7010 Village Center Drive

Austin, Texas 78731

(512) 346-5327 [office]

(512) 346-5328 [fax]

www.leaps-n-boundschildcare.com

FAMILY HANDBOOK

2026 - 2027

Welcome to Leaps-N-Bounds! We are a childcare center and preschool where we focus on the philosophy that "**learning is fun!**" We are proud to be a **Texas Rising Star–4 Star Accredited** early learning program— the **highest quality rating** a childcare program can receive in the state of Texas. This distinction is awarded to programs that consistently go above and beyond state licensing standards in the areas of curriculum, staff training, family engagement, and program management. At Leaps-N-Bounds, we focus on the whole child—their happiness and security, learning, exploring, and socializing. We want each child and their parents to feel like this is *their* school, while helping us build our community.

We believe in providing a positive program that meets the needs of the children at a developmental level. Through a combination of curriculum and playtime, the students are provided with learning activities throughout the school day. Playtime and social interactions are key to social development and are both highly encouraged during each school day. Our curriculum is designed to encourage emotional growth, foster curiosity, and provide our students with skills to succeed as they grow. Our goal is to create a nurturing environment that allows our students to learn by play and socialization.

The licensed childcare program at Leaps-n-Bounds provides each child with a secure, nurturing, and caring environment, while providing the gentle guidance needed to assist in fully developing each child's individual potential.

Let us personalize your childcare needs. We have full time and part time programs to accommodate the schedule you need.

Commitment to quality childcare is not simply something that we believe in, it is what we strive for every day with each and every child entrusted to our care.

★ CURRICULUM GOALS ★

At Leaps N Bounds, we are committed to providing a high-quality early learning experience that supports the development of the whole child—socially, emotionally, physically, and cognitively. We implement the **Frog Street Curriculum** across all age groups, from infants through preschoolers, in both **English and Spanish**, supporting bilingual development and cultural awareness.

Our curriculum goals include:

- Encouraging language development through storytelling, songs, and interactive dialogue.
- Supporting early literacy and math skills through playful and purposeful activities.
- Fostering emotional regulation and social skills using Conscious Discipline strategies.
- Developing motor skills with age-appropriate physical activities.
- Providing a culturally responsive and inclusive learning environment.
- Supporting dual language learners through consistent, supportive bilingual instruction.
- Our curriculum is research-based and aligned with the **Texas Prekindergarten Guidelines**, ensuring children are well-prepared for kindergarten and beyond.

★ ADMISSIONS ★

Parents who are interested in their child(ren) attending Leaps-n-Bounds are encouraged to visit our center by setting up an appointment by phone, submitting an inquiry on our website, or by sending us an email to enrollment@leapsnbounds.info. You wilneed to complete an enrollment packet (see below) before your child(ren) are able to be enrolled.

The size of the class shall be determined by the Director in order to comply with Texas licensing standards. The classroom(s) shall be filled according to the *date of application* in the following order:

1. Siblings of children presently enrolled requiring full-time care
2. New admissions requiring full-time care
3. Siblings of children presently enrolled requiring part-time care
4. New admissions requiring part-time care, depending on availability of days and times.

Selection of children to be admitted to the program shall in no way be restricted on the basis of race, color, creed, or national origin. Enrollment of children requiring special supervision will come under review.

All required forms must be completed and returned prior to admission:

1. Admissions Information (3 pages) - on page 2, *must have physician's signature*
2. Enrollment Contract (2 pages)
3. Waiver of Claim
4. Discipline policy
5. Operational Policy
6. Parent Handbook Checklist
7. Infant needs & service plan - for children enrolling under 1 year of age

In addition, we ***MUST have a current immunization record for your child(ren)***

Please make sure to keep ALL of your contact information updated (phone, address, email address, etc.). Please inform us of any changes by sending us an e-mail to enrollment@leapsnbounds.info, submitting a written note of the changes to an office personnel, or by calling the main office

★ HOURS OF OPERATION ★

Leaps-n-Bounds is open year-round, Monday through Friday, from **7:00 a.m. to 6:00 p.m.**
These hours must be observed
Our teachers need time in the morning to prepare for class and time in the afternoon for cleaning without children present.

★ SUPPLIES TO BRING DAILY ★

PLEASE LABEL EVERY ITEM WITH YOUR CHILD'S FIRST NAME AND LAST INITIAL

1. Lunch, eating utensils, drink, and sippy/cup in diaper bag or backpack[all ages]
2. Blanket, pillow, security items for nap [children over the age of 1 year old who are walking]
3. Two extra SETS of clothes in separate gallon ziplock bags [all ages]
4. Plenty of Diapers, diaper cream, sunscreen, and insect repellant [if applicable]

★ ACCOMODATIONS FOR FAMILIES ★
AND CHILDREN

Leaps N Bounds supports all families and students who may need additional accommodations to include home language, differing abilities, and different cultural backgrounds. Our teachers are also experienced in working with children who are English as a second language learners. Our office provides forms and literature in English and Spanish, and forms in other languages can be made available upon request.

★ SIGNING IN AND OUT ★

A parent or person dropping off or picking up must sign each child in and out using the Smartcare Kiosk in the entry hall of each building. **If someone other than you will be picking up your child, an email MUST be sent to the office staff. Please include the date and time of pick-up along with the person's name and phone number.** We will require the individual to check in with the office upon arrival and provide valid identification upon sign out.

★ DROP OFF ★

You are welcome to drop off your child as soon as our center opens at 7 a.m. Please sign your child in upon arrival using the kiosk located on the sign in table. Please note that ***we do not allow drop off during scheduled nap time(s)*** in any agegroup, as this can disrupt the daily schedule that out staff strives to establish in the classroom.

Unless you have made previous arrangements with the Main Office, **your child(ren) must be dropped off by 9 am.** If your child has not arrived by this time, and Leaps-N-Bounds has not confirmed a late arrival due to extenuating circumstances, we reserve the right to accommodate another family who may be in need of care and/or adjust our staffing to meet the needs of the classroom.

A special note to parents: If your child cries when you drop him/her off, it is permissible to leave the child with his/her teacher, tell them good-bye, and depart as soon as possible. Children usually stop crying before the parent reaches the car. Your child's teacher will inform you if the crying persists.

★ PICK UP ★

Please sign your child out upon arrival using the kiosk. If the staff person in charge or teacher does not recognize the parent picking up, they will kindly ask for identification. At different times, we must have substitutes or schedule changes. Itmay be inconvenient to show your identification, but it is for the children's safety.

The center will release children only to those persons designated on the child's enrollment sheet. The staff requires proper identification from any unfamiliar persons authorized to pick up a child. If that person's name is not on your child's admissions sheet, we will call you immediately for verification. Written notification is required for the addition of authorized persons. If there is a last-minute change, you may email to permit pick up by another party. We will not release a child to anyone who appears to be impaired by alcohol or any other substance.

★ ABSENCES ★

Please inform the school immediately if your child(ren) will be absent on any day by sending an email to enrollment@leapsnbounds.info or calling the office.

We feel that it is important for the children to come to school to maintain consistency and build secure bonds.

★ CLOTHING ★

Children should wear comfortable clothing in which they can move easily and freely. Clothing should be simple enough for the child to manage alone. We discourage complicated straps, snaps, etc., in which the children cannot handle by themselves. **REMEMBER--** we paint, play outside, and explore art through all different sorts of mediums. Do not send your child to school in anything which could be damaged by his/her use of creative supplies. In the interest of safety in the classroom and on the playground, children should not wear sandals or boots to school. All children, regardless of age, should have two changes of clothing to be kept in their cubbie. Please bring these changes of clothes in your child's bag in two separate gallon Ziploc bags. Label all articles of clothing that are to be removed at school (sweaters, coats, caps, etc.)

★ HEALTH PROCEDURES ★

If your child has had a fever, vomiting, diarrhea, upset stomach, sore or discharging eyes, obvious cold symptoms (runny nose), or shows signs of fatigue **within the 24-hour period prior to a school day**, PLEASE do not bring him/her to school. Children are most contagious at the beginning of an illness when they have a fever. **Children should be fever free without medication for 36 hours prior to returning to Leaps-n-Bounds**.

We will call you to pick up your child if we feel like he/she needs to go home for his/her own health, or for the health of the other children. We are unable to keep the children inside during recess because of cold or other illness. Send your child to school only when he/she is well enough to participate in all school activities. If your child is ill and will miss school, please notify the office, **especially if your child has a communicable disease**. In the event your child becomes ill while in our care, we will notify the parents immediately to make them aware of the situation and to establish a pick-up time. We will keep the child in care away from others so as not to spread contagion, while waiting for the parent's arrival.

If your child is sent home ill, you are required to bring a doctor's note in with them when they return that must include the diagnosis, as well as the returning instructions. This must be brought to the office before dropping your child off in their classroom. If you do not bring a Doctor's note, their return will be under administration discretion.

★ IMMUNIZATIONS ★

Each child must have a statement of good health and an updated record of immunizations from a physician or health personnel on file in the school before admission. Any parent unable to produce an immunization card for their child(ren) by the first day of school will not be allowed to enter school until such a card arrives, by order of the Department of Family and Protective Services of the State of Texas.

★ KEEPING RECORDS CURRENT ★

In order to provide emergency medical care to children at the school, we require signed authorization by each child's parent or legal guardian, We maintain vital information about each child, and it is imperative that we have the correct information at all times. Please notify the school of any changes immediately.

★ OUTSIDE PLAY ★

Our classes have a period of outside play scheduled in the morning and afternoon of each day unless it is raining. You will want to be sure that your child is dressed appropriately for this, including mittens and a hat on cold days. You may also provide sunscreen, bug spray, etc. These itemsmust be labeled with your child's first name and last initial, and may be left in the classroom in the designated location assigned by your child's teacher.

★ EXTRACURRICULAR ACTIVITIES ★

Our school works with outside vendors to provide additional activities for our students such as dance, gymnastics, and soccer. These programs are separate entities and require registration and tuition paid directly with said program.

★ SNACKS AND LUNCH ★

Provider menu policies are structured to provide children with a variety of foods with different colors and textures to include whole grains, fresh fruits and vegetables; less processed items; and foods that meet the Dietary Guidelines for Americans guidelines established by the USDA.

Leaps-N-Bounds will serve a nutritious snack each morning and afternoon. The snack menu is posted below, as well as in each applicable classroom. Parents are responsible for providing nutritious meals and/or snacks from home and understand that the child care center is not responsible for the nutritional value of said food or for not meeting the child's daily food needs. Lunches must be prepared ahead of time and packed in a lunch box with a cold pack or other means to maintain appropriate temperatures.. Leaps-N-Bounds does not have a refrigerator large enough to accommodate every child's lunch. Food must be prepared in a way that is safe and efficient for serving.

	Morning		Afternoon	
Monday	Apples	2 slices	Cheez Its	¼ cup/small handful
	Animal Crackers	¼ cup/small handful	Mandarin Oranges	¼ cup/small handful
Tuesday	Peaches	¼ cup/small handful	Nilla Wafers	2 cookies
	Graham Crackers	½ cracker	Goldfish	¼ cup/small handful
Wednesday	Go Gurt	1 tube	Apples	2 slices
	Craisins	¼ cup/small handful	Chex Mix	¼ cup/small handful
Thursday	Bagel w/ Jelly	Half a bagel	Cheez Its	¼ cup/small handful
			Veggie Straws	¼ cup/small handful
Friday	Peaches	¼ cup/small handful	Ritz Crackers	2 crackers
	Cheerios	¼ cup/small handful	String Cheese	1 stick

★ NUTRITION ★

The Child Care Licensing Minimum Standards require that children in full time care receive half of their daily nutritional needs while in child care. Leaps-N-Bounds provides a nutritious morning and afternoon snacks that are low in sugar, fat, and salt. Our snack menu is posted in each classroom and copies are available by request.

Parents must provide a lunch that meets the daily food needs as outlined in the *Food Guidelines and Lunchbox Suggestions*. Items which do not meet nutritional guidelines will be returned. Staff is always happy to share suggestions for lunches. Parents will be sent a reminder if lunches consistently do not include the required components. If parents forget to provide lunch for their child and cannot drop off a lunch before their child's scheduled lunch time, Leaps N Bounds will provide a substitute lunch consisting of fruit, dairy, and protein unless otherwise specified. For example, a lunch consisting of sliced apples, string cheese, and a ham sandwich would be provided.

On days that Leaps-N-Bounds serves meals, milk, fresh fruit and vegetables are available for children who bring lunches from home. All prepared food brought into the program and shared amongst the children will be commercially prepared OR in a kitchen that is inspected by local health care officials. For example, occasionally Leaps-n-Bounds will provide pizza for a school celebration.

The Health Department requires lunches that include perishable items be packed with an ice pack or in an insulated thermos. These measures will help keep food at a safe temperature until lunch time. Liquids and food hotter than 110 degrees F are kept out of reach.

All staff are educated on food allergies and they will take precautions to ensure children are protected. Parents must inform office staff of their child's known allergies and provide an allergy plan and corresponding medication if needed. Our staff will follow first aid procedure for allergic reactions, or the child's allergy plan provided by a primary care provider. Parents should be aware of food allergies. This is when your body mistakes harmless food as something that could make you sick. When you eat something you're allergic to, your immune system responds to protect you. You might get a mild skin rash or itchy eyes, or you could have a bigger reaction that leaves you gasping for breath. Food allergies can be serious, but you can take steps to manage them. One of the best things you can do is avoid your trigger foods.

Examples of foods/drinks that may cause a reaction:

- Milk
- Eggs
- Peanuts
- Tree nuts: walnuts, almonds, pine nuts, brazil nuts, pecans, etc.
- Soy
- Wheat and other grains with gluten, including barley, rye, and oats
- Fish
- Shellfish

Child care licensing requires parents of infants to provide a feeding plan and update it monthly. Parents of infants provide snacks, meals and bottles for their child. Parents may bring formula already prepared or expressed breast milk. The school provides milk served with meals after the child is 12 months old. Parents are welcome to breastfeed their child at the center. Adult rocking chairs are provided in the infant classrooms. If a parent desires more privacy, we will find an unoccupied space for them to share this special time with their child.

Lunchbox Guidelines and Suggestions: *Please follow these guidelines when preparing lunches for your child*

Remember to pack food in a thermos to keep food hot or include an ice pack to keep food cold. In order to prepare a healthy lunch, you need to choose at least one food from each of the above categories every day.

Required Food Groups:

- ❑ **Proteins -** Meat/Meat Alternative or Daily
  - ❑ lunch meat, tuna, chicken, tofu, hummus, beans, cheese
- ❑ **Carbohydrates**
  - ❑ bread, crackers, cereal, bagels, tortillas, pasta, brown rice, potatoes, couscous
- ❑ **Fruits**
  - ❑ apples, pears, plums, citrus, pineapples, grapes, berries, bananas, melons, unsweetened applesauce
- ❑ **Vegetable (raw or cooked)**
  - ❑ **carrots, celery, broccoli, cucumbers, squash, peas, corn, green beans**

Note: Yogurt does not count as a fruit. It may count as a protein if it is plain or not highly sweetened

Required Food Amounts:

Component	Ages 1-2	Ages 3-5
Vegetables and/or fruits (2 or more)	¼ cup total	½ cup total
Protein	1 oz. meat or ¼ cup beans or 2 Tbsp. Soy butter or 4 oz. yogurt	1 ½ oz. meat or ½ cup beans or 3 Tbsp. soy butter or 6 oz. yogurt
Carbohydrate	½ slice bread or ¼ cup pasta	½ slice bread or ¼ cup pasta

Sample Lunch Ideas:

Pasta and cheese or cheese tortellini with tomato sauce	Bean and Cheese Taco	Crackers or pita
Broccoli (raw or lightly steamed)	Orange Quarters	bread Cucumbers
Applesauce	Lettuce and tomato salad	Watermelon cubes

★ BREASTFEEDING ★

A room will be made available for parents to breastfeed or express milk. Leaps-N-Bounds will make every effort to have such a room, located near a sink with running water for washing hands and rinsing out breast pump parts, and have an electrical outlet. Expressed milk can be stored in designated refrigerators and/or freezers. Parents must label all milk expressed with their child's first name, last initial, and the date collected.

Resources on Breastfeeding will be available at the entryway of both buildings. More information can be found on:

https://www.breastmilkcounts.com/

https://www.austintexas.gov/content/moms-place

https://texaswic.org/

★ COMMUNICATION ★

Our school will communicate with parents using the emailing and text system within Smartcare. A daily report will be provided to the parent by the teacher everyday upon pick up.

Parents are encouraged to contact our office via email or phone call. Anything pertaining to a change in the person picking up your child, doctor's appointments, late drop offs/pickups, medication, etc. all needs to be communicated to the office. The office will then relay the necessary information to yourchild's teacher.

We request parents to direct all questions, concerns, and praise to their child's teacher directly related to their daily care. Sometimes things which happen at home can cause changes in a child's behavior at school. It is helpful if the teacher knows that something out of the ordinary is going on so that she may understand the reason for the child's unusual behavior. Therefore, if Grandma comes to visit for a while or if someone in the family is in the hospital (or something of this nature), please let your child's teacher know about it. This will help her make your child's time at school the best it can be.

You may reach the main office by phone: (512) 346-5327, or by email: enrollment@leapsnbounds.info

★ COMPLIANCE ★

Leaps-n-Bounds is subject to and follows the Minimum Standard Rules for Licensed Child-Care Centers prescribed by the Texas Department of Protective and Regulatory Services (PRS). A copy of these rules is located in the Director's office along with the center's most recent licensing inspection report. Parents may contact the local licensing office. The PRS child abuse hotline number is 1-800-252-5400 and the PRS website is www.tdprs.state.tx.us

Leaps-N-Bounds is also proud to be a **Texas Rising Star–4 Star Accredited provider**, the **highest possible rating** in the Texas Rising Star program, which reflects our commitment to delivering exceptional early childhood education and care.

★ STATE DEPARTMENT OF WELFARE ★

The school's director or teacher will notify Child Protective Services or the local law enforcement officials by telephone when it appears that a child is being seriously neglected or abused away from the school.

★ FIELD TRIPS ★

No field trips are scheduled at this time. With any policy change, parents will be notified. The director or teacher will informyou ahead of time on any trips taken away from the school. Parents will have to sign a permission prior to the trip.

★ FIRE AND EMERGENCY DRILLS ★

Fire drills are conducted monthly. A fire evacuation plan is posted in each classroom, which sets forth primary and secondary evacuation routes for staff and students in case of a fire or weather alert. A similar plan is posted in each room explaining actions to be taken in case of a disaster. Disaster drills are conducted four times annually. In all emergency situations, the teachers and staff will attend to the children's safety first.

★ DISCIPLINE AND GUIDANCE ★

Leaps 'N Bounds uses guidance and discipline techniques that are based on an understanding of individual needs and development while promoting self-discipline and acceptable behavior. The use of positive guidance methods helps children learn self-control without the loss of self-esteem. Limits are clearly stated in positive terms. A variety of other methods for encouraging children's cooperation are used. These include redirection, positive reinforcement, and choices between acceptable behaviors. However, from time to time, we understand that children may demonstrate challenging behavior. In this scenario, our goal is to work with parents and teachers to create a plan that will best meet the child's needs.

★ CHALLENGING BEHAVIORS ★

At Leaps N Bounds, we believe all behavior is a form of communication. Our approach to challenging behaviors focuses on understanding the root cause and teaching children the skills needed for self-regulation and positive interactions.

Our guiding practices include:

- Building strong, trusting relationships with every child.
- Utilizing Conscious Discipline to teach social-emotional skills.
- Providing consistent routines and clear expectations.
- Redirecting behavior through positive guidance strategies.
- Working closely with families to develop individualized support plans when needed.
- Documenting incidents and maintaining communication with families through behavior reports and meetings.
- Teacher and/or Director have ongoing conversations with the family to express concerns.
- We encourage collaboration with parents on strategies to address challenging behaviors.
- Discussions are framed around the objective of the program (name the objective/s like health and safety).
- Families are informed of their child's progress.

Suspension or expulsion is a last resort and only considered after all other supports and interventions have been implemented, in accordance with best practices and licensing requirements.

Sample Challenging Behaviors Policy:

When addressing challenging behaviors, the teacher and/or director will have ongoing ccoversations with the family to express concerns. We encourage collaboration with parents on strategies to address challenging behaviors. Discussions will be framed around the objective of the program which is health and safety. We will keep families informed of their child's progress.

★ HOLIDAYS/STAFF DEVELOPMENT ★

Leaps 'N Bounds will be closed on holidays and training days listed on the published yearly school calendar

★ INCLEMENT WEATHER ★

Leaps-n-Bounds will follow the Austin Independent School District's (AISD) decision on the closing of school due to severe weather. In the event that AISD is not operating, Leaps-n-Bounds will make a judgement call based on all available resources.

★ SCREEN TIME ★

Leaps 'N Bounds does not allow screen time for children under the age of two. This is based on recommendations provided by the American Academy of Pediatrics. Parents will be notified of any special activitiesor curriculum in which screen time will be used. There will be an alternate activity offered to students during any screen timeactivities.

We encourage our families to visit https://www.healthychildren.org/English/family-life/Media/Pages/Where-We-Stand-TV-Viewing-Time.aspx for more information on screen time and media recommendations.

★ MEDICATION ★

No medication will be dispensed without prior written consent from the parent. Medication must be left with the office staff and signed into the medication notebook.

According to state licensing requirements, the medication must be kept in its original container and clearly state the following information: the child's name, doctor's name, prescribed dosage, and date. Please leave a medication spoon with your child's name on it.

****Please do not leave any type of medicine in your child's bag or with their teacher. It must be left in the office! ****

★ MEDICAL EMERGENCY ★

In the event of a medical emergency, we will notify 911 followed by the parents. Injuries requiring less urgent medical attention will be handled on a case-by-case basis. The child will be taken to the Director's office for immediate first aid, followed by a call to the parents. The teacher and Director will complete an accident report to be reviewed with parents. We send home "Ouch Reports" and/or notify parents verbally of bumps and bruises.

★ MOONLIGHTING ★

Leaps 'N Bounds is not responsible for childcare or other arrangements made with our employees outside our business day.

★ NOTIFICATION ★

We will either notify the parents with information regarding their child through verbal communication or in writing. Our classroom newsletters update parents on current activities.

★ OPEN DOOR POLICY ★

Parents are welcome to visit Leaps 'N Bounds at any time during the hours of operation. Parents may observe their child, the operation, and the program activities without having to secure prior approval.

★ POLICY CHANGES ★

Policies are reviewed annually and updated if necessary. The Director will notify the parents in writing of any policy changes.

★ ANNUAL POLICY REVIEW ★

To ensure we are meeting the evolving needs of our children, families, and staff, **all policies and procedures in the Leaps N Bounds Family Handbook are reviewed annually**. Updates are made as necessary to reflect new licensing requirements, curriculum updates, or program improvements.

Families will be notified of any changes and provided with an updated copy of the handbook. We encourage all families to review the handbook regularly and reach out with any questions or concerns.

★ PETS ★

There are no animals at Leaps-N-Bounds.

★ ROUTINES AND REST PERIOD ★

At Leaps-N-Bounds, each classroom has a daily routine that includes one or more rest period(s). Although the children are not required to sleep, each child is expected to cooperate during the rest period by resting quietly on his/her sleeping mat without disturbing the other children. The teachers will work to help the children learn the rest period routines and to familiarize themselves with each child's rest habits.

★ SAFETY ★

Leaps-N-Bounds cannot assume responsibility for accidents. Please refer to our Waiver of Claim in the admissions packet for more information. The Director and staff will take every precaution through experienced supervision to prevent such occurrences. In the event of a power failure, the Director will have the discretion to close school until power is restored.

★ FEE STRUCTURE ★

At Leaps-N-Bounds, we are committed to providing high-quality early childhood education in a nurturing environment. The following outlines our current tuition and fee policies.

Enrollment and Annual Fees

- **Registration Fee**: $150

A one-time, non-refundable fee due at the time of enrollment.

- **Supply Fee**: $150

Due at the time of enrollment. This fee is prorated if your child enrolls after the start of the school year (September), and will then be billed annually each September.

Tuition Structure

Our tuition fees are based on your child's age group—infants, 1s, 2s, 3s, 4s, and 5s—and the number of days your child attends each week (1–5 days). Tuition costs decrease as children age up into older classrooms. Please contact the Director or Assistant Director for specific rates for your child's age and schedule.

Tuition Payment Policies

- Tuition is due on the **1st of each month** for the current month.
- Families may opt into a **split payment schedule**, where half of the monthly tuition is due on the 1st, and the remaining balance is due by the 15th of the same month.
- Tuition is **not prorated** for holidays, illnesses, family vacations, or other absences.
- Tuition rates are reviewed and updated **annually in September**. However, changes may occur during the school year at the discretion of the Director. In such cases, families will receive a minimum of **30 days' notice**.
- **Alternate payment arrangements** must be approved in advance by the Director or Assistant Director.

Other Fees

- **Late Payment Fee**: $35
- **Late Pick-Up Fee**: $1 per minute after 6:00 p.m.

★ TUITION ★

Monthly tuition is due and payable on the first week day of each month, OR half is due on the 1st and the other half is due by the 15th of every month. We accept cash, check, and money orders in the office. You also have the option to pay by credit/debit card or banking account on your Smartcare account, or you may set up bill pay through your bank account. An account that is eligible for a refund will be issued a check after account review.

LATE OR UNPAID TUITION: Payment is due before the third school day of each month. A late payment fee of $35 will automatically be applied to the child's account. Please note that families who pay on the 1st and 15th of the month have the potential to accrue late fees from both pay dates.

★ TRANSPORTATION ★

Transportation is not applicable at this time. Parents will be notified of any change in this policy.

★ VISION AND HEARING ★

Vision and hearing screening information/documentation can be found on the second page of the Admissions Information form.

The state requires that all children 4 years old and over have hearing and vision screening annually. We must have a statement from your child's doctor stating that they have done the testing.

★ VOLUNTEERING / FAMILY PARTICIPATION ★

Leaps 'N Bounds is not operated as a cooperative; however, parents who enjoy participating with their children are most welcome. We especially encourage parents to share their talents and special interests.

★ WATER PLAY ★

Water activities are held during the summer and limited to sprinkler activities, spray bottles, and wading pools. Please refer to the published school calendar for the start day. Parents will also be informed in advance of the start day.

★ WITHDRAWAL POLICY ★

A two-weeks written notice is required for withdrawal from the program. If this notification is not provided, all tuition and fees for two weeks will be due upon withdrawal. All fees (tuition, registration, supply fees) are non-refundable.

★ TERMINATION OF CARE ★

Families are expected to follow our school's policies and procedures. Our office is available to discuss any issues that impede a family's ability to adhere to our policies. Our office will provide verbal and written reminders, then work with families to develop a plan of action for their success. Termination of care is only considered when efforts and resources have been exhausted.

★ PARENT / COMMUNITY RESOURCES ★

Policy:

At Leaps N Bounds, we recognize the importance of supporting families beyond the classroom. Our program is committed to connecting families with community-based resources to support their health, well-being, and development. We provide access to information about local services and offer referrals as needed to assist families in meeting a variety of needs

.

These community resources are shared with families:

- Upon enrollment
- When specific needs are identified
- Upon family request

Examples of Available Community Resources Include:

- Early childhood intervention and developmental services
- Local health clinics
- Mental health and counseling services
- Food banks and nutrition assistance programs
- Parenting classes and family support groups
- Childcare subsidy information and workforce services

Location of Community Resource Information:
A list of local community resources is available:

- In the **front office** and **family information bulletin board**
- In the **Family Handbook, Appendix A**
- Upon request from the **Director or Assistant Director**

We are always here to help connect you with the support your family needs. If you have a specific concern or need assistance locating a resource, please don't hesitate to reach out.

Appendix A: Community Resource Guide

At Leaps N Bounds, we are committed to supporting families by connecting them with essential community resources. Below is a curated list of local services available to families in the Austin area. Please contact the Director or Assistant Director if you need assistance accessing any of these resources.

1. Early Childhood Intervention & Developmental Services

- **Easterseals Central Texas – Early Childhood Intervention (ECI)**

Provides services for children birth to 36 months with developmental delays or disabilities, including therapy and family support.
Contact: Jessica Portilla, Senior Director, Children & Family Services
Phone: (512) 615-6867
Website: Easterseals Central Texas ECI

---

2. Health & Nutrition Support

- **Texas WIC Program**

Offers nutrition assistance, breastfeeding support, and health referrals for pregnant women, new mothers, and children up to age 5.
Website: Texas WIC
Phone: 1-800-942-3678

- **WIC Austin – Local Clinics**

Provides WIC services at multiple locations throughout Austin.
Website: WIC Austin Locations

---

3. Mental Health & Counseling Services

- **Austin Clubhouse**

Offers vocational rehabilitation and community support for individuals with mental health challenges.
Website: Austin Clubhouse

- **Austin Travis County Integral Care**

Provides mental health services, including crisis intervention and counseling.
Phone: (512) 472-HELP (4357)
Website: Integral Care

988 Suicide & Crisis Lifeline

A 24/7 confidential service for people in distress.
Call or Text: 988

---

4. Food & Nutrition Assistance

- **Central Texas Food Bank**

Distributes food to families in need across Central Texas.
Website: Central Texas Food Bank
Phone: (512) 282-2111

- **WIC Mobile Unit Schedule**

Provides WIC services at various locations throughout Austin.
Website: WIC Mobile Unit Schedule

---

5. Parenting & Family Support

- **Texas 2-1-1**

A free, confidential service that helps people across Texas find the local resources they need.
Website: Texas 2-1-1

- **Austin Public Library – Parenting Resources**

Offers books, classes, and programs for parents.
Website: Austin Public Library Parenting

---

6. Child Care & Early Learning

- **Workforce Solutions Capital Area – Child Care Services**

Provides information on childcare providers and financial assistance for eligible families.
Website: Workforce Solutions Capital Area

- **Texas Rising Star Child Care Providers**

A quality rating system for child care providers in Texas.
Website: Texas Rising Star

---

7. Utility & Financial Assistance

- **Austin Energy – Customer Assistance Programs**

Offers financial assistance for utility bills to eligible customers.
Website: Austin Energy Assistance

- **Travis County Assistance Programs**

Provides emergency financial assistance for rent, utilities, and other needs.
Website: Travis County Assistance

If you need further assistance or information on any of these resources, please don't hesitate to contact us.

★ DEVELOPMENTAL MILESTONE CHECKLISTS ★

At Leaps N Bounds, we are committed to supporting each child's individual development and identifying potential developmental delays as early as possible. As part of this commitment, we use age-appropriate developmental milestone checklists annually—at a minimum—for children ages 0–5 years.

The Children's Learning Institute Developmental Checklist is used to monitor children's developmental progress across age-appropriate areas of development.

Assessment information is used to guide lesson planning and to ensure that learning experiences are developmentally appropriate and responsive to each child's individual needs and areas of growth.

These checklists are designed to monitor key areas of growth, including:

- **Cognitive skills**
- **Language and communication**
- **Motor development (gross and fine)**
- **Social and emotional development**
- **Self-help and adaptive skills**

Our teaching staff complete these checklists based on regular observations and documentation of each child's progress in the classroom. If a checklist or ongoing observations suggest a potential developmental delay, we will:

1. **Discuss concerns with the child's family**, sharing specific observations and documentation;
2. **Provide a completed copy of the checklist** for the family's reference;
3. **Offer referrals to early intervention services** or appropriate specialists, when necessary, to ensure the child receives the support they need.

We strongly believe in the value of early identification and open communication between families and staff. Our goal is to work collaboratively with families to support every child's developmental journey.

★ PARENT CONFERENCES ★

Leaps-n-Bounds will host parent conferences upon request. Please contact the office by email or by telephone if you would like to set up a conference with your child's teacher.