



# PARENT HANDBOOK

Updated 06/29/2024

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# WELCOME

## GENERAL INFORMATION

### 1. Contact Information

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### 2. Philosophy

Mayborn Academy incorporates a play based curriculum that focuses on imagination, imitation, modeling and immersion. I believe in positive social interaction, structure and discipline, love, respect, active and constant supervision and guidance, and fostering a love of learning. At my program, I encourage self-expression, physical and emotional safety, problem solving and critical thinking.

Children will be safe and nurtured in a clean, loving environment.

### 3. Days and Hours of Operation

#### Daytime Schedule:

Day	From	To
Monday	7:30am	5:30pm
Tuesday	7:30am	5:30pm
Wednesday	7:30am	5:30pm
Thursday	7:30am	5:30pm
Friday	7:30am	5:30pm

#### Schedule of Closings:

MLK Jr Day	Independence Day-July 4
Easter Break (Friday-Monday)	Thanksgiving Break (Wednesday-Friday)
Memorial Day	Christmas Break (December 23-January 2)
Labor Day	Two weeks of Provider vacation-TBA

## **Basic Daily Schedule**

7:30-8:00am	Welcome, Handwashing
8:00-8:30am	Breakfast, Handwashing
8:30-9:00am	Bathroom/diaper break, Handwashing, Morning Circle
9:00-9:30am	Free Play
9:30-10:00am	Morning Walk
10:00-10:30am	Handwashing, Snack, Handwashing
10:30-10:45am	Bathroom Break, Handwashing
10:45-11:15am	Outdoor Play, Handwashing
11:15-11:45pm	Learning Stations, Handwashing
11:45-12:15pm	Lunch, Handwashing
12:15-12:25pm	Toothbrushing, Handwashing
12:25-12:30pm	Bathroom Break/Diaper Change, Handwashing
12:30p-2:30p	Nap/Quiet Time
2:30-2:45pm	Bathroom Break, Handwashing
2:45-3:00pm	Afternoon Circle
3:00-3:30pm	Handwashing, Snack, Handwashing
3:30-4:00pm	Art Time/Special Activity
4:00-5:00pm	Outdoor Play, Handwashing

5:00-5:15pm Bathroom Break, Handwashing

5:15-5:30pm Free Play

5:30pm Parent Pick-up

\*Schedule and activity changes may occur due to ages and group size\*

## 4. Staff to Child Ratios

Mayborn Academy serves children between infancy and 6 years of age. As a Type B provider, I care for no more than 6 children at a time, including my own children under 6 years old. To ensure the best for babies, I care for no more than 3 children under 2 years old. The caregiver to child ratio is always 1:6.

## 5. Parent Involvement

Parents of enrolled children are welcome to visit the program at any time between 8:30am and 5:00pm, except during quiet time (12:30-2:30) so as not to disturb resting children.

Weekly lesson plans and menus will be posted on the parent board.

Parents have access to their children's daily activities and care via the Brightwheel App.

Upon pickup, parents will be briefed on their child's day and have time to speak with me about their child.

Parents are encouraged to participate in special activities, such as holiday or birthday parties.

## 6. Parent-Provider Meetings

Parent-teacher conferences are offered as needed to discuss your child's progress in our program. You may also request a meeting to discuss any questions or concerns. Private messages regarding any concerns will be sent via the Brightwheel app.

## 7. Tuition and Payment Schedule

Fee	Full Time	Part Time
Tuition	\$225/week	\$150/week
Enrollment	\$25/family	\$25/family
Late Payment	\$25 per day	\$25 per day
Late Pick-Up	\$1/minute after 5:30pm	\$1/minute after 5:30pm
Returned Payments	\$40	\$40
Drop-in Care	\$10/hour	\$10/hour

- Payment Schedule
  - Invoices are sent every 2 weeks and payments are due on Fridays.
  - Payment must be received prior to continuation of services.
  - Tuition is based on total yearly cost and does not change for holidays or closures.
  
- Late Payments
  - Late fees are applied if tuition is not received by Tuesday.
  - Payments not received **one week** after the due date will result in disenrollment.
  - Habitual late payments may be cause for disenrollment.
  - Please notify me if you are experiencing financial hardship that will affect your tuition payment.
  
- Family Vacation
  - Families are permitted **one week** of tuition-free vacation per year. In order to waive tuition for this week, a 14-day notice must be given to me, in writing.

**Adjustments to tuition will not be made for absences, child illness, cancellations or holidays. In these circumstances, payment is still required for your child's scheduled attendance.**

## 8. Support for Nursing Mothers

Parents wishing to nurse or express milk may do so privately and comfortably. Water, snacks, and a nursing pillow may be provided. Bottles or bags of expressed milk are stored in a chest freezer in the garage. Adhesive labels are also provided, if necessary. All milk **MUST** be labeled with the name of the child they are for, the date milk was expressed and the date the bottle was prepared.

Unlabeled milk **will not** be used.

Milk that has been warmed, but not used, will be sent home at the end of the day.



# POLICIES AND PROCEDURES

## 1. Enrollment

Prior to the first day of attendance:

- 1) Attend a tour of the program
- 2) Complete and return the program's enrollment packet, along with a \$25 non-refundable enrollment fee. Your enrollment packet will include:
  - Child Enrollment and Health Information
  - Child Medical Statement
  - Routine Field Trip Permission form
  - Liability Insurance Waiver
  - Infants and children with medical needs will be given additional forms
- 3) First tuition payment is due by Monday of the first week of attendance.

**\*These forms must be updated annually and as needed. Failure to update the forms will result in suspension of child care.**

## 2. Care of Children Without Vaccines

I respect your choice to follow or refrain from recommended immunizations against preventable diseases. I will provide care to children who have not been vaccinated.

Should exposure to a vaccine-preventable disease occur (see Ohio Revised Code 5104.014), vaccine-exempt children, those too young to receive vaccines, and immunocompromised children will be isolated from groups to prevent contraction. Those children may be required to stay home until the threat of the disease is gone. These policies are for the safety and protection of children and to limit community spread.

### 3. Attendance

- Arrival and Departure
  - All children must be accompanied inside by a parent or other authorized adult and verbal contact made with staff during drop off and pick up. Children will be signed in via the Brightwheel Check-in Kiosk. Parents utilizing PFCC must also record arrival and departure in the TAP system.
  - Children can not be left alone at the door or accompanied by underage siblings.
- Releasing a Child to Someone Other Than Parent
  - Children will only be released to parents or those adults previously authorized by parents to pick up the child. No exceptions. Valid, state-issued identification must be presented, each time, by anyone other than parents before the child will be released to them.
- Releasing a Child According to Custody Agreement
  - The program must be provided with legal documentation of custody agreements, if applicable, to indicate who is or is not authorized to pick up your child. All custody agreements will be honored as they are written, with no exceptions.
  - Should there be any confusion or disagreement regarding shared parenting plans, both parents must come to a mutually agreed upon solution in line with their custody order. Failure to do so may result in suspension of care.
- Children Arriving From Other Programs
  - Children scheduled to arrive from other programs must be brought inside and checked in by the adult caregiver transporting them.
  - If the child is late by 15 or more minutes, parents and the other program will be contacted.
- Absences, Late Arrival, Early Pick Up
  - Please call at least 30 minutes in advance to inform me of any absences, late arrival or early departure. **Entry to the home is not permitted between 12:30pm and 2:30pm, so as not to disturb resting children.**

- Tuition adjustments will not be made for absences, whether planned or unplanned, except for an approved one-week vacation.
- Late Departure
  - Late fees apply when children are picked up after hours and are due before the next day of care.
  - Parents will be called 10 minutes after pick-up time. If they can not be reached immediately, emergency contacts will be called. If no one can be reached within the hour, emergency services will be contacted.
  - If children are not picked up within 1 hour and 30 minutes after the program closes, unless pick-up is delayed by an emergency or inclement weather, emergency services will be contacted.
  - Frequent late departures will result in termination of care.

## 4. Supervision

- Safety is my first priority. Children will never be left unsupervised or in the care of unauthorized individuals.
- Children will be kept within sight or hearing at all times.
- Bathroom breaks are generally taken as a group. Privacy will be respected while children are toileting.
- Each classroom, bathroom and the kitchen are child-proofed. Necessary precautions are taken to avoid safety hazards and prevent injury.
- A security camera and keypad entry system is installed in all child care spaces.

## 5. Child Guidance

- Children thrive when given structure, boundaries, reasonable expectations and appropriate consequences, along with positive reinforcement and redirection.
- I treat everyone with love and respect.
- A calming corner is available, giving children time to self-regulate before returning to group activities.

- Traditional time outs are not used. Instead, if necessary, the child and I will engage in a Time In, where I will support management of emotions and behavior.
  - When a child exhibits appropriate behavior, they will be praised.
  - Following inappropriate behavior, I practice a 3-step system.
    - 1. Warning and redirection
      - Children will be given a verbal warning about inappropriate behavior and redirected to other appropriate activities and behaviors
    - 2. Calming Corner
      - After one verbal warning, if behavior continues, children will be directed to the Calming Corner, where activities are available for relaxing and the opportunity for changing the behavior is given
    - 3. Take a Break, talk about behavior
      - If the behavior continues after spending time in the Calming Corner, children will be placed in “time in.” Children will sit with me for one minute per every year of age, and, upon the child’s return to activity, the child and I will discuss both the reason for the separation from group activities, as well as their expected behavior.

## 6. Disenrollment, Suspension, and Expulsion

- If you decide to disenroll your child, we ask for a 2 week written notice prior to their last day at our program. All tuition payments are required before your child’s final day here.
- Children may be subject to a suspension from the program, for an amount of time determined by the provider, for the following reasons:
  - Exposure to or diagnosis of communicable disease or other illness, including but not limited to: the flu, hand foot mouth, conjunctivitis, Covid, vomiting, fever
  - Behavioral issues
  - Parent/Provider difficulties

- Children may be subject to expulsion for the following reasons:
  - Behavioral issues that can not be accommodated or have not been rectified after parent-provider meetings and intervention
  - Failure to comply with policies and procedures
  - Failure to follow tuition policies
  - Excessive absenteeism
  - Habitual late pick-up
  - My determination that the program is not a good fit for the child and/or their parents

## 7. Compliance with the Americans with Disability Act (ADA)

Mayborn Academy will ensure that ADA requirements are followed. Children are assessed on an individual basis to determine if the program is the right fit for their needs, regardless of ability.

The following resources are available for me and parents:

ADA information line 1-800-514-0301

[www.ada.gov](http://www.ada.gov)

As my program does administer medication to any child, I will administer medication to children with disabilities in accordance with their documented medical/physical care plan on file. Prior to administration of medication, I and any other staff member will be trained regarding any necessary procedures.

## 8. Outdoor Play

Children will participate in daily outdoor play in the fenced backyard play space. I also schedule regular trips to the playground, weather permitting. Limitations to outdoor play may occur due to weather or safety issues, including extreme hot or cold temperatures, high winds, lightning, heavy precipitation, ice and hail, flooding, and an active threat in the area. Other considerations for the limitation of outdoor play include high pollen count, air quality alerts, high humidity, and a threat by insects or animals.

## 9. Food and Dietary

- My program serves the following meals and snacks which provide at least  $\frac{1}{3}$  of the recommended dietary allowance for children:
  - Breakfast, morning snack, lunch, afternoon snack
- All meals and snacks are selected from the following food groups
  - Meat or meat alternative
  - Whole wheat bread and grains
  - Fruits and vegetables (two vegetables may be used to meet the fruit requirement)
  - Unflavored milk
    - Children 12-24 months old are served whole milk
    - Children 24 months and older are served fat-free or skim milk
- Feeding Infants
  - Parents are responsible for providing prepared bottles of milk for children drinking breastmilk or formula. Bottles/cups must be labeled with the child's name as well as date of preparation and the date when milk was expressed. Unlabeled bottles or containers **will not** be used.
  - I support and am educated in baby-led weaning for infants. Parents and I can discuss a plan for introducing solids to children who are at least 6 months of age.
    - Solid foods are only given to children:
      - 1) at least 6 months of age
      - 2) who can sit up unassisted
      - 3) who no longer exhibit the tongue-thrust reflex
      - 4) who are actively interested in consuming solid foods
  - Honey and fruit juice will not be given to infants.
  - Pureed food and commercial jarred infant food are only given to children who medically need them.
- Weekly menus are available on our Parent Board.
- Children will not go more than 4 hours without a meal or snack, unless sleeping

- Meals and snacks are only provided during meal and snack times. Please plan accordingly if your child will arrive after a meal or snack.
- Alternative and restrictive diets will be respected and followed. Parents may need to provide food when accommodations can not be made. If it is decided that parents must provide food for their child, it must be fully prepared, stored in containers, labeled with the child's name and date of preparation and brought in a labeled lunch bag (reusable and disposable lunch bags are both accepted). If provided food is not available during meal times, I will follow the restricted diet as best as I can with the items that I have. However, I will not allow a child to miss a meal.
  - Provided a JFS 01236 Medical/Physical Care Plan for Child Care is completed and on file, supplemental foods will be given as needed and as directed.
  - Healthy Program Policy
    - Encouraging healthy habits is a joint effort between parents and the program.
    - Children are offered unflavored water throughout the day
    - Children are encouraged to try new foods, but are not required to eat when they are not hungry or when they do not want to.
    - Candy, sweets, and non-nutritious foods are not offered at the program
    - Outdoor/gross motor play is part of our daily routine
    - Families are provided with resources from the USDA, CDC, and ODJFS on healthy eating, emotional and physical habits

**Outside food, candy and snacks are not permitted, unless we have agreed it is necessary for your child's dietary needs or if they are provided for special occasions and activities.**

**If your child arrives with food from home, it must be eaten or discarded before coming into the program.**

## 10. Management of Illness

- Isolation Precautions
  - If your child becomes sick while at the program, they will be isolated from the other children until picked up by a parent or authorized adult.
  - Sick children must be picked up within an hour of parents being contacted.
- Symptoms for Discharge
  - If a child is exhibiting the following symptoms or conditions, they will not be permitted to attend the program and will be subject to discharge for the day:
    - 100°F or greater temperature
    - 3 or more instances of diarrhea within a 24-hour period
    - Vomiting
    - Severe cough
    - Difficulty breathing, including rapid or shallow breath
    - Suspicion or diagnosis of communicable diseases, infections or ailments, including, but not limited to:
      - Scabies
      - Lice
      - Conjunctivitis
      - Strep throat
      - Any strain of influenza
      - RSV
      - Covid-19
      - Chicken pox
      - Measles
      - Mumps
      - Hand/foot/mouth
      - Unexplained rash
- Return to Child Care After Illness
  - Children will be permitted to return to the program after:
    - They have been symptom-free, without the aid of medication, for 24 hours.
    - A doctor's note is provided, explicitly stating the child is neither contagious nor in need of restrictive activities
  - Following CDC guidelines for quarantine/isolation



- Notification of Illness
  - Parents will be notified by way of Brightwheel and our Parent Board announcements if children have been exposed to a communicable disease.
  - Parents will be contacted by phone if their child is exhibiting signs or symptoms of illness. If the child needs to be discharged, parents must arrive within one hour to take the child home.
- Please keep your child home if they are sick or not feeling well.
- Children will not be permitted to attend the program if they are sick.
- Closure due to exposure of communicable disease
  - For all vaccine-preventable diseases, the program will close following exposure in the following circumstances:
    - Actual contraction of the disease by me or members of the home
    - Contraction of the disease by multiple children in care
  - Covid-19 and other emergent/public health diseases
    - Unless otherwise instructed by the CDC, state of Ohio, or ODJFS:
      - Closure is not necessary unless I or my family contract these diseases.
      - Children not vaccinated against these diseases are required to stay home for the CDC recommended time of isolation

## 11. Emergency, Serious Illness, and Injury

### Emergencies and Prevention

- Each classroom has an emergency evacuation plan posted in plain sight, as well as a Medical, Dental and General Emergency Plan.
- Our evacuation destination is the Seven Hills Police Station, located at 7325 Summitview Dr, Seven Hills Oh 44131. Should evacuation occur, parents will be contacted immediately via phone, text and/or Brightwheel. A sign will also be posted on the entrance door indicating our evacuation and location.
- Fire, lockdown and weather emergency drills are conducted monthly and quarterly, as required by OAC 5101:2-12-16(A)(4-6)
- Fully stocked first aid kits, smoke and carbon monoxide detectors and fire extinguishers are kept on site. First Aid kits are refilled as needed. Smoke and CO detectors are tested once a month.

- Parents will be contacted via group text or notification in the event of an emergency. Individual calls will be made once the children are safe and out of harm's way.

### Accident or Injury

- Accidents and injuries will be reported to parents immediately.
- 911 will be called for serious injuries.
- An incident report will be given to parents upon pick up for the following:
  - All injuries that require first aid
  - Onset of illness
  - A bump or blow to the head
  - The child needs emergency transport or services
- In case of a serious accident, a "Serious Incident Reporting for Child Care" form will be completed and the Ohio Child Licensing and Quality System will be contacted within one business day.

## 12. Medication Policies

Prescription, over the counter, topical and emergency medications may be given as needed during care in our program.

- Medication must be stored in original containers labeled with the child's name and will be administered in accordance with instructions on the label.
- All medication will be safely and securely stored out of reach of children
- Caregivers can not administer medication until after the child has received the first dose at home.
- All medication administration will be documented and available for review.
- Medication will not be administered beyond a) 12 months after first dose  
b) prescriber's instructions and c) manufacturer instruction
- School aged children may carry their own emergency medication, such as an EpiPen or inhaler, and topical medication

- A Child Medical/Physical Care Plan and form JFS 01236 must be completed and on file for emergency medication and chronic medical needs.
- For food supplements, medically restrictive diets and medical foods. written instruction must be secured from your physician regarding specific needs. If the modified diet is due to health conditions, form JFS 01236 must be completed and on file.
- An Administration of Medication for Child Care form must be completed and on file for all prescription and non-prescription medication.
- School-age children may be permitted to carry their own medication and ointments, provided it does not pose a risk to other children and a form JFS 01236 is completed and on file.

### 13. Transportation

- Mayborn Academy does not provide transportation to and from school or to and from home.
- Field Trips
  - Travel to routine field trips will be by walking
  - Special Field trips will require driving to locations.
  - Children will be secured in appropriate baby carriers, strollers and car seats/booster seats.
  - All children 6 years old and younger (or within the recommended height and weight for safety seats) must be provided a 5-point harness car seat or booster seat
  - Before we leave the program, all children present will be counted and marked on a field trip attendance sheet. Upon arrival at our destination, another count will be taken. An additional count will be taken when we leave the field trip and when we return home, all of which will be recorded on field trip attendance sheets.
  - All children must have a completed permission form to participate in field trips.
- Emergency
  - In the event of a medical emergency, Emergency Medical Services will be contacted for transportation and parents will be

contacted. I do not provide care for children whose parents refuse to grant consent for transportation to emergency treatment.

- Should a non-medical emergency require transportation, children will be transported in my personal vehicle.

## 14. Water Activities

- Children will be provided with water play during our outdoor time. Sprinklers, splash pads and water tables will be used for this play. Activities include clean, fresh water that is less than 18 inches high.
- Swimming is not provided.
- We ask parents to provide swimming clothes for their children on water days.
- Children will never be left unsupervised in the presence of water activities.

## 15. Infant Care

Infants need plenty of play, attention, guidance and rest. In my program, I read, encourage imaginative play, sing songs and give appropriate affection. I provide consistency and structure that encourages feelings of safety, comfortability and respect.

- Infants are under constant supervision.
- Infants will feed, nap and play according to their individual needs.
- Infants will sleep only in approved baby beds, never in car seats, on couches, in adult beds, with other children, in swings or in other play equipment.
- Infant Care will be recorded daily and the information will be shared with parents via Brightwheel. Care includes diapering, napping and feeding.
- Diapering Policies and Procedures
  - Diapers will be provided by parents.
  - Diaper checks are performed at least every 2 hours, and diapers will be changed immediately after wet or soiled.
  - Diaper changes are recorded through the Brightwheel app.

- Toileting
  - All children develop at their own pace and will not be forced to use the toilet before they are ready. If it seems to me that a child is not ready to use the toilet, they will not be made to do so here.
  - Training potties are available for children to practice toileting. Potties are cleaned and sanitized daily and after every use.
  - Parents must continue to provide diapers or training underpants until the child is fully toilet trained, having no accidents during the day or during naps for at least 7 days.

## 16. Napping and Resting

Quiet time is just as important as play. Nap and rest times are included in the daily schedule.

- Infants will be allowed to rest as their body needs, regardless of scheduled activities.
  - I follow the ABCs of sleep
    - If your infant must sleep in a position other than on their back, a “Sleep Position Waiver” must be completed.
  - Infants will sleep in cribs or playpens
  - I do not practice the Cry It Out or Ferber method and will not allow an infant to lay down in distress. If a child is uncomfortable or requesting special treatment during quiet time, such as back rubs, snuggles, white noise, etc, I will provide it.
- Children 18 months and older will rest on cots.
  - Blankets are provided by the program. They will be assigned to each child and washed weekly or as needed.
  - One security item (small stuffed animal, blanket, etc) may be brought to day care to be used only at rest time.
- If a child is unable or unwilling to sleep, they will be permitted to play with quiet activities on their cot. School age children who do not nap will be permitted to engage in quiet activities outside of the nap room.
- Watching television is not permitted during rest time. Soft music is played.

## 17. Hours of Operation

- Mayborn Academy is open from 7:30am-5:30pm. Only parents and children who are scheduled for overnight care are permitted in the home after 6pm.
- Parents may contact me or visit the program between 8:30am and 5:00pm.
- During quiet time (12:30pm and 2:30pm) parents are not permitted to enter the program or drop children off.

Mayborn Academy may close outside of scheduled holidays due to:

- Loss of electricity
- Loss of heat
- Interruptions in clean water supply
- Gas leaks
- Disease outbreaks
- Other unforeseen events

I remain open during inclement weather, when it will be safe to operate, except during natural disasters. I do not follow school schedules and so operating days and hours are not affected by school closures or delays. In the event that Mayborn Academy experiences a closure, parents will be contacted by phone and Brightwheel 30 minutes to 1 hour before I am scheduled to open. Parents will be updated at least one day before to let them know when I am able to reopen.

**Adjustments to tuition payments will not be made due to closing for unplanned events.**

## 18. Using Substitutes or Child Care Staff Members

When such a time as staff and substitutes are needed, they will be certified, educated and approved to work in child care settings.

Should I decide to take vacation time, parents will be notified 4 weeks in advance so that alternative arrangements for child care can be made.

## 19. Conflict Resolution

- Please contact me if you have any questions or concerns regarding the program. These can be discussed over the phone, via email, or during an in-person meeting at your request.
  - I will remain respectful when discussing any concerns and ask that you do the same. Should a resolution not be found, you are free to disenroll. I may also choose to disenroll your child.
  - Discussions, plans and resolutions will be documented for future reference.
- You may contact the Ohio Department of Jobs and Family Services to report suspected violations of licensing, law, or administrative rules at **(877) 302 - 2347**. Licensing rules are available on site for review.
- I will make every attempt to successfully resolve conflicts.

## 20. Formal Screenings and Assessments

Mayborn Academy utilizes the Ages and Stages Questionnaire and other informal developmental assessments once at the beginning of the year and once at the end of the year, to ensure that your child's needs are being met. Both I and the parents are required to complete the questionnaires.

This information is shared privately with families during our scheduled conferences. Required information is also reported to ODJFS pursuant to Ohio Administrative Code 5101:2-17.

Resources for other assessments and services, such as those for hearing, speech, cognition and learning are available at the parents' request.

## 21. Respecting Our Space

To ensure a harmonious and positive experience for everyone involved, we kindly request parents and guardians to adhere to the following policy regarding respecting our space:

- **Limited Parental Access:** I ask parents to limit their access to the designated drop-off and pick-up areas only. This helps maintain a smooth transition for the children and minimizes disruptions during the daycare hours.

- **Privacy and Confidentiality:** We respect the privacy of all families in our care. Parents are reminded not to share personal information or pictures of other children without the explicit consent of their parents or guardians.
- **Positive Role Modeling:** We believe that mutual respect is a two-way street. We pledge to treat all parents and guardians with courtesy, respect, and professionalism, and we kindly ask for the same in return.
- **Maintain boundaries:** While this is my business, it is still my home. Please respect my space by not altering or removing any aspect of the home, not interfering with our daily activities, remaining only in designated child care spaces, refraining from conversation inappropriate for the children, and by being courteous to my family members.

## Miscellaneous

- **Be a Good Neighbor**
  - Remember, this is a residential neighborhood. I ask you to be courteous and respectful to others while at the program.
    - Do not play loud/inappropriate music or use excessively loud voices
    - Do not block driveways or access to the road
    - Follow speed limit and stop signs
    - Do not drive on, park on, or otherwise damage grass or landscape
    - Do not allow pets to roam outside unrestrained
    - Do not allow children to wander onto other properties
    - Damage caused by children, parents, pets, vehicles, etc, and the restitution or remedy of such damage, are the sole responsibility of the parent
- **House Pets**
  - Mayborn Academy is home to several species of animals.
  - For everyone's safety and comfort, interaction between the animals and children is not allowed.
  - Each animal has its own contained safe space, off limits to children.



- If your child suffers from an animal allergy or aversion, please prepare accordingly.
- Licensure, vaccinations and health records are available for review upon request.
- Pest Control
  - Between March and November, the home receives a monthly pest spray in the yard to eliminate harmful insects.
  - The insecticide is not harmful to children when dry. I will make sure to give adequate time before allowing the children access to the outdoor play area.
- Children's Belongings
  - Please provide a weekly supply of diapers and a change of clothes
  - All belongings, except for those mentioned above, must go home with the child each day. I am not responsible for the care of any items left at the program.
- Parking and Entrance
  - Pull all the way into the back of the driveway, or park in the street, during pick up and drop off, to allow other cars room to get in and out.
  - Pick up and drop off are only at the back door of the home.
- Non-discrimination
  - Mayborn Academy is committed to serving all families, regardless of family background, race, ethnicity, sex, gender, religion, national origin or physical and cognitive abilities.

**\*Sign and return this slip along with your enrollment forms.\***

**\*A new acknowledgement form must be completed annually and following any changes to the Parent Handbook\***

I, \_\_\_\_\_, have read and understand the Mayborn Academy handbook.

I agree to abide by all policies and procedures herein.

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(Parent Signature) (Date)

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(Provider Signature) (Date)