

Little Learners Parent Handbook

www.ArcataLittleLearnerCenter.com



Arcata Locations:

5050 Valley East Blvd. Phone # 825-8400

1111 M St. Phone # 633-6280

1695 10th St. Phone # 630-5212

Eureka Location:

2725 Myrtle Ave. Phone # 798-6085

Hours of Operation: 7:45am-5:30pm

Philosophy

Welcome to the Little Learner's Parent Handbook. This booklet will provide you with information about our program, philosophy, mission, policies, and different ways that we can work together to bring your child the best possible experience. This program is operated under the supervision of the Owner and Directors, whom supervise staff including teachers and teaching assistants. Little Learners program will provide quality child care throughout the year and encourages parent involvement in the classroom. Working together with families is our goal; being a partnership between home and center will enhance the overall program. We provide high quality care, focusing on the environment, setting, communication between child and teacher and having qualified educators.

Little Learners believes that all children deserve an opportunity to recognize and broaden their strengths in order to achieve their hopes and dreams for the future. We are dedicated to deliver an atmosphere of respect, care, education and nurture to all children. We intend to design a program that promotes school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, psychological needs, and social development. *Little Learners* intends to teach children the value of societal diversity and help them develop leadership skills to build bridges of understanding between individuals, groups, and our communities. The overall goals of *Little Learners* are to provide quality care and education to children, support-working families, and support the growing need for quality childcare in the community.

Mission Statement

Little Learners goal is to provide enriching opportunities to meet the needs of children in the community. Our mission is to provide children with a learning environment and a wide variety of experiences that help them develop socially, intellectually, physically, and emotionally in a manner appropriate to their age and stage of development. We recognize the uniqueness of the individual child, family and the community in which we reside. Little Learners is set up to teach in an open classroom style, allowing children choices throughout the day and structure activities throughout the day. We provide a safe place for children to test boundaries and children can learn through their experiences to better understand themselves and one another.

Little Learners is a family-centered program, a philosophy that is focused on a child-centered environment with having structure throughout the day. Having open communication with families creates strong connections. This will be accomplished through parent activities, newsletters, written logs, parent workshops, and any other special events throughout the year. Parents are encouraged to become active in the classroom when possible.

Classroom Descriptions

Little Learners serves children between the ages of 6 weeks until the entrance of kindergarten. We offer four different classrooms, depending on location; infants 6 weeks-18months, toddlers 18 months-36 months, preschool 2 ½ -6 years old and Pre-K 4-6 years old or (the entrance of kindergarten).

Infant Program:

3 schedule options: ½ day program ending at 1 or 1:30pm and ¾ day program ending at 3:45 and a full-day program ending by 5:30

Description:

The infant room provides a safe, nurturing and stimulating environment for infants to explore throughout their day. Experiences with teachers, peers, language, movement, music, books, water, art and dramatic play materials enhance children’s growth and development. Each infant’s experience is based on their individual needs. The environment is planned to be safe and stimulating for all children in the group. One way we keep the room clean and safe for crawling infants is by maintain a “shoeless” environment. We ask that all adults entering the room remove their shoes. Infant care is individualized; incorporating the child’s changing developmental needs and individual cues, as well as family preferences. As infants grow older, they are encouraged to be more independent. We help infants fall asleep by holding, rocking, singing, rubbing backs or gently rocking a crib. We will provide you with a “daily chart” indicating your child’s feeding, napping, diapering and play activities. The infant caregiver ratio is 1:3.

Toddler Program:

3 schedule options: ½ day program ending at 1 pm and ¾ day program ending at 3:45 and a full-day program ending by 5:30

Description:

The toddler room is a fun and engaging learning environment for children 18–36months old. The children in the toddler room are excited about their world around them. The toddler room provides nurturing environment with structure that allows the students to grow and learn while feeling safe and comfortable. Children are given daily opportunities to explore and learn through age appropriate toys and projects. Our toddler room maintains a 1:4 ratio in order to provide higher quality care and better meet the needs of the children. The teachers in the toddler room also provide primary caregiving. This allows teachers to meet the individual needs of the children in each teacher’s primary care group. Primary caregiving is a benefit to the children and the teachers as it allows them to build and support strong relationships between the child and teachers supports stability with consistent attention from one adult.

Each toddler has a care chart that is for parents to view at drop off and pick. The care chart is great for sharing what the toddlers ate for snack, the diapering/potty schedule,

and any other needs that they may have. The toddlers engage in a light curriculum schedule focusing on a theme each week. The toddlers will read books, sing songs, have puppet shows, various art activities, explore different textures, learn friend's and teacher name's, basic shapes, counting, ABC's, and colors. Children in the toddler classroom are encouraged to try to use their words to express their needs and wants. Language is used and modeled by the teachers in the classroom. As the toddler grows older the teachers will also assist the children with potty training before he/she transitions into the preschool. This is a big step before moving over to the preschool classroom. Being in the same building as the preschool program, it makes for an easier transition as they're able to meet the other teachers and are already familiar with the facility.

Preschool Program:

3 schedule options: ½ day programs ending at 1 pm and ¾ day ending at 3:45 and full-day ending by 5:30.

Description:

Our preschool program is enriching and fulfilling in many different ways such as academically, socially, and emotionally. We have a 1:8 teacher child ratio which surpasses the state's requirement. Our preschool classrooms are set up and furnished to meet the requirements based on age appropriate standards for preschool aged children. We follow a weekly themed based curriculum and study one letter and one number each week. For each theme, we develop age appropriate curriculum that correlates with the theme. We implement these activities throughout the entire day through teacher and child directed activities. Our daily schedule is developed to encourage free play as well as structured academic time to focus on different skills and lessons. Another part of our plan includes a research based curriculum called Second Step. This specific curriculum focuses on social emotional development in preschool aged children. Our second step curriculum is introduced each morning during our morning circle and reinforced throughout the day. This curriculum strongly supports and encourages use of lifelong skills such as problem solving and managing emotions.

In our preschool program, we offer lots of individualized and group attention. We have daily jobs for the children to help with, free play, various art activities, sensory table, large and small group time, share time, outside play, yoga group, movement, just to name a few of our daily activities. We also try to have a variety of visits from parents in the classroom as well as regularly scheduled visitors from the community. Music class happens once a week with Teacher Anna (in most classrooms), and the TOOTH program also visits for approximately 10 weeks during the school year. To document the children's progress and growth teachers complete academic and social assessments at the beginning of the child's entrance to the classroom and again towards the end. This allows the teachers to know more specific and individualized areas of developmental needs with each child. Our goal is to send fully prepared children off to Kindergarten.

Pre-K:

Program runs from 7:45- 3:15 pm. With after school care available until 5:30 pm.

Description:

Our pre-k program is for the older student who is ready to explore more in-depth, cognitive learning and independent problem-solving skills. Children in our pre-k program attend school Monday thru Friday, are all 4 and 5 years old, and have had prior preschool enrollment. We have a 1:8 ratio which surpasses the state's requirement. Our pre-k program helps children advance their skills in core pre-academic areas such as literacy, math, and science, as well as other essential areas such as art, social and emotional well-being, and health and wellness. The expectations in pre-k are higher and the activities are more in-depth during a longer span of time. These expectations help prepare the pre-k children to be more prepared and successful for their following year of Kindergarten.

In pre-k, we have a monthly theme with more specific topics each week. We also study a letter each week which we incorporate into many different areas of the curriculum. We will learn how to write the letter, sound the letter makes, using that sound to make a word list, looking for that letter in context of words, yoga pose, poems that emphasize that letter and so much more. Students have a weekly share opportunity that is also centered on the letter of the week. Pre-k students also learn sight words throughout the school year. These words are introduced during group time and then reinforced through different literacy activities. Some of the milestone children in pre-k will be working on include: taking responsibility for actions, problem solving using communication skills, independence in all aspects of the day, focusing on positive behaviors, beginning reading, writing their name in correct upper/lower case letters, retelling of stories, connecting reading and writing, recognizing and writing numbers 1-30, concept of addition and subtraction, graphing, patterning, measuring through cooking projects, and so much more! We have a weekly yoga group and many other visitors in depending on the week and curriculum. Pre-k is a great stepping stone for children to be prepared socially and academically while feeling confident to move on to bigger things in the following year!

-Prerequisite required for Pre-K program- Prerequisite is due to the structured nature of the program and our desire to prepare children for kindergarten. Children must have prior experience in a group setting. Children must be able to interact with other children in a positive manner. Children must be able to follow directions and cooperate with teachers. Children must be between the ages of 4-6 years of age. All current

preschool children get priority for the Pre-k program. Enrollment is in the Summer/Fall. (Trial period pending permanent placement in the Pre-K program)

Transferring from classrooms

Our goal is to have children transfer from infant room to the toddler room and the toddler room to the preschool room, if space is available. Children that attend the infant or toddler program will have priority to the next room if space is available.

Infant room

We are flexible with drop off times in our infant room.

Preschool and Toddler Room

All children must be dropped off by 9:30 am, unless prior arrangements have been made. Having all children dropped off by 9:30 am will help keep structure and flow in the classroom and helps the child transition during free play.

Pre-K

Children must be dropped off by 9:15, unless prior arrangements have been made.

All Classrooms

At Little Learners, children's play is supported by the thoughtful array of activities that each teacher presents. Play allows the whole child to develop. Children grow intellectually, physically, emotionally, and creatively. In our mix curriculum and play-based program, we reflect on children's changing interests and abilities, teachers create an environment and corresponding curriculum that encourages children's exploration. Our teachers take the time to listen to children, engage them in conversations, and observe the ways they interact with others. Teachers use these observations to help children think about solving problems or answer a question as they learn to make sense of their world.

Little Learners

Policies & Procedures that Parents and School will follow

Enrollment in Little Learners constitutes an understanding that you will abide by the policies listed as follows:

Everyone's Expectations of the Program

Parents/Guardians may expect that:

- ~Their children are cared for in a warm, safe, and supportive environment.
- ~They may visit the program at any time.
- ~They may meet with the Director/Owner about any concerns relating to the child or the program.
- ~They will be informed about program activities.
- ~Community care licensing has the right to inspect the center at any given notice.

The Program expects that Parents/Guardians will:

- ~Pay fees on time as explained in Fees and Payment Policy.
- ~Keep the child's records up to date as explained in Registration and Enrollment.
- ~Update immunization records when child receives vaccines.
- ~Pick up children on time as explained in Pick up Time.
- ~Contact the Director/Owner in the event that your child(ren) will not be attending.
- ~Pay attention to communications from staff concerning your child or the program.
- ~Give two-week notice before withdrawing your child from a program as explained.
- ~Follow guidelines on child safety and car seat laws.

Children may expect:

- ~To have a fun, safe, and caring environment.
- ~To use all the program equipment, materials and facilities on an equal basis.
- ~To receive respectful treatment from program personnel.
- ~ To receive nurturing care from staff members who are actively involved with them.
- ~To have consequences that is fair

The Program will expect that the children will:

- ~Learn how to be responsible for their actions.
- ~Respect the school rules that guide them during the day.
- ~Have fun with other peers.
- ~Take proper care of equipment and materials.
- ~Treat others with respect.
- ~Be prepared for Kindergarten

Admission Policies and Requirements

Every child and family must meet with the Director prior to enrollment. In the interview process, Little Learners will be discussed and the needs of the child and family will be determined. Forms that need to be completed and signed prior to enrollment are as followed:

- ~ Admission Agreement
- ~ Childs History and Needs
- ~ Notification of Parent's Rights
- ~ Personal Rights Form
- ~ Consent for Emergency Medical Treatment
- ~ Identification and Emergency Information
- ~ Child's Preadmission Health History- Parents Report
- ~ Physicians Report
- ~ Updated Immunization
- ~ Needs and Services Plan (must be filled out for infants)

Fees and Payment Policy

The program salaries, supplies, and administrative expenses are supported entirely by parent fees. The fees are subject to change with 30 days notice and currently are as follows:

Each classroom has a registration Fee of \$75- This fee will be added to your child's first month's bill, depending on your child's enrollment date. This fee helps cover insurance cost.

*All rooms have a \$100.00 deposit to reserve a spot more than 2 months in advance of your child starting. Should you not inform us of your child not attending Little Learners within 30 days prior to his/her start date, you will forgo the deposit. *

Online payments can be made through your QuickBooks monthly invoice. Please add \$5 to your bill when using this service to cover the online fee.

Infant Room:

Half-day rate \$38 per day

¾ day rate \$48 per day.

Full-day rate \$58 per day

Toddler Room:

Half-day rate \$28 per day.

¾ day rate \$38 per day.

Full day rate \$48 per day.

Preschool Room:

Half-day rate \$25 per day.

¾ day rate \$33 per day.

Full day rate \$40 per day.

Pre-K Room: (Prerequisite required)

¾ rate \$33 per day or \$40 per day full day.

The holidays that will be charged are the following; New Year's day, Martin Luther King Jr. day, Presidents Day, 2 days for Spring break, Memorial Day, 4th of July, Labor Day, 2 days for Thanksgiving and 4 days for Winter break. Holidays that fall on a weekend will not be charged. Families will only be charged for the above holidays if he/she child enrollment day falls on the closure day.

Tuition payments are due on the 1st of the month prior to care. A late fee of \$25.00 will be charged if payments are not paid by the 5th of the month. If payments are still not made by the 8th, a \$5 charge will occur each day until payment is received. Children may

not return to school with an outstanding balance of 30 days or more until payment has been received.

All fees are to be paid in advance of services, unless they are being paid by an outside agency and has been arranged by the Director and Parent/Guardian. Each month, families will receive a monthly invoice by the 25th of each month. Families will be given 30 notice of prior to rate change. We have a no refund policy, unless two week notice is given to Directors.

**Registration and Enrollment
For parents using an outside agency for payment.**

- ~ Vouchers must be signed on a daily basis.
- ~ Certificates must be signed in a timely fashion.
- ~ On your child's last day of the month you must sign at the bottom of your voucher.
- ~ You must write in a reason for any illness (i.e. cold, flu, etc. not just "sick"). This is due to government regulations that fund these programs.
- ~ Failure to give a two-week notice before withdrawal from the program may make you liable for fees not covered by Changing Tides.

Parents/Guardians will be responsible for any fees not covered by their voucher program. These fees will be reflected in the following months billing.

Some of the typical reasons that Changing Tides may not pay **all** your fees include:

- ~ Using more days/time than your certificate allows,
- ~ Not keeping your voucher up to date.
- ~ Not turning in paperwork in a timely fashion, i.e. turning a schedule/worksheet late,
- ~ You signed up for days your child did not attend.
- ~ Not writing in a specific reason for your child's illness.

Before your child(ren) may start, all enrollment forms must be completed and turned in to the Director/Owner and an intake meeting must be completed. Parents and guardians utilizing the Voucher Program may start the program before Changing Tides paperwork has arrived. They will, however, be responsible for any and all fees not covered by Changing Tides. Families utilizing this program must complete all monthly paperwork required by agencies.

-Yurok Tribe and Coast Guard Subsidies also accepted
Late Pick-Up

Parents/guardians whose children are still in attendance after their schedule pick-up time will be charged a "late pick-up fee." This fee is \$5.00 for each 5-minute period commencing right at pick-up time. Please call if you are going to be late.

Absences

Please phone the Center to inform us when your child(ren) is/will be absent. This helps us maintain proper ratios at the Center and to determine snacks needed for the day. This can be done by either 1) phoning the office and informing the staff of the reason for the absence or 2) emailing director.

If a child is, absent for three days and the parent has not notified the Center of the reason for the absence, childcare services may be terminated. Please keep communication open.

Unfortunately, we cannot give credit for absences because we must pay for the staff whether your child attends on a scheduled day or not. Under certain circumstances, families may be allowed to leave the program for an extended period if agreed upon with Director and family prior to leave. **Please note: There is no tuition credit for vacation or sick days.**

Parents/Guardians wishing to withdraw their child (ren) from the program must give two weeks notice to the Director. Failure to give notice will result in a billing for the child(ren)'s normal schedule for those two weeks.

Discipline Policy

Little Learners believes that both children and staff have three basic rights:

1. Everyone has the right to be free from verbal and physical abuse.
2. Everyone has the right to learn, grow, and have fun.
3. Everyone has the right to the safety of themselves and their personal property. The goal of discipline for children is to help them learn acceptable limits of behavior and to help them develop self-control of their behavior. This is done by providing an environment that allows for independence, yet sets clear limits and expectations of the child. Adults who work in the classroom will have realistic expectations of the child based on the child's developmental level.

Discipline may take many forms, and will be geared to the child's age and the severity of the problem. When possible, the program will allow the child to experience the logical consequences of their actions. In the toddler program, no discipline action will be taken. Communication is our key to discipline.

In no instances will any form of corporal punishment, humiliation, ridicule, threat, or other similar action be used or condoned with children. The program also prohibits parents, guardians, and others from using any of the aforementioned while at the

program's center. Children will be encouraged to work out problems constructively, and develop respect for self, others, and their environment.

If a child exhibits behavior that infringes on another person's rights or property, one or more of the following actions will occur. These are examples only. These actions may not occur in this order. Program staff will match an action appropriate with the misbehavior.

- ~ The child may experience the logical consequences of their actions.
- ~ The child may be redirected to an appropriate activity.
- ~ The child may be reminded of the program/school's rules.
- ~ The child may be given time in quiet area to reflect about their behavior.
- ~ The child may be put "off limits" from a piece of equipment or area of the site.
- ~ The parent/guardian may be contacted and a conference arranged to discuss ways of solving the problem.
- ~ The parent/guardian may be called and required to pick up the child.

Daily Schedule in Preschool

7:45-9:30-Free play inside and outside

9:45-9:50-Clean up

9:50-10:15-Circle Time

10:15-10:20-Hand washing

10:20-10:35-Snack

10:35-10:40-Body movement

10:40-11:00-Small Educational groups

11:00-11:10-Bathroom
11:10-12:00-Outside Play
12:00-12:20-Circle
12:20-12:25-Handwashing
12:25-12:45-Lunch
12:45-12:55-Toothbrushing
1:00-1/2 day children Departure
1:00-1:15-Outside
1:15-1:20-Bathroom
1:20-1:30-Book reading
1:30-3:10-Rest time
3:10-3:20-Table work and restroom
3:20-3:30-Yoga
3:30-3:40-Hand washing
3:30-3:45-Snack
3:45-3/4 Day children Departure
4:00-Jacket, shoes on and restroom
4:00-4:45-Outside
4:45-Clean-up outside and line-up
4:45-5:30-Free play and/or story time
5:30-Departure

Daily Schedule for Toddler Room

7:45-9:30-Children arrive/Free play
9:30-9:45-Clean-up
9:45-Circle
10:00-Art time
10:10-10:15-Handwashing
10:15-10:25-Snack
10:25-10:45-Diapering
10:45-11:35- Outside time

11:35-11:45-Hand-washing
11:45-12:15-Lunch and tooth brushing
12:20-12:50-Diapering
12:20-12:50-Free play
12:50-1:00-Story time
1:00- Half day children depart
1:15-3:15-Nap time
3:00-3:15-Diapering and hand washing
3:15-3:45- Snack
3:30-3:45-3/4 Day children Departure
3:45-4:30-Outside play
4:30-4:45-Diapering and hand washing
4:45-5:00-Story time/activity
5:00-5:30-Free play
5:30-Children Depart
(Diapering when needed and schedule times)

Individual Daily reports will be posted daily- ie: meals and when diapers are change

Infant Daily Schedule

7:45-9:30- Arrival, free play, fine motor, music class
9:00- Snack
9:30-10:45- Naps, art activity & sensory play
10:45-Diapering
11:00-11:30-Outside time or walk in stroller
11:30-12:15-Lunch
12:15-1:00-Diapering, stories & songs
1:00/1:30- Half day children depart
1:00-3:00-Nap time
3:00-3:15-Diapering
3:15-3:45-Snack
3:30-3:45-3/4 Day children Departure
3:45-5:30-Free Play, read stories, & manipulative activities
5:30-Children Depart
*Infants will be fed, changed and able to nap as needed throughout the day.

Daily Schedule for Pre-K Room
(Prerequisite required for entrance)

7:45-9:15-Children Arrive/Free play
9:30-10:00-Large educational group
10:00-10:15-Snack
10:15-11:00-Outside
11:00-11:45 Large group and Small education center time
11:55-12:30-Lunch and tooth brushing
12:30-1:15-Outside
1:00-1:15 Chapter Book

1:15-2:15-Rest/Quiet activity
2:15-2:45 Wake up, put rest away, snack
2:45-3:15 3rd Group/share time
3:15 Children Depart
3:15-5:00 (Aftercare) Outside
5:00-5:30 (Aftercare) Inside play

Court Orders and Custody

Children will be released to persons other than the parent/guardian only if the parent has granted permission in advance. In the event of an emergency and the parents or guardians are unavailable, the staff may contact persons identified on the child's emergency card to take the child from the program. It is important to keep your child's emergency cards up to date. Unless the program has a restraining order covering a parent, both parents will be allowed to take their child(ren) from the center. In the event of an emergency, all efforts will be made to reach the parents/guardians. If that fails, we will try to reach the person(s) listed on the emergency card.

Court Orders

If pursuant to court order, one parent has been given the legal right to child custody or visitation which determines who is to pick up a child who participates in Little Learners Center, or if one parent has been restrained by court order from visiting or has been ordered to stay away from a child the program requires the following:

1. A certified copy of the current court order, which states the rights or restraints, ordered.
2. If a later order supersedes the first, it will not be honored until the program has a copy of the most recent order.
3. The law requires that we follow valid court orders and only certified orders are deemed valid.

Potty Training Policy-Preschool Room

In order to bring your child to Little Learners Center preschool classroom, he/she must have been going through the potty training stage for at least one full month, being consistent with using the toilet with the help of a parent or adult. Teachers will assist in wiping. Each case will be viewed individually, but please make sure to communicate with staff on how toileting works at home and any specific words/phrases that are used at home, this will enhance the progress. We will assist in helping the child if an accident happens and having he/she sit every hour. In order for potty training to be successful, it is important for this to happen at home and in the center. Potty training needs to begin at home and then supported at the center. We make every effort to work as a team with parents when it comes to potty training. We want to help and support families

during this transition but it needs to start at home first. It is important to bring changes of clothes and any extra items need. Extra clothing items will be kept in the bathroom in a labeled bag with the child's name. If your child has an accident, the soiled clothing will be in a bag in your child's cubbie. There will be a note sent home to parents when the child is in need of more clothing items at school.

Potty Training Policy for Pre-K Room

Children must be fully proficient in potty training.

Potty Training Policy for Toddler Room

None needed. Children will be changed every 2 hours and will sit on the toilet regularly for exposure to toilet training skills. We help with potty training in our toddler room when children show signs of being ready.

Need and Services Plan for Infant Room

If your child is in diapers bring a minimum of five diapers for each day your child is enrolled or you may bring a full package of diapers. Diapers will be labeled with your child's name and you will be notified when to re-stock. A notification board will be posted with each child's daily meals and diaper changing. **Needs and Service plans must be updated every 3 months.**

Items to bring on your child's first day (All Classrooms)

- Any outstanding enrollment paperwork; completed and signed, if necessary.
- A naptime blanket is required and needs to be a size that fits in his/her nap basket. A nap time toy (stuffed animal or soft doll). This is optional but sometimes eases the transition.
- Clean, extra clothes, including underwear, that are seasonally appropriate and Labeled with your child's name. Good shoes and jackets are required at school.
- If your child is in the potty training stages, bring a minimum of 2 extra pair of underwear for each day your child is enrolled.

Toddlers

- Toddlers need to bring enough diapers weekly. Wipes will be supplied.
- No bottles allowed
- Pacifiers only used during rest time
- Extra clothes

Infants

- Infants need to bring enough diapers weekly. Wipes will be supplied.
- 2 Bottles to leave at school
- Pacifiers if used
- Formula or Breast milk
- Baby food if infant is eating & a lunch if he/she is eating solids
- Extra clothes

Hours of operation/Holiday Closure

Little Learners will operate 5 days a week. Each classroom has different hours of operations. The Infant, Toddler and Preschool classroom is open from 7:45 am until 5:30 pm and the Pre-K room is open from 7:45-3:15, with an after school program offered. *Little Learners* will be closed during some national holidays but remain open throughout the summer months. The holiday closure days are as follows: Labor Day, Thanksgiving-3 days closed, Martin Luther King Jr's Birthday, Christmas-5-9 days closed, New Years-2 days, Memorial Day, Fourth of July, Summer Break-4 days closed, Spring Break 2-3 days closed, 3 flex days for staff training, for a total of 26-28 days closed in each Fiscal year. Families will be notified a month in advance for holiday closing. Parents will be given monthly newsletters, with any updated information and activities that may be happening during the month. (e.g. Family Events in the community) If a teacher is sick, Little Learners Center will have a list of substitute teachers and will still operate for the children and families. In the result of a sick teacher, the Director will also be ready to be on the floor to ensure child/staff ratio is in accordance with the State Licensing Rules and that children are still able to attend their regular schedule. Under special circumstances if more than 2 teachers are sick, a classroom may have to close due to ratio of teacher/child.

Our monthly newsletter will inform families of closed holidays and non-operating days. Also, a yearly calendar is given during the enrollment process.

Sign-in/Sign-out

Each day the child(ren) must be brought into the classroom by an adult. The adult must sign his/her full name on the sign-in sheet. This is the State Law. Sign-in sheets are used during emergencies to ensure that all children are accounted for; therefore, it is crucial that you sign your child in every day before you leave the center. A full signature is also required at pick-up time. We cannot release a child to anyone other than his or her parent/guardian unless that person has been 1) designated on the child's emergency form; 2) named in a note to staff by the parent; or 3) named in a phone call to the staff by the parent. We are firm about this policy, because we are committed to providing for your child's safety. Please inform staff if someone different will be picking your child up from school. If parents continually forget to sign their child in/out, there will be a \$10 fee for a non-signature. We can get fined \$200 for a child not being signed in/out.

Nutrition/Meal Policy

Little Learners will serve two nutritional snacks a day for every child. LL will use the USDA food guidelines to ensure a balanced diet. Families are welcomed to bring in any nutritional snacks, as funding source is only from LL. Each child must bring their own lunch that's healthy and balanced. Lunches should be healthy and nutritious in order for

children to grow properly. A menu of snacks will be posted every week on the bulletin board. Water will be available all day for children to help themselves. Any food allergies must be documented and parents are responsible for completing the food allergies form during enrollment. If we have a student that is allergic to a certain food, parents may be asked not to pack the food item for safety precautions. Parents will need to provide food for infants until he/she transfer to our toddler room. We do allow special treats for birthdays and holidays.

Health and Safety

As part of the enrollment process, parents are required to sign enrollment forms that provide the Center with information concerning the child's physician, drug and medication allergies and a medical release.

Every child will brush their teeth in class after lunchtime. Little Learners will provide toothbrushes and toothpaste to every child. Parents will be asked to answer questions about teeth brushing experiences.

Parents must notify the Center immediately of changes in emergency and identification information, including a change of physician.

We will also always inform you of any contagious disease or condition occurring in your child's class, with a printed notice on the classroom sign in sheet.

Sunscreen is provided by the school unless parents have a specific kind they want used. A permission slip needs to be signed prior to use. (included in enrollment packet)

Dismissal Policy

We want to be partners with parents to solve any discipline problem. Physical or emotional abuse of another child or teacher, which is determined to be excessive or repetitious by the staff and director, will be grounds for dismissal.

- First, a parent conference will be scheduled to discuss the problems and to develop a plan to correct them.
- Second, a reasonable amount of time will be given for improvement in the child's behavior. Another parent conference will be scheduled to evaluate the child's progress.
- Third, if the behavior persists, and cannot be resolved to the Center's and the parents' satisfaction, it may be determined by the Director and staff that the program does not meet the child's needs. As a result, the child may be withdrawn from the program.

Parents' non-support of or non-adherence to Little Learners policies will be cause for dismissal.

Termination of Enrollment

The Director/Owner of the Center reserves the right to terminate the enrollment in the program for cause. The first four weeks of enrollment is a trial period, after the four weeks the Director will have the option to terminate enrollment or go forward with the enrollment.

The following are causes for termination of enrollment:

- ~ The Center is unable to meet the physical, social, and emotional needs of the child or the child is a danger to her or himself and/or others. If termination of services is required to ensure the safety of all children and staff, termination may be immediate.
- ~ Failure to establish need for services or eligibility ends.
- ~ Failure to meet the contractual agreement, such as payment of tuition within the guidelines set by the Center, more than 14 unexcused absences in a year, failure to follow the contracted hours of attendance (early or late drop-off/pick)

Child Sick Policy

Please remember that the teachers and other children will be exposed to the illness that an ill child may bring to school. Keep your child home if he/she:

- is in the first two days of a cold
- has a sore throat
- has had a temperature greater than 100, with or without other symptoms, in the past 24 hours
- has been vomiting in the past 24 hours
- has had diarrhea in the past 24 hours
- has had an unexplained rash
- has impetigo (strep or staph infection on the skin)
- has untreated conjunctivitis ("pink eye")
- has chickenpox, until the vesicles are crusted over
- has lice or nits (LL has a nit-free policy)
- or any other contagious disease or condition

Please notify your child's teacher if your child has not been feeling well or acting "out of sorts" or has been exposed to head lice, chicken pox, measles, meningitis or any other contagious disease. Also, please notify the office if your child has contracted any of the above. A child may not stay if he/she does not feel or act well enough to participate in daily activities. Teachers have the authority to refuse to accept a child and/or to send a child home based on their assessment of the child's health.

If your child becomes ill while at school, the child will be isolated from the group. You will be contacted to discuss the symptoms, and you may be asked to take your child home within one hour. Your child may return to the Center after she/he is free of the above symptoms.

We make every effort to prevent the spread of illnesses. Staff and children wash their hands regularly. We teach and model children to “catch” their sneezes and coughs. We have several tissue boxes around our classrooms to be used. We wash toys, tables and chairs regularly. We cover all open wounds with bandages. All staff wears disposable gloves when in contact with bodily fluids or secretions and practice Universal Precautions.

Medication Policy

We understand that children occasionally need to take medicine at school. The Director or Teacher will administer the medicine to your child; however, you are required to complete a Medical Dosage Form. Forms can be obtained from the office staff. Medications must be in original container and have child’s name and information on medicine bottle. Medication will only be administered if all proper paper work is filled out by parent and is not allowed to be administered longer than a 10-day period.

If medicine is prescribed by a doctor, we must have paperwork filled out by physicians to administer medicine. All medicine (epi-pen etc) must be current/not expired.

REMINDER: Please do not send medication of any kind in your child’s backpack or belongings. Medication in its original bottle, labeled with your child’s name and dosage, should be given to your child’s Teacher. Medication will be placed in a plastic baggie in a secure area.

Reporting Suspected Child Abuse

All staff working with children are mandated by the State of California to report any suspected child abuse or neglect. Reports, by law, are made without prior notification to parents, to the Protective Services Division of the local Department of Social Services. We wish to work in partnership with parents.

We ask that you tell us the cause of visible bruises, etc. that have been incurred at home, and we, in turn, will notify you of the circumstances surrounding any injuries sustained at school. Incident reports will go in child’s cubbies, describing the nature of the injury.

Field Trips

During the school year, LL will occasionally take walks to nearby parks. Children will always be under the supervision with the right amount of adults needed. Parent volunteer will be needed to accompany on walking field trips. Parents must sign permission for any field trips taken. We may take some field trips that require transportation from parents. Families will sign a waiver for their child to be transported by another adult, other than LL. LL will not be held liable for transporting child from/to a fieldtrip. We have weekly and monthly visitors come into classrooms for a variety of learning opportunities.

Rest/Nap Time

Children are not expected to take naps but are required to rest on his/her cot during rest time. Please bring a **small blanket** for your child to rest with on his/her first day of school. Each child will have his/her own cot. A book will be read before rest time. Nap time will be quiet with music played lightly. Staff pat children to sleep, as needed. Sheets and blankets will be cleaned regularly and cots will be washed down regularly.

Clothing

Children should be dressed comfortably for the day's weather and temperature. Layers are best in Humboldt County! Children should try to wear clothes that can get messy without it being a frustration for parents. Each child should have a change of clothes. We will try to go outside as much as possible, therefore please always pack a jacket and good shoes. We encourage each child to have a pair of rain boots at school. Always label your child's clothes. Please dress you child in play clothes. We will try our best for children to wear paint smocks during art activities but occasionally things happen such as mud, water play, etc.

(Any polices are subject to change) Updated 01/2018

(Return Signed Acknowledgment after Reading all Policies)

I _____, have received and read Little Learners Center Parent Handbook. I agree to follow all policies and agreements.

Sign: _____ Date _____

Date of Application _____

**Little Learners
Preschool Room
Enrollment Application**

Student/Child Information

Name: _____

Date of Birth: _____ Age: _____ Gender: _____

Parent Information

Mother's Name: _____
(Or guardian)

Home Address: _____
Street City State Zip

Home Phone: _____ Cell Phone: _____

Email Address: _____

Place of Business: _____

Work Address: _____ Work Phone: _____

Father's Name: _____
(Or guardian)

Home Address: _____
Street City State Zip

Home Phone: _____ Cell Phone: _____

Email Address: _____

Place of Business: _____

Work Address: _____ Work Phone: _____

Enrollment Schedule & Tuition's- There is a \$75 registration fee that will be added to the first month billing.
Parents will be billed monthly according to the enrollment program you select. Monthly payments are due in full by the 1st. A late fee of \$25.00 will be charged if payments are not received by the 5th of every month. If payment is not received by the 8th an additional \$5 per day will be added to the bill until it's paid in full. It is family's responsibility to make sure payment is made even if your child's regular schedule day doesn't fall on the 1st or if you plan to be out of town. Payments can be dropped off in the drop box or paid online.

Enrollment Options: Please Circle Selection ~Full-time, 3/4 or Part-time

**Half-Day Tuition ~Pick-up is at 1pm -\$25.00 per day
A late fee will be charged for late pick-up.**

Monday Tuesday Wednesday Thursday Friday

~~~~~  
**¾-Day Tuition ~Pick-up is at 3:45 -\$33.00 per day**  
**A late fee will be charged for late pick-up.**

Monday      Tuesday      Wednesday      Thursday      Friday

~~~~~  
Full-Day Tuition ~Pick-up is no later than 5:30 -\$40.00 per day
A late fee will be charged for late pick-up.

Monday Tuesday Wednesday Thursday Friday

~~~~~  
Indicate Date on which you would like to initiate enrollment: \_\_\_\_\_  
**(Enrollment date will depend on availability)**

**Indicate Desired Location:** \_\_\_\_\_

Parents must give two-week notice of any Schedule Changes. Parents are responsible to fill out all proper paper work before attendance is allowed. Drop-off time is no later than 9:30am, unless other arrangements were made in advance. Parents must keep all records and forms up to date. A visit with parents/guardians and child are required before the child attends Little Learners. This meeting can be made with the director.

Emergency Contacts

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Child's History and Needs**

Detailed background information is an invaluable tool for providing quality care for children. The more a teacher knows about a child, the better we can understand and meet his/her needs. We would love to form a partnership with you to provide consistency of care for your child. Please take time to complete this form. There is a spot at the end for any additional information.

#### **Health History**

Any previous attendance at a school/daycare? \_\_\_\_\_

Any food allergies? \_\_\_\_\_

Any illnesses or diseases? \_\_\_\_\_

Does he/she brush their teeth at home? \_\_\_\_\_

#### **Developmental History**

What are your child's favorite toys? \_\_\_\_\_

What are your child's favorite activities? \_\_\_\_\_

What language is spoken in your home? \_\_\_\_\_

**Sleeping**

Does he/she nap regularly? \_\_\_\_\_

If so, what time of the day? \_\_\_\_\_

What helps he/she feel comfortable during rest time? \_\_\_\_\_

Does your child have a special blanket or stuffed animal? \_\_\_\_\_

**Toileting**

How long has he/she been using the toilet? \_\_\_\_\_

Is your child able to use the toilet independently? \_\_\_\_\_

How often does your child sit on the toilet? \_\_\_\_\_

Any extra information about your child, please feel free to explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Application\_\_\_\_\_

**Little Learners  
Pre-K  
Enrollment Application**

**Student/Child Information**

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

**Parent Information**

Mother's Name: \_\_\_\_\_  
(Or guardian)

Home Address: \_\_\_\_\_  
Street City State Zip

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Place of Business: \_\_\_\_\_

Work Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Father's Name: \_\_\_\_\_  
(Or guardian)

Home Address: \_\_\_\_\_  
Street City State Zip

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Place of Business: \_\_\_\_\_

Work Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Enrollment Schedule & Tuitions-** There is a \$75 registration fee that will be added to the first month billing.

Parents will be billed monthly according to the enrollment program you select. Monthly payments are due in full by the 1<sup>st</sup>. A late fee of \$25.00 will be charged if payments are not received by the 5<sup>th</sup> of every month. If payment is not received by the 8<sup>th</sup> an additional \$5 per day will be added to the bill until it's paid in full. It is family's responsibility to make sure payment is made even if your child's regular schedule day doesn't fall on the 1<sup>st</sup> or if you plan to be out of town. Payments can be dropped off in the drop box or paid online.

**Circle 1 Option:**

**Full-Day Tuition ~\$33.00 per day**

**Drop off is between 7:45-9:15**

**Pick-up is at 3:15**

**Enrollment options: Must be M-F**

**After school care-\$40.00 per day**

**Pick-up is by 5:30**

Indicate Date on which you would like to initiate enrollment: \_\_\_\_\_

**(Enrollment date will depend on availability)**

**Indicate Desired Location:** \_\_\_\_\_

Parents must give two-week notice of any Schedule Changes. Parents are responsible to fill out all proper paper work before attendance is allowed. Drop-off time is no later than 9:15 am, unless other arrangements were made in advance. Parents must keep all records and forms up to date. An interview/visit with parents/guardians and child are required before the child attends Little Learners Center. This meeting can be made with the director.

Emergency Contacts

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Child's History and Needs**

Detailed background information is an invaluable tool for providing quality care for children. The more a teacher knows about a child, the better we can understand and meet his/her needs. We would love to form a partnership with you to provide consistency of care for your child. Please take time to complete this form. There is a spot at the end for any additional information.

**Health History**

Any previous attendance at a school/daycare? \_\_\_\_\_

Any food allergies? \_\_\_\_\_

Any illnesses or diseases? \_\_\_\_\_

Does he/she brush their teeth at home? \_\_\_\_\_

**Developmental History**

What are your child's favorite toys? \_\_\_\_\_

What are your child's favorite activities? \_\_\_\_\_

What language is spoken in your home? \_\_\_\_\_

**Sleeping**

Does he/she nap regularly? \_\_\_\_\_

If so, what time of the day? \_\_\_\_\_

What helps he/she feel comfortable during rest time? \_\_\_\_\_

Does your child have a special blanket or stuffed animal? \_\_\_\_\_

Date of Application \_\_\_\_\_

**Little Learners  
Toddler Room  
Enrollment Application**

**Student/Child Information**

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

**Parent Information**

Mother's Name: \_\_\_\_\_  
(Or guardian)

Home Address: \_\_\_\_\_  
Street City State Zip

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Place of Business: \_\_\_\_\_

Work Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Father's Name: \_\_\_\_\_  
(Or guardian)

Home Address: \_\_\_\_\_  
Street City State Zip

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Place of Business: \_\_\_\_\_

Work Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Enrollment Schedule & Tuitions-** There is a \$75 registration fee that will be added to the first month billing.

Parents will be billed monthly according to the enrollment program you select. Monthly payments are due in full by the 1<sup>st</sup>. A late fee of \$25.00 will be charged if payments are not received by the 5<sup>th</sup> of every month. If payment is not received by the 8<sup>th</sup> an additional \$5 per day will be added to the bill until it's paid in full. It is family's responsibility to make sure payment is made even if your child's regular schedule day doesn't fall on the 1<sup>st</sup> or if you plan to be out of town. Payments can be dropped off in the drop box.

Enrollment Options: Please Circle Selection ~Full-time, or Part-time

**Half-Day Tuition ~Pick-up is at 1pm \$28.00 per day**

**A late fee will be charged for late pick-up.**

Monday Tuesday Wednesday Thursday Friday

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¾ day Tuition ~ Pick up is by 3:45 \$38.00 per day

Monday Tuesday Wednesday Thursday Friday

~~~~~

**Full-Day Tuition ~Pick-up is at 5:30 \$48.00 per day**

**A late fee will be charged for late pick-up.**

Monday Tuesday Wednesday Thursday Friday

~~~~~

Indicate Date on which you would like to initiate enrollment: _____

Indicate Desired Location: _____

(Enrollment date will depend on availability)

Parents must give two-week notice of any Schedule Changes. Parents are responsible to fill out all proper paper work before attendance is allowed. Drop-off time is no later than 8:30 am, unless other arrangements were made in advance. Parents must keep all records and forms up to date. An interview/visit with parents/guardians and child are required before the child attends Little Learners Preschool. This meeting can be made with the director.

Emergency Contacts

Name: _____ Phone: _____

Name: _____ Phone: _____

Parent/Guardian Signature: _____ Date: _____

Director Signature: _____ Date: _____

Child's History and Needs

Detailed background information is an invaluable tool for providing quality care for children. The more a teacher knows about a child, the better we can understand and meet his/her needs. We would love to form a partnership with you to provide consistency of care for your child. Please take time to complete this form. There is a spot at the end for any additional information.

Health History

Any previous attendance at a school/daycare? _____

Any food allergies? _____

Any illnesses or diseases? _____

Does he/she brush their teeth at home? _____

Developmental History

What are your child's favorite toys? _____

What are your child's favorite activities? _____

What language is spoken in your home? _____

Sleeping

What time does he/she nap regularly? _____

What helps he/she feel comfortable during rest time, ie pacifier, rocking? _____

Toileting

Does your child sit on the toilet regularly?

Any extra information about your child, please feel free to explain. _____

Date of Application _____

**Little Learners Center
Infant Room
Enrollment Application**

Student/Child Information

Name: _____

Date of Birth: _____ Age: _____ Gender: _____

Parent Information

Mother's Name: _____
(Or guardian)

Home Address: _____
Street City State Zip

Home Phone: _____ Cell Phone: _____

Email Address: _____

Place of Business: _____

Work Address: _____ Work Phone: _____

Father's Name: _____

(Or guardian)

Home Address: _____
Street City State Zip

Home Phone: _____ Cell Phone: _____

Email Address: _____

Place of Business: _____

Work Address: _____ Work Phone: _____

Enrollment Schedule & Tuitions- There is a \$75 registration fee that will be added to the first month billing.

Parents will be billed monthly according to the enrollment program you select. Monthly payments are due in full by the 1st. A late fee of \$25.00 will be charged if payments are not received by the 5th of every month. If payment is not received by the 8th an additional \$5 per day will be added to the bill until it's paid in full. It is family's responsibility to make sure payment is made even if your child's regular schedule day doesn't fall on the 1st or if you plan to be out of town. Payments can be dropped off in the drop box.

Enrollment Options: Please Circle Selection ~Full-time or Part-time

Half-Day Tuition ~\$38.00 per day. 2 Options: Please circle one.

8:00-1:00 or 8:30-1:30

Monday Tuesday Wednesday Thursday Friday

~~~~~

**3/4 –Day Tuition~\$48.00 per day. 2 Options: Please circle one.**

**8:15-3:15 or 8:30-3:30**

Monday Tuesday Wednesday Thursday Friday

~~~~~

Full-Day Tuition ~\$58 per day. Drop off between 7:45-9:30

Pick-up is by 5:30

Monday Tuesday Wednesday Thursday Friday

~~~~~  
Indicate Date on which you would like to initiate enrollment: \_\_\_\_\_

**Indicate Desired Location:** \_\_\_\_\_

**(Enrollment date will depend on availability)**

Parents must give two-week notice of any Schedule Changes. Parents are responsible to fill out all proper paper work before attendance is allowed. Drop-off time is no later than 9:30 am, unless other arrangements were made in advance. Parents must keep all records and forms up to date. An interview/visit with parents/guardians and child are required before the child attends Little Learners. This meeting can be made with the director.

Emergency Contacts

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_