



# Rhode Island Department of Human Services

## Licensed Child Care: Child Information Form

Child Information			
Child's Full Name:			
Date of Birth (MM/DD/YYYY):		Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Primary Language:			
Secondary Language:			
Primary Address			
Number and Street:			
City/Town:		State:	Zip:
School Information ( <i>School age, developmental preschool, early intervention, services, etc.</i> )			
School/Program Name:		Phone:	( ) -
Number and Street:			
City/Town:		State:	Zip:

Parent/Guardian 1 Information			
Parent/Guardian Full Name:			
Parent/Guardian Role:	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Step Mother <input type="checkbox"/> Step Father <input type="checkbox"/> Foster Parent <input type="checkbox"/> Other: _____
Contact Information			
Primary Phone:	( ) -	<input type="checkbox"/> Mobile	<input type="checkbox"/> Work <input type="checkbox"/> Home
Secondary Phone:	( ) -	<input type="checkbox"/> Mobile	<input type="checkbox"/> Work <input type="checkbox"/> Home
Email:			
Home Address			<input type="checkbox"/> Same as Child
Number and Street:			
City/Town:		State:	Zip:
Employer Information			
Employer Name:			
Address:			
City/Town:		State:	Zip:
Typical Schedule			

# Child Information Form

Child's Name: \_\_\_\_\_

Parent/Guardian 1 Information							
Day:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours:							

Parent/Guardian 2 Information							
Parent/Guardian Full Name: _____							
Parent/Guardian Role:		<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Step Mother <input type="checkbox"/> Step Father <input type="checkbox"/> Foster Parent <input type="checkbox"/> Other: _____					
Contact Information							
Primary Phone:	(      )	-	<input type="checkbox"/> Mobile <input type="checkbox"/> Work <input type="checkbox"/> Home				
Secondary Phone:	(      )	-	<input type="checkbox"/> Mobile <input type="checkbox"/> Work <input type="checkbox"/> Home				
Email: _____							
Home Address							<input type="checkbox"/> Same as Child
Number and Street: _____							
City/Town: _____			State: _____		Zip: _____		
Employer Information							
Employer Name: _____							
Address: _____							
City/Town: _____			State: _____		Zip: _____		
Typical Schedule							
Day:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours:							

Additional Members of Child's Household	
Full Name: _____	Relationship: _____
Full Name: _____	Relationship: _____
Full Name: _____	Relationship: _____
Full Name: _____	Relationship: _____
Full Name: _____	Relationship: _____

## Child Information Form

Child's Name: \_\_\_\_\_

Additional Child Information			
<i>It is recommended that this form is copied and provided to the child's direct teacher/provider.</i>			
Social-Emotional			
<b>Child's Habits:</b>			
<b>Child's Fears:</b>			
<b>Favorite Toys/ Activities:</b>			
<b>Child's Interests:</b>			
<b>How do you comfort your child?</b>			
<b>How do you guide your child's behavior?</b>			
Bathroom Habits			
<b>Is your child potty trained?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Almost/Starting	<b>Does your child tell you when they have to use the bathroom? If so, how?</b>	
<b>Is your child prone to diaper rash?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>What do you use to treat diaper rash?</b>	<input type="checkbox"/> Lotion <input type="checkbox"/> Oil <input type="checkbox"/> Powder <input type="checkbox"/> Other:
Sleeping Habits			
<b>Is your child sleep in a crib?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Typical nap/time and/or nap habits:</b>	
Health			
<b>Special physical conditions and/or disabilities:</b>	<input type="checkbox"/> Yes: If yes, please explain: <input type="checkbox"/> No		
<b>Regular medications:</b>	<input type="checkbox"/> Yes: If yes, please explain: <input type="checkbox"/> No		
<b>Allergies:</b>	<input type="checkbox"/> Yes* - If yes, please complete the Allergy Information Sheet <input type="checkbox"/> No		

# Child Information Form

Child's Name: \_\_\_\_\_

Child Care Schedule							
Day:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Arrive:	AM / PM	AM / PM	AM / PM	AM / PM	AM / PM	AM / PM	AM / PM
Depart:	AM / PM	AM / PM	AM / PM	AM / PM	AM / PM	AM / PM	AM / PM

**Parental Access Restrictions**

If there are temporary or permanent restrictions on a person's access to their child, please read and complete this section thoroughly. Please note: If the restricted person(s) are a child's biological parent(s), in order to abide by the permissions stated below, programs MUST have received a copy of any/all court documentations regarding restraining orders, physical/legal custody, joint custody, etc. Without court documentation, programs/providers are unable to withhold a child from their biological parent.

Restricted Person's Name: _____	Relation to Child: _____					
The above stated person has permission to see the child on the following days:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Restricted Person's Name: _____	Relation to Child: _____					
The above stated person has permission to see the child on the following days:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Restricted Person's Name: _____	Relation to Child: _____					
The above stated person has permission to see the child on the following days:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

**Acknowledgment**

By signing this form, I acknowledge that the information contained in this document is true and accurate. I understand that it is my responsibility to update the program/provider in the event of any changes or updates to the information in this form.

Parent/Guardian Name (Print)	Relation to Child
Parent/Guardian Signature	Date

# Lilyfrog

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## Enrollment Details:

Days Desired            M,W,F            T,Th            M-F            Start Date: \_\_\_\_\_

Extended Day (pick up after 3:00)? Y/N            Early Morning Care? Y/N

## Getting to know your child:

Does your child play well alone?            No    Yes  
Does your child play well in groups?            No    Yes  
Are there neighborhood playmates or peers your child plays with?    No    Yes

Please circle words below that describe your child:

Happy	Aggressive	Friendly	Moody
Dependent	Stubborn	Impulsive	Fearful
Good-natured	Even-tempered	Attentive	Sympathetic
Clumsy	Quiet	Shy	Sleepy

Other: \_\_\_\_\_

Has your child gone to preschool or daycare before? No    Yes

If so, where? \_\_\_\_\_

Please describe previous experience: \_\_\_\_\_

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Has your child learned to:

1. Say nursery rhymes?	No	Yes	
2. Sing songs?	No	Yes	
3. Listen to stories?	No	Yes	
4. Say his or her name?	No	Yes	
5. State his or her age?	No	Yes	
6. Recognize and name common objects?	No	Yes	
7. Follow simple directions?	No	Yes	
8. Count?	No	Yes	How far? _____
9. Balance on one foot?	No	Yes	
10. Throw and catch a ball?	No	Yes	
11. Ride a tricycle?	No	Yes	
12. Draw a person?	No	Yes	
13. Identify colors?	No	Yes	

- |     |                        |    |     |
|-----|------------------------|----|-----|
| 14. | Identify any letters?  | No | Yes |
| 15. | Identify any shapes?   | No | Yes |
| 16. | Write his or her name? | No | Yes |

What do you hope will be included in your child's preschool program?

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Are there any other special medical, physical, emotional needs of your child that you feel it would be important for the staff or school to be aware of?

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**How did you hear about Lilyfrog?**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> road-side banner  | <input type="checkbox"/> friend/family member  | <input type="checkbox"/> Facebook/social media |
| <input type="checkbox"/> internet/blog     | <input type="checkbox"/> Newport Life Magazine | <input type="checkbox"/> Newport Daily News    |
| <input type="checkbox"/> Newport This Week | <input type="checkbox"/> Navy publication      | <input type="checkbox"/> _____ other           |



# Rhode Island Department of Human Services

## Group/Family Child Care Home: Parent Authorization for Emergency Treatment

Updated 03/20/2020

Authorization Statement	
Child Care Provider/Program Name: _____	
Child's Name: _____	Date of Birth: _____
In consideration of admittance, I hereby authorize _____ <i>Child Care Provider/Program Name</i>	
located at _____	RI _____
<i>Number and Street</i>	<i>City/Town</i> <i>Zip</i>
to arrange for medical examination and/or treatment of my child _____ <i>Child's Full Name</i>	
should an emergency arise while my child is in the care of the above state provider/program. It is understood that a conscientious effort will be made by the provider to contact me at the emergency numbers I have provided below before any medical action is taken.	

Preferred Hospital			
I would prefer my child be taken to the following hospital should the need arise. However, I understand that the choice of hospital may be limited by service of the local rescue.			
Name of Hospital: _____			
Number and Street: _____	State: _____	Zip: _____	

Physician and Insurance Information	
I would prefer my child be taken to the following hospital should the need arise. However, I understand that the choice of hospital may be limited by service of the local rescue.	
Name of Doctor: _____	Phone: _____
Health Insurance Carrier: _____	Policy Number: _____

Emergency Contact Information
<b>In the event of an emergency, the child's parent/guardian(s) will be contacted first. In the event the parent/guardian cannot be reached, emergency contact and authorized persons must be listed.</b>
<b>Authorized Person:</b> An authorized person can pick up a child from care with no confirmation from a parent/guardian. An authorized person may also be contacted if the program cannot get ahold of the parent.
<b>Emergency Contact:</b> An emergency contact can pick up a child from care <b>ONLY</b> if there is written and/or verbal communication from the parent. An emergency contact may also be contacted if the program cannot get ahold of the parent.
Please complete the following form listing the authorized and/or emergency contact persons <b>in the order you wish them to be contacted</b> (For example: The first contact listed is the first person that will be called if a parent/guardian cannot be reached).



# Rhode Island Department of Human Services

## Group/Family Child Care Home: Parent Authorization for Emergency Treatment

Updated 03/20/2020

Emergency Contact Information			
<b>Full Name:</b>			
<b>Relationship:</b>			<input type="checkbox"/> Authorized Pick Up <input type="checkbox"/> Emergency Contact
<b>Primary Phone:</b>	(       )	-	<input type="checkbox"/> Mobile <input type="checkbox"/> Work <input type="checkbox"/> Home
<b>Secondary Phone:</b>	(       )	-	<input type="checkbox"/> Mobile <input type="checkbox"/> Work <input type="checkbox"/> Home

<b>Full Name:</b>			
<b>Relationship:</b>			<input type="checkbox"/> Authorized Pick Up <input type="checkbox"/> Emergency Contact
<b>Primary Phone:</b>	(       )	-	<input type="checkbox"/> Mobile <input type="checkbox"/> Work <input type="checkbox"/> Home
<b>Secondary Phone:</b>	(       )	-	<input type="checkbox"/> Mobile <input type="checkbox"/> Work <input type="checkbox"/> Home

<b>Full Name:</b>			
<b>Relationship:</b>			<input type="checkbox"/> Authorized Pick Up <input type="checkbox"/> Emergency Contact
<b>Primary Phone:</b>	(       )	-	<input type="checkbox"/> Mobile <input type="checkbox"/> Work <input type="checkbox"/> Home
<b>Secondary Phone:</b>	(       )	-	<input type="checkbox"/> Mobile <input type="checkbox"/> Work <input type="checkbox"/> Home

\_\_\_\_\_

Parent/Guardian Name (Print)

\_\_\_\_\_

Relation to Child

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date

### Notary

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Date

Month

Year

\_\_\_\_\_

Notary Public (Print)

\_\_\_\_\_

Notary Public (Signature)

\_\_\_\_\_

Commission Expiration



# Lilyfrog

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## Permission Slip

At Lilyfrog, field trips are a part of our activities. We will go on various field trips, walking or driving, throughout the year. Parents will be notified ahead of time and will need to fill out an activity consent form prior to the field trip. There will also be a signup sheet when drivers are needed. The trips may be to local parks, libraries, museums, farms, etc. A small additional fee may be charged depending upon the field trip.

At Lilyfrog, we take lots and lots and lots of photos. Some of these are used for projects, some for Lilyfrog's website, Facebook/Instagram pages, and some just for fun!

I give Lilyfrog permission to photograph my child and display these photographs in the following manner: (Place a check for all that apply) in classroom displays \_\_\_\_\_ for publicity purposes \_\_\_\_\_ in the slideshow \_\_\_\_\_ on Facebook/Instagram \_\_\_\_\_ on the website \_\_\_\_\_

I agree to hold harmless Lilyfrog, Looking Upwards and its agents, employees, directors or volunteers from liability from the use of these photos. I understand I can withdraw my consent at any time except to the extent that action has already been taken in reliance on this permission form.

No matter what the use, children will not be identified in the photos. Lilyfrog will not share any confidential information beyond the photos specified above, without your written consent.

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness' Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# LilyFrog

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## Handbook Sign-off

I have read the Lilyfrog handbook and agree to follow Lilyfrog's policies which include but are not limited to the following:

initial

\_\_\_\_\_ My tuition is payable on the 15<sup>th</sup> of each month, beginning with September and ending in June, whether or not a bill is received. I understand there is a 10% late fee assessed to my bill for any payments received after the 20<sup>th</sup>, and that services may be suspended if payment is not received by the last day of the month.

\_\_\_\_\_ My child will be kept home from school if they are experiencing fever, vomiting or diarrhea, and will remain at home for a full 24 hours after they are symptom free without medication. They will also be kept home for the first 24 hours after beginning an antibiotic.

\_\_\_\_\_ Lilyfrog does not allow peanut or tree nut products on the premises. I agree to refrain from sending such products to school with my child.

\_\_\_\_\_ Lilyfrog does not allow the substitution of non-scheduled days for scheduled days. If I need to send my child on an unscheduled day, I understand there will be a charge for the added day. If I keep my child home for any reason, I understand there will be no deduction for the missed day.

\_\_\_\_\_ Lilyfrog's preschool program ends at 3:00pm, after school care ends at 5:00pm. I understand that I must have my child picked up and out of the building by the appropriate time. I understand there is a charge of \$2.50 per minute which will be assessed to my bill in the event that my child is picked up late.

\_\_\_\_\_ Lilyfrog requires a 2 week written notice if I wish to withdraw my child from their program, I understand I will be responsible for payment through my child's last day and/or the end of the 2 weeks.

\_\_\_\_\_ I understand that Lilyfrog staff are prohibited from babysitting Lilyfrog students and/or their siblings, and agree not to request such services.

\_\_\_\_\_ I am aware that Lilyfrog will send bills and correspondence via mail, handouts, and electronically. I understand that I am responsible for information received via mail, handouts, and email.

---

Signature

---

Date



# Lilyfrog

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## Preadmissions Record

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Parent/Guardian: \_\_\_\_\_

(H) \_\_\_\_\_ (H) \_\_\_\_\_

(W) \_\_\_\_\_ (W) \_\_\_\_\_

(OTHER) \_\_\_\_\_ (OTHER) \_\_\_\_\_

- Child Information Forms
- Handbook Sign Off
- Permission Slip
- Physical Form with Immunizations
- Parent Authorization Forms
- Copy of Birth Certificate
- \$75.00 Registration Fee

.....  
(for office use only)

Class: \_\_\_\_\_ Start Date: \_\_\_\_\_

Days Enrolled:      M      T      W      Th      F

Extended Care? Yes No                      Early Morning Care? Yes No

Deposit Amount: \_\_\_\_\_ Discount (if any): \_\_\_\_\_

Date: \_\_\_\_\_ Monthly Tuition Rate: \_\_\_\_\_

Admin Signature: \_\_\_\_\_

# Lilyfrog

where learning takes leaps



## Preschool Handbook

146 Aquidneck Ave. Middletown, RI 02842

401-847-0685

[www.lilyfrog.com](http://www.lilyfrog.com)

# **LilyFrog**

## **where learning takes leaps**

### **Philosophy Statement**

At Lilyfrog we begin with play. We know that children are playful active learners, developing at different rates. We also believe that children learn best when they can develop positive nurturing relationships with adults and other children.

Our curriculum is based upon current research about child development and how children learn best. We believe that children develop cognitively through interaction with and adaptation to the environment and that development is a continual process (Piaget). We further believe in Vygotsky's "zone of proximal development", which is the difference between what a child can accomplish independently and what the child can accomplish with help. Based on this theory, interactions between a teacher and child can help that child scaffold learning, developing new concepts and thinking their way to higher-level concepts. Throughout our curriculum, children are deeply engaged, active, playful learners, who are building the confidence and competence they will rely on in the future.

At Lilyfrog, children enjoy a hands-on approach to learning, while laying the foundation for reading, writing, language, science and math skills in everything they do. Supporting Gardner's theory of multiple intelligences, our program incorporates an integrated curriculum, promoting learning as children enjoy music, art, dramatic play, dance, special projects, learning centers, field trips, outdoor play and adventure. We engage children's natural curiosity in all aspects of learning, which guides our development of a stimulating curriculum. As children are excited by their discoveries and developing competence, they build the foundation and enthusiasm for future academic success.

As a licensed preschool, all of Lilyfrog's teachers and assistant teachers are certified in Early Childhood Education and are trained in Rhode Island Early Learning and Development Standards. These standards set the bar for curriculum in the areas of Physical Health and Motor Development, Social and Emotional Development, Language Development, Literacy, Cognitive Development, Mathematics, Science, Social Studies, and Creative Arts.

The RIELDS document is based on the rationale that:

"From birth, children are curious and motivated to learn. As they grow and learn, their brains change dramatically, especially during the first three years of life. These changes are influenced by genetics and environmental experiences (including relationships and physical conditions) as children develop in realms of thinking, speaking, behaving, and reasoning. (Kupcha-Szrom, 2011; Center on the Developing Child, 2012) By interacting with their world, young children make discoveries, figure out how things work, try out new behaviors, learn social rules, and solve problems. High-quality early learning and relationships enhance their development in every way: social, cognitive, linguistic, artistic, and physical.

When they actively explore environments and materials, children build concept knowledge and thinking skills. When they are able to develop nurturing and supportive relationships with caregivers (their parent or other primary caregiver, adult family members, and other familiar adults), childcare providers, and teachers, they are also laying a solid foundation for learning. (National Scientific Council on the Developing Child, 2004) Early development across all domains secures this foundation for a child's later success in school and in life. (Maine Department of Education, 2005)

Early learning standards articulate shared expectations for what young children should know and be able to do. Further, they provide a common language for measuring progress toward achieving specific learning goals. (Kendall, 2003; Kagan & Scott-Little, 2004) *Charting a Course for Success in the Ocean State: Rhode Island's Early Learning and Development Standards* (hereafter, *The Standards*) outlines early learning expectations at key benchmarks, from birth to 60 months of age.

While presented in a stand-alone document, these standards should not be considered in isolation. They comprise one key element of the state's early learning system and have been strategically designed to work in conjunction with other parts of the system — assessment, curriculum, professional development, program standards, and workforce competencies. The Standards are designed to promote high-quality care and education for the state's youngest children, including those at risk for entering kindergarten without adequate foundations for success. In this way, the document serves as a valuable resource to the entire early care and education community.”

## **Preschool at Lilyfrog**

Lilyfrog's preschool sessions are open to children ages 3 to 5. Classes are offered weekdays from 8:30 a.m. until 3:00 p.m. from September through mid-June. State regulations require that to be eligible for preschool enrollment, a child must be 3 years of age on or before September 1st. However, exceptions may be made at the discretion of the administration providing the child meets defined criteria and space allows. Decisions will be made in conjunction with the family and the classroom educators. All children entering into the preschool program must be toilet trained.

An integral component of our program is extra activities both in school and out of school. In the past such in school activities consisted of Project chick through Casey's Farm, art classes, Norman bird sanctuary presentations and more. Field trips in the past which consisted of Casey's Farm, Sweet Berry Farm for Apple, and pumpkin picking, The Potter League, POW! Science and more! Fees connected with field trips are not included in tuition and are collected according to attendance. All groups receive a hands-on teaching approach. Additionally, children enjoy a variety of other activities, learning centers, music, art, dramatic and free play, and outside time.

Snack time and lunchtime are a time for socializing during the Lilyfrog day. Children are encouraged to bring a nutritious lunch and 2 nutritious snacks every day. In an effort to

encourage healthy eating habits, we do not allow soda, candy or gum for snacks or at lunch. Children will have a morning snack time, lunch, and afternoon snack time every day.

### **After-School Care**

For students who may also need afternoon care, Lilyfrog offers a daily After-School Care service beginning at 3:00 p.m. Parents must sign up for this service in the office at least 24 hours in advance. The daily fee for the After-School Care service is \$15.00 and is not included in the regular preschool tuition.

After-School Care service is offered Monday-Friday until 5:00 p.m. throughout the school year. Children attending the After-School Care service may be picked up any time during the afternoon.

### **About the Administrative Team**

**Nicole Elliott (Director)** has been a part of Lilyfrog since 2015. Nicole's involvement began when she enrolled her son in the infant program and personally witnessed the impact it had on his growth and development. She received a BA from Assumption College majoring in Psychology with a concentration in Education, and received post baccalaureate certifications in Early Childhood Education. Nicole has many years of experience working with and overseeing programs that focus on young children of all various needs and developmental levels.

Nicole is the mother of two children, both of her children are Lilyfrog alumna. Thanks to their time at Lilyfrog, they have acquired a thirst for learning.

**Stephanie Grant (Education Coordinator)** Stephanie has been teaching preschool for 20 years and came to Lilyfrog in 2008. She graduated from Rhode Island College with a double major in Elementary Education and Psychology and has earned Rhode Island Certification in Early Childhood Education.

Stephanie is the mother of two children, both of her children are Lilyfrog alumna. Thanks to their time at Lilyfrog, they have acquired a thirst for learning.

### **Nut Free Zone**

Lilyfrog is a nut free school. This means that at no time should a parent send any foods containing peanuts or tree nuts into school. Any items with peanuts or tree nuts in the list of ingredients, any item that may contain traces of peanuts or tree nuts or is manufactured in a facility that also manufactures peanut or tree nut products, is considered to contain peanuts or tree nuts.

This policy is in place for the safety of our students who suffer from peanut and tree nut allergies. In many cases, this allergy may be life-threatening. It is one of the few allergies



not set off by ingestion alone. If a child suffering from peanut and tree nut allergies is exposed to the oil from the nuts, it can be enough to set off a reaction as mild as a rash or as severe as anaphylactic shock.

There may be other food allergies in your child's classroom. These allergies will only need to be addressed should you decide to provide baked goods to your child's class either as a snack or to celebrate a birthday. Please be sure to check with your child's teacher to be sure there are no other restrictions in the classroom.

If you have any questions, you may speak with any member of the staff at any time. When in doubt, please err on the side of caution.

## **Illness**

When children are ill, we ask that you keep them home from school. A child will be considered ill if showing any sign of fever, vomiting or diarrhea. If a child develops these symptoms while at school the parents will be called to pick up the child at that time. Students experiencing vomiting, fever or diarrhea must remain at home until they are symptom free for 24 hours without medication (Tylenol, Imodium AD, etc.). In addition, students must remain at home during the first 24 hours after starting an antibiotic. It is essential that all parents strictly follow these guidelines to help ensure good health among all of our children and staff.

Lilyfrog will administer over the counter or prescription medication only with written parental approval and a doctor's written instructions for medication. The parent must sign a written permission slip and the medication must be in its original container with the child's name clearly on the front label.

In case of a medical emergency, Lilyfrog will call 9-1-1 first and then contact parents. If an ambulance is required, Lilyfrog staff will ride to the hospital with the child and parents will be expected to meet the child there.

Lilyfrog follows all Rhode Island Department of Health regulations regarding immunizations. Therefore, every child needs to have had required immunizations based on their age, and a record of this needs to be kept on file.

## **Policy for Release of Children**

Lilyfrog policy is to release a child to a parent. However, space is provided on your child's registration form for names of others authorized by you to pick up your child. If your child needs to be picked up by someone on your list, you must notify Lilyfrog. If you need to add someone to your list, you must do that in person in the office. Notes,

emails, telephone calls or faxes are not acceptable. Please make sure the person who is picking up your child knows that he or she must present picture identification.

### **Procedure for Reporting of Abuse and Neglect**

Child abuse and neglect reporting laws in Rhode Island require anyone who suspects abuse and/or neglect to report their suspicions to DCYF.

### **Substance Abuse Policy**

Lilyfrog is prohibited by law from releasing a child to any parent or guardian, or to anyone substituting for a parent or guardian who appears to be under the influence of drugs or alcohol. If you are going to have an alcoholic drink before picking up your child, we must call a taxi for you. If you refuse to take the taxi, we are required by law to notify the police.

This policy is strictly adhered to.

### **Separated or Divorced Parents**

Parents are responsible for providing and maintaining proper records regarding current custody, visitation, restraining orders or any other documentation that Lilyfrog needs pertaining to Lilyfrog students. Parents must keep these records up to date.

### **Babysitting**

Lilyfrog staff is not allowed to care for students outside the classroom. Please do not ask them to babysit or care for your child(ren) after hours.

### **Family Involvement**

At Lilyfrog, we believe that families are children's first teachers. We acknowledge the importance and the impact of having families involved in their child's education both at home and in the classroom. Family involvement has a much deeper impact the earlier it starts. Because of this, we offer many opportunities for families to become involved at Lilyfrog.

Throughout the year, there will be family projects sent home and invitations to attend events in your child's classroom. Each classroom sends out a monthly newsletter with updates on the happenings of the month. There are calendars available to help give you a glimpse into your child's day. Your child's teacher may send home daily "love notes", emails, etc. to help keep you informed of how your child's day went. We invite you to come into the classroom and share family heritage and traditions with your child's class.

We welcome an open dialog between families and teachers regarding the progress and development of their child. Assessment is ongoing at Lilyfrog. Children are observed and assessed by the teachers who know them best. We are always raising the bar for children, helping them reach new heights and celebrate their individual growth. Through Teaching Strategies Gold, an online assessment tool, along with the RIELDS (Rhode Island Early Learning Development Standards), children are assessed on Social/Emotional, Physical, Cognitive, Literacy, Mathematics, Science, Social Studies, Language Development and The Arts. With TS Gold, we have the ability to track your child's progress from infancy through preschool. Parent/Teacher conferences are scheduled to discuss one-on-one, your child's individual progress. You may, however, request a meeting at any time throughout the year. Teachers are always willing to sit down and discuss your child's development.

We have a Parent Advisory Board which meets throughout the year. The Board is open to all parents who wish to participate. In the past, The Board has been responsible for planning fundraising activities and special events, choosing where funds are spent, and giving feedback about our facilities and programs from the parent point of view. The Board gives an opportunity to voice your opinion and help to better our school. We value your input and invite you to join.

### **Lost and Found**

To help insure your child's belongings do not become lost please label all personal items. This will help staff return your child's things to their cubby. We make every effort to keep cubbies neat and organized and to send your child home with their things, but we are not responsible for lost or damaged items. If you lost an item please check with your child's classroom teacher or administration.

### **Seat Belt/ Safety Seat Procedure**

Lilyfrog students will go on field trips. They ride in cars driven by staff and parents. State law requires that all children ages 3, 4 or 5 years old be restrained in child safety or booster seats. When leaving your child's safety seat for a trip, please be sure it is clearly labeled.

### **Parents' Responsibilities**

- Parents are responsible for knowing and adhering to all policies and procedures established in this handbook.
- Parents are responsible for keeping up to date on all pertinent information posted or sent home in the form of newsletters, notes or any other reminders.
- Parents must supply Lilyfrog with a complete set of records for each of their enrolled children. These records consist of a registration forms, emergency sheet,

copy of birth certificate and an up to date physical form with immunizations signed by the child's physician. State law requires that these records be complete and on file before the child's first day of school.

- Parents are responsible for bringing in 2 healthy snacks for their child daily.
- Parents are responsible for supplying a ready-to-eat nutritious lunch.
- Parents are responsible to provide a fitted sheet and blanket for their child to use during rest time daily.
- Parents are expected to respect opening and closing times.
- Parents are expected to provide changes of clothing as well as appropriate seasonal clothing: e.g. snow pants, hat, mittens, and boots in the winter; and swimsuit, towel and sunscreen in the warmer months.
- Parents must notify Lilyfrog if someone other than themselves will be picking up their child after school on any given day. Whoever picks up a child for a parent will be required to show proper photo identification, and must be at least 18 years of age.
- Parents are asked to mail birthday or any other invitations directly to the homes of the classmates being invited, if the entire class isn't invited. Sometimes not all classmates are invited, and hurt feelings may result.
- In striving to consistently improve our program, parents are invited to join our parent advisory board and complete an evaluation of Lilyfrog each year.

## **Scheduling**

The Lilyfrog school year will run from September till June. A calendar with specific dates will be provided to you.

Parents may choose to enroll their children in preschool with or without extended care. Parents must adhere to the enrollment schedule they set for their child.

An unscheduled preschool day may not be substituted for a scheduled day during the week. Parents may add a day, if space is available. The fee for adding a day is \$50.00 for preschool and \$65.00 for preschool plus extended care, to be billed on the next billing cycle.

Enrollment registration for the school year begins in May. Children currently attending Lilyfrog preschool receive priority for enrollment registration for the next school year.

Early registration is strongly recommended and encouraged, as classes and available days fill up quickly.

## **School Closings**

Lilyfrog observes the following holidays and will be closed on: Labor Day, Columbus Day/Indigenous Peoples' Day, Veterans Day, Thanksgiving, Christmas, New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Juneteenth day, Independence Day, and VJ Day.

In addition to these national holidays, Lilyfrog will also be closed for vacation weeks as listed on our school calendar, and early dismissal days. However, Vacation camp is available to all Lilyfrog students during breaks! Vacation camp is an additional fee, which can be paid at the time of camp.

During inclement weather, please tune in to cancellations on NBC News Channel 10 to learn if Lilyfrog has closed school, we will also post the information on our Facebook page. Sessions missed because of snowstorms, hurricanes or any type of bad weather may not be made up or deducted from a tuition payment.

## **Registration**

In order to enroll your child, please complete the enclosed paperwork and return it to Lilyfrog with a non-refundable \$100.00 registration fee and a copy of your child's birth certificate and most current immunization record.

Please note: Sick days, school or family vacations, religious holidays, school closings because of inclement weather, or any other absence are not deductible from the monthly tuition payment.

Registration packets must be complete and are accepted on a first come, first served basis.

## **Hours**

Children registered for Lilyfrog's preschool sessions may be dropped off no earlier than 8:30 a.m. and picked up no later than 3:00 p.m. (unless scheduled for early or After School Care service).

Promptness in dropping off and picking up your child is necessary and appreciated.

## Tuition

Tuition installments for the Full Day Preschool Program (8:30 - 3:00) are made in 10 monthly payments are as follows;

Days	Monthly
Per week	Tuition Installment
T, Th	\$440.00
M, W, F	\$660.00
M-F	\$1,100.00

Monthly tuition installments for the Full-Day Program plus Extended Care are made in 10 monthly payments are as follows:

Days	Monthly
Per week	Tuition Installment
T, Th	\$520.00
M, W, F	\$780.00
M - F	\$1,300.00

Should you need to add a day for the preschool program during a week, the additional charge is \$55.00 for a school day and \$65.00 for a full day.

Lilyfrog offers a 10% discount to active military and a 10% sibling discount. Sibling discount is placed on the lower tuition. Only one discount may be applied to an account at one time.

Early morning care is available starting at 8:00 am at a cost of \$10.00 per day and must be arranged with at least 24 hours' notice.

Monthly tuition installments are due by the 15th of the month.

Please note: Sick days, school or family vacations, religious holidays, school closings because of inclement weather, or any other absence are not deductible from the monthly tuition payment.

For families who receive child care subsidy, Lilyfrog is a certified DHS child-care provider. For more information, contact your local DHS field office or call Lilyfrog at 847-0685.

A fee will be charged for each returned check. For those registered for full day only, pick up after 3:00 p.m. will result in a charge of \$15.00 per day. Pick up after 5:00 p.m. will incur a charge of \$2.50 per minute.

Lilyfrog requires a 2-week written notice should you choose to disenroll your child from our program. You will be responsible for 2 weeks of tuition should you give any notice less than 2 weeks.

***All fees are subject to change at any time.***