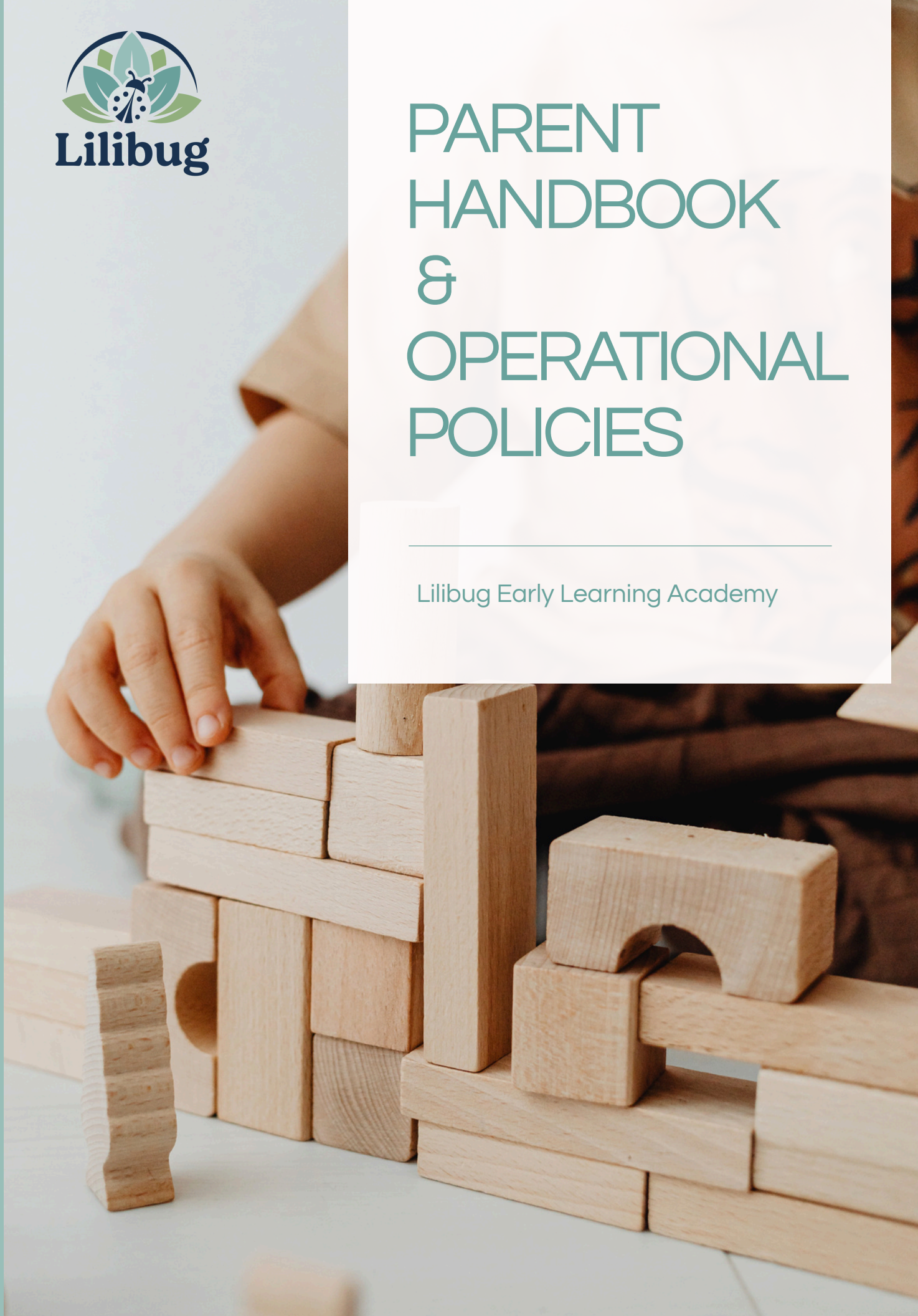
Lilibug

PARENT HANDBOOK & OPERATIONAL POLICIES

Lilibug Early Learning Academy





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WELCOME & MISSION STATEMENT

Welcome to Lilibug Early Learning Academy, Mabank's premier boutique micro-preschool experience.

Our mission is to bridge the gap between big-center learning and cozy home comfort. By maintaining an exclusive, low-ratio environment, we ensure your child receives the individual academic focus, emotional security, and active safety monitoring they need to build a lifelong love for learning.



OUR PREMIUM ADVANTAGE



Kindergarten Readiness Curriculum

This is a structured early education program tailored specifically for children ages 2 to 4 years old. Daily learning blocks build critical early literacy, mathematical concepts, fine motor skills, and creative expression.

Bilingual (Spanish) Language Exposure

Early childhood is the peak window for effortless language acquisition. We integrate bilingual English and Spanish interaction seamlessly throughout our day—using songs, counting, colors, and interactive vocabulary blocks during circle time.

Faith-Based Character Development

We believe in nurturing a child's character alongside their mind. Our daily routine gently integrates wholesome, faith-based values through short morning prayers, Bible-themed storytelling, and a continuous focus on kindness, sharing, and honesty.

Intimate 1:3 Teacher Ratio

While commercial daycare centers place up to 11 toddlers with a single caregiver, we strictly limit our enrollment. This means your child is never lost in a crowd.

HOURS OF OPERATION & COMMUTER POLICIES

Standard Operational Hours

Monday through Friday from 7:00 AM to 6:00 PM.

Late Pick-Up Fee

The Academy closes promptly at 6:00 PM. A strict penalty fee of $1.00 per minute will accumulate starting at 6:01 PM based on the facility clock. This late fee must be paid directly to the provider before the child can return to care the following morning. Three late pickups within a 90-day period may result in termination of the childcare contract at the operator's discretion.



FINANCIAL TERMS, ABSENCES, & DEPOSITS

Enrollment Deposit

A non-refundable fee of **$100.00** is due at the time of enrollment to lock in your child's spot. This is credited toward their first week of tuition.

Weekly Tuition

The flat-rate weekly fee is **$195.00** per child, inclusive of full-day care, curriculum materials, and full meal services.

The Exclusive Slot Policy

Tuition is an investment to secure your child's highly competitive, exclusive slot within our 3-student capacity. Therefore, full tuition remains due every week regardless of attendance. No discounts, refunds, or make-up days are provided for child absences due to illness, family vacations, or personal schedule changes.

Payment Schedule

Tuition must be paid in advance every Friday by 6:00 PM for the upcoming week of care via Cash, Zelle, or Venmo. A $25.00 late fee applies automatically if payment is missed, and services will be suspended on Monday morning until the balance is cleared.



FULL CULINARY SERVICES & MEAL PROGRAM

We remove the daily stress of meal prep for parents. Lilibug Early Learning Academy provides a complete, balanced, and child-appealing menu daily. Tuition covers:

Breakfast	AM Snack
Lunch	PM Snack

Dietary Restrictions: Parents must document all food allergies on the enrollment forms. We will work to reasonably accommodate individual medical dietary requirements.

REST & NAP TIME LOGISTICS

Adequate rest is vital for early childhood brain development and emotional regulation. A dedicated **2-hour nap/quiet rest window** is built into our daily routine from 1:00 PM to 3:00 PM.

- Individual, easy-to-sanitize sleeping mats are provided on-site by the Academy.
- Children are not legally forced to sleep, but they are required to rest quietly on their assigned mat with a book or soft toy to respect the sleep of their classmates.



STRICT ILLNESS EXCLUSION & CLEANLINESS POLICIES

To protect our small-group environment and maintain operational consistency, we enforce a strict wellness policy. If the provider falls ill, the entire facility must close.

Vaccination Policy

In accordance with Texas Health and Human Services guidelines, parents must provide a current copy of their child's immunization records signed by a licensed physician prior to their official start date. Lilibug Early Learning Academy complies with all local regulations regarding mandatory immunization intervals. Approved medical or official notarized religious exemptions are permitted with proper state-issued documentation provided for our secure files.

Medication Administration

Prescription medications will only be administered following strict state safety protocols. All medications must be provided in their original container, labeled with the child's first and last name, and unexpired. No medication (prescription or over-the-counter) will be given without a fully completed and signed Medication Authorization Form from the parent/guardian. All medications are stored immediately in a secure, locked container completely inaccessible to children.

The 24-Hour Rule

Children must be completely symptom-free **without the assistance of fever-reducing or symptom-masking medication for a full 24 hours** before returning to the facility. Children will be automatically excluded or sent home immediately for:

- An elevated temperature of **100.4°F** or higher.
- Vomiting or diarrhea (even a single episode).
- Unexplained, undiagnosed body rashes.
- Discolored eye discharge or swelling (Pink Eye indicators).



POTTY TRAINING POLICY & PARTNERSHIP

We happily partner with families navigating potty training. To maintain a sanitary learning space, we implement these guidelines:

Pull-Up Transition

Children who are not fully independent must wear **disposable pull-ups featuring easy-open velcro sides** (no standard tape diapers for preschoolers).

Required Supplies

Parents must maintain a continuous supply of disposable pull-ups and at least three (3) complete sets of clearly labeled spare clothing (shirts, pants, underwear, socks) in their child's designated cubby. The facility will provide wipes.

Soiled Items

Accidents are normal. Soiled clothes will be placed in a secure, sealed plastic bag inside the child's cubby to be laundered at home.

AGGRESSIVE BEHAIVIOUR & BITTING POLICY

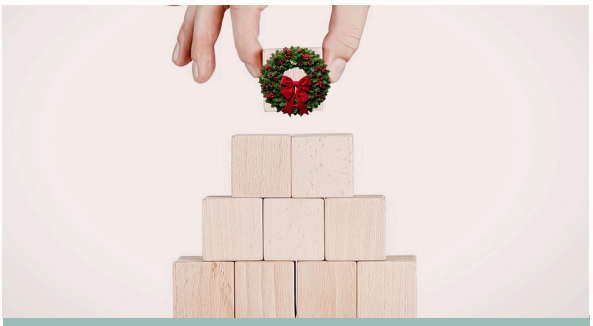
Physical aggression (biting, hitting, kicking, or hair-pulling) compromises classroom safety. Because our group size is tiny, an aggressive action impacts the entire academy environment.

- **Behavior Redirection**: Incidents are met with immediate separation from the group, comforting the injured child, and delivering a clear verbal boundary in English and Spanish ("No biting. Biting hurts. / No morder. Morder duele.").

- **Incident Documentation**: Confidential written incident reports are provided to both families involved before pick-up. Personal names are never disclosed to protect privacy.

- **The Behavioral Threshold**: If a child inflicts **three (3) unprovoked, skin-breaking bites or physical injuries within a rolling 30-day period**, it signals that our environment is not a safe behavioral match. Lilibug Early Learning Academy reserves the right to **terminate the childcare contract immediately without a 2-week notice** to protect our students and staff.

PROVIDER VACATION & SCHEDULED CLOSURES



Paid Holiday Closures
The Academy will be closed on the following major holidays, and regular weekly tuition still applies

New Year's Day	Memorial Day
Independance Day	Labor Day
Thanksgiving Day	Day After Thaksgiving
Christmas Eve	Christmas Day



Provider Planned Vacation: The facility reserves the right to close for a maximum of two (2) separate, week-long vacation windows per calendar year. Parents will receive at least two weeks' advance written notice of these dates. Tuition is not charged during provider vacation weeks.

Emergency Sick Leave: The provider reserves the discretion to use up to five (5) paid personal/sick days per calendar year. All efforts will be made to provide a substitute teacher/care giver in such a case. Parents will be notified by 6:00 AM if an immediate emergency closure is required.

SECURITY & SAFETY



Authorized Lists Only

Children will only be released to individuals explicitly listed on the child's authorized pickup sheet.

Legal Mandatory Reporting

As licensed/registered early childhood professionals in Texas, we are legally mandated by law to monitor for and report any suspected signs of child neglect or abuse to the appropriate state authorities.

Identification Lock

A valid photo ID is mandatory for any individual picking up a child. If the name on the ID does not match your list exactly, the child will not be released.

Emergency Drills & Preparedness

Lilibug Early Learning Academy prioritizes child safety above all else. In compliance with Texas Minimum Standards, we conduct mandatory monthly fire evacuation drills and quarterly severe weather/lockdown drills so the children are fully prepared and calm in an emergency. Our comprehensive Emergency Evacuation Plan is proudly posted on the entryway wall for parent review.

PARENT HANDBOOK ACKNOWLEDGEMENT SIGN-OFF

Please print, sign, and return this sheet along with your Enrollment Contract.

I hereby acknowledge that I have received, read, and thoroughly understand the operational guidelines, behavioral rules, and structural terms outlined in the Lilibug Early Learning Academy Parent Handbook.

I agree to fully comply with all policies herein, the 24-hour illness rule, tuition deadlines, and the aggressive behavior threshold.

Parent/Guardian Name Printed	**Parent/Guardian Signature**	**Date**
Director/Provider Name	**Director/Provider Signature**	**Date**



CONTACT INFORMATION

GET IN TOUCH

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