

# Parent Handbook



## Little Learners

CHILD CARE CENTER, LLC



This handbook has been designed to provide you with important information about the program policies and procedures that will affect you and your child. If you have any questions or concerns, you are encouraged to talk with the provider or your child's teacher.

# Our Philosophy & Mission Statement

**Our Philosophy:** We believe that children should be in a warm loving nurturing environment that meets children's social, emotional, intellectual, and physical needs. We believe that providing a safe, loving, respectful environment, children have the greatest opportunity to grow and develop. Such an environment should be the foundation of all childcare programs, however, we believe it is an educator's duty to go above and beyond safety, love and respect. We, as educators, should strive to create an environment that is fulfilling, enriching and supporting of all possible learning and growing opportunities.

**Our Mission:** The mission of Little Learners is to build the character and creativity of your child through careful attention, solid support, positive reinforcement, and creative development growth. We strive to provide high quality care through the loving hearts and gentle hands of caring and well trained team of caregivers.

## Purpose

To provide quality care for children ages 0-12 years of age

## Goals

- A pleasant and safe space to play and learn
- A variety of multicultural experiences
- A place to meet their emotional, physical, social and intellectual development
- A healthy environment





### **Services/Programs**

Infant Room (6 weeks- 18mos)  
 Toddler Room (18mos- 30mos)  
 Early Preschool Program (2 1/2-3 1/2yrs)  
 Preschool Program (3-4yrs)  
 Pre-Kindergarten (4-5)  
 Before/After School Program (5-12yrs)

### **Hours of Operation**

Little Learners Childcare Center hours of operation are  
 Monday through Friday - 6:00 am to 5:30 pm  
**Lapeer Center Only**  
 Monday through Friday - 6:00 am to 6:00 pm

### **Process for orientating child/family to program**

Before your child attends the program, you will be encouraged to visit the program with your child. You and your child will be invited to a mealtime, a daily activity or just to stop by the classroom and meet the teacher and the other children at any time.

**Parents must meet with the director**, before the child's first day, to review all required enrollment forms, review/discuss the Parent Handbook and share your goals for your child.

### **Authorized Person to pick-up Child**

If anyone other than yourself and/or designated person will pick-up your child, they must be on the completed Emergency Card. Employees are not allowed to transport children in their vehicles.

### **Closures**

Little Learners recognizes the holidays listed below. Parents will be responsible for providing care for their children during these times. Full tuition will be charged for weeks in which these holidays occur.

- New Year's Day
- President's Day
- Memorial Day
- 4th of July
- Labor Day
- Columbus Day
- Thanksgiving Day and Day after
- Christmas Day

### **Late pick up**

Please arrive early enough to pick up your child and exit the school by 5:30 pm. If a parent does arrive past 5:30 pm there will be a charge of \$1.00 per minute. Repeated instances of late pickups may be grounds for dis-enrollment.



## Severe Weather/ Closure Policy

If severe weather conditions arise, such as snow, ice, local flooding or other acts of nature, the center may choose to close or reduce hours of operation. We will notify via our Line Leader Parent App. We will also post it on our Facebook page and it will be recorded on our phones.

## Payment Provisions

- Non-refundable registration fee must be paid upon enrollment
- Tuition is due by ACH only and will be billed out on Wednesday, charges come out on Friday from your bank account.
- Holidays, severe weather closings and absent days are included in weekly tuition.
- You are paying to reserve the space at the center and not your attendance.
- Parents will be responsible for \$25 return check fee if your ACH is returned.
- Childcare Payment authorizations must be received from your child's caseworker before your child can attend the program. (Applies to families receiving subsidized Child Care assistance)

## Things to bring to the Center

Send blanket and small pillow if needed for naptime, extra clothes **labeled** with your child's name, wipes, diapers, and pre made formula bottles with labels stating the date, time the bottle was made and the child's full name if needed in the infant classroom.

## Things to leave at home

Please do not bring food, drinks or toys into the center except for special occasions. The staff will make effort to safeguard personal belongings brought by the children, but shall not be responsible for lost or broken items.

## Curriculum

At Little Learners Childcare Center LLC, we believe that children learn in a warm and nurturing environment in order to do so our teachers plan a daily schedule and learning activities with four things in mind:

- Developmental stages, need and abilities of all young children,
- Needs of the age group they serve and their abilities
- Needs of the specific, individual children in their care
- The personal experiences and history each individual child brings to the classroom learning experience.

On a daily basis your child will engage in playful interactions with peers and trained teachers. He/she will participate in large group activities, such as storytelling and music, as well as small group activities that explore the language arts, creative arts and drama, science, math, and cooking.

We will provide activities to foster emotional, social, intellectual and physical growth. We stress good self-esteem, clear and positive communication, problem solving, decision making, creativity, independence and the ability to work with others.



## **Parent Conferences/Communication**

Parent conferences are scheduled twice a year in person or by telephone. Together you and your child's teacher will review your child's progress, needs and set goals for your child. Parents are also welcomed to visit the program at any time their child is present.

Others ways that we will communicate with you:

- Brief discussions upon arrival
- Daily/weekly reports
- Telephone calls during teachers planning time
- Monthly newsletters
- Open house events



## **Diapering Procedure**

Children still in diapers will need to be provided an adequate daily supply of disposable diapers and wipes at the center. We will send you a note home on your child's Line Leader Parent app when your supply is getting low. Please send the diapers and wipes in immediately. If your child has a diaper rash or any other condition that requires use of medication, written permission is needed on our Medication or Topical Ointment Form located in the front desk. When it is time for potty training we will work with the parent in this process. We do require several changes of clothes and even shoes. We want to work with the parents on potty training routines so when the time comes please notify the teacher of your potty training routines.

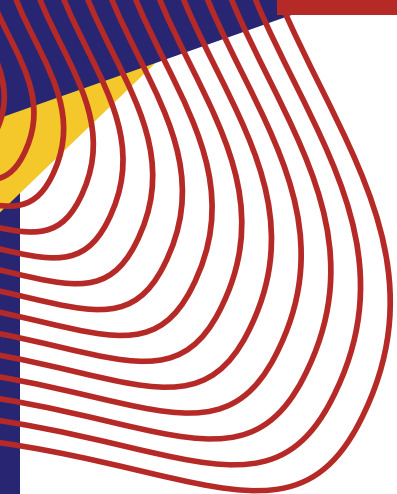
## **Nap Time**

Every effort is made to adjust to the individual needs of all children regarding the daily nap.

Children are allowed to take a book to their cot after 30 mins of the start of nap. We do encourage all children under the age of 5 to take a rest. If it helps to bring in a special stuffed animal, blanket, or pillow we highly recommend and encourage it. Napping linen must be taken home each week for laundry and be returned on Monday.

## **Meals**

The following nutritious meals are provided: Breakfast, Lunch and afternoon snack. Meals are served at a specific time. The menu will be posted on the Line Leader Parent App. Please inform us of any known allergies.



### **Behavior Management policies, and procedures**

When behavior problems occur, the child's age will be considered, to decide if the behavior is age appropriate. You will be notified of behavior problems such as: causing harm to others, disruptive behaviors or other behavior concerns. We will then together develop a plan to improve your child's behavior. We will continue to provide positive guidance and help your child gain self-control and take responsibility for his/her own behavior. If the behavior continues, we reserve the right to send your child home for the day or terminate from the program.

### **Behavior Guidance**

Little Learner's philosophy that your child is important, and if given the opportunity, they will thrive emotionally, intellectually, socially, emotionally, and creatively under a nurturing, safe environment. With this being stated our staff will:

- Model positive acceptable behavior
- Redirect children away from conflict to constructive activity
- Teach children alternative to problem behavior
- Protect the safety of the children
- Provide immediate guidance/direction if a child's behavior is unacceptable
- Recognize the age appropriate development of the child
- Not allow the children to act in a manner which will endanger them, or another child, or the staff.

The following actions are prohibited by any staff person:

- Subjection of a child to emotional or physical abuse
- Punishment for lapses in toilet training
- Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior
- Physical or mechanical restraint such as tying
- Any type of corporal punishment



## Staff Qualifications/Education

**Lead Teachers**- 3840 hours of experience with a HS Diploma and/or GED with 6 college credit hours or 9 CEU's in curriculum planning, health/safety, child and youth development.

**Center Director** - 1920 hours of experience with High school Diploma or GED and 18 college credit hours in management, curriculum planning, health/safety, child and youth development and areas related to programming.

**All staff members** - are required by the Department of health to obtain 24-training clock-hours each year and are encouraged to further education. At least one staff member on duty at all times is First Aid & CPR Certified. All employees will have their Fingerprints checked and clear by the State of Michigan before they are allowed to work alone with the children.

### Ways you can get involved

Parents are encouraged to be involved in the program in a variety of ways. Here are some examples of parent involvement:

- Parent surveys
- Volunteer in classroom
- Send supplies for classroom activities
- Volunteer your talent or work experience
- Help organize events

If you would like to help us in other ways please let us know!

**Celebrations:** We believe family events are an important part of the success of Little Learners and your child's growth and development with us so throughout the year we celebrated many different holidays and have several family events in the evening to allow for closeness within the Little Learners Families.



## Health

Your child's health is the utmost importance to us. Upon enrollment you must have completed the provided Health Appraisal that needs to be signed by your doctor. You must also provide us with an updated immunization record.

### Policy regarding sick children

Please keep your child home if your child exhibits any of the following signs or symptoms

- A temperature of 100 degrees or higher
- Pinkeye w/drainage
- Unusual skin rash
- Diarrhea
- Vomiting
- Severe Cough
- Complaints of severe pain
- if a child is notably tired and /or irritable and needing more than usual one on one care

If any of these symptoms occur while your child in our care, you will be contacted to come for your child. Your child may not return the next day and will be allowed to re-enter the program if he/she has been free of the above symptoms for more than 24 hours **even if your pediatrician has given authorizations for your child to return.** In some cases however, a doctor's statement may be required before your child can return to the center. If your child is too sick for Outdoor play, he/she is too sick for school. We are required by the state of Michigan licensing to provide outdoor play each day.

### Medication Policy

Medication will only be administered with the parent's consent by signing a medication consent form.

Prescription Medication will only be given with the child's Physician written instructions stating the following information:

- Child's name
- The medication name
- Dose (that is written on the bottle, needs to match form)
- Frequency of administration
- Special precautions that may be necessary





# Little Learners

CHILD CARE CENTER, LLC

## Injuries

Due to the nature of young children, injuries occur within the blink of an eye. Even though every effort is made to avoid injuries, sometimes they still happen. In case of an injury, your child will be given immediate attention by one of his/her teachers including first aid if necessary. All injury/incidents will be documented on an Accident/Incident report and the parent will be asked to sign it at pick up. Staff will contact the parent immediately in some cases and every time that it is a head injury.

### Other injury/accident prevention guidelines

- To prevent injuries on the playground please send your child to school with tennis shoes. No open toe shoes on playground.
- You must be easily reached during the hours your child is in our care.
- Do not allow your child to be unattended in the hallway/foyer when dropping off or picking up



## Injury/Accident Prevention guidelines

If your child becomes injured other than a minor scrape or bruise you will be notified immediately. The incident will be assessed and documented. You will be given a copy of the incident report at pick-up time. In case of an emergency you must supply us with (2) back up contacts.

## Child Abuse/ Neglect

The staff of Little Learners are mandated reporter of any suspicions of child abuse, sexual or otherwise neglect or endangerment of which they may become aware are required by law to report it to the Local Division of Family Services.



## **Emergency Procedures**

### **Fire Prevention and Procedures**



1. Bimonthly fire drills will be conducted and kept on record in our licensing notebook
  2. Primary and secondary evacuation routes are located in every room in the building
  3. 911 will be called if needed
  4. Fire Extinguishers are located throughout the building
  5. All staff are trained in fire and tornado procedures at orientation
  6. Tornado drills will be conducted through the months of April to November and will also be recorded in the notebook
  7. In the case of any Natural or Man-made disasters, including but not limited to: flood, blizzard, gas leak/chemical spill, sewer back-up, and power outages, occur and there is a need to relocate our method of notification to the parents during such disasters is via our Line Leader Parent app.
  8. Relocation Plan: In the event that we are unable to return to the Center if one of the events (stated above) occurs, the children along with the staff will be relocated to the designated place that is posted in every classroom of the center. Once we arrive safely we will contact the parents via Line Leader Parent app.
- 

### **Non-Discrimination Policy**

Little Learners Childcare Center LLC does not discriminate against clients, potential clients, volunteers, or any person or group on any basis, including race, creed, religion, national origin, ancestry, age, socioeconomic status, marital status, gender or mental or physical disabilities. We celebrate the diversity that makes our community unique.

### **Children with Special Needs**

Little Learners Childcare Center LLC is inclusive and makes every attempt to reasonably accommodate any child based on whatever their special need may be. Whenever possible Little Learners will help create and implement an individual education plan for any child who needs extra support and attention for developmental growth. Teachers will work closely with parent, and, at the parent's request, with any other professionals who may be involved with the child to recognize and address any special needs that exist or may become evident. Our goal is to work together to create thoughtful approaches that are in the best interest of the child.



## Facebook Page

[www.facebook.com/littlelearnerllc](http://www.facebook.com/littlelearnerllc)

## Website

[www.littlelearnersllc.com](http://www.littlelearnersllc.com)

### Materials that are accessible to you

- Bureau of Childcare Licensing Rules
- Lesson Plans
- Daily Schedules
- Information for Parents and teachers on Special needs and other family services
- Family/Child resources
- Referral services
- Childcare Assistance information (Division of Family Services)
- Child developmental records
- Licensing Notebook

### Termination of Services Agreement:

Parent/guardians may terminate this childcare contract by giving a two-week advance notice. Payment for childcare services is due for two weeks' notice period, whether or not the child attends the childcare program. If you leave the program without giving notice and not paying your tuition, your account will be sent to collections, and you will be responsible for all legal fees. Little Learners Childcare Center LLC may terminate this agreement immediately without any notice if parents or guardian does not make payments when due, we cannot establish a mutually working relationship, or if your child causes harm to other children. We reserve the right to an immediate dis-enrollment.

### Licensing Notebook

All childcare centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at

[www.michigan.gov/michildcare](http://www.michigan.gov/michildcare)