



The Little School LLC

Fair Grove's Learning Center

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Parent Hand Book

Policy Statement

The Little School Daycare and Preschool is a child care facility established to provide quality care with a positive experience for the child in a group situation. This type of quality care is made possible with the following guidelines and your financial support. Compliance with these guidelines, both financial and philosophical are agreed upon with your signature at the end of our contract.

Philosophy, Goals, and Objectives of The Little School

The intent of The Little School LLC, is to nurture and support each child's physical, social, emotional, creative and intellectual developmental needs and abilities. Each child's growth and development is enriched through developmentally appropriate experiences. Within the Center's daily schedule, each child has opportunities to explore the environment, self-select activities, acquire concepts, practice language, learn problem solving and practice personal interaction skills through first hand experiences. Positive development of the child's image of self is a priority of all aspects of the program. Each program provides experiences, which foster a positive self-concept and high self-esteem.

Daily Schedules

Daily schedules are posted in each classroom and on parent information board.. They include time for breakfast, snack, and lunch. The schedule includes time for table time, story time, music time, centers play time, recess or gym time, lesson time, and circle time.

Information Change

For the child's safety and welfare, we are requesting a list of people authorized to pick up your child from the Center. Any changes in this information should be put in writing for your records, even if for only one day. It would be advisable to let your child know in advance also, if possible. If you would like your spouse to be able to make changes to your child's records, you both need to sign the forms per licensing rules). The Little school reserves the right, for the protection of the children in its care, to question the release of any child from the facility into the care for anyone who appears to be under the influence of alcohol and drugs.

Updated 11-28-2017

Enrollment

Annual enrollment is \$30.00 per family. This is due on January 1st of every year. This will be pro-rated the following year for children that enroll in the middle of the year. (A child that enrolls in May, will pay \$30.00 at enrollment but will only pay \$20.00 on the following January 1st. Then the next year, the enrollment will be back to \$30.00).

There is no reduction of fees for absences, holidays, or vacations.

Late Pick up

Any child staying over the amount of time stated in the contract will pay \$5.00 an hour or any part of unless previous agreements have been made with the Director. (If your contract is signed for 5 hours, and you are 10 minutes late, there will be a \$5.00 charge).

Closing time at the Little School is 6pm. All staff expects to be able to leave at that time, just as you expect to leave your job at your scheduled time. We understand that occasionally you are delayed beyond your control. A late fee must and will be assessed. Late fee is \$10.00 for the first fifteen minutes, \$15.00 for the second fifteen minutes, and so on per child. (Arrival at 6:30 would be a \$25.00 late fee).

Absence and Vacation

After a full time child has been attending the facility for one continuous year, they are entitled to 5 free days of charge absences to be used as the parent wishes; whether it be for vacation or illness. But, as in any situation, there can be extenuating circumstances in this area. Please talk with the Director. If your child does not come for two weeks without prior written notice of being gone, he/she will no longer be enrolled and you will be charged for two weeks. **A part time student may trade up to 3 days per year**, pending availability.

Orientation

An interview between the parent and director shall occur before the child will be enrolled. This will provide you, the parent, with an opportunity to ask questions, meet our staff and tour the facility. It is possible for your child to visit the potential class for a segment of the day prior to enrollment. Open House will be available during the year. Home visits are also available upon request.

Holiday Observance

The Little School will be closed on the following Holidays:

*NEW YEARS DAY *MEMORIAL DAY *INDEPENDENCE DAY *LABOR DAY *THANKSGIVING DAY
*CHRISTMAS DAY

The Little School will also close early @ 5:00 on:

*NEW YEARS EVE *CHRISTMAS EVE

These Holidays are paid Holidays, tuition will not be discounted for these days.

HOWEVER: (If a Holiday falls on a Saturday we will be closed that Friday before the Holiday. If a Holiday falls on a Sunday, we will be closed that Monday following the Holiday.)

Tuition Schedule

Infants

Individual Full Day Payment	\$ 40.00
Weekly Half Days Payment	\$ 140.00
Weekly Payment	\$ 182.50

Two's and Untrained Preschool

Up to 5 Hours Payment	\$ 20.00/day	\$ 90.00/week
More Than 5 Hours Payment	\$ 27.00/day	\$ 122.50/week

Pre-School (Toilet Trained) 3-5 yrs.

Up to 5 Hours Payment	\$ 17.00/day	\$ 75.00/week
More Than 5 Hours Payment	\$ 24.00/day	\$ 110.00/week

School Age

Before & After School Payment	\$12.50/day	\$ 57.50/week
Before Or after Payment	\$10.50/day	\$ 47.50/week

All other is same as Preschool.....

- This includes the Hours between 3:10-6:00, if they get out early there will be an additional charges.
- If your child arrives on the bus at an unscheduled time, there will be an additional \$5.00 charge.
- Emergency snow days are exempt from extra charge. Emergency days have a different licensing rule than regularly scheduled days.
- Non-Sufficient Funds Return Fee is \$ 25.00.

A \$10.00 discount will be given on a second full time child, not including infants on discounts. The discount will count toward the oldest full time child. Discounts will be forfeit if Payment is late.

Tuition Payments

We accept tuition payments in several forms. We use ACH through Bank of Bolivar as a method to reduce processing costs, add efficiency for both The Little School and parents so that we can concentrate more on the development and learning of your child, and add safety and security to our fiscal management process. We accept the following payment:

1. ACH: Payments directly withdrawn from bank account
2. Check or Money Order w/ an additional processing fee of \$5.00 added to each transaction.
3. Credit Card or Debit Card (Visa, Discover and MasterCard) w/ an additional processing fee of \$3.00 added to each transaction.

There will be a \$10.00 charge for each time a request to hold or stop ACH for a certain amount of days. These requests must be made in writing to the Director. A \$10.00 additional charge is applied when bank account ACH information is changed.

Late Payment

Any tuition that is late, past Monday afternoon, will result in additional penalties.

Penalties: Full time \$10.00

Part time \$5.00

Grievance Policy

If a parent has a problem, question, or need to negotiate differences and difficulties, please see the Director or Administrator.

Food and Meals Policy

Several policies have changed to meet the Child Care Food Program and the Eat Smart Program. These policies have changed for the health and safety of children in child care facilities. These policies were developed to provide sound nutrition to young children to help fight obesity and life-threatening diseases that can result in poor nutrition. The Little School is not opposed to sweets, however, sweet items may only be served a limited amount of time in a month based on current regulations.

Child care facilities are inspected by sanitation and must meet certain health codes in food preparation, and foods brought in from the outside, even though store purchased, may not necessarily be handled properly and could possibly cause harm to a child if eaten.

Because of these concerns and guidelines we are required to follow these policies and regulations.

1. At no time may any food items be brought in the Little School from outside sources for children in a classroom to eat. This policy includes all parents/guardians, teachers, and administrators. *The exception to this policy is if a parent/guardian wants to provide a special meal for his/her child on a special day or visit, the meal must be eaten away from the other children with parent/guardian supervising the child until the meal is finished. The Little School staff may also bring in their own food to eat themselves while on break, away from the children, and/or for potluck among staff members only.*
2. Children may not eat something different than what is served at the Little School unless directed by a physician such as in cases of allergies to certain foods. Then, appropriate food substitutions are to be noted.
3. The teachers will incorporate nutrition lessons into their weekly curriculum. This curriculum will also include learning about foods from different cultures.
4. Emphasis at parties, holidays, and other celebrations will be on participation in fun game and activities instead of food. The regular snack or meal may be served during this time unless other arrangements are made a designated below. Parents/guardians are invited to help as classroom parents, and /or bring non-edible and safe items as party favors for the children. Classroom teachers would appreciate help in planning and facilitating activities.

5. Birthday Celebrations- To be held monthly in the classroom, recognizing and celebrating with children with birthdays for that month with his/her friends. At this time, parents of those children may provide non-edible items, clowns, activities for the party, crafts, treat bags with non-edible items (no candy), ect.

Special Child Recognition on each Child's Birthday- It is part of our culture and traditions to recognize and celebrate with a child for his/her special day on his/her birthday. We at the Little School believe each child is special and should celebrate and be recognized on his/her birthday. Ways parents may recognize their children while at The Little School on his/her special day include: A special birthday ribbon, shirt, or birthday crown to wear during the day; balloons or flowers sent to The Little for the child; a treat bag of non-edible items for each child; reading a book to the class and giving this book to the classroom library in recognition of the child; craft activity arranged with teacher to do with the children; plus- participating in the monthly birthday party.

6. Holiday Celebration-The Little School will host various holiday celebrations throughout the year. These celebrations will be coordinated through each classroom teacher. Parent/guardians are invited to attend, and may bring non-edible items for the children as part of the party. The Little School will serve snacks based upon our nutritional guidelines.
7. Ideas for Non-edible and Safe Party Favors and activities (must not pose a choking hazard for young children):

Bubbles	Stickers
Pencils	Bouncy balls
Activity Books	Clown visit (paid by parent)
Glow Sticks	Mini puzzles
Crayons	Craft Activity
Dancing	Olympic Races/Games

Menus are posted on all parent information boards. Menus are reviewed monthly. Parent/guardian, teachers, and children may make menu suggestions and requests at any time.

The new policies are intended for the good of the children, not to make anyone unhappy. Please see Director or cook with suggestion, questions, or comments.

Lost and Found

If your child is missing anything, please inquire at the Center as soon as possible. Remember to label everything. It is much easier to return items that are labeled with the Owner's name. Unclaimed items are given to charity after a reasonable length of time.

Public School Days Out for School Age Children

If your School Aged child is enrolled in the Before or After School Program, they may sign up to attend full days when Public School is Closed. You must sign your child up for each day on the list that is posted on the front door of each building. The sign will come done the Thursday of the prior week to allow for proper teacher scheduling. If you sign your child up, you will be charged the additional fees for the added time. There will be no refunding of these fees if your child does not attend.

Parents General Information

This is a joint effort between parents and teachers. We would like for you to set a time to meet, work and have conferences with your child's teacher at your convenience. You are to deliver your child to their class room and let their teacher know they are here. Parents are always welcome to visit the Center and observe their children. We welcome volunteers for celebrations, field trips, sharing expert skills, interests, family customs special projects and assisting in classrooms.

- Teachers are required to follow a set curriculum lesson plan, which is guided by Project Construct and Creative Curriculum.
- Fire drills are practiced monthly to meet state requirements. Tornado and earthquake drills are practiced quarterly.
- Accident reports are to be signed and turned into office, if you need a copy please ask for one.
- Please check your child's cubby daily. Also, please don't let your child bring anything that will not fit into their cubby.
- A Parent bulletin board is located in the entryway between classrooms. It contains: a calendar for the month, lesson plans for the week, health information and menu for the week.
- The Little School LLC admits children of any race, color, or national and ethnic origin to all the privileges and activities made available to them. The Little School LLC does not discriminate.
- If at all possible, please do not bring your children in between the hours of 10:00-2:00. We will not have lunch planned for them and it disturbs nap time. If you are running late and your child will be dropped off later than their normal time, please call in and let us know.
- Outside electronics and toys are not permitted. The teachers will schedule Share and Tell days for your child. We do allow pillows, blankets, or stuffed animals to sleep with. These items will stay in your child's cubby until nap time.
- A list of special needs and allergies are posted in the kitchen and each classroom for the teacher's information.
- All children must physically, mentally and emotionally capable of participating in the age appropriate program designed for each developmental level.

Field Trips

Classroom activities are enhanced with field trips that support a particular theme. Children enrolled in the preschool and school age programs have the opportunity to add to their knowledge base by visiting special places in the community. Children are transported by a bus with written consent from the parents. The bus is operated by a qualified and appropriate driver. When a small group is being transported, the Director may use a personal vehicle for transportation. All appropriate seatbelt laws will be followed. Field trips are not included in the tuition.

Guidance and Redirection

Rules are made and observed for the protection of all concerned:

- This facility uses only positive methods to help your child develop self-discipline.
- Normal methods include a teacher restating the rules, redirecting your child to another activity and enforcing positive behavior.
- Should discipline measures be taken, time out is only used after other positive methods have been tried. Time out will be one minute per year of the child's age.
- Corporal punishment, or the threat of corporal punishment, is not allowed on our premises.
- We do not withhold food for punishment.
- Children, whose behavior proves to be consistently unacceptable to the philosophy of The Little School, may be removed from the registration roll.
 - 1st unacceptable behavior: one on one with teacher and child.
 - 2nd unacceptable behavior: written notice to parent.
 - 3rd unacceptable behavior: written notice and meeting with parent and child.
 - 4th unacceptable behavior: disenrollment from Daycare.

Curriculum of the Center

Our Program at The Little School LLE offers a variety of opportunities for growth in all areas of child development. We use two research-based curriculum guides, entitled *Project construct and Creative Curriculum*. These support active learning, exploration through play, and the development of the "whole" child. Whole child development includes the following areas and goals for the children.

- Social Development: To help children feel comfortable in school, trust their new environment, make friends, feel they are a part of the group, and interact with peers in a socially acceptable ways.
- Emotional Development: To help children experience pride and self-control, have a positive attitude toward life and learning, and to identify and express their feelings, and emotions.
- Cognitive Development: to help children become enthusiastic, confident learners by letting them make choices, try out their ideas, and experience success: by helping them acquire learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings: and to develop verbal skills that will later link language with reading and writing skills.
- Physical Development: To help children increase their large and small muscle skill, and feel confident about what their bodies can do.

We believe it is vital to allow each child to express himself/herself freely, through a variety of activities including Blocks, Dramatic Play, Table Toys, Creative Art, Sand and Water Play, Library,

Music and Movement, Cooking, and Outdoor Play. Each child has the opportunity to expand his/her learning through games, learning centers and free play, with manipulative and educational toys placed throughout the classroom. We also believe that it is of the utmost importance for the child to develop physically, with indoor and outdoor large motor activities. Through these activities, the child develops both gross and fine motor skills.

This curriculum and our staff recognize that each child is a unique person, with his or her own pattern of growth, development, and learning style: therefore, teaching is individualized to honor each child's rate of development.

We respect parents as their child's first, and most influential teacher, therefore the staff will work hard to encourage you to become involved in the program by volunteering, participating in parent meetings, assisting in curriculum planning, and regularly sharing information regarding your child.

Materials available to Families

There is a family resource library available through PAT. The Child Care Registry, Background Screening, Licensing Book, Lesson plans, and child's personal records are available for you to look at upon written request. All staff are mandated to report suspected abuse or neglect.

Clothing

PLEASE MAKE SURE THAT YOUR CHILD'S CLOTHING IS:

- Comfortable, washable, and will allow for self-dressing.
- Clearly marked with your child's name.
- Appropriate for arts and crafts (paint smocks will be provided).
- Appropriate for the weather.
- All children attending Daycare need a complete change of clothes at the center at all times. If children don't have clothing to change into and we are out of our extras, your child will be sent home or you will have to bring them a change of clothing.
- Accidents do and will happen. No child will ever be reprimanded for an accident.

We will try our best to keep the children and their clothing as clean as possible, but accidents do happen. Accept our apologies in advance.

Please leave umbrellas at home. They are dangerous in groups of children and will not be allowed.

Closed toed shoes are preferred at the Daycare for the safety of the children. The Daycare does not allow pointed toed boots, roller shoes and cleats and spikes. These types of shoes pose a safety problem with the children, such as they do not provide adequate traction. The boots do cause injury with children that may kick. Children will not be allowed to walk in the Center without shoes on. They are allowed to take their shoes off at nap time.

Illness Policy

The Little School is a "WELL-CHILD" care facility. At no time do we provide care to ill children. The following illness policies will be strictly enforced for the health, well-being, and safety of all concerned.

SICK CHILD POLICY: Under no circumstances may a parent bring a sick child to the center if the child shows any signs of illness (see symptoms requiring removal of child from center), or is unable to participate in the normal routine and regular daily program the child will not be allowed at the center. Sick children expose other children and staff to illness. If other children become ill due to exposure to your sick child, either because he/she was returned to the center before full recovery or because he/she was not picked up promptly upon notice of becoming ill, other parents will be unnecessarily inconvenienced.

If your child is unable to participate in the normal activities of the day, (including being able to play outside), then your child **MUST** stay home.

If a parent can't be reached within a 30 min. period, an emergency contact will be called to pick the ill child up.

SYMPTOMS REQUIRING REMOVAL OF THE CHILD FROM THE CENTER:

- **Fever:** Fever is defined as having a temperature of 99'f, taken under the arm, and 100'F by mouth. ** A child must be fever free (without the aid of fever reducing medications) for 24 hours before returning to the center.
- If the child has a **FEVER** and one of the following they should stay at home or will be sent home: sore throat or trouble swallowing, severe coughing, headache or stiff neck, diarrhea (2 in 24hr span), vomiting (one episode).
- If the child has **ONLY** one of the following they should stay home or be sent home: fever of 99'F taken under the arm or 100'F by mouth, pink-eye (tears, redness, irritation, swelling) that has not been treated by a doctor, any rash or skin infection that has not been treated by a doctor, diarrhea (more than one loose stool), vomiting more than once, severe itching of the body or scalp or scathing of the scalp (symptom of lice).

The Director reserves the right to decide whether or not a child should be sent home. In the event that your child has one or more of the above symptoms, they will not be allowed to return to the center until they have seen a doctor and have been cleared by the doctor, placed on medication.

Exceptions: Strep-throat must be on antibiotics for 48 hour, before returning to the center. Pink-eye must be treated with Prescription eye drops for s24 hours before returning. If your child has lice, they must remain away from the center for 48 hours after treatment and must be nit free to return.

Medication Administration and Authorization

If your child requires medication during regular childcare hours, please keep medicine in its original container with the child's name and proper dosage prescribed by the doctor, and complete a Medication Authorization form. **No medications will be administered unless proper authorization is given by the parent/guardian and/or doctor in writing, and the medication is in the proper container with child's name, as applicable.** The parent/guardians must place in writing the exact dosage and time allotments to be administered. The Little School will not administer any different dosage than what is defined on the bottle per manufacturer or a physician and with written instructions from the physician.

Accident and Illness Procedure

- The Little School does not provide ill child care. Please have someone in mind to care for your child when they are too ill to be at daycare or school.
- If your child should become ill or injured at daycare, we will take the following steps:
 - 1.** Take care of your child first, including calling necessary medical providers.
 - 2.** Call you to notify you of the situation.
 - 3.** We will complete a report, documenting the time of occurrence, the decision reached and the time of our contact with you.
- We will post a notice if any child contracts a contagious disease, so that you may check your own child for symptoms.
- No child may attend The Little School while contagious.
- You may be asked to present a doctor's note prior to your child returning to the Center stating that your child is not contagious.

Parents/guardians knowingly acknowledge that children will have accidents and incidents from time-to-time. Some may require medical attention. It is the responsibility of the child's family to have adequate medical insurance to cover any injuries that may happen to his/her child that may occur at The Little School or a sponsored activity. The Little School will not be held financially responsible for these incidents or accidents.

Safe Sleep Policy for Infants

The Little School is committed to safe sleeping practices for infants in our care.

- Only one infant will occupy a crib at a time. We use firm mattresses in our cribs w/o bumpers, blankets, or any form of entrapment.
- We follow **Back to Sleep** methods for infants to sleep. A copy of The Little School Safe Sleep Practices will be provided and signed by parents at enrollment and teachers at hire. If an infant needs to sleep on his/her tummy or other sleep position, we must have a physician's note.
- All children who fall asleep in anything other than a crib will be placed in their crib for the remainder of their nap.
- Instead of blankets, we may use sleep sacs at nap time.
- At The Little School, we do not practice swaddling for our infants.
- Smoking will not be allowed in or near The Little School LLC.
- Infants should be kept cool throughout the day, especially during sleeping, so please do not dress your infant in lots of heavy clothing for the day, but dress him/her in layers if it is cold outside. The room temperature will be kept between 68F and 85F.
- Infants are monitored closely and checked on while sleeping. When not sleeping, infants will have a supervised "tummy time" for exercise and play.
- The Little School, LLC teachers receive training in safe sleep practices.

Rest time

In accordance with state regulations, all children who spend the full day with us will be required to rest (licensing rules). Depending upon their age, children are expected to rest quietly for 30 min. no longer than 1 hour or be engaged in quiet activities allowing those who need to sleep, the opportunity to do so. Children may bring in a small pillow and a blanket for rest time. These will need to be taken home weekly to be laundered. Please be sure they are labeled. We will supply pillows and blankets if needed.

Immunization Policy

All children enrolled in a licensed childcare facility is required to have current immunizations on file with the Center at time of enrollment or an exemption on file. The parent of a child enrolled in or attending The Little School may request notice of whether there are any children enrolled at our facility with an immunization exemption on file. If you would like to request this information, please contact Carolyn Hoskins and the information will be provided to you. Please note, the name or names of individual children will not be released. Our response will be limited to whether or not there are children enrolled at our facility with an immunization exemption on file.

Infant Room Rules

- The Little School will provide one type of formula.
- The parents are to bring in 6 clean bottles a day for use. These will be sent back home every night for washing. If you use bottle liners, the Little School does not provide these, so the parent/guardian must provide these per licensing rule.
- The Little School provides the baby cereal and jarred food.
- The parents must provide diapers. It is best to bring in a whole bag and we will leave a note on their daily sheet when more are needed. A \$.50 charge will be charged if The Little School has to purchase and provide diapers for your child.
- The Little School provides the diaper wipes, unless your child has sensitive skin and must have a special brand. Then the parent must provide these.
- *At no time, will The Little School administer any medication without a written permission form signed by the parent.* This includes diaper rash ointments, sunscreen, powders, ect.
- We ask the parents to complete a feeding schedule form for all infants. The parents need to keep this form updated. So, please check this on a regular basis.
- Make sure your child has a complete change of clothes at The Little School at all times.
- The infant room is a **SHOELESS** environment.
- We take the children for walks in the stroller. If you wish for your child not to go, please let us know.

Staff

Staff members are required to successfully pass the requirements of the background screening for the State of Missouri Registry. They are required to pass a physical for both mental and physical abilities as specified by the Department of Childcare Regulations. They must be free of Tuberculosis and pass the screening. They must not be an illegal alien and be eligible to work in the US as specified by the EVERIFY process. All staff will be CPR and First Aid Certified. All staff must complete a minimum of 12 continuing education hours as specified by Licensing specifically including Safe Sleep.

Contract

My son/daughter _____
will be attending The Little School _____ days per week, _____
hours per day. I agree to pay \$ _____ weekly.

I have read the policy book and agree to follow the rules of the policy for the welfare of my child. I agree to give a two week notice when dis-enrolling, or I will be charged for those two weeks. I understand there is no reduction of fees for absence, illness, or holidays.

Please initial that you have read and agree to the following sections of the Parent Hand book.

- Policy Statement _____
- Philosophy _____
- Daily Schedule _____
- Information Change _____
- Enrollment _____
- Orientation _____
- Holidays _____
- Tuition Schedule _____
- Grievance Policy _____
- Food and Meals _____
- Parents General Information _____
- Field Trips _____
- Guidance _____
- Lost and Found _____
- Curriculum _____
- Materials available to families _____
- Clothing _____
- Illness Policy _____
- Medication Authorization _____
- Accident/Illness _____
- Safe Sleep _____
- Immunization Policy _____
- Infant room rules _____
- Rest Time _____

Parent Signature _____ Date _____

The Little School LLC

We are Happy to care for your child and hope that your child will be happy being cared for by us.

Supporting the future, one child at a time.