

# Parent Handbook

Sarah's House

Early Learning and Care



# Welcome to Sarah's House

**Dear Parents,**

Welcome to Sarah's House: Early Learning & Care!

Thank you for considering Sarah's House as part of your child's early learning journey. Choosing someone to care for and educate your child is one of the most important decisions a family can make, and I am honored that you have placed your trust in me.

As a licensed special education teacher with nine years of experience, I have had the privilege of helping children grow academically, socially, and emotionally. Throughout my career, I have worked with children of diverse strengths, abilities, and learning styles, and those experiences have shaped my belief that every child deserves to feel safe, valued, and excited to learn.

Sarah's House was created from my passion for teaching and caring for young children. After years in the classroom, I saw firsthand how meaningful relationships, individualized attention, and positive early learning experiences can help children build confidence and develop a lifelong love of learning. I wanted to create a place where children could receive that same personalized care in a warm, home-like environment.

I strive to create a space where children can explore, play, build friendships, develop new skills, and grow into confident learners. Most importantly, I want every child who walks through our doors to feel loved, supported, and excited to come back each day.

Thank you for being part of the Sarah's House family. I can't wait to welcome you and your child into our home.

Warmly,

**Sarah Waldon**

Owner & Educator

Sarah's House: Early Learning & Care





# Vision, Mission, and Educational Philosophy



## My Vision

My vision is to create a place where children are inspired to love learning, families feel supported and connected, and every child is empowered to reach their full potential. I strive to be a trusted partner for families and a model for high-quality, relationship-centered early childhood education within our community.

## My Mission

At Sarah's House, my mission is to provide a safe, nurturing, and engaging early learning environment where every child feels valued, supported, and inspired to grow. I am committed to fostering each child's intellectual, social, emotional, and physical development through meaningful relationships, hands-on learning experiences, and individualized care.

# My Educational Philosophy

At Sarah's House, I believe the early childhood years are a time of incredible growth, curiosity, and discovery. Children learn best when they feel safe, supported, and excited to explore the world around them. My approach focuses on nurturing children who are excited to ask questions, learn from one and other, and grow in a community. By creating a warm and engaging environment, I strive to help each child build confidence, independence, kindness, and a lifelong love of learning.

## 01 Relationship-Centered Learning

- Strong relationships are the foundation of all learning
- Children thrive when they feel loved, respected, and understood
- Small enrollment allows me to build meaningful connections with each child
- I support children in developing confidence, trust, and a sense of belonging

## 03 Social-Emotional Development

- Emotional understanding and social skills are essential for lifelong success
- I prioritize empathy, communication, kindness, and friendship-building
- I support children in developing confidence, independence, and self-regulation
- I create intentional opportunities for social-emotional growth

## 02 Learning Through Play and Exploration

- Children learn best when actively engaged in their environment
- I use hands-on activities, creative play, storytelling, outdoor exploration, and guided discovery
- I encourage curiosity, problem-solving, and questioning
- Play is how young children naturally learn, not separate from learning

## 04 Partnership with Families

- Families are a child's first and most important teachers
- I value open communication and strong home-school connections
- I work in partnership with families through milestones and challenges
- I aim to ensure consistency, trust, and shared support for each child



# About Sarah's House

# Program Overview

Sarah's House is a small, teacher-led Early Learning & Care program located in Christiansburg, Virginia, serving children ages 2–5. I created Sarah's House to provide children with the personalized attention, meaningful learning experiences, and nurturing relationships that are often difficult to find in larger childcare settings.

Enrollment is intentionally limited to just 3–5 children at a time. This small-group approach allows me to truly get to know each child, support their unique strengths and needs, and create a warm, family-like environment.

## Qualifications & Experience

I am a **licensed special education teacher** with nearly nine years of experience supporting children's academic, social, emotional, and developmental growth. Throughout my career, I have worked with children of diverse strengths, abilities, and learning styles, helping them build confidence, and a love of learning.

My background in education allows me to thoughtfully design learning experiences that support the whole child while creating an environment where every child feels successful, included, and excited to learn.

## Licensing, Health & Safety

Sarah's House will be fully licensed by the Virginia Department of Education Office of Child Care Health and Safety prior to opening. State licensure requires childcare providers to meet comprehensive standards designed to ensure children's health, safety, and well-being.

Licensing requirements include:

- Criminal background checks and screening requirements
- Health and safety training and certifications
- CPR and First Aid certification
- Emergency preparedness and evacuation planning
- Child supervision and staff-to-child ratio requirements
- Home safety inspections and compliance reviews
- Safe and sanitary indoor and outdoor environments

In addition to state licensing requirements, Sarah's House maintains liability insurance and follows all applicable local and state regulations to provide families with confidence and peace of mind.



# Class Structure, Schedule & Classroom Setup

# What Children Experience at Sarah's House

While each day is guided by the interests and needs of the children in my care, I strive to create a balanced rhythm that includes opportunities for learning, exploration, creativity, movement, and rest.

Throughout the day, children may participate in:



## 01 Early Learning & Discovery

Stories, literacy activities, early math concepts, and hands-on learning experiences designed to spark curiosity and build foundational skills.



## 02 Creative Expression

Art projects, sensory play, music, dramatic play, and open-ended activities that encourage imagination, creativity, and self-expression.



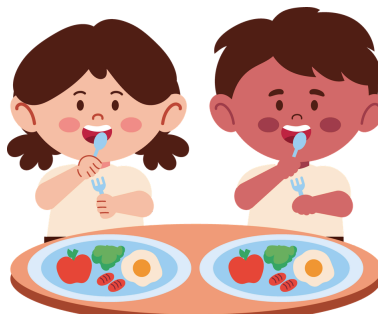
## 03 Outdoor Exploration

Daily opportunities for outdoor play, nature exploration, gross motor development, and active movement in a safe and engaging environment.



## 04 Social & Emotional Growth

Experiences that help children build friendships, practice communication skills, develop empathy, and learn how to navigate emotions and relationships.



## 05 Healthy Meals & Everyday Life Skills

Art projects, sensory play, music, dramatic play, and open-ended activities that encourage imagination, creativity, and self-expression.



## 06 Rest & Quiet Time

Opportunities for rest, relaxation, and quiet activities that support children's physical well-being and individual needs.



At Sarah's House, I believe children thrive when their days are guided by a balance of consistency, flexibility, and meaningful experiences. While each day is shaped by the interests and needs of the children in my care, I strive to create a predictable rhythm that includes opportunities for learning, play, creativity, movement, rest, and exploration.

## Hours & Drop-Off/Pick-Up Policy

- 01 Operating Hours**  
Monday - Friday, 7:30 AM - 5:00 PM
- 02 Morning Drop-Off**  
7:30 - 8:30 AM (Late arrivals require prior notice)
- 03 Afternoon Pick-Up**  
4:00 - 5:00 PM (Late fees apply after 5:00 PM)
- 04 Extended Care**  
Available 5:00 - 5:30 PM (Additional fees apply)
- 05 Pick-Up Authorization**  
Only listed guardians may pick up a child.

### Drop-Off Policy

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- Children may be dropped off during designated drop-off hours.
- Parents/guardians must accompany their child to the entrance and ensure that I am aware of their arrival.
- Children must be signed in by a parent/guardian.
- Please share any important information about your child's morning, health, or schedule at drop-off.

### Pick-Up Policy

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- Children will only be released to a parent/guardian or an individual listed on the authorized pick-up form.
- Please notify me in advance if someone different will be picking up your child.
- Parents/guardians are responsible for signing their child out each day, if required.

### Late Pick-Up

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- If you anticipate being late, please notify me as soon as possible.
- Repeated late pick-ups may result in additional fees and/or a review of enrollment arrangements.
- My goal is to work collaboratively with families while maintaining a consistent schedule for all children.

# Daily Schedule Overview

Time	Activity	Purpose
7:30 - 8:30 AM	Arrival & Free Play	A gentle start to the day with free play, exploration, and social interaction.
8:30 - 9:00 AM	Breakfast & Morning Conversation	Healthy eating, conversation, and connection with friends.
9:00 - 9:30 AM	Morning Meeting, Stories, & Circle Time	Songs, stories, and activities that build community and early learning skills.
9:30 - 10:30 AM	Learning Time & Hands-On Exploration	Play-based activities that encourage curiosity, creativity, and discovery.
10:30 - 11:30 AM	Outdoor Play & Gross Motor Activities	Active play that supports physical development and exploration.
11:30 AM - 12:30 PM	Lunch	A time for nourishment, conversation, and practicing independence.
12:30 - 1:00 PM	Story Time & Wind Down	Quiet activities that help children relax and prepare for rest.
1:00 - 2:30 PM	Rest Time / Quiet Activities	Time to rest, recharge, or enjoy quiet independent activities.
2:30 - 3:00 PM	Afternoon Snack	A healthy snack and time to reconnect after rest.
3:00 - 4:00 PM	Creative Arts, Sensory Play, or STEM Activities	Hands-on experiences that inspire creativity and problem-solving.
4:00 - 5:00 PM	Free Play, Clean Up, Reflection, & Pick-Up	Wrapping up the day and preparing for a smooth transition home.

# Rest Time

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- Rest and quiet time are an important part of each child's day. Following lunch, children will participate in a designated rest period to recharge and support their physical and emotional well-being.
- Sarah's House provides individual nap mats and rest materials for each child. Soft music, calming stories, or white noise may be used to create a peaceful environment.
- While children are encouraged to rest, I understand that not every child sleeps each day. Children who do not nap will be invited to participate in quiet activities such as reading, drawing, puzzles, or other independent play that allows their peers to continue resting undisturbed.
- My goal is to create a calm and comfortable rest period that respects each child's individual needs while supporting a healthy daily routine.

# Meals & Snacks

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- Families may choose between providing meals from home or enrolling in the optional **Healthy Meals Program** offered by Sarah's House. Additional information regarding meal service fees can be found in the Tuition & Rates section of this handbook.
- Families who provide meals from home are asked to send healthy, well-balanced meals and snacks that are ready to serve and require minimal preparation. Refrigerator and freezer storage are available as needed.
- Some guidelines to keep in mind when preparing your child's meals.
  - Provide small portions
  - Provide age-appropriate food (avoid "choking" foods for younger children)
  - Cut into pieces that your child can manage independently
  - Send milk or juice in a prepackaged container
  - Examples of popular foods are: yogurt, veggies, fruit, cheese, sandwiches, bread, or pasta
  - Please keep desserts to a minimum (no candy or gum)
  - Please label all bags and lunch boxes.
- To ensure the safety of all children, families must notify me of any food allergies, dietary restrictions, or special nutritional needs. When food allergies are present within the program, additional guidelines may be implemented.

- Water will be available throughout the day, and it is asked that parent provide a reusable water bottle for their child.
- Families will be notified of any special celebrations or events involving food.

## Diapering

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- At Sarah's House, I believe diapering and toilet learning are important opportunities to support a child's independence, confidence, and development. These routines are approached with patience, encouragement, and respect for each child's individual needs.
- Children who wear diapers or pull-ups will be checked regularly throughout the day to ensure their comfort, cleanliness, and well-being. Diaper changes are completed in a designated sanitary area using proper health and safety procedures in accordance with Virginia licensing regulations. Families are responsible for providing diapers, wipes, and any other necessary supplies. I will communicate when supplies need to be replenished.

## Toilet Learning

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- I believe successful toilet learning begins when a child shows signs of readiness and when families and caregivers work together as a team. Because every child develops at their own pace, toilet learning is based on individual readiness rather than age.
- When a child is ready, I will partner with families to create a consistent approach both at home and at Sarah's House. Toilet learning may include:
  - Encouragement and positive reinforcement
  - Regular opportunities to use the toilet
  - Modeling and support from peers
  - Learning self-help skills such as pulling up clothing, wiping, and handwashing
  - Celebrating progress and independence
- Children who are actively toilet learning should come to Sarah's House with several changes of clothing, including underwear, socks, and weather-appropriate clothing. Accidents are a normal part of the learning process and will be handled calmly and respectfully.

## Soiled Clothing & Bedding

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- Any soiled clothing will be placed in a sealed bag and sent home at the end of the day. Families are asked to replenish spare clothing as needed.
- Children's rest-time items not provided by Sarah's House, such as blankets or sheets, will be sent home regularly for cleaning and may be sent home sooner if they become soiled or if illness concerns arise.

## Personal Belongings & Toys from Home

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- To help children focus on learning, exploration, and social interaction, I ask that toys and personal items remain at home unless otherwise requested. Personal toys can sometimes be difficult to share and may become lost or damaged.
- Children are welcome to bring a comfort item, such as a small stuffed animal or blanket, for rest time. These items will be stored in each child's designated space and used during quiet time as needed.
- Occasionally, special sharing opportunities may be offered where children are invited to bring an item from home to share with their friends.

## Technology & Screen Time

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- At Sarah's House, I believe young children learn best through hands-on experiences, meaningful relationships, creative play, and exploration. For this reason, screen time is kept to a minimum and is not part of our regular daily routine.
- Technology may occasionally be used to enhance learning experiences, such as movement activities, music, educational content, or researching a topic of interest with the children. Special occasions may also include a short age-appropriate video or movie.
- Children will not have independent access to tablets, phones, or personal electronic devices while attending Sarah's House.

# Guidance & Positive Behavior Support

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- At Sarah's House, my goal is to create a safe, respectful, and nurturing environment where children can learn, grow, and develop positive relationships with others. I believe that young children are still learning how to communicate their needs, regulate their emotions, and navigate social situations.
- I focus on teaching, coaching, and guiding children through challenges. Positive behavior support strategies may include:
  - Modeling respectful behavior and communication
  - Redirection to appropriate activities
  - Teaching problem-solving and conflict-resolution skills
  - Helping children identify and express their emotions
  - Encouraging empathy, kindness, and cooperation
  - Providing choices and opportunities for independence
  - Creating a calm space for children to regroup when needed
- Traditional punishments such as "time-outs" will be used when these strategies are not effective.
- I believe strong partnerships with families are essential. If behavioral concerns arise, I will work collaboratively with families to understand the child's needs and develop consistent strategies that support their success both at home and at Sarah's House.
- My goal is always to help children build the confidence, self-regulation, and social-emotional skills they need to thrive.

## Ongoing Behavioral Concerns

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- At Sarah's House, I recognize that all children are learning important social, emotional, and self-regulation skills. Challenging behaviors are often a normal part of development and are approached with patience, understanding, and support.
- When behavioral concerns arise, I will work closely with families to identify potential causes, develop consistent strategies, and support the child's success both at home and at Sarah's House. Open communication and collaboration are essential to helping children learn and grow.

# Ongoing Behavioral Concerns Continued

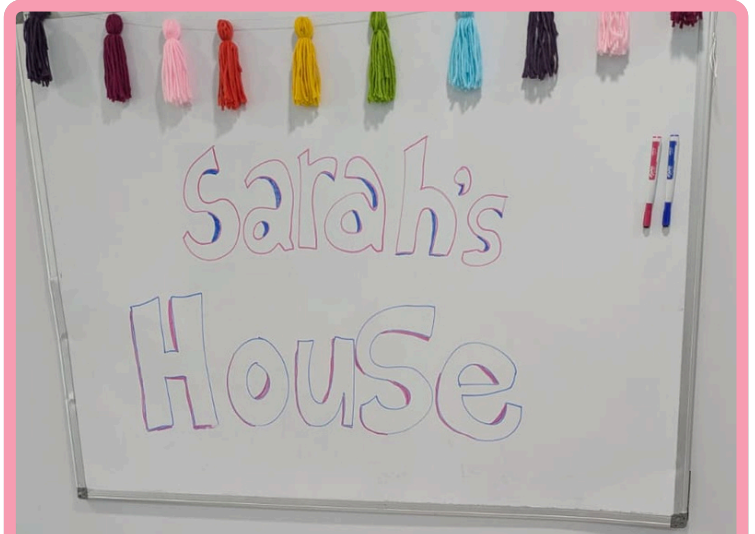
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- In some cases, a child's behavior may create ongoing safety concerns for themselves, other children, or the learning environment despite consistent interventions and family collaboration. Examples may include persistent aggression, repeated unsafe behaviors, destruction of property, or behaviors that require a level of supervision or support beyond what Sarah's House can reasonably provide.
- If significant concerns continue, a meeting will be scheduled with the family to discuss next steps, additional support strategies, and expectations moving forward. My goal is always to work collaboratively with families to find solutions that support the child's success.
- However, if it is determined that Sarah's House is unable to safely or effectively meet a child's needs, enrollment may be discontinued with appropriate notice. This decision would only be considered after reasonable efforts have been made to support the child and family and to maintain a safe, positive environment for all children in my care.
- Sarah's House reserves the right to immediately suspend or terminate care if a child's behavior presents an immediate safety risk to themselves, other children, or the provider.

# See Our Space



Main Play Space



Learning and Crafts Space



Story Time Seating



Main Play Space



Outdoor Play Area

# See Our Space



Reading Nook



Creative Play Corner



Main Play Space



Calendar,  
Enrollment &  
Tuition

Below is the **2026–2027** Sarah's House calendar. This calendar is intended to help families plan ahead and stay informed of scheduled closures and holidays. While dates are subject to change, any updates will be communicated promptly to ensure families have adequate notice.

### August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### September

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### October

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### November

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### December

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### January

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### February

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

### March

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### April

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				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### Calendar Key:

 First/Last Day of Year

 Closure

 Monthly Tuition Due

## May

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## June

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## July

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### Calendar Key:

	First/Last Day of Year		Closure		Monthly Tuition Due
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### Closure Details:

- August 10<sup>th</sup>- Sarah's House Opening Day
- September 7<sup>th</sup>- Labor Day (Closed)
- November 25<sup>th</sup>-27<sup>th</sup>- Thanksgiving Break (Closed)
- December 21<sup>st</sup>- January 1<sup>st</sup>- Winter Break/Personal Vacation (Closed)
- January 18<sup>th</sup>- MLK Day (Closed)
- February 15<sup>th</sup>- President's Day (Closed)
- April 7<sup>th</sup>-9<sup>th</sup>- Personal Vacation (Closed)
- May 31<sup>st</sup>- Memorial Day (Closed)
- July 2<sup>nd</sup>- Independence Day Weekend (Closed)
- July 2<sup>nd</sup>-July 16<sup>th</sup>- Independence Day & Personal Vacation (Closed)

### Additional Policies & Reminders:

#### Provider Illness or Emergency Closure

While I make every effort to provide consistent care, there may be rare occasions when Sarah's House must close due to illness, family emergency, severe weather, or other unforeseen circumstances. Families will be notified as soon as possible in the event of an unexpected closure. Because emergency closures are infrequent and unavoidable, tuition will not be refunded for these days.

#### Child Illness

To help maintain a healthy environment for all children, children who are ill should remain home until they are symptom-free and able to fully participate in daily activities. Families may be asked to pick up a child if they become ill while in care. Additional details regarding illness and exclusion policies can be found in the Health & Safety section of this handbook.

## **Arrival & Departure**

Sarah's House operates Monday through Friday during scheduled program hours. To help children transition smoothly into the day and participate in planned activities, families are encouraged to arrive during the designated drop-off window. If your child will be arriving late, please notify me in advance whenever possible.

Children must be picked up by their scheduled pick-up time, by an approved parent or guardian, unless other arrangements have been made. ID will be asked to be provided by parents/guardians when arrangements have been made.

## **Reporting an Absence**

If your child will be absent, please notify me as soon as possible, preferably before the start of the day. Families may communicate absences by text, phone call, or email.

## **Family Vacations & Absences**

Tuition reserves your child's enrollment space, not attendance on specific days. As a result, tuition remains due during family vacations, personal absences, holidays, or other planned time away from Sarah's House. Families are encouraged to provide advance notice whenever possible so that I can plan accordingly.

## **Weather-Related Closures**

Sarah's House will generally follow weather conditions within the local area when determining delays or closures. Families will be notified promptly of any schedule changes due to inclement weather or unsafe travel conditions.

## **Communication**

Open communication is important to me. Any changes to the calendar, operating schedule, policies, or closures will be communicated to families as far in advance as possible through email, text, or other designated communication methods.

# Tuition & Fees Policy

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Families interested in enrolling at Sarah's House should complete the Interest Form available on the website. If space is available and Sarah's House appears to be a good fit for your family's needs, a tour and enrollment meeting may be scheduled.

**To secure enrollment, families must submit:**

1. Completed enrollment paperwork
2. Required health and emergency contact forms
3. Non-refundable application fee
4. Enrollment deposit
5. First month's tuition

Enrollment is not guaranteed until all required documents and fees have been received.

## Tuition Rates (Per Child)

Program	Monthly Plan (12 payments total)	Quarterly Plan (4 payments)
Non-Toilet Trained or Diapered Children	\$1,200 per month	\$4,700 per quarter
Fully Toilet Trained Children	\$1,100 per month	\$4,300 per quarter

*Tuition is due on the 1st work day of each month for monthly plans and the first of each quarter for quarterly plans.*

*Tuition is based on enrollment and reserves your child's space at Sarah's House. Tuition remains due regardless of attendance, including absences due to illness, vacations, holidays, weather-related closures, or other personal circumstances.*



## Healthy Meal Service

Families may choose to enroll in the optional meal service program. Meal service includes:

- Breakfast
- Lunch
- Afternoon Snack

**Cost: \$40 per week**

Families who do not participate in the meal service are responsible for providing all meals and snacks from home in accordance with the Meals & Snacks policy.

## Extended Care

Extended care is available from 5:00 PM – 5:30 PM on a space-available basis.

**Cost: \$15 per day**

Advanced notice is appreciated whenever possible.

## Payment Schedule

Tuition is due on the 1st work day of each month for monthly plans and the first of each quarter for quarterly plans.

Payments may be made through approved electronic payment methods or other arrangements approved by Sarah's House.

## Late Payments

A grace period will be provided through the 5th day of each month. A late fee of **\$25** may be assessed for payments received after the 5th.

Continued late payments may result in suspension or termination of enrollment.



## Late Pick-Up

Children must be picked up within the scheduled pick-up times.

If continued late pick-up is experienced, a late fee of \$1 per minute may be assessed after the scheduled pick-up time to compensate for additional staffing and scheduling impacts.

## Application Fee

A non-refundable application fee of **\$25** is due when enrollment paperwork is submitted.

This fee helps cover administrative and enrollment processing costs.

## Enrollment Deposit

A deposit equal to one month's tuition is required to reserve a child's enrollment space.

The deposit will be credited toward the child's final month of enrollment provided families give the required notice outlined in the Withdrawal Policy.

## Withdrawal Policy

Families wishing to withdraw from Sarah's House must provide at least **30 days written notice**.

Failure to provide proper notice may result in forfeiture of the enrollment deposit.

## Rate Changes

Tuition rates are reviewed annually. Families will receive at least 30 days notice prior to any tuition adjustments.



# Health & Wellness Policies



The health and well-being of all children in my care is a top priority. To help maintain a healthy environment, I ask that children remain home when they are ill or unable to comfortably participate in daily activities, including outdoor play.

## When a Child Becomes Ill

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- If a child becomes ill while attending Sarah's House, I will make them as comfortable as possible while monitoring their symptoms.
- Families will be contacted if a child develops symptoms that require them to be picked up or if they are unable to fully participate in the day's activities.
- Parents or authorized emergency contacts are expected to arrange pick-up within one hour of notification whenever possible.

## Illness Policy When to Keep Your Child at Home

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Children must stay home if they have:

- A fever of 100.4°F or higher
- Vomiting
- Diarrhea
- Persistent or severe cough
- Unexplained rash
- Conjunctivitis (pink eye) with drainage
- Hand, Foot, and Mouth Disease symptoms
- Strep throat or other contagious illnesses
- Head lice
- Any illness that prevents them from comfortably participating in daily activities

**Because Sarah's House is a small program serving a limited number of children, I appreciate families taking a cautious approach when children are not feeling well.**

# Returning to Care

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- In most cases, children may return to Sarah's House when they:
  - Have been fever-free for at least 24 hours without fever-reducing medication
  - Have been free from vomiting or diarrhea for at least 24 hours
  - Have completed any required exclusion period for contagious illnesses
  - Are able to participate fully in daily activities
  - Meet any return-to-care recommendations provided by their healthcare provider
- I reserve the right to request a healthcare provider's note when necessary to ensure the health and safety of all children in the program.

# Communicable Illnesses

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- Families are asked to notify me as soon as possible if their child is diagnosed with a contagious illness. While maintaining confidentiality, I will notify other families when there has been potential exposure to a communicable illness within the program.
- By working together, we can help maintain a safe and healthy environment for all children, families, and caregivers at Sarah's House.

# Immunization Policy

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- As a licenced day car, Sarah's House is in compliance with Virginia Department of Education Office of Child Care Health and Safety regulations, each child enrolled in the program must have a completed Virginia School Entrance Health Form (or equivalent approved documentation) on file prior to the first day of attendance.
- A current physician's certificate or official immunization record is required at enrollment verifying that the child has received immunizations in accordance with the current guidelines of the Virginia Department of Health.
- Exemptions are permitted under Virginia law. A child may be exempt from immunization requirements if:
  - The parent/guardian provides a written statement of religious objection, or
  - A licensed physician, physician assistant, or nurse practitioner provides written documentation stating that immunization is medically contraindicated or not recommended for the child.
- In the event of an outbreak of a vaccine-preventable disease, any child who has not been immunized for the relevant disease may be required to remain at home for the duration of the outbreak, in accordance with guidance from the Virginia Department of Health or other applicable public health authorities. Tuition will continue to be charged during exclusion periods unless otherwise determined by program policy.

# Medication & Administration

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- Prescription medications require a Medication Authorization Form from a doctor.
- All medication must be in its original packaging and handed directly to a staff member.
- No medication (including cough drops) should be left in a child's backpack
- Detailed instructions must be provided by the parent of guardian, as well as written approval for Sarah to administer medication if needed.
- EpiPens and inhalers must be provided by parents if needed.

# Injury and First Aid Procedures

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- As a licenced day care Sarah has completed all required first aid and CPR training and is authorized to administer first aid and complete injury documentation.
- Sarah is required to maintain current certification in CPR, first aid, and emergency response procedures. Any injury requiring first aid will be documented and reported to the parent/guardian in accordance with program procedures.
- First aid kits are maintained and fully stocked in the following locations:
  - Main Play Space: Closet by garden entrance
  - Main Bathroom: In childlocked cabinet.



At Sarah's House, I believe healthy eating habits begin in early childhood. Mealtimes are an important part of the day and provide opportunities for children to practice independence, social skills, healthy habits, and positive relationships with food.

I encourage children to explore a variety of nutritious foods in a supportive, pressure-free environment. Children will never be forced to eat, but they will be encouraged to try new foods and develop healthy eating habits at their own pace.



## Healthy Meals Program

- Sarah's House offers an optional Healthy Meals Program designed to provide families with a convenient and nutritious meal solution.
- The Healthy Meals Program includes:
  - Breakfast
  - Lunch
  - Afternoon Snack
- Meals and snacks will be planned with children's nutritional needs in mind and will include a variety of fruits, vegetables, whole grains, proteins, and dairy options when appropriate.
- Healthy Meals Program Fee: **\$40 per week**
- Menus will be shared with families in advance whenever possible.

## Sample Snack & Meal Schedule

Time	Meal	Example
8:30 AM	Breakfast	Oatmeal made with milk, topped with mashed bananas and a dash of cinnamon.
11:30 AM	Lunch	Turkey and cheese roll-ups, Apple slices & Milk
2:30 PM	Afternoon Snack	Mild cheddar cheese cubes and whole-wheat crackers.

**Parents may request meal modifications for dietary or religious reasons.**



## Family-Provided Meals

- Families who choose not to participate in the Healthy Meals Program are welcome to provide meals and snacks from home.
- When sending food from home, families are asked to:
- Provide a healthy lunch and snack each day
- Send foods that are ready to serve and require minimal preparation
- Clearly label all food containers and bottles
- Avoid sending foods that may pose a choking hazard for young children
- Inform me of any dietary restrictions or special instructions
- Refrigerator and freezer storage are available for meals brought from home.



## Food Allergies & Dietary Restrictions

- The health and safety of every child is my highest priority. Families must notify me of any food allergies, sensitivities, dietary restrictions, or medical conditions during enrollment and whenever changes occur.
- Sarah's House will make reasonable efforts to accommodate food allergies and dietary needs while maintaining a safe environment for all children. Additional precautions may be implemented as needed based on the specific needs of enrolled children.
- Families may be asked to provide alternative foods or snacks when necessary to ensure their child's safety.



# Acknowledgment & Agreement Form

I require all parents or guardians to review and acknowledge the policies outlined in this Parent Handbook. This ensures that families understand the expectations, procedures, and commitments necessary for a positive school experience.

# Parent Handbook Agreement

I, ....., the parent/guardian of ....., have read and reviewed the Sarah's House: Early Learning and Care Parent Handbook for the 2026-2027 school year. I acknowledge and agree to the following:

- I understand and agree to abide by the attendance and tardiness policies.
- I acknowledge and will follow the health and illness policies, including immunization and medication requirements.
- I understand the tuition, fees, and payment deadlines and agree to fulfill all financial obligations.
- I acknowledge the outlined calander and recognized the closures listed.
- I agree to communicate with the Sarah any concerns, absences, or emergency situations.
- I understand that failure to comply with policies may result in a meeting and, in severe cases, impact my child's enrollment status.

## Emergency Contact & Authorized Pickup Confirmation

The following individuals are authorized to pick up my child from Sarah's House: Early Learning and Care:

**Primary Contact:**

Name:  
Relationship:  
Phone Number:

**Secondary Contact:**

Name:  
Relationship:  
Phone Number:

**Additional Authorized Pickup Person(s): (if applicable)**

Name:  
Relationship:  
Phone Number:

**Any changes to authorized pickup persons must be communicated to Sarah in writing.**

**Parent/Guardian Signature**

Parent/Guardian Name:

Signature: \_\_\_\_\_

Date:



**Sarah's House**  
Early Learning and Care

# Sarah's House: Early Learning and care

(540) 315-1026  
sarahshouseelc@gmail.com

**Sarah's House: Early Learning and Care**  
165 Wistaria Drive, Christiansburg VA, 24073