PARENT HANDBOOK

Toddler Program (Half Day)

Waitlist and Enrollment Information

If you join our waitlist, we will let you know within 48 hours what the anticipated timeline is for classroom openings, and how many other folks are in queue for those openings.

We offer rolling enrollment. This means there is not an application deadline and children can join our group as soon as a spot is available and registration has been completed.

When a spot becomes available, we reach out to everyone on our waitlist to schedule a classroom visit and complete registration* in order to secure the opening. These next steps must be completed within two weeks of notification of vacancy. This allows us to offer open spots to families for whom our program is a great fit, in the most timely manner possible.

Payment for child's first week of enrollment is due the week prior to their start date, along with a $400 security deposit.

Security deposits will be returned upon child's departure from MSA, unless child is withdrawn from the program with less than two weeks' notice.

*Pre-registration is available upon request. This allows folks who are on the waitlist to visit the classroom and complete registration in advance of a spot opening in order to get a jump on future availability. There is a $50 non-refundable fee for pre-registration (but no fee for simply joining the waitlist).

Costs, Late Pick-Up Policy, and Payment Information

The weekly cost of our toddler program is $400 (without coworking) or $435 (with coworking).

This weekly fee includes lunch and breakfast for the kiddos, laundering of school clothes, diapering products, milk, bug spray, and sunscreen. If you elect to bring your own diapering products/milk/bug spray/sunscreen, no discount will be given to account for this.

Payment is due each Wednesday for the coming week (in advance), along with any late pick-up fees accrued within the prior week (in arrears).

A 5% discount is given for autopay enrollment.

Pick-up time is between 12 and 12:15 PM each day. Late pick-ups will face a $5/minute fee for each minute past 12:15 PM. Additionally, habitual late pick-ups could lead to expulsion from the program.

Prior to the start of each season, we provide a list of weather-appropriate attire that is to remain at the school for your child. This is to enable our practices of getting outdoors every day and of allowing the children to get messy (whether via mud kitchen or a lunch of spaghetti and meatballs). On-site clothing is laundered regularly so parents don't have to worry about packing for each day. Of course, some clothing will migrate back and forth (since child will presumably be wearing clothes when they arrive and depart), and this will be addressed as needed by conferring with caregivers at pick-up time.

Time Off

Full tuition is due weekly, regardless of whether school is closed or child is absent (either voluntarily or due to illness/injury or inclement weather).

School will not be canceled due to inclement weather. However, this should not be taken as an indication that driving conditions are safe. Please be cautious when deciding whether or not to make the trek to school, especially in snowy and icy conditions.

Please refer to our current year calendar for our list of planned school-closed days.

Naps

Since our toddler program is a half-day program, we do not have nap time. If a child seems tired, we will do our best to offer a cozy and quiet space for rest. However, we don't have a designated nap area and the other children of the group might make it difficult for one to nap.

Potty Training

Children in our toddler program don't need to be potty trained. We endeavor to support each individual child/family's stage in the potty-training journey.

Illness

Please keep your little one home if they exhibit symptoms of illness; for example: cough, runny nose, fever, vomiting, diarrhea or unexplained rashes.

Please notify us if child contracts a contagious illness (strep throat, conjunctivitis, chicken pox, flu, etc.).

If child has experienced symptoms or been diagnosed with a contagious illness, they may return to school when:

- they have been symptom free for 24 hours (if no diagnosis) OR
- they have been declared no longer contagious by doctor (if diagnosed; doctor note of clearance required)

Medication Administration

Medications may be administered by staff if a medication administration form has been filled out by a parent/guardian and the medication is provided in the original container with the original prescription label containing the prescription. For non-prescription items, such as Tylenol, lip balm, etc., they must be provided in the original container with written permission from a parent/guardian.

Vaccination

Proof of immunization is required in New Hampshire, even for children attending a non-licensed or license-exempt home daycare. State law (RSA 141-C:20-c) mandates that no child can be admitted or enrolled in any child care agency—public or private—without documentation.

Restraint

Mountain Saplings Academy is committed to limiting the use of restraint. We follow all requirements under New Hampshire law. We endeavor to provide a safe, nurturing, and respectful environment for all children. We believe in proactive guidance, peaceful conflict resolution, redirection and de-escalation strategies, and positive behavior support.

Restraint is used only when necessary to protect a child or others from imminent harm.

We will partner closely with families if/when behavioral concerns arise, and do our best to help a child work through behavioral difficulties. If a child's behavior too frequently threatens their safety or the safety of others, however, this could be grounds for expulsion from the program.

Withdrawal from Program

If a family plans to withdraw their child from Mountain Saplings Academy, we ask that families let us know as soon as possible, at least two weeks in advance. Failure to provide at least two weeks' notice of intent to withdraw could result in forfeiture of security deposit.