



Little Bitty City Enrichment Center

Dear Parents,

This little book is made, it's true,
First of all to welcome you.
We've tried to state the contents clearly
So it will help you through the year.

Please take a moment, or maybe two,
To read this little booklet through.
If a question comes in mind,
Call on us at any time.

The areas of growth we consider to be
Social, emotional, and physically.
Mental and creative are important, you see,
But they must be mixed with the other three.

We'll work together and do our best
To help your child and all the rest
To grow in all these mentioned ways
And help to brighten their childhood days.

Sincerely,

Mrs. Sara Wilhite, Director
185 Cornerstone Lane
Hot Springs, AR 71913
(501) 520-0660

Little Bitty City Daycare Rates and Fees

Daily Hours

7:30am – 5:30pm

Monday–Friday

Infant (6 weeks – 18 months)

Monday through Friday \$ 215/wk

Monday, Wednesday, Friday \$ 140/wk

Tuesday, Thursday \$ 80/wk

Toddlers (18 months – 36 months)

Monday through Friday \$ 190/wk

Monday, Wednesday, Friday \$ 140/wk

Tuesday, Thursday \$ 80/wk

Preschool (36 months – 5 years)

Monday through Friday \$ 175/wk

Monday, Wednesday, Friday \$ 140/wk

Tuesday, Thursday \$ 80/wk

Siblings Discount

\$15/per child/wk

First child will be charged the regular rate. All siblings after the first child will receive a \$15 discount per week. The rate of the first child will be the rate of the youngest child. For example, three children that are the ages of 8 months, 24 months, and 40 months, you will be charged full rate of the 8 month old and the discount price for the other two children.

Pay By Month Discount

\$25.00 off

Payment must be made for the entire month to receive discount (Full time only).

\$75.00 Registration Fee (\$25.00 for each additional child)

\$30.00 Art Fee – This is to be paid March 1st and October 1st every year. This funds all holiday projects that go home, as well as all the art projects the classrooms do.

\$20.00 Late Payment Fee – If tuition charges are not paid by closing on Friday, a late fee will be assessed to the tuition. If tuition has not been paid by Monday, the child will be temporarily suspended until tuition has been paid.

\$25.00 Returned Check Fee

Late Pickup Fee – All children are to be picked up no later than 5:30pm. A service fee of \$10.00 will be charged at 5:30 along with \$1.00 for each minute thereafter.

*****Little Bitty City's 18-30 Schedule EXAMPLE*****

7:00 – 9:00	Morning Centers
9:00 – 9:15	Breakfast
9:15 – 9:30	Morning Minutes (Colors, Shapes, ABCs, Vocabulary, etc.)
9:30 – 10:00	Daily Pull Out (PE/Art/Music/Spanish/ASL/Gymnastics/Unit)
10:00 – 10:30	Morning Recess
10:30 – 11:00	Music Time
11:00 – 11:30	Lunch
11:30 – 1:30	Quiet Time
1:30 – 2:00	Snack
2:00 – 2:30	Afternoon Minutes (Colors, Shapes, ABCs, Vocabulary, etc.)
2:30 – 3:00	Afternoon Recess/Restroom
3:00 – 4:00	Art Activity
4:00 – 5:30	Afternoon Centers

*****Little Bitty City's 30-42 Schedule EXAMPLE*****

7:00 – 9:00	Morning Centers
9:00 – 9:15	Breakfast
9:15 – 9:30	Restroom
9:30 – 9:45	Morning Minutes (Weekdays, Months, Weather, Numbers, etc)
	Fridays Only: Show and Tell**
9:45 – 10:00	Physical Activity
10:00 – 10:30	Daily Pull Out (PE/Art/Music/Spanish/ASL/Gymnastics/Unit)
10:30 – 11:00	Morning Recess
11:00 – 11:30	Colors, Shapes, Spatial Relations, and Letter of the Week
11:30 – 12:00	Lunch/Restroom
12:00 – 2:00	Quiet Time
2:00 – 2:30	Snack/Restroom
2:30 – 3:00	Math and Literacy (15 min each)
3:00 – 3:30	Afternoon Recess
3:30 – 4:00	Art
4:00 – 5:30	Afternoon Centers

Please note that on **Show and Tell day not to bring any animals. You may bring pictures if you would like. It would be great if the students are able to bring things that go along with our weekly unit. **If the child can't pick it up on their own, then it's too big to bring to school!**

PLEASE SEND YOUR CHILD IN PLAY CLOTHES THAT ARE ABLE TO GET DIRTY.

****Little Bitty City's Preschool Schedule EXAMPLE****

7:00 – 9:00	Morning Centers
9:00 – 9:15	Breakfast/Restroom
9:15 – 9:30	Reading Time
9:30 – 10:00	Morning Minutes (Weekdays, Months, Weather, Numbers, etc) Shared Reading/Literacy (big books/literacy charts) Songs (Literacy charts contain stories with rhyming words)
10:00– 10:30	Handwriting Without Tears and Letters of the Week
10:30 – 11:00	Daily Pull Out (PE/Art/Music/Spanish/ASL/Gymnastics/Unit)
11:00 – 11:30	Morning Recess
11:30 – 11:45	Colors/Shapes/Spatial Relations
11:45 – 12:30	Lunch/Restroom
12:30 – 2:00	Quiet Time
2:00 – 2:30	Snack/Restroom
2:30 – 3:00	Unit Lesson, Show & Tell on Fridays**
3:00 – 3:30	Mathematics Pull Out
3:30 – 4:00	Afternoon Recess
4:00 – 5:30	Afternoon Centers

Please note that on **Show and Tell day not to bring any animals. You may bring pictures if you would like. It would be great if the students are able to bring things that go along with our weekly unit. **If the child can't pick it up on their own, then it's too big to bring to school!**

PLEASE SEND YOUR CHILD IN PLAY CLOTHES THAT ARE ABLE TO GET DIRTY. Children should always wear close toe/close back shoes. (No flip flops/Sandals)

Curriculum Includes:

Ready to Shine

Ready to Shine 3

Creative Curriculum

Hand-Writing without Tears

Letter of the Week

The infant and "wobbler" rooms are dedicated to stimulating your child's senses through sounds, touch, and sight. ASL is also integrated into the child's school environment to encourage early communication, as well as assist those children who may be "slow talkers" to communicate their needs.

Units and General Curriculum

Fall Semester

Manners
Colors
Shapes
Numbers
Alphabet
Health/Safety
Community Helpers
Nursery Rhymes
Body Parts
Friendship
Fall
Halloween
Transportation
American Indians
Thanksgiving
Homes
Cultures Around the World
Christmas
Winter

Spring Semester

Feelings
Birds
Dinosaurs
Pets
Fairy Tales
Valentine's/President's Day
Arkansas/Famous People
Rain Forests
Insects
Five Senses
Nutrition
Spring
Space
Farm
Easter/Baby Animals
Plants and Seeds
Ocean
Zoo/Summer Activities
St. Patrick's Day

Our basic aim is to help your child develop a positive self-concept and a sense of independence. In order to do this, he/she must have a basic understanding of him/herself and their environment. What better way to hold a child's interest than to talk about the things that he or she is vitally interested in!

The above list of topics will give you an idea of some of the things that we will be studying this year. Science, math, music, art and the language arts will be incorporated throughout the unit studies. Each unit is aligned with the Arkansas Frameworks.

Happy Trash

Below is a list of throw-a-ways, which we can use for our activities within the classroom. Please send any items, which we may not have included, if you think we could possibly use them.

Milk jugs

Baby food jars

Paper towels rolls

Buttons

Oatmeal boxes

Fabric scraps

Butter tubs with lids

Empty spools

Coffee cans

Wet Wipe Containers

If there is a child in your child's classroom that has a disease, you will receive a note that looks like this one.

Dear Parent,

There is a child in _____'s room who reportedly has:

DISEASE	SYMPTOMS
_____ Chickenpox	Fever, flat blisters or raised red rash (mostly on the covered part of the body)
_____ Conjunctivitis (Eye Inflammation)	Any signs of redness, burning, itching, excessive watering or matter. May be caused by a variety of bacteria. One type of conjunctivitis is commonly called <u>pink eye</u> .
_____ Impetigo	Open sore(s) requiring an antibiotic to heal. Infection is caused by same or similar bacteria that causes strep throat.
_____ Mononucleosis	Fever, swollen glands and complaints of feeling tired
_____ Mumps	Fever, pain and swelling in front of or below the ear. Mumps are considered communicable from able 7 days before the definite symptoms to as long as 9 days thereafter.
_____ Scarletina	Fever, flush, rash, headache, or severe sore throat
_____ Scarlet Fever	Fever, flush, rash, headache, or severe sore throat
_____ Strep Throat	Fever, flush, rash, headache, or severe sore throat
_____ Head Lice	Itching is usually the first sign of infestation. Head lice and nits (eggs) are most commonly found at the nape of the neck and behind the ears. Nits will be attached firmly to the hair shaft.
_____ Scabies	Sores or rash between the fingers and on hands

We urge you to observe your child closely each day. If you notice any of the above symptoms, please keep him/her home and consult the doctor.

Sign In/Sign Out



All parents must sign their child in and out of the program using the Smartcare system. <https://smartcare.com/parents-chrome/>

Little Bitty City Daycare's staff members have the right to ask for valid identification before releasing your child. The person picking up or dropping off your child must sign the daily sign in/out Smartcare system either using the App or a 4 digit code. Each person is assigned their own 4 digit code. Please do not share your App or 4 digit code with another person, as this is a liability. We will not, under any circumstances, allow someone to pick a child up if they are not on the pick-up list. You may add individuals to your pickup list via written form in the office or by using the Parent APP only.

Drop-Off Deadline

We understand that different parents have different schedules and try to accommodate each parent as much as possible, but we do ask that all children are signed into Little Bitty City by 10:00 AM. This keeps movement in/out of the building to a minimum and ensures that your child has a schedule while at LBC and understands what is expected from them. No one likes to come in at noon just to have to lay down for quiet time.

Birthday Party Policy

Our class welcomes the celebration of birthdays. There are a few policies regarding parties, however. Cupcakes are preferable to a cake as there is no need for a knife to cut. We ask that you supply napkins, and we will supply plates.

For the safety of the children, candles are not allowed in the room. We also ask that you wait until a time outside of class to give gifts.

Our class time for parties is between 1:45 to 2:15. Please let us know ahead of time if you will be bringing something for your child. This will allow us to make sure that we have enough time to celebrate.

Rest Policy

For rest time, each child needs to bring one blanket labeled with your child's name. Blankets will be washed each week. If you would like for your child to have a pillow, please make sure they are small pillows. Please do not send any stuffed animals or toys to be used at rest time.

Center Closings

Little Bitty City Daycare observes the following holidays and will be closed:

Good Friday	Memorial Day
Independence Day	Labor Day
Thanksgiving (Thursday and Friday)	
Christmas Eve	Christmas Day
New Year's Eve	New Year's Day

If these holidays fall on a weekend, we will observe either the Friday before or the Monday after.

Inclement Weather Policy

In the event of inclement weather, we will notify channels 4, 7, and 11. If inclement weather occurs midday, we will notify each parent and request their child be picked up as soon as possible. No tuition credit available for days closed due to weather.

Emergency Drills

At least once a month, 1 fire drill and 1 tornado drill shall be performed. Each drill is scheduled at different times of the day so that all children are prepared for this type of situation. In the event of an actual fire, all children will be removed from the building. In the event of severe weather, all children will remain in a safe area inside their classroom.

Child Abuse

As stated by law, we are mandated reporters and must report any suspected child abuse to the proper authorities. Children may be subject to interviews by licensed staff, child maltreatment investigators, and/or law enforcement officials for the purpose of determining licensing compliance and for investigative purposes. Child interviews do not require parental notice or consent.

Items to Send With Your Child

All parents of infants and toddlers should provide the following items:

-3 containers of wet wipes (First Monday of every month) There will be a \$10 fee if unable to provide 3 containers of baby wipes.

-Diapers/Pull ups (Daily)

-Sippy cups or bottles that can remain at daycare (labeled with child's name)

ALL parents should provide

-2 extra sets of clothes including underwear (labeled with child's name)

PLEASE SEND YOUR CHILD IN PLAY CLOTHES THAT ARE ABLE TO GET DIRTY.

Accident/Incident Reports

All accidents/incidents will be documented thoroughly with a report signed by the staff member in the room and parent. All parents will be contacted upon accident and if medical care is needed outside of Little Bitty City, the child shall be transported to the nearest clinic – pending permission of parent.

Parent Volunteer Commitment

We encourage as much parent involvement with your child's education as possible. We develop homework projects that are to be done together, as well as host a number of field trips that we ask the parents to be a part of. As part of this involvement, we require three hours of volunteer work from each child's parents to assist us in any annual fundraisers, benefits, concerts/plays, etc that we organize as part of your child's education and development.

Handbook Agreement

Upon enrollment, you will sign documentation stating you have read the Little Bitty City Daycare handbook and thusly will be held accountable for all information stated in said handbook. While we welcome questions throughout the duration of your child's development with us, any questions directly pertaining to the handbook or any policies presented should be asked before signing so that we have the opportunity to clarify any concerns you may have.

Developmental Screenings

All children enrolled in Little Bitty City will receive a developmental screening within 45 days of enrollment. This assists our teachers and parents in addressing any delays that may be present. Screening shall be done twice a year after initial enrollment and shall be performed by our partner companies – Little Bitty City Therapeutic Services and Outside the Box Therapy.