



LITTLE GARDEN Child Care

"Growing in Love"

Family Handbook

Prepared By
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Welcome

Dear Families,

Welcome to Little Garden Child Care. As the name implies, the mission of Little Garden is to create a safe, loving, and inspiring environment that plants and nurtures a curiosity, wonder, and eagerness to grow in both knowledge and Christian spirituality. It is also a prominent goal to maintain a program where families can feel at ease knowing their child(ren)'s welfare and happiness is a top priority. Please never hesitate to contact me with questions or concerns pertaining to your child(ren)'s care. It is my privilege to serve your family.

Much gratitude,

Sarah Lilley

Owner, Director Little Garden Child Care

Keys to Success

Keys to success of Little Garden include:

1. a warm, welcoming program that puts the importance of loving the children and helping them experience God's love above all else.
2. age-appropriate curriculum that takes a unique approach to teaching academics and Christian spirituality.
3. a passionate and enthusiastic caregiver that works with each family in creating and implementing clear vision, values, and goals for their child(ren).
4. reasonable pricing.
5. an expectation of professional and personal accountability and growth for its caregiver.

Learning Philosophy

Quality early childhood education meets the needs of the individual child. Little Garden Child Care explores the art of learning through experience and opportunity. It provides children of all ages the ability to learn about the Christian faith and the world around them by exposing them to reading, drawing, painting, building, playing, singing, dancing, and forming relationships. Little Garden's educational philosophy is based on the following principles:

1. Children learn best through play and actively participating.
2. Children learn during both adult-led and child-selected activities.
3. A child needs encouragement and love in his/her learning process, stimulating positive self-esteem and self-confidence, as well as a lifelong passion for learning.

Enrollment

All children ages six weeks through twelve years are welcome to utilize Little Garden Child Care services, regardless of race, color, religion, national origin, economic status, special needs, or gender.

Openings are filled on a first-come, first-served basis according to the date of enrollment with the caregiver. Enrollment is determined by payment of the family registration fee, discussed below.

If all openings are filled when a family inquires, the child's name will be placed on a waiting list. As vacancies occur, families from the waiting list will be informed of availability and given the opportunity to enroll their child(ren).

If a child has a special condition that requires exceptional attention from the caregiver, it is asked that the family discloses this information upon enrollment in order to provide each child with the best care possible.

Registration

A completed enrollment form, a current immunization record, and a payment of a \$25.00 registration fee per family is required upon enrollment to secure a place in the program. This fee may be paid by cash, check, or money order and is non-refundable.

Billing

Families will receive a bill, via Kinderlime, each Monday, with expected payment being Friday. The family will be expected to pay for services regardless of whether the child attends. This is to ensure the reservation of the child in the program, and to ensure the success of Little Garden.

A \$5.00 late charge will be added to any outstanding balance. It is the responsibility of the family to communicate with Little Garden ahead of time regarding late payments, in which case, a payment plan may be put in place. If a bill becomes two weeks past due without a payment plan created, Little Garden may suspend services for the child until the bill is paid in full. If a payment plan is created, but is broken by the family, Little Garden will suspend services immediately until the bill is paid in full, in which case, Little Garden reserves the right to call families from the waiting list to fill the suspended child's opening. Families must have a \$0.00 balance or a plan of payment with Little Garden Child Care before the Fall (new school year) Session, Spring (January 1) Session, and/or Summer (end of school year) Session, in order to automatically be enrolled in the next session.

Little Garden Child Care reserves the right to impose a \$25.00 charge for all returned checks.

Tuition Pricing

Full-Time (four or more hours) Tuition Pricing is as follows:

- Infants (six weeks up to twelve months): \$120/week
- Toddlers (twelve months up to twenty-four months): \$110/week
- Two-Year-Olds: \$100/week
- Three-Year-Olds: \$90/week
- Preschool-Age: \$80/week
- School-Age: \$70/week

Part-Time (less than four hours) Tuition Pricing is as follows:

- Infants: \$60/week
- Toddlers: \$55/week
- Two-Year-Olds: \$50/week
- Three-Year-Olds: \$45/week
- Preschool-Age: \$40/week
- School-Age: \$35/week

Drop-In (one day at a time) Tuition Pricing is as follows:

- Infants-School-Age: \$40/full day (4+ hours)
- Infants-School-Age: \$20/part day (less than 4 hours)

Hours of Operation

Little Garden will be open Monday through Friday from 7:30 a.m. to 5:00 p.m. Prior to 7:30 a.m. and after 5:00 p.m., an early/late fee of \$1/minute per child will be added to the family's bill. Little Garden asks that families pick up their children with enough time to be out of the facility by 5 p.m. Families are asked to please keep in mind the amount of time it takes to gather the child and his/her belongings.

Little Garden asks that the family notifies the caregiver of late arrival, late pick-up or absence.

Little Garden will be closed for the nationally observed holidays of New Year's Day; Good Friday; Memorial Day; Independence Day; Labor Day; Thanksgiving Thursday and the following Friday; Christmas Eve and Christmas Day. Please note, if the holiday falls on a weekend, Little Garden will be closed the Friday prior or the Monday after the holiday. When Little Garden is closed, the family's bill will be credited for that day.

Daily Schedule (Fall & Spring Sessions)

7:30-8:30: Breakfast/Free Play

8:30-9:00: Potty, Wash Hands, Clean Up

9:00-9:30: Group Time

- Prayer
- Calendar
- Weather
- Letters
- Numbers
- Shapes
- Colors
- Story

9:30-10:00: Writing

10:00-10:20: Morning Snack

10:20-10:50: Circle Time (Theme-Based)

- Story
- Literacy
- Mathematics
- Colors
- Music
- Concept

10:50-11:15: Theme-Based Learning Activity

11:15-11:30: Pick Up AM Preschool Friends

11:30-11:50 Large Motor at Park

11:50-12:30: Free Play

12:30-1:00: Lunch

1:00-1:15: Potty, Read Books

1:15-3:15: Nap*

3:15-3:30: Potty, Clean Cots

3:30-3:40: Pick Up School-Age Friends

3:40-4:10: Large Motor at Playground

4:10-4:30: Afternoon Snack

4:30-4:45: Homework, Free Play

4:45-5:00: Clean Up

*Little Garden asks families to refrain from bringing your child(ren) right at nap time. This causes confusion and frustration for your child. It is best to arrive at least thirty minutes prior to naptime so that the child can gradually prepare him/herself with the other children.

Daily Schedule (Summer SeSSion)

7:30-8:30: Free Play

8:30-9:00: Breakfast

9:00-9:30: Potty, Wash Hands, Clean Up Breakfast

9:30-10:00: Group Time

- Dance
- Video
- Prayer
- Calendar
- Weather
- Daily Plan
- Story

10:00-10:30: Morning Walk

10:30-11:00: Morning Snack

11:00-11:30: Circle Time (Theme Centered)

- Concept
- Game/Activity

11:30-12:00: Fun Day Activity

12:00-12:30: Free Play

12:30-1:00: Lunch

1:00-1:30: Potty, Read Books

1:30-3:30: (Monday, Wednesday, Friday) Rest Time*

1:30-3:30: (Tuesday, Thursday) Water Day

3:30-4:00: Potty, Clean Cots, Afternoon Snack

4:00-5:00: (Monday, Wednesday, Friday) Playground/City Park

4:00-5:00: (Tuesday, Thursday) Quiet Activities

*Little Garden asks families to refrain from bringing your child(ren) right at rest time. This causes confusion and frustration for your child. It is best to arrive at least thirty minutes prior to rest time so that the child can gradually prepare him/herself with the other children.

Families Provide

Infants: Little Garden asks that families provide an appropriate supply of formula/breast milk, bottles, pacifiers, diapers, wipes, and change of clothes for their infant.

Toddlers: Little Garden asks that families provide an appropriate supply of diapers, wipes, and change of clothes for their toddler. Little Garden also asks that families bring bedding for nap time (blanket & pillow).

Two/Three-Year-Olds: Little Garden asks that families provide an appropriate supply of diapers/pull-ups/underwear, and change of clothes for their children. Little Garden also asks that families bring bedding for nap time (blanket & pillow).

Four-Year-Olds/School-Age: Little Garden asks that families provide a change of clothes for their children. Little Garden also asks that families bring bedding for nap time (blanket & pillow).

Outside Play: Little Garden asks that families provide the appropriate clothing for outdoor play (i.e. sweatshirt, coat, mittens, hat, snow pants, snow boots, etc.) according to weather conditions. Little Garden makes it a priority to give children the appropriate amount of outdoor play, weather permitting.

Labels: Little Garden asks that families label all belongings to prevent confusion.

Napping Toy: Little Garden permits families to send a “napping toy” with their child, to provide comfort during nap time hours. Please be sure that “napping toy” is soft, does not make sound, and is properly labeled.

Toys From Home: Little Garden asks that families refrain from allowing children to bring toys from home.

Breastfeeding Policy

Because breastfeeding provides a multitude of health benefits to both infant and mother, and because breastfeeding employees need ongoing support from childcare providers to provide milk for their babies, Little Garden subscribes to the following policy:

1. Breastfeeding mothers shall be provided a place to breastfeed or express milk.
2. Refrigerator/freezer space will be made available for storage of expressed breastmilk.
3. Sensitivity will be shown to breastfeeding mothers and their babies.
4. Staff shall be trained in handling human milk.
5. Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression.
6. Breastfeeding promotion information will be made available to families.

Nutrition Policy

To provide the best possible nutrition environment, Little Garden subscribes to the following policy:

1. Fruit (canned in juice, fresh, or frozen) is offered two or more times per day.
2. Vegetables (boiled, roasted, stir-fried, steamed, or fresh) are offered two or more times per day.
3. Meats/Proteins are offered two or more times per day.
4. Whole grains are offered two or more times per day.
5. Whole milk is offered for children 1-2 years old.
6. Fat-Free/Skim milk is offered for children 2 years old and older.
7. Drinking water is always visible and freely available to children.
8. 100% fruit juice is limited to two times or less per week.
9. Little Garden never requires children to finish all food on their plates.
10. Little Garden never takes away food as punishment.

Monthly menus are available on the Little Garden website. Mealtimes are as follows:

- a. Breakfast: 7:30-8:30 a.m.
- b. Morning Snack: 10:00-10:30 a.m.
- c. Lunch: 11:30 a.m.-1:00 p.m.
- d. Afternoon Snack: 3:00-4:00 p.m.

Children are not required to sit at the table for breakfast. If your child does not want the breakfast being served, please make sure that he/she eats something at home before coming to Little Garden. Please do not bring food with your child for breakfast. Children are required to sit at the table for lunch. If your child does not want the lunch item being served, he/she is welcome to bring a nutritious lunch, packed in a lunch box. Please make sure your child has a drink and cold pack if necessary, as lunches will not be stored in the refrigerator.

Holiday Policy

Little Garden's holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff, and community.

Emergency and Disaster Preparedness

In all emergencies or potentially harmful situations, Little Garden will put the safety and protection of the children above all.

Intruder: Initial contact with the person will be established to determine what, if any, threat might be present. The children will be ushered to a safe place. Attempts to diffuse the situation will be made, reasoning with the intruder so that he/she will leave without causing a major disturbance. Emergency professionals will be notified. Families will be notified.

Intoxicated Family Member: Children will be ushered to a safe place. Attempts will be made to reason with intoxicated family member, helping him/her to understand that his/her condition may interfere with his/her capability to care properly for the child(ren). The focus will be on the welfare of the child. Little

Garden will attempt to find someone else to pick up the child. If family member insists on taking child in his/her condition, Little Garden will write down license plate number and alert police.

Lost/Abducted Child: All other children will be ushered to a safe place. A complete search of the area will be conducted. Emergency professionals will be notified. Family will be notified.

Bomb Threat: Little Garden will obtain any information possible. Caregiver and children will exit program space in a quick and safe manner, taking along First Aid Kit and Emergency Contact Information. Emergency professionals will be notified. Families will be notified.

Chemical Spill: Caregiver and children will exit program space in a quick and safe manner, taking along First Aid Kit and Emergency Contact Information. Emergency professionals will be notified. Families will be notified.

Power Failure: In case of a power failure, flashlights will be available for use. The electric company will be notified if possible, and an approximate time for power return will be inquired. If this information is unknown, families will be notified, and children will be picked up.

Fire/Structural Damage: Caregiver and children will exit program space in a quick and safe manner, taking along First Aid Kit and Emergency Contact Information. Caregiver will take attendance, ensuring that all children are accounted for. Emergency professionals will be notified. Families will be notified.

Flood: Caregiver will decide if evacuation is possible. Caregiver and children will exit program space in a quick and safe manner, avoiding water, power lines, etc., taking along First Aid Kit and Emergency Contact Information. Once a safe place has been reached caregiver will take attendance, ensuring that all children are accounted for. Emergency professionals will be notified. Families will be notified.

Tornado: Caregiver and children will go to lowest level of program space, taking along First Aid Kit and Emergency Contact Information. Children will sit on floor and cover their heads. Everyone will remain in the safe place until the tornado warning has been lifted, and the upstairs area is safe to occupy again.

Earthquake: Caregiver will follow necessary procedure to protect children from debris. Families will be notified immediately after danger has passed.

Health and Injury

Each child's immunizations are required to be kept up to date. A record of these immunizations, complete with an original doctor's signature must be submitted to Little Garden Child Care prior to attendance and updated on an annual basis.

Little Garden asks that families refrain from bringing a child that has any of the following conditions. Children who exhibit any of these communicable symptoms while in the care of Little Garden will be moved to a safe, quiet area, and will be given the necessary attention while a parent is notified that the child must be picked up. As soon as the child is symptom-free for 24 hours, he/she may return to Little Garden. Along this same note, the Caregiver will abide by these guidelines for her own children/family and will close immediately should the caregiver and/or her family exhibit these symptoms.

1. Fever: AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion. Fever is defined as having a temperature of 100 degrees or higher taken under the arm.
2. Diarrhea: one or more runny, watery, or bloody stools.
3. Vomiting: two or more episodes in a 24-hour period.
4. Body rash with fever.
5. Sore throat with fever and swollen glands.
6. Severe/Persistent Cough: heavy cold and/hacking cough, whooping/wheezing sound, or child gets red or blue in the face.
7. Eye Discharge: thick mucus or drainage, or pink eye.
8. Yellowish skin or eyes.
9. Contagious Disease/Condition: ringworm, impetigo, lice, staph infection, etc.
10. Child is irritable, continuously crying, or requires more attention than the caregiver can provide without putting the health and safety of the other children in jeopardy.

It is asked that families notify Little Garden as soon as a child develops a communicable disease. It is required that this information be provided to other families, to prevent the illness from spreading.

In the case of a minor accident (bump, fall, scratch, etc.) Little Garden will notify families at the end of the day when the child is picked up. Families will be asked to sign a written injury report for the child's file and will be given a copy of the report to take home.

In the case of a serious accident, first aid will be rendered, and parents will be contacted immediately. If needed, Little Garden will call emergency personnel, for which families will be responsible for expenses incurred.

If a child must take medication during hours of operation, families will be asked to complete a Medication Release Form. Families must be specific as to dates and times the medication must be administered. Little Garden will administer medications as instructed by families, in accordance with instructions of the medication label. All medications must be in the original container with the appropriate labeling.

Tobacco, Nicotine, & Drug-Free Policy

Little Garden Child Care property, including yards, driveway, and sidewalks, shall be off limits for any kind of tobacco or drug use during program hours. This includes, but is not limited to the use of cigarettes, chewing tobacco, alcohol, street drugs, or street drug paraphernalia. The use of any electronic device that can be used to deliver nicotine and/or other controlled substances to the person inhaling from the device is also prohibited. This requirement extends to students, employees, and visitors. Persons failing to abide by this request shall be asked to leave the premises immediately. It shall be the responsibility of the Owner/Director to enforce this policy.

Diapering Procedure

Little Garden's diapering procedure is as follows:

1. Get Organized
 - wash hands
 - gather materials
 - put on disposable gloves
2. Carry Child to Diapering Area
 - avoid contact with clothing soiled with urine or stool
 - place child on diapering surface
 - remove child's clothes as needed
 - placed soiled clothes in plastic bag (always keep a hand on child)
 - close bag securely for sending home
3. Clean the Child
 - remove stool and urine from front to back
 - use fresh wipe or dampened paper towel with each front to back cleaning
 - place soiled wipe or paper towel in plastic-lined, hands-free, covered trash receptacle
4. Remove Soiled Diaper
 - immediately put disposable diaper in plastic-lined, hands-free, covered trash receptacle
 - remove gloves
 - dispose of immediately
 - clean hands with disposable wipe
 - clean child's hands with fresh disposable wipe

5. Put a Clean Diaper on the Child
 - slide fresh diaper under child
 - use tissue to apply needed diapering cream
 - discard tissue in plastic-lined, hands-free, covered trash receptacle
 - adjust and fasten diaper
 - finish clothing child
6. Wash Child's Hands
 - take child to sink
 - hold child and wash child's hands with soap and water
 - return child to supervised area
7. Wash, Rinse, Disinfect Diapering Area
 - spray and wipe entire diapering surface with detergent solution
 - rinse with water
 - spray entire diapering area with disinfecting solution
 - let disinfection solution sit for two minutes
 - air-dry or wipe dry
8. Wash Hands
 - put cleaning and disinfecting solutions away
 - wash hands
 - record diaper change, diaper's contents, and any problems in child's daily diaper log

Little Garden asks that all children three years of age be working toward self-toileting. The caregiver will work with each child's family to ensure that the transition from home to child care is a smooth one. All children four years old and older must be entirely self-toileting.

Biting Policy

Biting is a common behavior among children under the age of three. Little Garden will monitor children closely in order to prevent biting incidents from occurring.

If a child is bitten, the caregiver will remove the bitten child from the activity, the bite will be cleaned, necessary first aid steps will be taken, and an injury report form will be completed. The biting child will also be removed from the activity, given time to calm down, given first aid if necessary, an incident report form will be completed, and the caregiver will explain that biting is not a choice in any situation. The caregiver will respond to the biting child in an unemotional tone so that no attention is drawn to the negative behavior, and will help the child find another way to express his/her feelings.

If a child continually bites, a meeting may be necessary between the caregiver and the family, in order to develop a plan of action for the biting child and protect the safety of the other children in Little Garden's care.

Rainbow Behavior Policy

Little Garden's rainbow behavior plan teaches children to respect the rights and safety of themselves, their friends, and the space around them, by:

1. clearly defining boundaries and expectations, appropriate to each child's age and development
2. recognizing and praising positive behavior
3. recognizing and attempting to prevent negative behavior
4. redirecting negative behavior by offering positive choices
5. recognizing the needs of a child that is behaving negatively, and attempting to meet those needs in a loving manner
6. allowing children logical consequences for negative behavior
7. allowing children to feel the emotions that come naturally to all human beings
8. realistically understanding that negative situations will arise, and using them as opportunities to teach children about making mistakes, forgiveness, and God's love

Little Garden's rainbow behavior plan is quite literally a rainbow, labeled with each child's name. Every child will begin the day on purple, and move up and down the rainbow according to the choices he/she makes throughout the day. Having a visual representation of his/her choices, provides a child with a way to evaluate his/her behavior and an opportunity to make necessary changes.

Rainbow color meanings are as follows:

- Purple: "I'm doing AWESOME!"
- Blue: "I'm doing pretty good!"
- Green: "Uh oh, I should probably start changing my behavior."
- Yellow: "Warning!"
- Orange: "I need some time to myself." (time away from the activity)
- Red: "Miss Sarah might need to write a note to let my family know about my choices."

*If severe misbehavior is occurring frequently, (violence, disrespect, harm to self) a meeting may be necessary between the caregiver and the family, in order to create a behavior plan that will meet the individual needs of the child.

Developmental Screening & ASSESSment

Research shows that observation and documentation about development increases the detection of developmental delays or learning difficulties. In order to ensure that the needs of each child can be met through Little Garden's learning program, a developmental screening and assessment of each child will be completed and shared with families. This will enable Little Garden to individualize instruction to support each child, to identify possible special needs or learning difficulties, and to meet program accountability requirements in the state of Nebraska. If needed, referrals to community resources will be given to the family for any identified, needed services.