to the Brightwheel app, which allows for seamless check in and check out of students, gives a direct line of communication between families and staff and safely accepts online tuition payments.

Parents of Sprouts students shall have unlimited access to their children and to the provider caring for their children during the hours of operation or whenever their children are in the care of a provider, unless prohibited by a court order.

Exits

All of our classrooms include a safety exit directly to the outdoors which can be utilized in case of emergency. Our building also includes a voice announcing fire alarm system and emergency exit lighting. All of our ground level exits are ADA accessible.

Playground Safety

The playground at Sprouts is designed with safety in mind. Our play area is covered with Playsafe Artificial Turf, which is a turf created specifically for children. Directly under the turf is a padding layer that meets a 6- 8 foot Critical Fall Height, which is a standard used for measuring the shock absorbency required of a play surface to prevent fall injuries. The playground area will also include a small hard surface area where students can safely ride trikes, bounce balls and practice other large motor skills. Sprouts staff conduct inspections of the playground and equipment monthly.

Staff Training Requirements

Research indicates thatformal education or training that increases the knowledge of providers has been shown to be the greatest determinant of safe and quality programming for students.

Therefore, the state of Iowa has set the following requirements for staff training and development:

- Mandatory Child Abuse Reporter Training
- Universal Precautions
- Infant, Child, & Adult CPR
- Infant, Child, & Adult First Aid
- Essentials Child Care Preservice Series
- 6 contact hours of additional training annually
- 2 Professional Development Training Days





Custody and Visitation

When parents do notresidein one household, the parent listed on the enrollment agreement will be considered the child's primary parent. The center will communicate directly with the primary parent. It is our expectation that divorced or separated parents will communicate with each other as needed to meet the needs of their child. Sprouts will only release the child's information to the parent listed first on the enrollment agreement unless legal documentation is provided.

Visitors

Any person in the center who is not an owner, staff member, substitute, subcontracted staff or volunteer who has had a record check and approval to be involved with child care shall not have unrestricted access to students for whom that person is not the parent, guardian or custodian, nor be counted in the staff to child ratio. Unrestricted access means that a person has contact with a child alone or is directly responsible for child care. All individuals who are visiting the center (someone who is not a parent, authorized pick-up person or staff member) is required to sign in at the office before entering the center. The visitor will be monitored and supervised while in the building and are required to sign out before leaving. Staff members should notify the Director if expecting a visitor.



Confidentiality

Itisimportantthat all staff members be discreet in sharing information regarding students and their parents in public areas. Names and identifying characteristics of students and families should not be shared with anyone other than staff members working in the classroom and the Director.

Weather Related Closings

Sprouts will remain open during most severe weather situations. The Director will monitor the weather and local news stations to determine when it is appropriate to close the center early or cancel programs for the following day.

In the event that Sprouts closes early or cancels programs for the following day, parents will be contacted and informed of the situation. Students should be picked up in a reasonable amount of time to ensure all parents, students and staff can travel safely home.

EMERGENCY SITUATIONS AND FIRST AID



Emergency Plans and Practice

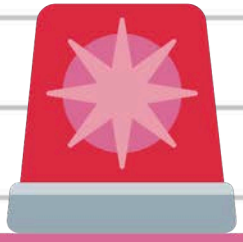
Inorderto maintain a safe environment for our students, Sprouts Early Learning Academy makes every attempt to be prepared for potential emergency situations. We conduct emergency evacuation practice drills monthly. Emergency plans and a list of procedures is posted in each classroom. All Sprouts teachers are trained in handling emergency situations as they arise. In the event of an actual emergency, each family will be notified after the children have been relocated to a safe area.

Emergency Tornado Procedure

Ifthe city tornadowarning sirens are sounded, staff will assist in the evacuation of the students from the classroom. Staff members will lead students to the hallway restrooms and interior hallways for shelter. Each classroom will stay together as a group. Once assembled in the designated shelter area, staff will ensure all students are accounted for. Students and staff will remain in the designated shelter area until the “all clear” is given by the director. Tornado drills will be practiced monthly. The Director will initiate and maintain records of all drills.

Emergency Fire Procedure

Ifafire is present, Staff will activate the nearest fire alarm pull station. Staff will assist in the evacuation of students from the classroom utilizing the safest, most direct route to the outdoors. Once outdoors, students will be escorted to the parking lot north of the Sprouts building. Staff will ensure all students are accounted for. If unable to return to the building in a timely manner, the local school district will be contacted. Students and staff will walk to the Carlisle High School and assemble in the south gym. At that time, families will be notified of the situation.





Intruder or Dangerous Adult Procedure

Anintruder or dangerous adult is considered someone who is displaying inappropriate or threatening behavior, carrying a weapon or showing signs of intoxication from either drugs or alcohol. This also includes an individual that is prohibited by court order from picking up or having contact with a child. Staff members will be notified by the Director of the threat using the two-way radios and an all-page on the telephone system. ALL staff and students must return to their classrooms; lock all classroom doors; and sit on the floor away from doors and windows. Wait for an "All Clear" from the Director before continuing with activities. The Director, or a staff member designated by the Director, will contact the local police department to notify them of the situation.

Missing or Abducted Child

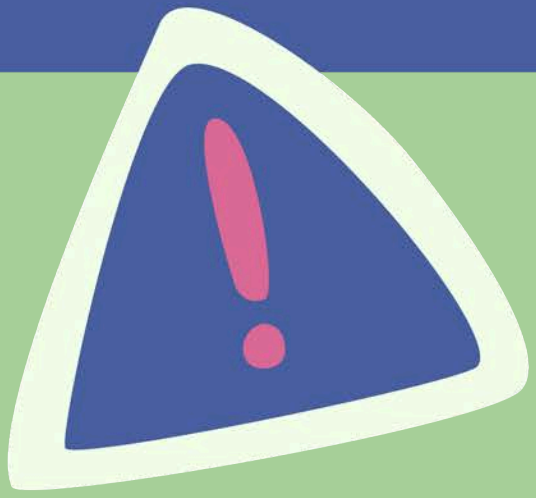
Inthe event of a missing child, one teacher will search for the child in the immediate area, while another staff member calls the Director to help with the search. If the child cannot be located in a reasonable amount of time, the Director will notify the local police department and the child's parents. In the event of an abducted child, the teacher must immediately contact the Director, the local police department and the child's parents.

Emergency Medical Procedures

Itis important thatparentscomplete and update, as needed, an Emergency Medical Treatment Authorization form. This form allows Sprouts' staff members to seek emergency medical or dental care from authorized care providers in the event of serious injury. **It is the responsibility of the parent to complete this form and to make corrections to this information when necessary.**

- If a child becomes ill or injured after arriving at the center, the Director will attempt to contact the parent(s) at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pick up persons on the Emergency Medical Treatment Authorization form will be called.

Students who are ill or seriously injured may be sent to the office and remain under the supervision of the Director until a parent arrives.



First Aid Procedures

AllSprouts staffmembers are trained in CPR and first aid and to follow appropriate procedures in the event of an emergency. Parents are notified immediately if an illness or injury requires immediate medical attention. In an emergency situation, we will contact 911 first and then contact the family. An incident report will be completed for all injuries. A copy will be given to the parents, including information describing what incident/injury occurred and the first aid treatment and follow-up that was provided.

Accidents and Incidents

All injuries will be reportedto parents using an Injury & Incident Report. Parents will be notified at time of pick up if the injury is minor in nature or sooner if it warrants a call during school hours. When the student is picked up, the parent will review and sign the Incident & Injury Report. Reports will be kept in the student's school file.

Accients & Medical Expenses

Sproutsfollowsestablished safety and supervision procedures to minimize the risk of injury; however, accidents can occur despite these precautions. In the event a child is injured while in our care, staff will provide appropriate first aid and complete an Injury & Incident Report, which will be shared with the parent or guardian.

Sprouts does not assume financial responsibility for medical treatment, doctor visits, or other costs resulting from accidents or injuries that occur during normal classroom activities and appropriate supervision. Families are encouraged to maintain health insurance coverage for their child to address any medical needs that may arise.



FAMILY AND COMMUNITY INVOLVEMENT

Field Trips

Sprouts offers a variety of experiences both at and away from the center. Field trips are a creative way to enrich a theme and expand the learning environment. The Director must approve all field trips. Field trips outside of the Carlisle city limits and/or longer than two hours in duration require a parent to complete a Field Trip Permission Form. These forms can be obtained from Brightwheel or the Director. Parents must be notified at least one week before the planned field trip.

Teachers may decide and are encouraged to conduct short, unannounced field trips including but not limited to: walks as a class around the perimeter of the building and/or nearby neighborhoods; trips to local playgrounds or trips to local businesses. Teacher-child ratios will be maintained at all times.





Communication

At Sprouts, we believe that our educators and families must be partners in each student's education. We believe that by working with families we can create the best possible environment for each child. Each day, a Sprouts staff member will greet students and families with a warm smile and greeting. Brief updates on the student's day will be given at pick-up and drop-off. In an effort to keep the pick-up and drop-off lane moving smoothly, if more than a brief conversation is needed, the staff member can schedule a time with the parent to talk. Staff and families can also utilize the Brightwheel app for communication. If an urgent message is needed, please call the Sprouts office, as teachers are expected to take an active role in educating students and may not see a message in a timely manner.

Resources

Sprouts offersfamilies numerous resources. Please check our website at www.SproutsELA.com for a list of helpful information. There you can find articles that give insight on child development as well as community resources such as affordable health insurance, local library programs and food pantry information. Please do not hesitate to call our office at (515) 989-7913 for additional resources and information on our programs. Thank you for joining the Sprouts family!

SPROUTS
EARLY LEARNING ACADEMY

Contact Us:

(515) 989-7946

Fax: (515) 517-2423

info@sproutsela.com

Hours:

Monday – Friday

7:00 AM – 6:00 PM

SPROUTS
EARLY LEARNING ACADEMY

3 Year-Old Preschool Only Program

This program providesstudents three hours,two days a week of formal preschool education. Each student's brain, body, emotions and friendships grow through their experiences in our classroom. A large portion of the preschool day is spent in discovery centers, where students get the chance to learn about the world by exploring various materials, toys, books, puzzles and games.

Our knowledgeable staff helps to guide students through the learning process in these centers by asking targeted questions during those experiences. For example, conflict resolution and problem-solving are two skills that are gradually acquired through the experience of having to share materials with other children.

Our program also utilizes a formal curriculum, such as Handwriting Without Tears, in order to provide school-readiness skills. Students leave our preschool program ready for a seamless transition to a 4 year-old program.

