

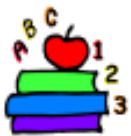
# After School Program Handbook



Revised March 2026

**Classroom: 802-849-9384**

**Cellphone: 802-242-4547**



**Little Academy Preschool**

Dear ASP families,

Welcome to Little Academy After School Program. We are happy that you have chosen our ASP to meet your needs as a family. We look forward to providing a fun filled school year to all our BFA friends.

**This handbook will provide you with an understanding of what our program looks like.**

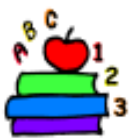
**Schedule:** Little Academy ASP follows the FWSU school year calendar. A copy of the calendar is provided with ample notice of school closings for holidays, recess, and in-service. Snow days will be posted on Vermont Public Broadcasting systems.

Please note: WE ARE AFTER SCHOOL ONLY! 3:00-5:00PM. Students must arrive by bus to be in attendance and may not come and go. Once signed out, they may not return and are considered out for the rest of the afternoon.

**Tuition and Deposit:** Per your after school program contract, your payment of \$150 per week, which includes school breaks, snow days, sick days etc. is due weekly August-June. This ensures that we can keep costs consistent and affordable throughout the school year for community families.

A two weeks notice is expected when your child will no longer be enrolled prior to the end of the school year.

You are responsible for providing a daily snack and water bottle. A \$3 fee will be applied if your child needs a snack (\$1 for water bottle) provided by Little Academy ASP.



**Little Academy Preschool**

**\$100 non refundable deposit is required to hold a spot.**

**Forms that must be returned:** An enrollment application, enrollment contract, photo permission, handbook acknowledgment, permission to disclose with BFA, emergency contact, well check, and immunization record must be completed prior to the start of the school year to be held in a file on site. **These forms must be updated annually.**

**Permission to Discuss with BFA:** This form will provide permission for the staff at Little Academy Afterschool Program to call BFA Fairfax Elementary to find the whereabouts of your child, in the event that they are expected at LAP Afterschool Program and we do not receive them off the bus.

**Bussing:** ASP students will ride bus B. It arrives around 3:05. Please provide BFA with a note providing permission to get off the bus at the After School Program.

**Communication:** Please feel free to contact the school at any time. You can also email if you have any questions, concerns or need to speak to the teacher. Classroom Number: 849-9384 Class Cellphone: 242-4547  
Email: shelby@littleacademypreschool.com

**Needs list for After School:** Each child will **need** sneakers or inside shoes, snacks and a water bottle daily. Please label your child's belongings.

**Fire Drills:** ASP will conduct a monthly fire drill. Each student learns the safety of what to do in an emergency. We will also be introducing a lock down drill, as these are required by the state of Vermont.



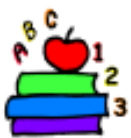
**Classroom Sanitation:** The classroom is cleaned and toys and surfaces are disinfected on a daily basis. We also follow health and state regulations to keep a clean and healthy environment. All children **must** wash hands upon arrival into the classroom.

**Choice Time:** Choice time is a time in the classroom for children to explore and learn throughout numerous activities. Play practices and enhances concentration, imagination, and creativity.

**Snack Time:** Food allergies are accommodated if your child has food allergies please, be sure to provide an action plan from your pediatrician. We have no food restrictions at this time. Each student also needs a drink and or a water bottle. **If your child arrives without a snack, we will provide one and you will be billed \$3.** BFA provides Free Breakfast and lunch to all students.

**Playground Time:** Outside activity is a central part of a child's development and learning experience. Physical activities include running, climbing, skipping, and bouncing enhances a child's large motor development. Outside activity is a beneficial way to build a child's social and gross motor skills along with the joy in nature and having free play outside. We try to be outside as much as possible. Please be sure your child has proper gear for all weather. Providing spare mittens or gloves in the winter is helpful as sometimes they come from school with very wet gear.

**Visitors:** Little Academy preschool has an open door policy. However, for safety purposes, always check in upon arrival at the school. All new visitors will be expected to show ID. This policy is meant to keep all students safe.



**Little Academy Preschool**

**Illness Guidelines and Health Policy:** If your child has a fever, has vomited, or had diarrhea, please keep them home. They may return when they are 24 hours symptom free.

### **Behavior Management**

Our goal of discipline is to assist and guide your children in the development of self control. Teachers will discipline in a consistent way, based on the understanding of varying developmental levels. Simple and understandable rules will be established so that the expectations and limitations will be clearly defined. Discipline will have constructive and natural consequences. Discipline methods may include redirection, separating the child from the situation, or encouraging and reinforcing to gain appropriate behavior and efforts. 123 magic is introduced during the first week of school.

### **Clothing:**

Children should come to ASP comfortably dressed and with clothing that is appropriate to the weather. Please mark all clothing and other belongings with your child's name. Please leave a spare outfit in your child's backpack in a storage Ziploc bag with your child's name on it.

### **Permission Notes:**

If your child is picked up by any person that has not already authorized to do so you must send in a note, text, or call. The note should be dated and include the name of the person picking up your child. Please inform the person that is picking up your child identification is needed.

### **School Closings:**

Little Academy Preschool follows the FWSU public school academic calendar. Copies of the current calendar are provided to all parents at



the beginning of each school year. School may be canceled or delayed if the weather is exceptionally bad or for some other emergency.

Information will be sent to the Vermont broadcast System and displayed over local cable TV. School breaks are posted on the calendar. Please make note of all school closings.

NO SCHOOL = NO ASP

### **Late Pick-Up Fee:**

ASP pick up is by 5:00. If you will be late, communication is requested. A fee of \$1 per minute will be charged and should be paid in the week that you were late.

### **Absences:**

When your child is going to be absent, please be sure to let us know. You may call 849-9384, call or text 242-4547, or leave a voicemail on either phone. You may also provide written absence via email.

### **Confidentiality**

We respect the rights of the student, parents and families. If you need to discuss something, please know so that we can offer a private place to do so. It is our obligation to you to keep your student's records and developmental growth in a professional and confidential manner.



# Little Academy Preschool

# Handbook Acknowledgement

## After School Program

School Year 2026-2027

I \_\_\_\_\_ have read and understand the Preschool policies. I acknowledge what is expected of me as a parent and what is expected of the staff at Little Academy.

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Parent signature

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LAP ASP staff signature

Please sign and return



**Little Academy Preschool**