

2025 / 2026

Parent Handbook

# THRIVE

## *Early Learning Academy*



# Welcome to Thrive!

Dear Families,

Welcome to Thrive Early Learning Academy. We're so honored to be part of your child's journey. At Thrive, we believe in the transformative power of peace, respect, and connection. We are more than a preschool—we are a community rooted in Montessori principles, where children are supported in becoming confident, compassionate, and capable humans.

Our learning environments are calm, peaceful, and lovingly prepared to meet the individual needs of each child. We deeply honor the rhythm of childhood and the importance of developing the whole child—emotionally, socially, and intellectually.

Thank you for trusting us with your most precious gift. We are grateful to be a part of your tribe.

With Gratitude,

*Ashton Wyatt*

Owner and Director

---

## About Thrive Early Learning Academy

### Our Philosophy

At Thrive, we follow the Montessori method—a child-led approach to learning that honors autonomy, encourages discovery, and respects each child's natural development. Our classrooms are thoughtfully prepared with beautiful, hands-on materials that encourage independence, focus, and joy in learning. Mixed-age classrooms mirror the rhythm of real life, allowing for leadership opportunities, mentorship, and deep community connection.

Our guiding values:

- Respect for self, others, and the environment
- Gentle discipline that holds loving boundaries
- Authentic, uninterrupted work time
- Prepared environments that meet each child's needs
- Strong partnership with families

---

## Program Options and Pricing

We believe children thrive in environments with consistency and flow. Thrive offers full-day and half-day programs, to support the whole family's needs. Thrive operates year-round to ensure that children have consistency and routine.

Our typical scheduling days are consecutive to ensure the child is in a routine as much as possible. Children must be at least age three to start and can continue until the parent decides to send their child on to Kindergarten.

### Full-Day Program (8.5 hrs/day)

For staffing purposes, we ask that families choose one of the following shifts of times:

- 7:00–3:30
- 7:30–4:00
- 8:00–4:30

Later drop off and earlier pickup is always permitted. Because so much of our curriculum and scheduling is consistent, we do ask that as much as possible, children are dropped off by at least 8:30 AM daily.

### 2025/2026 Tuition Full-Day Prices:

Monday-Friday	\$160/weekly
Monday-Wednesday	\$96/weekly
Thursday-Friday	\$64/weekly

---

Children with extended hour scheduling option have the flexibility to be at school anytime 7:00 AM- 5:30 PM.

### Extended Hour Days and Prices:

Monday-Friday	\$185/weekly
Monday-Wednesday	\$111/weekly
Thursday-Friday	\$74/weekly

---

### Half-Day (4 hrs/day)

- AM Class: 8:00–12:00
- PM Class: 12:30–4:30

Monday-Friday ½ day	\$111/weekly
Monday-Wednesday ½ day	\$66/weekly
Thursday-Friday ½ day	\$44/weekly

Early drop-off or late pick-up can be arranged for an additional fee. Please speak with the Director to choose a schedule that supports your family.

---

### 2025 Summer Closures:

- Pre-K Graduation Date- May 23, 2025
- Summer Camp Training- May 22, 2025
- Independence Day- July 3-4, 2025

## 2025/2026 School Calendar

The first day of the 2025/2026 School Year is August 19, 2025.

Pre-Planned Closures: -No Tuition Charged for these dates-

Labor Day	September 1, 2025
Fall Break* volunteer opening if needed	October 6-10, 2025
Thanksgiving Break	November 26-28, 2025
Winter Break* volunteer opening if needed	December 22-January 1, 2026
Spring Break* volunteer opening if needed	April 6-10, 2026
Graduation Day	May 21, 2026

Staff Training Days: -Tuition is charged for these dates, but the school is closed to students-

Beginning of the School Year Training and Phase in for new students- August 11-15, 2025.

Fall	October 3, 2025
"Sick Season"	December 1, 2025
Winter	January 2, 2026
Spring	April 3, 2026
Pre-Summer	May 22, 2026

### Purpose of Staff Training & Closure Days

At Thrive Early Learning Academy, our scheduled staff training and closure days serve an essential role in maintaining the integrity of our Montessori environment. During these closures, our educators engage in professional development, classroom planning, and the rotation of shelf materials to reflect seasonal themes, curriculum goals, and the evolving interests of the children. In addition, the entire school undergoes thorough cleaning and maintenance to ensure a safe, calm, and beautiful space that supports deep concentration and joyful exploration. These intentional resets allow us to uphold the high standards of a prepared environment and offer your children the most meaningful experiences each day.

---

### Inclement Weather/ "Essential Childcare"

At Thrive, we do our best to remain open during inclement weather. However, when conditions are questionable, we may operate under an "Essential Childcare" model.

During inclement weather, we prioritize remaining open for families who must report to work regardless of weather conditions. These days are offered by pre-approval only and are never guaranteed, but we do make every effort to remain available when possible.

On Essential Childcare days:

- Families will receive a message via Lillio alerting them that we are open for essential care only.

- A child attendance count will typically be requested in the classroom GroupMe chats to help us plan accordingly.
- Parents will be asked to confirm if their child will need care for the day.
- We will staff the school based on the expected number of children attending.

This system allows us to support families who truly need care while honoring the safety and well-being of our staff and community during weather-related disruptions.

Because the weather is so unpredictable, and tuition is always due prior to the week, tuition is still required even if we are closed due to the weather conditions.

---

### **Childcare During Scheduled Breaks**

During scheduled school breaks—Fall Break, Winter Break, and Spring Break—Thrive offers limited childcare based on staff availability. We ask team members to volunteer to work during these breaks to accommodate families who may need care.

Here's how it works:

- Families must sign up for care in the lobby prior to the break.
- Care is not guaranteed and is dependent on how many staff volunteer to work.
- Payment is due the Friday before the scheduled break and is required whether your child attends or not.

We do our best to serve families in need of childcare during these times, while also honoring the rest and recharge time for our staff. Thank you for planning ahead and supporting this balance.

---

### **Enrollment Process & Phase-In**

We strive to make your family's transition into Thrive as smooth, thoughtful, and as developmentally appropriate as possible. We provide many opportunities for new students to be in the building with a safe person before they fully start school. We also provide a transitional book titled, "The Night Before Becoming A Thriver", for you to read with your child featuring all of the staff's photos, pictures of the school, and some routines to help the child familiarize himself before starting.

Below is our enrollment timeline and what to expect:

#### **January – Open Enrollment Begins for Potential New Families**

Enrollment opens to the public. All applicants are invited to attend a scheduled Open House to meet our staff and explore the classroom environments.

#### **Current Thrivers- First Priority**

Current families receive priority scheduling. Once those schedules are finalized, remaining spaces are offered to new families based on availability.

#### **Late January – Welcome Emails Sent to New Families**

Families whose schedules can be accommodated will receive a welcome email. This includes:

- A digital enrollment form
- Registration fee instructions (required to secure your child's place)

### **Late April – Meet the Teacher Letters Sent**

New students will receive a personal letter from their teacher, including details about the Phase-In Process, which gently supports your child's adjustment to the school environment.

### **Phase-In Process for New Students**

- **Day 1:** One hour of classroom play with the parent/guardian present
- **Day 2:** 1.5 hours of classroom play. Parent/guardian attends for the first 30 minutes, then joins a short orientation with the Director and other families. The child leaves with the parent afterward.
- **Day 3:** Half-day attendance without parent present. Parents may say goodbye in the lobby.
- **Day 4:** First full, independent day at Thrive (this is the day to send your child in their first day of school outfit and we will snap a cute picture for their report!)

This gentle entry helps children feel safe, supported, and connected as they begin their journey with us.

---

### **Tuition & Payment Policies**

Tuition is paid via bank withdrawal on Lillio each Friday before the upcoming week. Payments must be current for continued enrollment.

Please see the Director for discounts for siblings attending Thrive Early Learning Academy. Sibling discounts are only for children enrolled full-time at TELA. Payments in full for the school year also receive a 10% discount, but the payment is non-refundable.

Rates are subject to change with 30 days written notice. There is no reduction in payment in the tuition amount if your child is sick. Payment of your tuition assures that your child's place in our program is maintained during his or her absence.

---

### **Late Policies and Fees**

Please call or notify us on Lillio as soon as you realize that you are going to be late for pick-up. Our staff schedules are to the minute, and we are required for teachers and students to be in a certain ratio.

We do not require a message/phone call if you are late for drop off. If your child is not picked up by the time you designate on your enrollment paperwork, a late fee of \$1.00 per minute will be charged. Parents should arrive a few minutes earlier than their scheduled time. All parents are responsible to pay late fees upon receipt of invoice.

---

### **Payment Accountability & Dismissal for Nonpayment**

Families are expected to remain current on all tuition and fee payments. Failure to make timely payments may result in dismissal from the program.

Please note that dismissal due to nonpayment does not release families from their financial obligation. Outstanding balances remain due in full. For this reason, we ask for the last four digits of your checking account number and the name of your banking institution on the enrollment form.

By enrolling a child at Thrive Early Learning Academy, families agree to the financial terms of the program. If payment is not received, Thrive reserves the right to pursue the balance owed through small claims court. In such cases, the responsible party will be held accountable for all associated court costs, legal fees, and attorney expenses.

---

### Drop-Off & Pick-Up Procedures

There are times throughout the day that the car-rider loop can become backed up. If your child is taking longer than normal, you may be asked to pull back through the loop and park to wait on your child. We ask that you do not block our neighbor's parking spaces. When necessary, you may block in our side of the parking spaces and use the turning lane on Anton Road when necessary.



Pictured left are cars blocking in our staff parking spaces. This is acceptable when the car rider loop becomes crowded. Please do not block our neighbors' spaces on the other side.

### Emotions at Drop Off

Transitions for young children are sacred. We are always prepared for emotions that may happen for our young students at drop-off. To support a smooth and loving transition for children who may feel emotional at drop-off:

- **Involve your child and remain positive**– Allow them to make small choices about their school day, for example: which water bottle would they like to take to school. Remain positive about school and read all of the transitional books about school!
- **At the Door**– Keep your goodbye brief, loving, and confident. Children take emotional cues from you, and a calm departure helps them feel secure. A hug, a phrase, or a wave can help your child feel grounded. “I will see you right after rest time.”
- **Trust the process**– It's okay if your child expresses emotion. This is a healthy part of learning independence. Avoid returning after saying goodbye, as this can make the transition more difficult.
- **Communication**– Feel free to message us during the day—we're happy to update you on how your child is doing. If your child has a particularly hard drop off, a staff member will use their strategies to help through the emotions, and then send a photo when he/she has calmed down.
- **Further Services**– If you feel your child is suffering from extreme separation anxiety, we can recommend behavioral services that your child can receive while at Thrive.

## Drop-Off

On a typical school day, all drop-offs happen at the front porch. . Please pull up to the first available spot in the car rider loop and assist your child out of the car. Because we focus on building independence, we always appreciate children carrying their own backpack and lunchbox (if applicable) into the school. A TELA staff member will greet the child and check the student in on Lillio. The parent/guardian says goodbye at the front door and the child enters the school. The shift you choose is vital for our teacher:student ratio. NO early drop offs are permitted without prior permission from the Director.

**7:00-3:30 shift**→ Pull up to the first available spot at the car-rider line and walk your child to the door no earlier than **7:00**. Later drop-offs are always permitted.

**7:30-4:00 shift** → Pull up to the first available spot at the car-rider line and walk your child to the door no earlier than **7:30**. Later drop-offs are always permitted.

**8:00-4:30 shift**→ Pull up to the first available spot at the car-rider line and walk your child to the door **NO EARLIER THAN 7:55**. Later drop-offs are always permitted.

**8:00-12:00 half day shift**→Pull up to the first available spot at the car-rider line and walk your child to the door **NO EARLIER than 8:00**.

**12:30-4:30 half day shift**→ Pull up to the first available spot at the car-rider line and walk your child to the door no earlier than 12:30. The afternoon class teacher has lunch until 12:30, so please respect her getting the entirety of her lunch period.

Because of the flow of our curriculum and our morning work cycles, we do ask that all children arrive routinely before 8:30 AM. For the afternoon class, we ask that children arrive no later than 1:00 PM. If there is an occasion where the child is later, due to an appointment or special circumstance, that is always acceptable.

---

## Pick-Up

Depending on the time of day, it can take from 5-10 minutes for your child to be ready to leave. For example: If your child is playing outside, he/she may have outdoor shoes on and will need to switch their shoes before coming in to gather their backpack, lunchbox, and water bottle. Despite our efforts to keep everyone's belongings organized and ready, this can be a lengthy process with young children. We ask that you be patient with us and your child as we gather their belongings and get them safely out the door.

Pick up during rest time for our full day students needs to be as limited as possible. Our rest times are staggered, with the majority of classes being lights out anytime from 12:30-3:00. We understand occasionally there may be times where you may have to pick up your child during this window of time, and if that is the case, just send us a message prior to pick up and we will have your child ready.

Typically, pick up for our full day students begins at 3:05 PM. When your child is checked in on the Lillio app, there will be a "I'm here" button at the top right of your screen. Click "I'm here" and it will immediately send us a notification to get your child ready to go.

Friends and family that may be on your approved pick up list, but not have access to the app, are asked to park in the designated spaces, and walk to the door. Please instruct



these loved ones to be prepared to show identification. We will then check the approved pick up list to make sure the name is on there before releasing your child.

If you pick up prior to 3:20 PM, your child will not have had time to have afternoon snack and may be hungry.

Picking up earlier than your scheduled time is always permitted. For example, if your scheduled shift is 8:00-4:30, and you'd like to pick up your child at 4:00, that is totally fine.

---

### **Behavior Conversations at Pickup**

We kindly ask that you refrain from asking a TELA staff member about your child's behavior at drop-off or pick-up. These moments are for connection, not correction and the staff member at the door may or may not have been involved in your child's day. If you'd like to discuss behavior specifically, please message your child's teacher to schedule a time. All teachers have a planning period for meetings when needed. We are happy to partner with you thoughtfully and respectfully at a preplanned meeting.

---

### **Year-Round Program & Summer Camp**

Thrive is a year-round Montessori school. Consistent routines and uninterrupted learning are vital to a child's development, so regular attendance is expected throughout the year.

The reason our summer months are referred to as summer camp is due to the fact that children who graduate in May are welcome to come during the summer. All other students are expected to maintain their schedules through the summer to keep their spot for the school year.

---

### **Classroom Environments**

Montessori environments are designed to foster a sense of family and community through mixed-age groupings. This model allows:

- Older children to practice leadership and empathy
- Younger children to learn through observation and inspiration
- Teachers to build long-term, trusting relationships

Mixed-age group classes prepare children for real-life and real-world situations. These organic social interactions are a core part of the Montessori magic and the classrooms at TELA.

Our goal for children that are with us for longer than one school year is for the child to stay with his/her teacher throughout their journey at Thrive when possible. We believe that staying with their teacher over the years allows for the child to truly flourish and thrive because the foundation of trust and connection is established. The teacher is able to use their time wisely together by motivating the child to achieve his/her goals in the classroom setting. There are occasions when children do need to move to different classrooms, and that is something that is discussed with parents prior to the move.

---

### **Discipline & Guidance**

At Thrive, discipline is viewed not as punishment, but as guidance. We hold space for children to express their emotions while gently guiding them back to safety, respect, and community.

- We model grace and courtesy in all interactions.
- We set loving boundaries and follow through with calm consistency.
- We offer redirection, choices, and opportunities for reflection.
- When possible natural consequences are used as a form of redirection. When natural consequences are not possible, logical consequences are implemented.
- Each classroom includes a calm-down space with sensory and emotional tools.

If a child is having difficulty meeting expectations, we meet with the family to create a behavior plan that supports the child's whole development. In rare cases where a child's behavior poses safety risks or disrupts the peace of the environment, further steps—including observations, referrals, or transitions—may be necessary.

We allow and expect a transitional period for children ages 3-6 to learn and know the routines and expectations of our school. If there are signs that there may be some problematic behaviors, your child's teacher will be documenting these behaviors on the daily report via Lillio.

After the transitional period is over, we consider the following inappropriate behavior at school:

- Leaving the area or group without permission, not wanting to return to the classroom
- Biting (more than one incident)
- Becoming disruptive, especially during lessons
- Excessively throwing equipment, furniture, mulch, rocks, etc.
- Breaking or damaging equipment/materials on purpose
- Using materials inappropriately
- Extremely aggressive behavior
- Consistent Bullying behavior
- Inappropriate language
- Lack of cooperation/constant defiance
- Extreme/long lasting tantrums
- Hurting themselves or others purposely
- Safety related issues (climbing the fence, hiding on the playground, etc.)
- Behavior determined by the director or staff to be unacceptable.

We trust children. We listen deeply. We support growth gently. All disciplinary actions are handled individually and respectfully, down on the child's level.

---

## Behavior Intervention Meeting

A behavior intervention meeting may be called by the Director when a child is exhibiting ongoing behavioral challenges. The purpose of this meeting is to collaboratively support the child through understanding, communication, and a unified plan.

During the meeting:

- The Director and teaching staff will outline the specific behaviors observed
- Teachers will share documentation and current strategies being used
- Parents will be invited to provide insight into home routines and expectations

Together, we will co-create an action plan that supports the child across both school and home environments. This plan will be agreed upon by all parties and followed consistently.

If there is little/no improvement in behavior during the set time period, actions such as shortening the school day hours, lessening the amount of days the child comes, seeking

outside services such as behavioral therapy, and/or requesting a school aide for the student to continue to attend.

We expect full parental partnership after a behavior intervention meeting has taken place. If challenges persist despite the implementation of the plan, or if behaviors escalate in a way that impacts safety or peace in the classroom, Thrive reserves the right to discontinue enrollment.

Additionally, Thrive reserves the right to dismiss a student if a parent or guardian develops an ongoing pattern of aggressive, uncooperative, or disrespectful behavior toward staff, policies, or the program as a whole.

---

### **On-Site Support Services**

At Thrive, we believe in providing holistic support to meet the unique needs of each child. We are proud to partner with outside specialists who offer their services conveniently on-site at our school.

### **Pediatric Behavioral Therapy**

Children who need additional behavioral support may benefit from pediatric behavioral therapy, which can take place at Thrive during the school day. This service is provided by Halie Hemmerle, a licensed behavioral therapist who works independently and bills through your child's insurance.

Behavioral therapy can be beneficial for children who:

- Have difficulty with emotional regulation
- Struggle with aggressive or impulsive behaviors
- Display extreme separation anxiety
- Have challenges with transitions or following routines
- Experience social difficulties or peer conflict

Our goal is always to support the whole child. Behavioral therapy can be a powerful tool in helping children thrive in the classroom and beyond.

### **Speech & Language Therapy**

Speech and language services are also available on-site through Empower Therapy Services, led by licensed speech-language pathologist, Shelby Latham. Mrs. Shelby provides therapy sessions for children who qualify following a full speech evaluation.

All students begin the process with a free screening. If the screening indicates a potential need, families are offered the option to proceed with a comprehensive evaluation. Services are billed through insurance.

Early intervention in speech and language can:

- Improve articulation and pronunciation
- Support expressive and receptive language development
- Increase vocabulary and communication confidence
- Boost social interactions and classroom participation

We are grateful to offer these services within our familiar and peaceful environment, where children already feel safe and supported.

---

## Health & Wellness

The well-being of every child is a shared priority. Children should arrive rested, well, and ready for a peaceful day of learning. If your child is displaying signs and symptoms of feeling unlike their typical self, we may let you know that we are keeping a close eye on him/her via messaging.

We perform daily health checks at drop-off. If your child shows signs of illness (fever over 100°F, vomiting, diarrhea, unusual rash, or other symptoms), they may be asked to return home until symptoms have been resolved for at least 24 hours, without the aid of medication.

If your child becomes ill while at school, we will call you. We ask that someone is available to pick up within 90 minutes. Please keep your emergency contact list current.

Children with highly contagious conditions (pink eye, impetigo, strep throat, hand-foot-mouth, etc.) will need a doctor's note to return.

---

## Injuries

We work hard to keep children safe and well, however, occasionally typical childhood accidents, such as bumps, scrapes and falls, occur while in our care. Staff will address minor injuries that can be adequately tended to by using soap, water, antiseptic solution, ice, and bandages. Staff will complete an injury report to inform you of the type of injury, location on the child's body, how the injury occurred, where the injury occurred, treatment and child's reaction to the injury.

Parents will be notified of accidents requiring more extensive intervention. If your child becomes injured while at THRIVE Early Learning Academy, these steps will be followed: The seriousness of the injury will be assessed and if necessary, parents will be contacted. First-aid will be administered where necessary. If necessary, emergency personnel will be contacted. If we are unable to contact you, people listed on your emergency form will be contacted.

It is essential that you notify the staff if you are not going to be available via your usual contact method and leave an alternate phone number. Arrangements will be made to have the child taken to the emergency room if necessary. You or the person you designate must be on an emergency form authorizing them to pick up. It is imperative that you pick up your child as soon as possible if you are called. If a medical evaluation and/or treatment are administered, please contact the preschool to inform us of your child's status. THRIVE is not responsible for the payment of fees such as medical or ambulance fees that may be associated with an injury that occurs on the premises.

---

## Nutrition & Meals

Meal time is a time for connection, socialization, and friendship. Students at Thrive are typically involved in some type of preparation for snack together as a class, and then self-serve as the child feels hungry. Occasionally, the room mother may reach out and ask for donated items for food prep via GroupMe message to the class.

Morning and afternoon snacks are provided by Thrive and always include a protein, fruit/vegetable.

Families provide lunch daily. In accordance with state regulations, lunches must include all five food groups: protein, dairy, vegetable, fruit, and grain. Please label all containers

and ensure food is ready-to-eat or requires minimal heating (30 seconds or less). It is preferred for items to be in boxes similar to the "Bentgo" type boxes with everything opened and prepped for the child. If the item needs to be heated, we ask that you send it in a glass container that is ready for the microwave. When sending items that are easily choked on, we ask that families prep these items by cutting them before sending them to school, particularly grapes, cherry tomatoes, and hotdogs.

On Fridays, we offer an optional pizza lunch that includes a balanced plate with fruits and vegetables. If you'd like to opt out of sending lunch on Fridays, we can invoice you on Lillio for pizza Friday



To the left, an example of an acceptable lunch that follows state regulations .

Water bottles with your child's name should be sent daily—water only. Please do not send sippy cups, or cups that do not have a covering for the mouth piece. We do not allow juice, milk, or anything with dye or added sugar in water bottles.



To the left, an example of a "sippy" cup that is not acceptable. There is no covering for the mouthpiece on this. Cups with straws and no mouth piece covering are also not permitted.



To the left, an acceptable water bottle for school. This water bottle will hold up well (stainless steel), and the mouth piece is covered. Labels for water bottles are always a must.

---

## Communication

We cherish open, respectful, and consistent communication. Thrive uses the Lillio app to share daily updates, photos, reminders, and important announcements.

- Teachers are available for messaging during rest time (1:00–3:00 PM)
- Emergency messages outside of hours will be handled by the Director
- Face-to-face conversations are welcome; but please request a time to meet via Lillio message.

The majority of our communication is through Lillio. We do not have a receptionist, and typically the phone is used for emergency purposes. If you have something you need to speak to the Director or your child's teacher about on the phone, we can give you a call or set up a meeting during the teacher's planning period. Please let us know via Lillio message to call you.

We do not permit staff to communicate via personal phone, text, or social media. All

communication must flow through Lillio for safety and professionalism.

---

### **Class Communication**

Each class has a room mother that starts a group chat to keep parents in the know about needs and upcoming events specific to each classroom. This is also the perfect opportunity to become familiar with the families in your child's class for outside of school play dates, birthday parties, etc. Please make sure to download the "Group Me" app, and speak to your class room mother to be involved with your child's class.

---

### **Clothing & Personal Belongings**

Children at Thrive are invited to explore, create, and move freely. We recommend sturdy, comfortable play clothes that are easy for little hands to manage independently. Your child will be painting, digging, climbing, and engaging in hands-on learning—messes are a part of the magic.

Please send your child in shoes that are closed-toe, slip-on or Velcro, and easy to take on and off. We practice a shoes-off environment indoors, promoting independence and comfort, and strengthening fine motor skills. In an effort to keep shoes clean, we ask during the "muddy" months for children to have a pair of rainboots to keep at school to wear during their outside time.

If your child wears dresses, please include shorts or leggings underneath for ease of movement. We also ask that each child has a complete change of clothes (including socks and underwear) stored in their backpack, labeled and appropriate for the season.

We are not responsible for any items that are lost at school. When possible, we ask that you put your child's name or initials on everything. If something is missing, we will always place items in the lost and found box that is found near the front door. Please make sure to check the lost and found box frequently.

---

### **Rest Time**

For children staying more than 4 hours a day, rest time is part of our daily rhythm. We honor this quiet, peaceful space as a time for restoring energy and self-regulation.

Rest time is staggered for all of the full-day classrooms. Depending on the class, it occurs anywhere from 12:30-3:00 PM each day, but does not exceed two hours. We ask families to provide a fitted crib sheet, a small travel pillow, and a small blanket—no stuffed animals, toys, or large bedding, please. All items must fit inside your child's backpack and go home each week for washing. Children are not required to sleep during rest time. After a certain period of time, if your child is still not asleep, he/she will be provided a quiet activity to do on their cot.

If early pickup is occasionally needed during this time, please let us know in advance so we can prepare your child gently.

---

### **Emergency Preparedness & Safety**

Safety is always our top priority. Thrive practices regular emergency drills, including fire,

severe weather, and lockdown procedures. All staff are trained in CPR and emergency response.

In the event of an emergency:

- Parents will be contacted as soon as it is safe to do so
- Emergency contacts will be used if a parent cannot be reached
- If evacuation is necessary, signage will be posted on-site to direct you to our safe location

Our school maintains food, water, and emergency supplies and has a plan in place for all circumstances.

---

## *General Policies & Agreements*

### **Toilet-Trained**

Because "toilet trained" can mean different things to different families, we want to be clear about what it means at Thrive.

Children must be fully toilet-trained to attend Thrive. While we understand that occasional accidents may happen, children are expected to be consistently independent in their toileting routines.

At Thrive, being toilet-trained means children must:

- Be able to verbalize that they have to go to the restroom
- Be able to independently pull down and pull up their pants
- Be able to wipe their own bottoms
- Be able to flush the toilet and wash their hands

Pull-ups may be used during nap time only and must be provided by the family. We will consistently work with children to learn to put pull-ups on and remove them independently.

Our staff is available to assist with gentle verbal guidance and baby wipes when necessary, and we will always support children with kindness and respect. Talking with your child about verbalizing when they need help is crucial to the process.

Please note we do not have the staffing capacity to provide one-on-one potty training. If a child is consistently having accidents or needing frequent toileting assistance, a conversation will be initiated to determine school readiness and next steps.

---

### **Confidentiality & Mandated Reporting**

We maintain confidentiality in all family matters. Please know that all staff are mandated reporters and must report any suspected abuse or neglect to the proper authorities.

---

### **Sunscreen & Outdoor Play**

We go outside daily, weather permitting. Please apply sunscreen before arrival and dress your child appropriately for the season. During the summer months, for those that wish to have sunscreen applied to their child, a separate permission form must be kept on file for this. We do ask that parents send in the sunscreen they wish for their child to use and we

teach them to properly apply their own sunscreen. Please make sure your child's name is on the sunscreen and we will keep it in their cubby box.

---

### Allergies & Medications

Please inform us of any allergies. If the allergy requires an emergency medication, we must be able to keep that medication in a locked box with your child's name printed on it from the pharmacy. State regulations require us to have a medication action plan on file for the child. This action plan must be signed by the doctor. Thrive does not administer daily medication—parents may come to school to do so if needed.

---

### Food Preferences and Avoidances

At Thrive Early Learning Academy, we honor and respect each child's unique needs and family choices, including food preferences and avoidances. In order to support your child in the best and safest way possible, we require a handwritten letter from the parent or guardian if your child has a food preference, avoidance, or sensitivity that is not medically diagnosed.

This letter is state required and will be kept on file and used to guide our staff during snack and meal times. Please include the following in your letter:

- Your child's full name
- A list of the foods to be avoided or preferred
- Any cultural, religious, or ethical reasons (if you wish to share)
- Any instructions for substitute options (if applicable)
- Your signature and the date

If you have substitution wishes for your child, you will be required to provide those substitutions for snacks.

---

### Security

Our school is equipped with security cameras in public areas to help ensure the safety of our community. Footage is only accessed when needed and in accordance with privacy policies.

---

### Events & Celebrations

We love to celebrate childhood! Throughout the year, Thrive hosts events that invite families to engage in our learning community. Some events include:

- Fall and Spring classroom celebrations
- Special Person's Day (January and February)
- Pre-K Graduation
- Birthday celebrations

Room Parents will help organize simple sign-ups for party items via GroupMe. If you sign up as a volunteer to bring items to the party, we ask that all items be **store/restaurant bought AND free from food dyes/food coloring**. If your child's celebration falls on a non-attendance day, families are welcome to attend with their child.



---

## Termination Policy

Thrive reserves the right to withdraw a child or family from the program if:

- Tuition is consistently unpaid
- Policies are disregarded
- Safety of staff or children is compromised
- Chronic absences disrupt the child's or class's routine

All decisions are made with thoughtful consideration for the wellbeing of the child and our school community.

---

## Withdrawal from the Program

If you must withdraw your child from our program, it is required to pay for 2 weeks from the date of the notice of withdrawal.

---

## Authorization

When filling out and signing the yearly enrollment form for your child, you are agreeing to the policies and procedures at Thrive Early Learning Academy.

### Parents/Guardians understand and agree to:

- Enrollment is considered only when the annual registration fee and enrollment form has been filled out in its entirety and returned.
- Being dismissed from the program if a current immunization certificate or a certified vaccination exemption form is not provided. The immunization certificate must be signed by a pediatrician, from the state of Kentucky, and have a date listed on the certificate to be valid.
- In order for your child to be enrolled at TELA, the registration fee is non-refundable, annually, \$200.
- Thrive Early Learning Academy operated year-round, and to obtain a spot for the school year, children must continue their schedules in some capacity during the summer. Special circumstances are considered and only approved by the Director months prior to summer.
- The parent handbook is regularly updates and on the school's website. It is my responsibility to read the handbook in full and adhere to the school's rules, expectations, and procedures.
- Tuition is due the Friday before each week. Failure to pay by the Friday before the week will result in my child being dismissed from the program. Parents understand that if they fall behind on payments, they are obligated to continue settling the account and may be held responsible in small claims court for any outstanding balances. Parents/Families are responsible for all attorney and court fees.
- Children at Thrive undergo a trial period for 10 school days to ensure that this is in the best interest of the child and the school. After the 10 day period is over, an evaluation will take place, and the Director will be in communication with me if there are any concerns.
- Emergency medical treatments will be taken when necessary for my child.