



LITTLE STEPS ACADEMY

2019-2020

**Little Steps Academy
26 Willow Dr.
Orlando, FL 32807
Phone Number (407) 482-8279
littlestepsllc@gmail.com**

MISSION

To provide a high quality education developed in a healthy and safe environment for all students, encouraging them to reach high performance standards, providing equal opportunities without distinction of race, color or religion.

VISION

Consolidate **LITTLE STEPS ACADEMY** as a high performance private institution committed to children and their learning, promoting relationships of respect and cordiality among students and teachers, and promoting motivating academic activities developed in a healthy and safe environment.

PHILOSOPHY

- We believe that education is a right of the child and its quality depends on those who provide it.
- We believe that mutual respect builds and shapes the character of people.
- We believe that young people are able to achieve their hopes and dreams if they are motivated and supported correctly.
- We believe that values are taught at home and they are to be reinforced in school.
- We believe that with love and proper discipline, we will train better students and great professionals who will contribute a lot to society.
- We believe that education is the most precious treasure that parents can inherit to their children.
- We believe that the best relationships are those that are built based on trust, respect among adults, and our children deserve equal treatment to achieve a positive training.

CURRENT PROGRAMS OFFERED

Primary, Secondary and Higher Education (K to 12^{ve} Grade)
Before and after school
Summer camps
Educational tours

CURRICULUM/GOAL PLAN AND EDUCATIONAL FRAMEWORK

LITTLE STEPS ACADEMY'S purpose is to provide high quality school education that meets expectations of Florida State Education Standards. We have selected the Abeka Curriculum in order to achieve this goal. The curricular educational focus of this curriculum covers the subjects of reading, writing, history, mathematics, science, health, and English and has been accredited by the two United States Accreditation Programs FACCs and MSA-CESS. For its implementation, our teachers have been certified by the same company.

All curricula in the classroom are applied in a way that reflects the sensitivity and values of the family in all areas of development. They offer opportunities for students to learn individually and in groups, according to their development needs and interests, and the assessment of the individual needs of each student.

ASSIGNMENT POLICIES

The daily activities assigned are intended to reinforce the work that has been taught in class. Teachers will assign the activities according to the grade level and the learning needs in each subject, which form part of the evaluation for the assignment of grades.

REPORT CARDS

A qualifications report will be delivered quarterly, expressing the level of progress that your child has achieved in each of their subjects. These reports must be collected in the classroom on the dates indicated and returned, duly signed by parents. Both the parent and teacher of a child may agree to meet to discuss the results obtained. **No report of a student whose account is not up to date may be released.**

PARENT CONFERENCE

If you wish to have a meeting with your child's teacher or the school principal, please stop by the administration in order to schedule your appointment. Also, at the discretion of the school administration, you may be invited to a meeting to thoroughly discuss the results or degree of progress your child has made.

DAYS AND HOURS OF OPERATION (Monday to Friday)

Before School 6:30 am to 8:30 am
School Hours 8:30 am to 2:30 pm (Wednesday 1:30 pm)
After School 2:30 pm to 6:00 pm

HOLIDAYS & VACATIONS

The school will be closed on all holidays and the holiday period listed in the Orange County Public School calendar (OCPS) (calendar attached).

INCLEMENT WEATHER/CLOSURES

The school can be temporarily closed due to natural phenomena, such as a hurricane. The closing will be done according to the instructions given by the Orange County Public School (OCPS) for the safety of your child.

ATTENDANCE

It is responsibility of every student registered in LITTLE STEPS ACADEMY to attend classes every day and to respect in and out time. Absences must be notified and justified in the prescribed manner.

ABSENCES

We have implemented the following steps to reinforce the attendance of our students:

- a) After each absence (excused or unexcused) the principal will contact the parent/guardian to confirm the reason for the

- absence. When a student returns from an absence, a note written by the doctor, parent or guardian will be required.
- b) If the principal observes that a pattern of absence is developing, even if the absences are excused, a meeting with the parent or guardian will be requested to obtain possible solutions to such situation.
 - c) If the initial meeting does not resolve the problem, the principal must implement the following procedure:
 - a. After several attempts to obtain communication between the teacher and parent/guardian,
 - b. we will be governed by the Attendance Agreements.
 - d) If the student has five (5) unexcused absences, or absences with an unknown reason, during a period of one (1) month, the student will be reported to the Department of Children and Family, as required by State Law.

LITTLE STEPS ACADEMY reserves the right to expel any student who does not comply with the Attendance Policies of our Institution.

PUNCTUALITY

Parents or guardians will have to report to the administration if their child arrives at the academy after 8:30 a.m. and must sign the record book. Students with five (5) latenesses in a month will not be accepted without first having a meeting with the parent/guardian. And is subject to receiving demerits according to our MERITS AND DEMERITS MANUAL in Art. 15

EARLY RELEASE

All responsible parents or guardians must sign out if their child is removed before school hours.

EDUCATIONAL TOURS

Parents must sign permission forms and return them to teachers. Anyone who wishes to join must notify the office at least one week before any field trip for approval. The cost of this field trip is under responsibility of the parent or guardian.

MEDICINE ADMINISTRATION AND SECURITY POLICIES

MEDICINE ADMINISTRATION POLICY

LITTLE STEPS ACADEMY will not provide medication to their students. If a child requires any medical treatment during their school hours, it will be the responsibility of the parent to provide it.

DISEASE

Children who have shown some symptom of an infectious disease within 24 hours are likely to be contagious and must fully recover from the disease in the comfort of their home.

If the student does not feel good during the school hours, the parents or guardian will be notified immediately to be removed from school. The sick student, if required, will be isolated from the other students to minimize exposure. If parents cannot be contacted, the person designated as an emergency contact will be notified. The academy reserves the right to request a medical statement before any student can be readmitted. Students who contract the following illnesses will not be allowed to return to school until the exclusion period has ceased.

Examples of associated symptoms:

Fever above 100 °F	Vomit
Diarrhea	Sore throat
Loss of voice	Conjunctivitis
Persistent cough	Lice
Nasal green fluid	Yellow skin
Fluid in the ears	
Exposed skin wounds	
Shortness of breath	

ACCIDENTS/EMERGENCIES

If a student has been injured and there are no serious wounds (scratches) or breaks in a way that does not put his/her life at risk, **LITTLE STEPS ACADEMY** will evaluate the student and provide first aid, then they will contact the parents/guardian by phone or through a written report that will explain all the details that were involved during the accident. This

report must be signed by the parents or legal guardian before removing the child from school.

In case of medical emergency:

LITTLE STEPS ACADEMY will try to contact parents first. In case of a situation that puts the student's life at risk, the necessary actions will be taken to safeguard child's life by calling 911. If parents cannot be contacted, we will keep trying until he or she is available. If we are not able to contact you, we will start calling the people designated as your **Emergency Contacts, who have been automatically authorized by you in order to act on your behalf.**

EMERGENCY HANDLING PROCEDURE FOR NATURAL DISASTERS

Hurricanes are the most common natural disasters in the State of Florida. Other accidents can occur such as fires, car accidents, use of toxic substances, etc. To handle the consequences of these accidents, LITTLE STEPS ACADEMY has an EMERGENCY MANAGEMENT HANDBOOK, which has been discussed extensively with the teaching and administrative personnel of the academy. Fire drills are held monthly, and we are trained to keep students safe in case of any emergency.

PROCEDURES TO LOCALIZE LOST CHILDREN

In LITTLE STEPS ACADEMY, permanent supervision is exercised over all students during their stay in our facilities, however, we are not exempt from the eventual loss of a child or adolescent. In such circumstances, we will implement the Emergency Plan prepared for such situation. This handbook is totally well-known by all the teaching and administrative staff.

DEATH OF A CHILD OR PERSONNEL IN LITTLE STEPS ACADEMY

If a sudden death of a classmate or staff member occurs unexpectedly, LITTLE STEPS ACADEMY will apply the Handbook of Mourning Management Procedures, which describes the steps to be followed and who would be responsible for carrying it out. As part of the training for the teaching and administrative staff, this handbook has been widely discussed.

DISCIPLINE POLICY

All proper behavior deserves to be recognized, just as inappropriate behavior is intolerable and must have severe consequences according to their degree of complexity. Young people must accept responsibility for their own behavior based on their training capacity.

In a democratic society, the teaching of appropriate civic skills requires the participation of the entire school community. Schools provide a social context in which students need support while teaching to accept responsibility for their own behavior.

The discipline must be individualized and constant for each student. Aimed at teaching acceptable behavior and self-control. In LITTLE STEPS ACADEMY, we consider that it is **more important to praise and encourage good behavior instead of focusing only on unacceptable behavior by resorting to punishment.**

LITTLE STEPS ACADEMY prohibits students from being subjected to discipline that is severe, humiliating, threatening, or associated with food, rest, or going to the bathroom or any other form of physical punishment. No child will be beaten, scourged, belittled, humiliated, shouted at or intimidated at LITTLE STEPS ACADEMY, even with the permission of a parent or guardian, no corporal punishment will be used within our facilities.

To encourage good behavior in the student body, we have created a Handbook of **MERITS AND DEMERITS** and the article is as follows:

Art. 1

The Good Conduct supervision is responsibility of the teaching staff and the application of the Disciplinary Rules in **LITTLE STEPS ACADEMY** is responsibility of the administration.

Art. 2

Good Conduct comprises the following systems:

- a. **Educational:** It is based on the democratic sense of the professor, their power of persuasion, esteem, respect and frank and loyal cooperation among professors and students in both teaching and program activities.
- b. **Preventive:** It will be used according to the degree of maturity of the students and it will be proposed to foresee the infractions and prevent them from occurring.
- c. **Corrective:** It consists in the application of sanctions to students for the infractions committed. This system will be under responsibility of the administration.

Art. 3

The disciplinary actions taken must be of a corrective and formative nature that preserve the establishment against negative influences; otherwise, sanctions will be applied as described in the following articles.

Art. 4

Sanctions for faults will have an application according to the Handbook of Demerits following the corresponding procedure. **Those in which a special treatment is considered due to its particularity or seriousness will be done in accordance with the current Educational Laws.**

Art. 5

The use of merits will help stimulate and recognize the positive aspects of students' behavior and academic achievements. This handbook, among other things, will contribute to the balanced development of the student's personality, raising their self-esteem and stimulating the acquisition and formation of values. It will also allow the student to identify with their school and feel proud and satisfied to be part of it, contributing in this way to their integral formation.

Art. 6

The use of demerits will allow greater control over the behavior of students and it will allow the administration to have a real and objective concept of their behavior. Teachers will register the oral and written

attention calls, and the administration will keep the record of the demerits applied to the student.

Art. 7

The Handbook of Merits and Demerits is an instrument that regulates the behavior of students and their application and observance by them is valid throughout the pedagogical work inside and outside the institution during the school year.

Art. 8

School Uniform

- a. Skirt up to the knee (girls); straight cut trousers (all)
- b. School official polo shirt
- c. Socks above the ankle
- d. Close toed shoes
- e. Physical education: Tracksuit and shirt with the school emblem or logo
- f. A dress uniform will be established for school solemn acts and special performances.

NOTE: The uniform does not allow makeup, nails, or exaggerated accessories for middle and high school students. Elementary school students are not admitted. Haircuts should be traditional and the color should be natural.

MERIT RULES

Art. 9

The Administration will be in charge of the fulfillment of what is established in this article, when granting merits to the students. The teacher must follow the following instructions:

- a) Each time that merit is granted, the reason for it will be discussed, filled out, and the administration will sign it to be delivered to the student.
- b) The original sheet of merit will be for the father of the family, and the copy will be filed and stored by the administration.
- c) Merits will be granted up to one week after the activity in which the student has earned them. **Merits must be granted immediately by teachers based on their ethics**

The students will be subject to the following recognitions:

- ✓ They will be part of the distinguished panel by merits obtained from 5 merits.
- ✓ Once 20 merits are accumulated, a free period without loss of assignments is rewarded.
- ✓ Once 35 merits are accumulated, a day of color is rewarded.
- ✓ Once 45 merits are accumulated, the student will get 5 additional points in the two classes with the lowest academic index in the fourth partial.
- ✓ From 50 merits onward, the student will obtain a diploma of recognition in the Graduation Acts.

NOTE:

***Merits will not be granted when the amounts obtained are part of the evaluation of different subjects.**

****In the fourth partial, Teachers will extend the last merits the week prior to the final evaluations.**

Art. 10

Three (3) merits will be awarded to students whose parents attend a parent conference on time.

Art. 11

The coach, instructor and/or Principal will assign three (3) merits by partial to the students that participate in sports and artistic groups.

Art. 12

Students who participate in sports and artistic groups may do so as follows:

- a. During the first partial, all students enrolled who wish to be part of the different teams and artistic groups will participate.
- b. Once the first partial is evaluated and beginning the second, only students who have no more than two failing subjects in the academic period will be allowed to join.
- c. After evaluating the second partial and beginning the third one, only students with no more than one failing subject in its annual index (less than 120 points) will be accepted.
- d. After evaluating the third partial and beginning the fourth, only students with no failing subjects in its annual index (180 points) will be accepted.
- e. As for any other case not contemplated in this regulation, parents and administration may resolve it according to the interest of the student and the institution.

Art. 13

With the purpose of motivating students to have a positive behavior, those actions, acts, etc. that favor the above can be valued by the administration as a compensatory action to the record of minor faults of the student.

Art. 14

The positive behavior of students will be recognized through merit in the following ways:

(3) THREE MERITS

- ❖ Outstanding participation in Civic Acts and any other internal event. In the case of sports and artistic groups where students participate in all events of the partial.
- ❖ High sense of cooperation.
- ❖ Show honesty when returning valuable objects found.
- ❖ Not accumulating latenesses by partial.

(4) FOUR MERITS

- ❖ Outstanding participation in any local event outside the school (championships, presentations, etc.)
- ❖ Positive leadership in the school.
- ❖ Improvement of academic performance from one partial to another.
- ❖ Improvement of discipline.
- ❖ Keeping the disciplinary record clean by partial.

(5) FIVE MERITS

- ❖ Outstanding participation in program activities of the school nationally.
- ❖ Obtaining an academic performance between 80-100%, allowing a maximum of one subject with a 70% grade.

(7) SEVEN MERITS

- ❖ Very good academic performance (80-100%) in all subjects. They are assigned in each partial by the teacher guide.

(10) TEN MERITS

- ❖ Academic excellence of 91-100% in all subjects will be assigned in each partial by the teacher guide.
- ❖ International representation in the academic, sports and/or artistic area.

OBSERVATIONS ABOUT DEMERITS

Art. 15

They are **SLIGHT FAULTS** and will be sanctioned with **TWO (2)** attention calls duly noted by the teacher in the respective sheet prior to the assignment of any DEMERIT.

(1) ONE DEMERIT

- Interrupting the teacher.
- Introducing objects or materials not relevant to the educational activity.
- Refusing to pay attention or not taking notes in class
- Not keeping books and school supplies in good condition.
- Losing a class textbook and/or materials that are required for the development of a certain activity.

- Remaining in the classroom during break and/or lunch hours without authorization.
- Playing ball in the classroom or hallways.
- Eating in close.

(3) THREE DEMERITS

- Accumulation of five (5) class latenesses. (Late pass)
- Leaving class without teacher authorization.
- Bringing or playing games of chance and/or that are non-educational.
- Disregarding the geographical limits established for each level.
- Walking around the parking area during non-established hours.
- Bringing private individuals to school without proper authorization.
- Lying.
- Remaining in school after hours without authorization.
- Entering unauthorized bathrooms.
- Being involved in the fulfillment of an offense.
- Using the uniform incompletely or incorrectly in any way.
- Using and expressing vulgar words and gestures.
- Lack of respect among peers.
- Returning unsigned parent's documents sent by the school.
- Threatening other classmates.
- Any kind of public displays of affection, whether or not between a couple

SERIOUS CASES OF MISCONDUCT

(5) FIVE DEMERITS

- Getting in a private bus or car at the exit of the school that does not correspond to them, without the authorized pass and/or getting off the bus in a place different from the one established.
- Observing bad behavior in civic acts, inside the bus, halls, cafeteria, office, etc.
- Destroying the property of others (causing havoc).
- Committing fraud in projects and assignments. The penalty may be a zero or a reduced percentage. (in the case of tests and exams see **ART. 22**)
- Manifestation of disobedience.
- Lack of respect to administrative and service teaching staff.

- Escaping from class and/or programmed activity (civic events, other events, etc.)
- Vandalizing walls, doors, columns, chairs, lockers, blackboards, bus seats, etc. with inscriptions of any nature.
- Falsification of any signature, permission notes, reports.
- Issuing comments that damage the integrity and reputation of students, administrative teaching staff and the institution in general.
- Participating in games that put at risk the physical and emotional integrity of students.

VERY SERIOUS CASES OF MISCONDUCT

(7) SEVEN DEMERITS

- Stealing
- Showing harmful attitudes towards their moral formation.
- Verbally, physically or psychologically assaulting classmates.
- Altering grades, exams, biweekly reports and partial media reports.
- Leaving home in uniform and not showing up to school.
- Being in possession of matches, lighters, cigarettes, explosives (fireworks) and replica firearms.
- Inducing other students to fight, commit fraud, crimes, etc.

(10) TEN DEMERITS

- Participating in physical fights.
- Threatening and/or physically assaulting school personnel.
- Bringing or carrying sharp objects.
- Performing activities using the name of the school without proper authorization.
- Stealing exams with or without the intention to copy or sell.
- Attempting to or escaping from school.
- Attempting to or transferring the security permissions from the school's computer server.

STUDENTS WHO COMMIT THE FOLLOWING FAULTS WILL BE FINALLY EXPELLED FROM THE SCHOOL:

- Bringing firearms or other weapons.
- Entering the institution under the influence of alcohol and/or drugs.

- Bringing and/or consuming drugs, cigarettes, alcoholic beverages inside the school, or wearing a uniform outside the institution.
- Acting in ways that offend the establishment prestige or the honor of those who execute it.
- **The respective Letter of Misconduct will be issued and the events will be reported to any educational center that requests it.**

Art. 16

To grant demerits, proceed as follows:

1. A conversation will be held, where the participants can express with respect what happened according to their point of view.
2. The teacher will register the attention calls, whether verbal or written, for the faults committed by the student, and then teacher will proceed to apply demerits.
3. If it is a serious or very serious fault, the corresponding demerits will be automatically applied according to the Merit and Demerit Handbook.
4. The teacher who grants the demerit will fill in the corresponding ballot, after approval of the administration, then they will hand it over to the student, who must return it duly signed by the parent the next day after being received.
5. When the fault is serious or very serious, the administration will be in charge of delivering the demerits to the student, making sure to receive it the next day duly signed by the parent.

Art. 17

The accumulation of demerits will be sanctioned in the following manner:

- ✓ **Minor faults - One or three demerits (1, 3):** Demerits will be awarded according to the fault, this being the only sanction. This sanction may be repeated if the student recurs in minor faults.
- ✓ **Serious faults - Five demerits (5):** two (2) days of internal detention after school hours from 2:30 - 4:00 pm. This sanction may be repeated if the student recurs in serious misconduct (for high school students). In the case of elementary students, the detention will be done during class hours and it will be one day in the resource room, performing workshops related to their assigned school duties.

- ✓ **Very serious faults - Seven demerits (7):** one day of external suspension
- this sanction may be repeated if the student recurs in very serious faults.
- ✓ **Very serious faults - Ten demerits (10):** Two (2) days of external suspension. This sanction may be repeated if the student recurs in very serious faults.
- ✓ The demerits will be cumulative in order to establish the student's final record at the end of the school year to determine **the conditioning or cancellation of enrollment for the next school year.**

NOTE: Any suspension outside the school will be recorded in the minute book and dictated by the administration. After eighteen (18) demerits the student's enrollment will be conditioned for the following school year. After thirty (30) demerits, transfer will be extended.

Art. 18

In special cases, duly justified, the school reserves the right of admission for the following school year regardless of the number of demerits received.

Art. 19

The physical damages caused to the assets of the students, personnel of the institution and the establishment, will be paid by the student who causes it without prejudice.

Art. 20

Students in detention after school will be under the supervision of the Principal, and/or teacher assigned in the office or room assigned for that purpose. During that time, they will be doing assignments for each subject. Students will not receive any visit, and they will be supervised in the extracurricular activities they participate.

Art. 21

It is prohibited to carry and use mobile phone in the school campus, mobile phones or electronic devices that students bring without authorization.

Art. 22

In case of finding a student committing fraud with a written copy of the exam or test answers, they will be suspended and their grade will be 0% with no right to reconsideration.

ABUSE AND NEGLIGENCE POLICY

In accordance with 39.201 Section of the Florida Statutes (FS) all LITTLE STEPS ACADEMY's personnel are required to report suspected child abuse, neglect or abandonment to the Florida Abuse Hotline.

- "Child abuse or negligence" is defined in s. 39.201 (e), FS as "damage or threat of harm" to health, or physical well-being or mental of a child for the acts or omissions of a parent, adult member of the family, or another person responsible for the welfare of the child, or for the purposes of the requirements by any person reporting.
- The staff must be alert to physical and behavioral indicators of child abuse and neglect.

The categories include:

Physical abuse (without apparent cause, bruises, burns, marks...)
Physical neglect (hunger, lack of hygiene, lack of supervision...)
Sexual abuse (withdrawal, crying, excessive physical symptoms...)
Mental injury (deterioration in the ability to function, depression...)

STUDENT'S DAILY WITHDRAWAL PROCEDURES

Regular withdrawal

It is the responsibility of the parent/guardian to pick up their child at the entrance to the school, the student must wait their turn to be called by the teacher in charge of the student's office, and the parent/guardian must show up promptly.

Students who count with transportation service from school will be guided to the school bus by the teacher in charge.

Higher education students may withdraw on their own, with prior authorization from the parent/guardian.

Minor children may not be removed by anyone other than the parent/guardian if they have not been registered on the Registration Form. Any person authorized to remove a student must be previously identified, for which they must present an ID or any official document with a photo that proves it.

The authorization request will not be accepted by telephone, email or fax from the parent/guardian so that your child is removed from the school by a different person.

SITUATIONS OF CUSTODY

The academy wants to meet their students' needs, especially when the parent may be experiencing difficult situations such as divorce, separation, or remarriage. However, in cases of joint custody, LITTLE STEPS ACADEMY cannot legally restrict parents who does not have custody of their child to visit the child at school or withdraw the infant, if there is no a judicial order in their files.

GENERAL POLICIES

VISITOR POLICY

All visitors and volunteers must sign their entry in the Visitor Registration Book. Also they must wear a label with their name, while remaining on the premises of LITTLE STEPS ACADEMY.

PARENT VOLUNTEERING

It is very important for the success of the academic life of your children that parents are involved in the education and school activities of the students.

PARKING

You can park in the parking lot in front of the building, respecting the areas of "No Parking". **Building owners reserve the right to call a patrol to suspend any vehicle that has been parked incorrectly.**

CONSENT FOR PHOTOS AND VIDEOS

Photographs and videos are taken on different occasions such as activities inside and outside the classroom, cultural activities, birthdays, etc. At LITTLE STEPS ACADEMY, we use these photos/videos for teaching, arts and crafts, advertising, and for any activity related to school education.

SECURITY CAMERAS

LITTLE STEPS ACADEMY has several security methods including cameras to capture images and audio, inside and outside the classroom, recreational areas and campus in general. Implementing this measure for the purpose of the safety of our students.

SMOKING POLICY

Smoking is not allowed in and around the facilities of LITTLE STEPS ACADEMY.

TOYS

Please, DO NOT send any toy from home with your child. LITTLE STEPS ACADEMY assumes no responsibility for toys lost or destroyed within our areas.

JEWELRY

LITTLE STEPS ACADEMY does not assume any responsibility for the loss, theft, or breakage of any jewel.

BIRTHDAYS/PARTIES

If you want to celebrate your child's birthday, contact your teacher to make the arrangements.

TELEPHONE POLICY

Students are not allowed to make or receive phone calls at school. Any telephone communication (emergency) should be pass through the administration.

ELECTRONIC POLICY

External electronic devices are not allowed. LITTLE STEPS ACADEMY does not assume any responsibility for electronic devices (or cell phones) lost, broken or destroyed.

INTERNET POLICY

All students will have access to Internet through Word Wide Web for information resources in the classroom, media center, or computer lab. However, access to the Internet has been established for limited educational purposes and should be consistent with the curriculum and the learning process.

CONTRACT ON REGISTRATION

Tuition and/or payments are due the first of each month. Payments are made in cash, check or money order. LITTLE STEPS ACADEMY reserves the right to deliver any type of documentation to parents/guardians if the parent/guardian has outstanding debts.

Fees quoted for enrollment apply to the current Fiscal Year School (July-June). Tuition fees will be reviewed annually at the beginning of each new fiscal year.

POLICY MODIFICATIONS

The policies, contracts, consents and forms will be reviewed and updated annually, if necessary, they can be modified or replaced by the corresponding authorities of LITTLE STEPS ACADEMY, a copy will be delivered once it is ready.

PARENT HANDBOOK ACKNOWLEDGMENT AND RECEIPT

By signing this **Parent Handbook**, I accept and certify that I have read and understood the Rules and Regulations that LITTLE STEPS ACADEMY has written to administer my child's education, and I agree to comply the Rules and Regulations covered by this Handbook.

Parent/Custodian signature

Principal signature

Date

