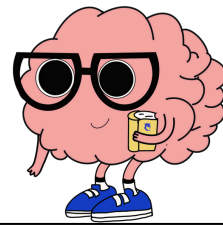


LE3 ACADEMY

Parent Code of Conduct



Registration & Upkeep

It is expected that each child in our care has a completed registration form, feeding and napping agreement, current physical and immunization records, and any emergency medication paperwork. Upon growing through our program, these items need to be updated in the requested timely manner.

Clear Communication

We ask for open communication about your child's development, health, and home life. In return, we'll keep you updated on their health, behavior, and engagement throughout the day. Please stay active on the Brightwheel app and respond to our pick-up notifications within 10 minutes if you need to collect your child within the hour.

Respect & Trust

Always communicate respectfully with staff, other parents, and children. Disagreements should be addressed calmly and privately. Please trust that our staff are educated and qualified to care for your child and a group of children safely.

Feedback and Concerns

Share feedback or concerns directly with the staff in a constructive manner to seek resolution through proper channels.

Policy & Procedures

Comply with all daycare policies, including those related to drop-off, pick-up, and emergency procedures. The parent guide with explained detail is in the Brightwheel app for easy access to review. Remember we are a licensed daycare by OCFS so we are required to follow their regulations in addition to our own policies.

Billing & Payments

Prior to starting the program a \$100 registration fee per family must be paid, a primary billing contact must be assigned, and a form of payment must be uploaded to the system. Failure to maintain a zero balance at the end of each week may result in suspension or termination of services.

Appropriate Behavior

Model and encourage appropriate behavior for your child, promoting kindness, sharing, personal space, and cooperation with peers. If you see any behaviors at home or ways you are rewarding behaviors, please share them with our team so we can replicate them at school to create continuity for your child.

Health & Wellness

Ensure your child is healthy and symptom-free when attending daycare. Inform staff of any illnesses, intolerances, or new allergies. We ask that you take home your child's belongings on their last day of care each week for a deep clean to ensure cleanliness.

Privacy

Respect the privacy of other families and children. Do not take photos or videos of other children without permission.

Failure To Comply

If the COC is broken by any guardian, approved pick up, and/or emergency contact, LE3 reserves the right to determine the amount of failures and extremity of each failure to determine if we can continue services.