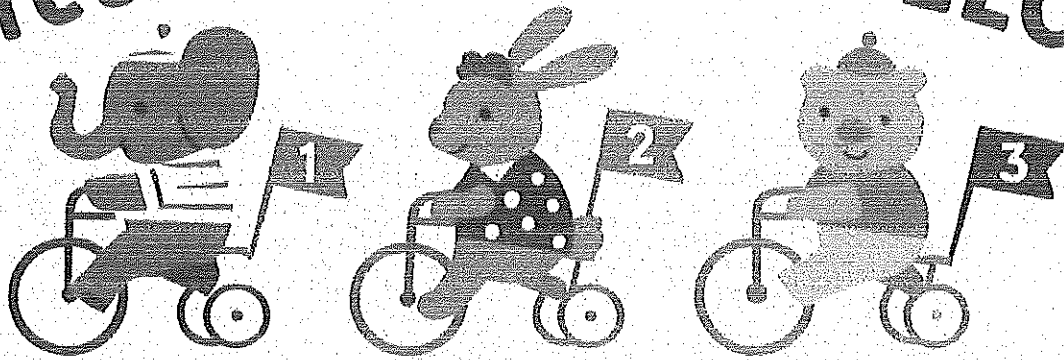


Little Beginner's LLC



PARENT POLICY HANDBOOK

*The place where small minds
begin to grow*

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<https://little-beginners.com/>

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WELCOME

Dear Family,

Welcome to Little Beginner's LLC! We are honored to have you, and your child join our community. Our goal is to provide a safe, nurturing, and stimulating environment where every child can grow, explore, and thrive.

Our mission is to focus on social-emotional development, early literacy, creative exploration, and fostering independence, while ensuring that each child feels valued and supported. Our mission guides everything we do, creating a warm, inclusive, and inspiring space for learning.

The safety and well-being of your child is our top priority. Our program is designed to provide a clean, secure, and caring environment, where children can explore and learn with confidence. Staff members are trained, compassionate, and committed to fostering positive relationships with every child and family.

We encourage you to review the entire handbook carefully, as it contains important information about policies, procedures, and the daily operations of our program. Please do not hesitate to ask questions if anything is unclear or if you need further clarification—we are here to support you.

Thank you for trusting us with your child. We look forward to a wonderful year of growth, learning, and memorable experiences!

Warm regards,
Ceundra J. Murphy
Director/ Owner
Little Beginner's LLC

ABOUT US

Philosophy

At Little Beginner's LLC, we believe that early childhood is a critical time for growth and discovery. Our center exists to provide a safe, nurturing, and engaging environment where children can develop cognitively, physically, socially, and emotionally.

We are guided by the belief that every child is unique and capable, and that learning should be hands-on, meaningful, and joyful. Our programs are designed to foster curiosity, creativity, problem-solving, and independence, while promoting positive relationships and social-emotional skills.

In all that we do, our decisions and program development are centered on supporting the whole child—helping them build confidence, resilience, and a lifelong love of learning. We aim to create a community where children feel valued, families are respected partners, and staff are empowered to provide compassionate, high-quality care.

Mission

At Little Beginner's LLC, we strive to provide a safe, nurturing, and engaging environment where children can explore, learn, and grow to their fullest potential. Our program aims to:

- Support cognitive development through hands-on learning and problem-solving activities.
- Encourage physical growth with activities that promote fine and gross motor skills.
- Foster social skills and emotional development, helping children build confidence, empathy, and positive relationships.
- Inspire creativity and curiosity through art, music, dramatic play, and exploration.
- Promote independence and life skills, preparing children to navigate new challenges with confidence.

Our ultimate goal is to create a welcoming, inclusive, and supportive environment where every child feels valued, safe, and excited to learn.

Certification

At Little Beginner's LLC, we are committed to providing a safe, high-quality learning environment for all children. To ensure this, all staff members are required to maintain current certifications in:

- Pediatrics First Aid and CPR
- Early Childhood Education (ECE) or equivalent training
- Any additional state-mandated or program-specific certifications

Staff are responsible for keeping their certifications up to date and providing documentation to the administration as required. Continuing education and professional development are encouraged to support staff growth and the ongoing quality of care.

Our center is also fully licensed and compliant with all state regulations, ensuring that children receive care from qualified, trained professionals in a safe and nurturing environment.

Definition of Family

In this handbook we refer to a family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

Hours of Operation

Childcare services are provided from 7:30AM to 5:30 PM Monday through Friday.

Holidays

To give our staff and families time to celebrate and rest, Little Beginner's LLC will be closed on certain holidays each year.

You can find the specific dates on the attached Holiday Closure Form, which is updated annually and shared with all families in advance.

Admission & Enrollment

All admission and enrollment forms must be completed, along with the enrollment fee and first tuition payment must be submitted before your child's first day of attendance. An enrollment fee of \$100.00 is due at the time of enrollment. This fee is non-refundable. Based on the availability and openings, our facility admits children from 6weeks to 4 years of age.

Our process for introducing children to our program is designed to help them feel safe, comfortable, and supported as they transition into a new environment. This may include:

- **Orientation Visits:** Families and children are invited to visit the classroom before the first day to meet staff, see the space, and become familiar with routines.

- **Gradual Transition:** Depending on the child's needs, we may offer short trial sessions or staggered start times to ease the adjustment.
- **Parent Communication:** Staff will provide guidance, answer questions, and share updates to help families feel confident during the transition.
- **Supportive Environment:** Teachers use comforting routines, consistent schedules, and individualized attention to help children feel secure and welcomed.

Our goal is to make the start of your child's experience positive, smooth, and enjoyable for both children and families. Children are admitted without regard to race, culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs, provided that a safe and supportive environment can be maintained for the child.

Inclusion

Little Beginner's LLC believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in childcare. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

Non-Discrimination

At Little Beginner's LLC equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Family Activities

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Please see the list of Family Activities at the end of this Handbook.

Confidentiality

Unless we receive your written consent, information regarding your child will not be released apart from that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

Staff Qualifications

Our staff are hired in compliance with state licensing requirements, which serve as the minimum standard for employment. In addition to these requirements, our team holds a variety of certifications to ensure the safety, well-being, and development of every child in our care.

All teachers/ teacher's aides, or any other personnel participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

We strongly discourage families from entering employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by Little Beginner's LLC

Child to Staff Ratios

Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

We maintain the following standards for child to staff ratios:

Age	Child to Staff
Birth to 1 year	1:5
1 to 2 years	1:6
2 to 3 years	1:8
3 to 4 years	1:12

Communication & Family Partnership

Daily Communications. Daily notes from center staff will keep you informed about your child's activities and experiences at the center. Notes will be placed into your child's Procure profile.

Bulletin Boards. Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

Newsletters. Newsletters provide center news, events, announcements, etc. These newsletters are available soon.

Email. We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.

Family Visits. Family participation is encouraged. Visit our classrooms, volunteer, or eat a meal with your child. Signing in and out is required for the safety and protection of our children.

Family Night. Family nights are scheduled on a regular basis. These nights include snacks, drinks and fun filled age-appropriate activities for families. Family Nights allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child's learning experience and connect with other families.

Conferences. Family & teacher conferences will be scheduled as needed. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

Open Door Policy

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. The infant room welcomes parents/guardians to nurse or feed their infants.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

Publicity

Occasionally, photos will be taken of the children at the center for use within the center or on our website. Written permission will be obtained prior to use of photographs.

Unless the family indicates that they do not want their child to participate, we will not use pictures and names of children for publicity.

CURRICULA & LEARNING

Learning Environment

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

Curricula & Assessment

At Little Beginner's LLC, we use ABC Mouse as part of our curriculum to support children's learning and development. We gather information about each child's developmental progress and use this to guide and adjust classroom activities, ensuring individualized instruction that meets their unique needs.

Progress is shared with families throughout the year using a variety of formal and informal tools, forms, and resources.

For daily updates about your child, please speak with their teacher or check the Procure communication app.

Developmental Screening

Little Beginner's LLC uses curriculum-based assessments to support each child's growth and learning. We monitor developmental milestones, share observations with parents/guardians, and provide resources as needed for additional screenings, evaluations, early intervention, or treatment.

The developmental screening process is collaborative, involving parents/guardians along with the child's primary care provider and, when appropriate, health, education, and early intervention consultants. Screenings are always conducted with written consent from the child's parent/guardian(s).

Outings and Field Trips

Currently we do not offer any Outings and or Field Trips. Weather permitting, children enjoy daily opportunities for outdoor play. These activities are supervised at all times, and children are carefully accounted for. For safety and comfort, please dress your child appropriately for the season. Walking shoes are required; sandals and flip-flops are not suitable for walking/ play and may make participation difficult. The safety of children and staff is our top priority during all activities.

Transitions

Your child's transition in childcare should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition from home to center

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time, please share the best communication methods that the teacher may use to reach you.

Transition between learning programs

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

Transition to elementary school

To help prepare children for the move to elementary school, we provide engaging transition activities such as creating a mural of special friends and memorable experiences at our center. We also share information with families about local schools, what to expect during the transition, and ways to talk with your child about starting elementary school.

Our goal is to make this important milestone a positive, exciting, and confidence-building experience for both children and families.

Transition for before/after school care

Little Beginner's LLC does not provide before- or after-school care for school-age children. Our program is designed specifically for children ages 6 weeks to 4 years, and all services and activities are tailored to meet the needs of this age group.

Electronic Media

Our daily routine does not include regular electronic media use (such as TV, videos, or computers). However, on occasion, we may use short, carefully selected media as a teaching tool or discussion starter. All electronic media is previewed by staff, non-violent, and chosen for its high-quality educational value.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community.

Alongside this, families may choose to participate in our Spirit Rock tradition. The Spirit Rock is available for parents and teachers to rent and decorate in honor of a child's birthday, milestone, or special celebration. This provides a fun and meaningful way to recognize important moments in your child's life.

To ensure fairness, reservations for the Spirit Rock are made on a first-come, first-served basis. Families are responsible for providing their own materials for decorating, and all decorations must be appropriate for children and family friendly. Please inquire with the director for the link to reserve.

Rest Time

Infants sleep according to their own schedule and are put to sleep on their backs. Caregivers/teachers directly observe infants by sight and sound at all times and check on sleeping infants every 10 to 15 minutes.

After lunch, all children participate in a quiet rest time. Children are not required to sleep and may be given quiet activities.

Toilet Training

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

GUIDANCE

General Procedure

Little Beginner's LLC is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem

solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Discipline Policy

We have created a discipline policy that reflects our philosophy of positive guidance with children. A copy of the discipline policy is included in your enrollment package for you to review and sign.

Challenging Behavior

Children are guided to treat each other and adults with self-control and kindness.

Each student at Little Beginner's LLC has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

Physical Restraint

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

TUITION AND FEES

Important Notice

All payment and fee processing will be completed by the center's director. She will oversee collecting tuition and other fees and contacting families regarding payment issues. If you have a question or concern regarding a payment or fee, please contact the director.

Tuition Rates

- Full-Time (3–5 days/week): \$225.00 per week (infant - 12 mo.)
- Full-Time (3-5 days/week): \$215.00 per week (2years old- 3 years old)
- Full-Time (3-5 days/week): \$200 per week (4 years old)

- Part-Time (2 days/week): \$195.00 per week (infant- 4 years old)

We offer a sibling discount of 10% off the lower tuition rate when more than one child from the same family is enrolled in our care.

Families contract for a specific weekly schedule, as indicated on the Enrollment Agreement Form. Payment for this contracted schedule is required weekly, year-round, regardless of whether your child attends. This ensures we can provide our staff with a stable, consistent salary.

Please note: No credits or adjustments are given for sick or vacation days, holidays, staff training days, or closures due to inclement weather.

Tuition Deposit

Little Beginner's LLC does not require a tuition deposit. Families are responsible for paying tuition according to their contracted schedule, as outlined in the Enrollment Agreement Form.

Overtime Rates

Overtime rates apply only to part-time families and are contingent on prior agreement of hours or days of care needed. When your family surpasses 20 hours of childcare per week, a fee of \$25.00 per hour will be charged to your account for each overtime hour of care.

Payment

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due on Monday, as outlined in the *Enrollment Agreement*.

A non-refundable registration fee of \$100.00 is due annually.

Method of Payment

For the convenience of families, tuition payments can be made automatically via electronic funds transfer through the Procure app.

Late Payment Charges

Timely tuition payments are essential to the operation of our program. Families may not accrue a balance greater than one week of tuition. Late payments will incur fees, and failure to pay may result in termination of childcare services.

- If payment is not received on the due date, a \$25 late fee per day will be added to your next tuition payment.
- Payments are applied to the oldest charges first, and late fees may still apply if the account is not paid in full by the next due date.
- Repeated late payments may result in termination of enrollment.
- If an account becomes more than 5 business days past due, we may pursue recovery through small claims court or a third-party collections agency. Families will be responsible for all associated costs, including court and attorney fees.

We encourage families to reach out promptly if they are experiencing difficulty with payments so we can work together to find a solution.

Returned Checks/Rejected Transaction Charges

All returned or rejected ACH (automatic debit) or credit card transactions will incur a \$50.00 fee, which may be collected electronically. Families with two or more returned payments may be subject to further disciplinary action, up to and including termination of enrollment.

Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of \$2.00 per minute will be assessed beginning at 5:30PM and will be due upon arrival. Repeated late pick up may result in childcare services being terminated.

Other Fees

- From time-to-time there will be additional fees associated with special activities or damaged property. These fees are due prior / once notified of the event, activity or incident.

Credits & No Credits

- Families contract for a specific weekly schedule as completed on the *Enrollment Agreement* Form. Payment for this contracted schedule is required every week year-round whether or not your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather, infectious disease (except as noted below), or weather-related or environmental issues.
- **Weather-related or Environmental Disaster or Pandemic** – in the event of a serious crisis during which we are prohibited from operating, families shall still pay. Payment of your Tuition allows us to retain staff, pay operating expenses, and hold open your child's spot for when we are safely able to reopen.
- **Credit may be given for Serious Illness/Injury** – In the unfortunate event of extenuating circumstances such as your child is hospitalized, absent due to a serious contagious disease or serious illness or injury, credit may be issued. A written doctor's note is required to receive a credit and must be approved by the director.

ATTENDANCE & WITHDRAWAL

Absence

To help maintain a smooth and structured day for all children, the cut-off time for arrival at Little Beginner's LLC is 9:00 AM. Children arriving after this time will not be admitted.

This ensures that all children can participate fully in daily activities and that teachers can provide consistent care and attention. We appreciate your understanding and cooperation in helping us create a positive, organized learning environment.

Vacation

We recognize the importance of family vacations and understand that taking time together is valuable. However, tuition credits or adjustments are not provided for vacation days.

Staff members also take vacation days throughout the year. When this occurs, a qualified replacement teacher will be provided to ensure continuity of care and a safe, engaging environment for your child. Our goal is to maintain consistency while allowing both families and staff to enjoy their time off.

Please be sure to notify your child's teacher or the director in advance if you plan to take a vacation, so we can coordinate staffing and maintain smooth operations for all children.

Withdrawal

A written two week notice in advance is required by the center when a child is being withdrawn. Failure to notify will result in forfeiture of your child's re-enrollment privileges.

Transfer of Records

Whether transitioning to the next program setting or to a new classroom, your child's records will be transferred internally.

If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required.

Closing Due to Extreme Weather

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced on the ProCare app.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

DROP-OFF AND PICK-UP

General Procedure

We open at 7:30 AM. Please do not drop-off your child prior to the opening. Parents are expected to accompany their children and sign them in.

We close at 5:30 PM. Please allow enough time to arrive, sign your child out, and leave by closing time.

Cell Phone Usage

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. To make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the center.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

In order to safeguard your child we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 1 hour we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

PERSONAL BELONGINGS

What to Bring

- **Infants:** enough clean bottles for a day's use, at least 6 diapers per day, and at least 2 changes of clothes per day. All bottles will be labeled and dated.
- **Toddlers:** enough clean bottles for a day's use (if applicable), at least 6 diapers, 2 changes of clothes per day, and a blanket. All bottles/ cups will be labeled and dated.
- **Older Toddlers:** at least 2 changes of clothes or more per day if going through the toilet training program, and blanket.
- **Preschoolers:** at least 1 change of clothes, socks, shoes, and blanket.

Please do your best to label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Sheets and soiled clothing will be sent home on an as-needed basis for laundering and return to the center.

Cubbies

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name. Please check your child's cubby daily for items that need to be taken home.

Lost & Found

You can look for lost items and bring found items to the Lost-and-found Box designated for your child's classroom (Ask teacher). Please note that we are not responsible for lost personal property.

Toys from Home

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity.

NUTRITION

Foods Brought from Home

Food brought from home is permitted under the following conditions:

- Perishable food to be shared with other children must be store-bought and in its original package.
- Foods should be labeled with the child's name, date, and type of food.
- Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all children.
- Leftover food will be discarded except for foods that do not require refrigeration and/or come in a commercially wrapped package that was never opened.

Good Lunch Box Suggestions for a Balanced, Nutritional Lunch.	
Bean & cheese dip Tortilla chips (crackers) Tropical fruit salad Broccoli Milk	Chicken strips Whole Wheat Roll Orange wedges Broccoli Milk

<p>Cheese quiche Fresh fruit cup Broccoli Milk</p>	<p>Whole Wheat Macaroni & Tuna Salad Green Beans Carrots Milk</p>
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Food Prepared for or at the Center

Food prepared for or at the center will be properly planned, prepared and portioned according to the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service.

Food Allergies

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

Meal Time

At meal time the dining table is set with plates and flatware, and the food is placed in small bowls from which the children can help themselves. Everyone sits at the same table. Children are encouraged to serve themselves from food passed around each table. Good table manners are modeled and encouraged. Weekly menus are posted for viewing by parents /staff.

All teachers are trained in first-aid for choking is present at all meals.

Infant Feedings

Infant feedings follow these procedures:

- Infants will be held for bottle-feeding until able to hold his or her own bottle. Bottles will never be propped.
- Infants are fed "on cue" to the extent possible (at least every 4 hours and usually not more than hourly) and by a consistent caregiver/teacher.
- Breastfeeding is supported by providing a place for nursing mothers to feed their babies. Expressed breast milk may be brought from home if frozen or kept cold during transit. All breast milk and formula shall be returned to the child's home or discarded at the end of each day. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with the child's name and the date the milk was expressed. Frozen breast milk must be dated and may be kept in the freezer for up to 5 days.
- Breast milk and formula brought from home must be dated and labeled with the child's name.

- Labels on all milk/formula containers should be resistant to loss of the name and date/time when washing and handling.
- Solid foods will only be introduced after a consultation with the child's family.

Children 24 Months and Older

- No child shall go more than 4 hours without a meal or snack being provided.
- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.
- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include: hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter and hard candy.

School Aged Participants

- Little Beginner's LLC does not offer care for school aged children at this time.

HEALTH

Immunizations

All children attending Little Beginner's LLC are required to be up-to-date on their immunizations in accordance with state regulations.

Children who are not vaccinated due to religious beliefs must have a completed Religious Belief Exemption Form on file with the center.

This ensures the health and safety of all children and staff in our program.

Physicals

Little Beginner's LLC does not require routine physicals for enrollment. Families are encouraged to follow the current recommendations of the American Academy of Pediatrics (www.aap.org) for regular check-ups and preventive care.

While physicals are not required by the program, families are responsible for maintaining their child's overall health and seeking medical care as needed.

Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of

the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable, but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Illness that poses a risk of spread of harmful diseases to others.
- Fever (100°F or higher under the arm, 101°F or higher in the mouth, 102°F or higher in the ear) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or more than 2 times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.
- Tuberculosis, until a health professional indicates the child is not infectious.
- Rubella, until 6 days after the rash appears.
- Mumps, until 5 days after onset of parotid gland swelling.
- Measles, until 4 days after onset of rash.
- Has a physician or other health professionals written an order that a child be separated from other children.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child's physician signs a note stating that the child's condition is not contagious, and;
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us with a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the main area and kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Medications

(A) Our center does not administer prescription or over the counter medication to children.

(B) Non-prescription topical ointments (e.g., diaper cream or teething gel), sunscreen and insect repellent require a note signed by the parent/guardian, specifying frequency and dosage to be administered as well as the length of time the authorization is valid which cannot exceed 12 months.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments.

Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- COVID-19
- Diphtheria
- Haemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness
- Tuberculosis

SAFETY

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities. Closed toed shoes are required.

Extreme Weather and Outdoor Play

At Little Beginner's LLC, we prioritize the safety and well-being of all children during outdoor activities. To ensure safe outdoor play, we adhere to the following temperature guidelines:

- Cold Weather: Outdoor play will be limited or canceled if the wind chill factor is below 20°F.
- Hot Weather: Outdoor play will be limited or canceled if the heat index is above 90°F.
- Air Quality: Outdoor play will be canceled if the air quality rating is 100 or higher.

These guidelines are based on recommendations from the American Academy of Pediatrics, the American Public Health Association, and the National Resource Center for Health and Safety in Child Care and Early Education.

Note: These temperature thresholds are designed to protect children from extreme weather conditions. In cases where outdoor play is canceled due to weather or air quality concerns, we will provide alternative indoor activities to ensure children still receive ample physical activity.

Communal Water-Play

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play. Precautions are taken to ensure that communal water-play does not spread communicable infectious disease.

Injuries

Safety is a major concern in childcare and so daily safety inspections are completed inside and outside the center area to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of

swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change while keeping the children involved confidential.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

Smoking

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises. In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

EMERGENCIES

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 2 minutes, the family and the police will be notified.

Fire Safety

Our center is fully equipped with 3 properly serviced and charged fire extinguishers. We maintain a written fire plan and a fire evacuation plan, both of which are reviewed with children and staff monthly to ensure safety and preparedness.

Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

CENTER POLICIES

Our center policies not included in this handbook are reviewed and updated as needed. They are available for review upon request to the center director.

Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

Little Beginner's LLC strives to provide the best care and a safe, nurturing environment for all children. To maintain this, we reserve the right to modify, add, or remove policies as needed. In certain circumstances, a policy may be added or removed immediately at the director's discretion if the needs of the program or children require it. Families will be informed of significant changes, and the most current handbook will reflect the policies in effect.

Thank you for acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I acknowledge that I have received a copy and reviewed the Parent Handbook with the director of Little Beginner's LLC. I understand that it is my responsibility to familiarize myself with the policies and procedures outlined in the handbook and to ask center management for clarification regarding any policy, procedure, or information I do not fully understand.

Recipient Signature

Date

Center Staff Signature

Date

FAMILY ACTIVITIES

We offer a variety of ways for families to participate in the growth and improvement of our program. We encourage families to take an active role.

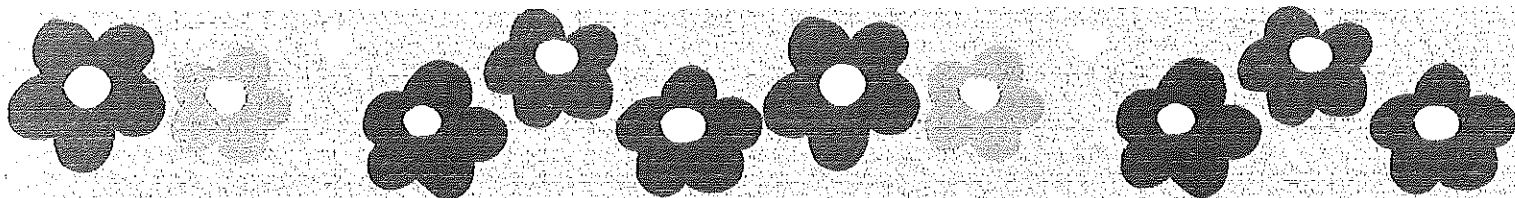
Family Events: We have several events throughout the year that bring our entire community together. Watch for the announcements!

Classroom Activities: Enjoy and help your child's class with these special activities.

- Volunteer in the classroom
- Donate requested items

Family/Parent Workshops: Our menu of family workshops changes annually. Below is a list of workshops we plan to offer. We will try to offer these in the early evening or on Saturdays. We welcome requests for workshop topics.

- Positive Guidance and Loving Discipline
- Toilet Training
- Safety in the Home
- Child Proofing Your Home
- Brain Development
- Nutrition and Exercise for Small Bodies
- Supporting Your Child In Times of Stress
- Food Allergies
- How to Prepare for a Conference
- Warning Signs for Developmental Delays
- Value of Reading to Your Child



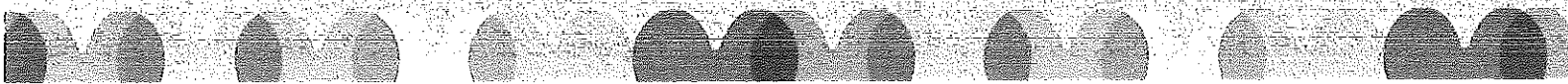
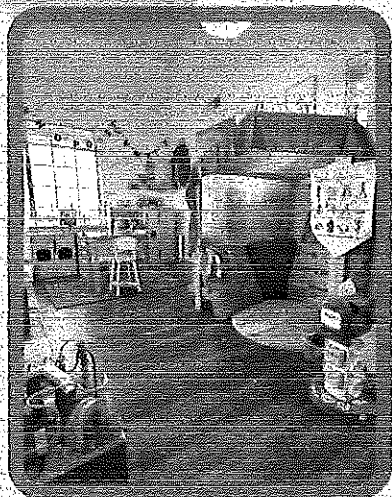
CHILDCARE SERVICES PRICE LIST

Full-Time Services

- Full Day Preschool (4 years old): \$200/Child/Week
- Full Day Toddler (2 years old - 3 years old): \$215/Child/Week
- Full Day Infant (6 weeks - 12 months): \$225/Child/Week

Part-Time Services

- Two Days Per Week (6 weeks - 4 years old): \$195/Child/Week



Staffing Ratios

The staff: child ratio indicates the maximum number of children permitted per caregiver
During nap times the ratios apply as long as at least one other staff person is readily available

Child's Age	Class	Napping	Swimming
Birth to 1 year	1:5	1:5	1:1
1 to 2 years	1:6	1:6	1:1
2 to 3 years	1:8	1:16	1:2
3 to 4 years	1:12	1:24	1:3
4 to 5 years	1:17		1:6
		Four +	Five +
5 to 6 years	1:20	1:34	2:25
6 to 12 years	1:23		

CHILD CARE CENTER - CHILD FILE CHECKLIST

REFER TO REGULATIONS BOOKLET FOR CHILD CARE CENTER 114-503 G. (1)

Information must be kept on file at the facility and available for review by the Department.

- Current Immunization Record.** The record must be from the SC Department of Public Health. County Health Department may review immunization record.
- General Record and Statement of Child's Health for Admission to Child Care Facility** (DSS Form 2900). This form must be signed and dated by parent and director - *updated as needed.*

General Record/Enrollment Form must include the following:

- Child's full legal name, nickname, birth date, date of enrollment, current address and contact number.
- Full name of parents/guardians, current/reachable contact numbers when the child is in the center.
- Names, address and contact number of **TWO emergency persons** who can assume responsibility of the child and are authorized to arrange medical care if necessary.
- Name, address and a form of identification for anyone authorized to take the child from the center.
- Name, address, and contact number of doctor, dentist and health insurance provider.

Written permission/consent from parents/guardian for the following:

- Emergency Medical Treatment.
 - Transportation/Field Trips. Transportation must include hospital in case of emergency.
 - Swimming activities.
 - Administering medication.
 - Posting of child's photo or identity.
- Liability Insurance.** All child care facilities will be asked to show proof of Liability insurance. If facility DOES **NOT** have liability insurance coverage a written notice must be provided to parents of enrolled children. *SC Statute 63-13-210 (A)(B)*
 - Provisional Employment Notice.** Written statement to parents indicating that the facility provisionally employs persons in order to comply with SC Child Care Law when unexpected staff vacancy occurs.

Children's records, emergency information, and identity must be safeguarded at all times.

Child's name _____

Date ____/____/____

- Parent signed and dated required policies and documents


SOUTH CAROLINA
DEPARTMENT of SOCIAL SERVICES

CHILD CARE LICENSING – JULY 2024

South Carolina Department of Social Services
Child Care Licensing

CHILD CARE FACILITY CURRENT LIST OF CHILDREN

(Please group children by the following age levels: Under Two, Two, Three, Four, Five, and 6 and above.)

Name of Facility: _____ County: _____
 Physical Address: (Street, City, State, Zip) _____ Date: _____

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15.	Child's Name	Age	Days in Facility (Ex. Mon., Wed., Fri.)	Arrival Time	Departure Time	DSS Use Only														
						Immunization	DSS Form 2900	Child's General Rec.	Medication Authorization	Discipline Policy Statement	Swim	Field Trips	Corporal Punishment	Emergency Medical Treatment	ID Verification					

CCC CHILD FILE CHECKLIST

The facility shall keep a separate record for each child. 114-503 G. (1)

REFER TO JUNE 2005 REGULATION BOOKLET 114-503 G. (1) through (8)

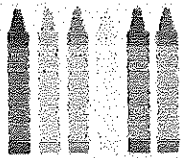
- Current Immunization Record – (must be on SC DHEC form)**
- DSS Form 2900 – General Record and Statement of Child's Health signed and dated by parents and director and updated as needed**
- General Record / Enrollment Form to include ALL of the following:**
 - Child's full legal name, nickname, birth date, date of enrollment, current home address and home telephone number**
 - Full name of parents/guardians, work and home telephone numbers, or reachable telephone numbers when the child is in the center**
 - Name, address and telephone number of TWO emergency persons who can assume responsibility of the child and are authorized to arrange medical care if necessary**
 - Name, address, and telephone number of doctor, dentist and health insurance provider**
 - Name, address and form of identification for anyone authorized to take the child from the center also 1140503 F. (2)**
 - Written permission/consent to emergency medical treatment, to transport children – 114-503 G. (7) (e), 114-505 I. (2) (c), to administer medication 114-505 D. (1), and to participate in swimming activities**
 - A signed statement by parents, UPDATED ANNUALLY, that acknowledges their acceptance and understanding of ALL center Policies 114-503 F. (4), INCLUDING the center Discipline Policies 114-506 B. (2) which SHAL BE CLEARLY DEFINED by the center no corporal punishment is used.**

THE CENTER SHALL HAVE WRITTEN POLICY TO SAFEGUARD THE CONFIDENTIALITY OF ALL RECORDS 114-503 I.

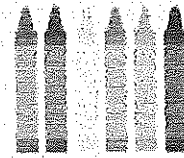
Child's Name	Date:
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Child Care Registration Form				Date child entered care	Date child left care
Child's name Last		First	Middle	Name (Nickname) used	Birthdate
Street address			City	Zip code	
Child's parent/guardian name		home phone # () -	cell phone # () -	alternative phone # () -	
Street address			City	Zip code	
Address where you can be reached while child is in care			City	Zip code	
Child's parent/guardian name		home phone # () -	cell phone # () -	alternative phone # () -	
Street address			City	Zip code	
Address where you can be reached while child is in care			City	Zip code	
Other than you, who else has permission to pick up your child?					
Name		Address		Telephone number	
Name:				Home: () -	
Relationship:				Cell: () -	
				Alternative: () -	
Name:				Home: () -	
Relationship:				Cell: () -	
				Alternative: () -	
Name:				Home: () -	
Relationship:				Cell: () -	
				Alternative: () -	
Name:				Home: () -	
Relationship:				Cell: () -	
				Alternative: () -	
In case of an emergency, I give permission for any of the following individuals to be contacted and my child may be released to any of them.					
Parent/Guardian signature: _____					
Name		Address		Telephone number	
Name:				Home: () -	
Relationship:				Cell: () -	
				Alternative: () -	
Name:				Home: () -	
Relationship:				Cell: () -	
				Alternative: () -	
Name:				Home: () -	
Relationship:				Cell: () -	
				Alternative: () -	



ALL ABOUT YOUR CHILD



Child's Full Name: _____ Nickname: _____

I have _____ brother(s) and _____ sister(s). Their names and ages are _____

Has your child been in daycare before? _____ Yes _____ No

If yes, name of Provider: _____

Previous Provider Address & Phone Number: _____

Dates care was provided. From: _____ To: _____

Reason care was terminated: _____

EATING HABITS:

Does your child have a special diet? _____ Are there any foods that should not be served to your child: _____

If yes, please list the foods and the reason. _____

Your child's favorite foods: _____

Least favorite foods: _____

Does your child eat independently? Yes _____ No _____

For infants, what brand of formula do you use? _____

Does your child require: Bottle _____ Sippy cup _____ High chair _____ Booster seat _____

SLEEPING HABITS:

Does your child have a regular bedtime schedule? Yes _____ No _____

What time does your child usually wake up in the morning? _____

What time does your child usually go to bed at night? _____

CHILD CARE EMERGENCY CONTACT INFORMATION

Child's Name: _____ Birthdate: _____

Home Address: _____

Parent or Guardian: _____

Telephone Numbers: Home _____ Work _____

Cell Phone/Pager _____ E-mail Address: _____

Home Address: _____

Place of Employment: _____ Department: _____

Contact person at work (who usually knows your whereabouts): _____

_____ Phone Number: _____

Parent or Guardian: _____

Telephone Numbers: Home _____ Work _____

Cell Phone/Pager _____ E-mail Address: _____

Home Address: _____

Place of Employment: _____ Department: _____

Contact person at work (who usually knows your whereabouts): _____

_____ Phone Number: _____

Emergency Contacts (when attempts to reach parents are not successful and who may pick child up)

Name#1: _____

Telephone Numbers: Home _____ Work _____

Name#2: _____

Telephone Numbers: Home _____ Work _____

Person's Authorized to pick child up

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

We must have written permission for anyone other than parent/guardian to pick child up from the center.

Child's Usual Source of Medical Care

Physician's Name: _____ Phone #: _____

Address: _____

Hospital to take child in case of an emergency: _____

Dentist's Name (either Child's or Parent's): _____

Address: _____ Phone #: _____

Child's Health Insurance

Name of Insurance Plan: _____

Certificate Number (or ID) #: _____ Group #: _____

Policy Holder's Name: _____

Special Conditions, Disabilities, Allergies, or Medical Information for Emergency Situations:

Parent/Legal Guardian Consent and Agreement for Emergencies

As parent/legal guardian, I give consent to have my child receive first aid by facility staff, and, if necessary, be transported to receive emergency care. I understand that I will be responsible for all charges not covered by insurance. I agree to review and update this information whenever a change occurs and at least once a year.

Date: _____ Parent/Guardian #1 Signature _____

Date: _____ Parent/Guardian #2 Signature _____

Review Date _____ Parent/Guardian Signature _____

Review Date _____ Parent/Guardian Signature _____

Review Date _____ Parent/Guardian Signature _____

PHOTOGRAPHY AND VIDEO CONSENT FORM

Disclaimer: It is each program and provider's responsibility to make sure the use of this template legally complies with your state and licensing regulations.

I, _____ [full name], being the parent / legal guardian of
_____ [child full name], hereby consent that the photos and videos taken of
him/her during childcare while enrolled at _____ [name of childcare facility]
as a student may be used in all school-related materials or media outlets, including but not limited to the childcare's
website, brochures, emails, bulletin boards, or social media accounts.

I understand that personal identifications (ex. Student name, date of birth, etc) will not appear alongside the students' picture or video in any printed or digital media.

Furthermore, I consent that such photographs and videos shall be the property of the childcare facility, which has the right to duplicate, reproduce, and make other uses of the materials it deems necessary within the boundaries laid out in this release.

I understand that I reserve the right to withdraw in writing any consent granted herein at any time, without, however, affecting the lawfulness of the processing based on it before its withdrawal.

I declare that:

I give my explicit and unconditional consent, as the legal guardian of the child, to the taking and projection of photos and videos of my child, as described above.

Yes

No

I give my explicit and unconditional consent, as the legal guardian of the child, to the taking and projection of photos and videos of my child, for internal emails and publications only.

Yes

No

Child's Full Name: _____

Child's Date of Birth: _____

Parent/ Legal Guardian's Full Name: _____

Full Address: _____

Parent/ Legal Guardian's Signature: _____

Date of consent: _____

DIAPER CREAM/OINTMENT AUTHORIZATION FORM

Instructions:

1. Diaper cream/ointment shall be administered in accordance with the label directions and information provided on this form.
2. Written consent must be provided from the parent, permitting child care facility personnel to apply diaper cream/ointment.
3. This form is only for over the counter diaper creams/ointments. In case of prescription medication, please refer to the medication authorization form.

Disclaimer: It is each program and provider's responsibility to make sure the use of this template legally complies with your state and licensing regulations.

Child's full name:

Child's date of birth:

I, _____ [full name], (parent or legal guardian) give permission to authorize staff at _____ [name of childcare facility] to apply diaper cream/ointment to my child according to the following instructions:

Diaper cream/ointment name: _____

Start date: _____ End date: _____

Frequency of application:

- When a rash is present
- With every diaper change
- Other: _____

Amount to be applied: _____

Is the above consistent with the label instructions?

Yes

No (please explain): _____

Are there any anticipated side effects? _____

Staff may apply _____ [name diaper cream/ointment] to my child. In accordance with the information provided above.

I have consulted with my child's physician, and do not know of any allergic reactions my child may have to _____ [name of diaper cream/ointment].

NO. For medical reasons, do not apply diaper cream/ointment to my child for any reason.

I further understand that:

- I have provided the diaper cream/ointment named in this form for my child, to be applied as described above by the staff. I have labeled the original container with my child's first, last name, and the date.
- I have reviewed all applicable information regarding the type and use of diaper cream for my child.

Parent / legal guardian full name:

Parent / legal guardian signature:

Date of consent:

No Medication Will Be Administered Policy

Health and safety procedures for participating families



No Administration of Medicine

For the safety and well-being of all children, our program does not administer any prescription or over-the-counter medications.



Emergency Medical Care

In the event of a medical emergency, we will contact emergency medical services immediately and inform this child's parent or guardian. A staff member will provide appropriate first aid until help arrives.



Health Requirements

Parents are responsible for ensuring their child is healthy and well enough to participate before coming to the program.



Allergy Management

Allergies and medical conditions must be disclosed to staff during enrollment.

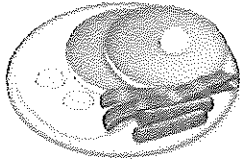
An individualized allergy care plan may be created if needed.

I have read and understand the No Medication Administered Policy and agree to comply with guidelines.

Child's Name _____

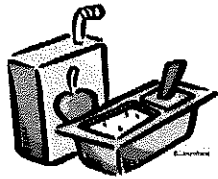
Parent/Guardian Name _____ Signature _____

Date _____

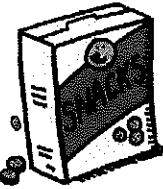


BREAKFAST MENU

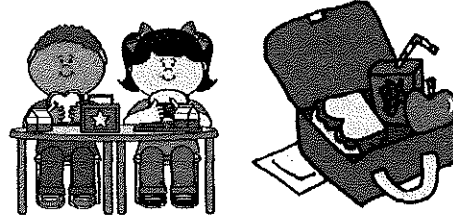
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
No School	Cold Cereal Fruit Cocktail & Milk	Pancakes Peaches & Milk	French Toast sticks Pears & Milk	Breakfast Parfait & Milk	Waffles Bananas & Milk	No School
No School	Cinnamon Toast Pineapple & Milk	Blueberry muffins Applesauce & Milk	Yogurt, English muffins Peaches & Milk	Breakfast Dogs Pear & Milk	Bagels & Mandarin Orange & Milk	No School
No School	French Toast Sticks Oranges & Milk	Breakfast Parfait & Milk	Cereal Peaches & Milk	Biscuits & Jelly, Pears & Milk	Banana Muffins Apples & Milk	No School
No School	Cold Cereal Fruit Cocktail & Milk	Pancakes Peaches & Milk	French Toast Pears & Milk	Hens Nest Fruit Cocktail & Milk	Waffles Bananas & Milk	No School
No School	Cinnamon Toast Pineapple & Milk	Blueberry muffins Applesauce & Milk	Yogurt & English Muffins Peaches & Milk	Breakfast dogs Pears & Milk	Bagels & Mandarin Orange Milk	No School




SNACK MENU



	Monday	Tuesday	Wednesday	Thursday	Friday
WEEK 1	Yogurt Granola Bananas Water	Applesauce Cheese Crackers String Cheese Water	Graham Crackers Grapes Bananas Milk	Banana Muffins Apples Milk	Ritz Crackers Cheddar Cheese Carrot Sticks Water
WEEK 2	Granola Bars Bananas Milk	Cheesy Biscuits Peaches Water	Popcorn Cheese Crackers Oranges Water	Yogurt Graham Crackers Grapes Water	Apples/Celery/Carrots Popcorn Milk
WEEK 3	Goldfish String Cheese Oranges Water	Cheddar Cheese Ritz Crackers Pears Water	Blueberry Muffins Apples Milk	Yogurt Animal Cookies Bananas Milk	Goldfish String Cheese Oranges Water
WEEK 4	Ritz Crackers Cheddar Cheese Peaches Water	Applesauce Cheese Crackers String Cheese Water	Raspberry Muffins Bananas Milk	Yogurt Granola Graham Crackers Bananas Milk	Cheesy Biscuits Oranges Milk
WEEK 5	Pears Animal Cookies Milk	Ritz Crackers Cheddar Cheese Carrot Sticks Water	Banana Muffins Apples Milk	Pudding Graham Crackers Bananas Milk	Popcorn Pretzels Water



LUNCH MENU

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Wk Of 3/25	Pepperoni & Cheese Pizza Salad (Cooked Veg. under 2 yrs) Applesauce Milk	Chicken with Rice Broccoli Fruit Cocktail Milk	Shells w/ Meat Sauce Bread & Butter Salad (Cooked Veg. under 2 yrs.) Pears Milk	Bologna Sandwich Mixed Vegetables Apple Slices Milk	Tuna Sandwich Green Beans Bananas Milk
Wk of 4/1	Hot Dogs Baked Potato Slices Peas Pudding Milk	Pancakes with Sausage Berries Applesauce Milk	Turkey Sandwich Vegetable Soup Fruit Cocktail Milk	Sloppy Joe on bread cubes Corn Peaches Milk	Macaroni & Cheese Green Beans Pears Milk
Wk of 4/8	Chicken Nuggets Bread & Butter Carrots Pudding Milk	Spaghetti with Meat Sauce Salad (Cooked Veg. under 2 yrs) Applesauce Milk	Tacos with lettuce and cheese Corn Corn Bread Fruit Cocktail Milk	Ham Sandwich Vegetable Soup Pears Milk	Grilled Cheese Sand. Tomato Soup Apple Slices Milk
Wk of 4/15	Macaroni & Cheese Green Beans Pudding Milk	Chicken Sandwich Vegetable Soup Pears Milk	Fish Sticks Bread & Butter Mixed Vegetables Fruit Cocktail Milk	Hot Dog Bread & Butter Corn Peaches Milk	 Dinosaur Bologna Sandwich Banana Applesauce Milk

**South Carolina Department of Social Services
SC Voucher Program**

CLIENT CONNECTION FORM

Please complete this form in black or blue ink. Have your provider sign this form and return it. Control Center staff will then notify you and your provider in writing of the start date, fee amount and the provider's billing rate.

Provider Selected:		Provider FEIN/SSN:		
Parent's Name: (First and Last)		Parent's SSN:		
Child's Name (First and Last) List only the child(ren) that have been approved for SC Voucher Program services.	Type of Care Needed (Circle One)			Requested Start Date (Note: This date may not coincide with the approved transfer date.)
	Full-Time	Half-Time	Both	Start Date:
	Full-Time	Half-Time	Both	Start Date:
	Full-Time	Half-Time	Both	Start Date:
	Full-Time	Half-Time	Both	Start Date:
	Full-Time	Half-Time	Both	Start Date:
	Full-Time	Half-Time	Both	Start Date:
If any of the children attend school, what school district do they attend? (County and district number)				
Parent's Signature:		Date Signed:	Parent's Phone Number: ()	
Provider's Signature:		Date Signed:	Provider's Phone Number: ()	

SOME THINGS TO THINK ABOUT WHEN SELECTING A CHILD CARE PROVIDER

- Has enough adults to care for all children.
- Allows you to visit at any time and communicates with you regularly.
- Provides a clean and safe environment.
- Provides a variety of age appropriate activities and materials.
- Provides a schedule that allows for nap, and both inside and outside activities.
- Positive interaction between adults and children.
- Listens and is responsive to your needs and concerns.
- Uses positive discipline.
- Child is happy and enjoys going there daily.

Please fax the completed form to: **1-800-310-5417**
or mail to:



SC VOUCHER PROGRAM
South Carolina Department of Social Services
P.O. Box 100160
Columbia, SC 29202-3160

South Carolina Department of Social Services
Child Care Licensing
**AUTHORIZATION FOR INTERVENTION, THERAPY AND
EXTRACURRICULAR ACTIVITIES**

I authorize _____ to remove
Name of Person/Entity Providing Activity

_____/_____
Name of Child / Child's Date of Birth

from _____ and/or its programs from
Name of Child Care Facility

_____ to _____ on _____
Time Time Dates/Period of Service (See Instructions below)

for the purpose of participating in _____ . I am aware that
Type of Activity

while participating in _____ , my child **will not** be supervised
Type of Activity

by a qualified staff person employed by _____ .
Name of Child Care Facility

I am also aware that, _____ and its employees
Name of Person/Entity Providing Activity

are not required to adhere to laws governing _____
Name of Child Care Facility

including, but not limited to laws governing staff to child ratios, supervision, background checks, and educational training.

Parent/Guardian's Signature Date

Child Care Facility Director's Signature Date

Person Providing Activity's Signature Date

Instructions:
This form must be completed and signed by all parties before providing services or activities. Beginning and ending dates should be used to show when the service or activity is being provided. If the service or activity continues for more than a year from the date it is signed, the form must be renewed.

South Carolina Department of Social Services
Child Care Regulatory Services

**GENERAL RECORD AND STATEMENT OF CHILD'S HEALTH FOR ADMISSION
TO CHILD CARE FACILITY**

This form is to be completed for each child at the time of enrollment in the child care facility, updated as needed when changes occur, and maintained on file at the facility.

GENERAL INFORMATION: (to be completed by Parent or Guardian)

Name of Facility: _____ County: _____

Address: _____
Street Address – no Post Office Boxes City, State, Zip

Child's Name: _____
Last First Middle Initial Nick Name

Date of Birth: _____ Enrollment Date: _____

Child's Current Home Address: _____
Street Address City, State, Zip

Parent/Guardian's Full Name: _____

Home Phone: _____ Work Phone: _____ Other Phone: _____

Parent/Guardian's Full Name: _____

Home Phone: _____ Work Phone: _____ Other Phone: _____

You must have two individuals who have the authority to obtain emergency medical treatment for the child.

1. Person responsible if parent/guardian unavailable for emergency medical services:

Full Name Relationship
Address: _____
Street Address City, State, Zip
Telephone Number(s): _____ Family Code Word(s): _____

2. Person responsible if parent/guardian unavailable for emergency medical services:

Full Name Relationship
Address: _____
Street Address City, State, Zip
Telephone Number(s): _____ Family Code Word(s): _____

Is Child currently enrolled in school? (5K up to 6 years old) Yes No

My Child will regularly attend this facility **FROM** _____ am/pm **TO** _____ am/pm

If Child is a drop-in, indicate hours of care: **FROM** _____ am/pm **TO** _____ am/pm

Check all days Child will regularly attend this facility: Mon Tue Wed Thurs Fri Sat Sun

Check all meals Child will receive daily: Meals are not offered Breakfast Morning Snack Lunch
 Afternoon Snack Dinner Evening Snack

HEALTH INFORMATION: (to be completed by Parent or Guardian)

Family Physician or Health Resource: _____
Name

Street Address City, State, Zip Telephone

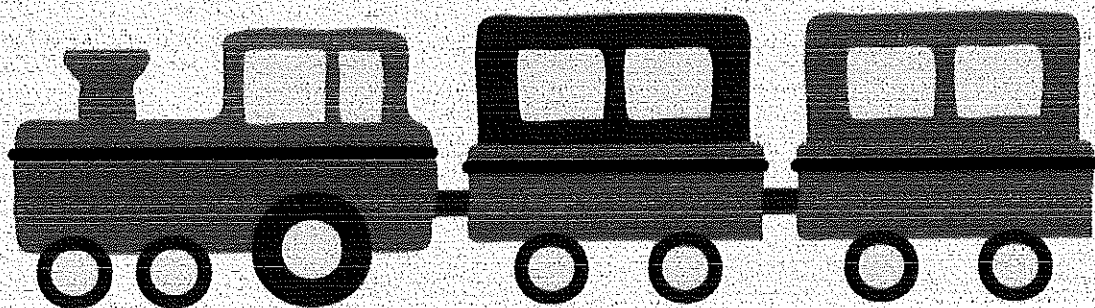
Emergency Care Provider: _____
Emergency Facility Name

Street Address City, State, Zip Telephone

Toddler Daily

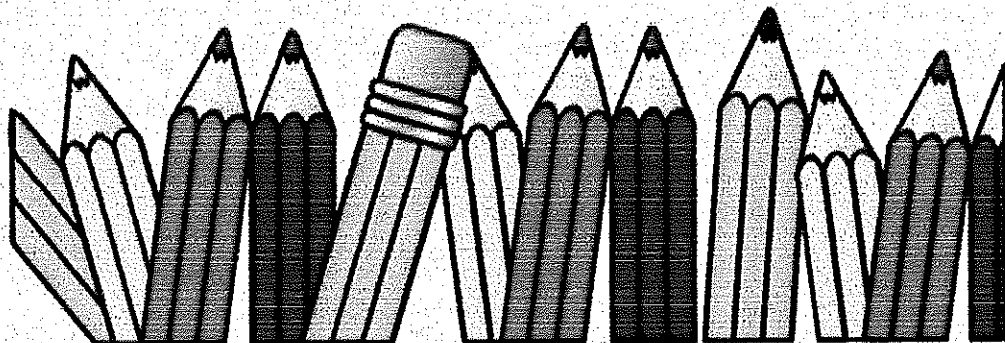
Schedule

- 7:30-8:30 Children Arrive/Wash Hands/Free Play
- 8:30-9:00 Wash Hands/Breakfast
- 9:00-9:30 Clean Up/Change Diapers/Potty/Wash Hands
- 9:30-10:00 Morning Circle (Letters, Numbers, Shapes, Colors, Emotions)
- 10:00-10:30 Guided Centers/ Small Group Activities
- 10:30-11:00 Outside Play (weather permitting) or Free Play
- 11:00-11:30 Check Diapers/Potty/Story Time
- 11:30-12:00 Wash hands/Lunch
- 12:00-12:30 Clean Up/Change Diapers/Potty/Wash Hands/Singing Lullabies
- 12:30-2:30 Nap Time
- 2:30-3:00 Change Diapers or Potty/Wash Hands/Snack Time
- 3:00-3:30 Afternoon Circle Time (Review Learning Activities)
- 3:30-4:00 Outside Play (weather permitting) or Free Play
- 4:00-4:30 Wash Hands/Music & Movement/Change Diapers
- 4:30-5:30 Clean Up/Free Play/Prepare for Departure



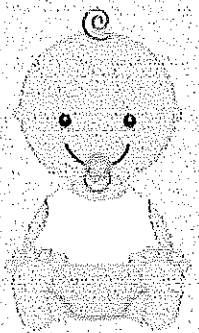
Preschool Daily Schedule

- 6:30-8:00 Children Arrive/Wash Hands/Free Play
- 8:00-8:30 Wash Hands/Breakfast
- 8:30-9:00 Clean Up/Potty/Wash Hands
- 9:00-9:30 Circle Time (Letters, Numbers, Writing, Shapes, & Colors)
- 9:30-10:00 Guided Centers-Dramatic Play, Blocks, Science, Cars & Trucks, Home Living, etc.
- 10:00-10:30 Outside Play/Gross Motor (weather permitting)
- 10:30-11:00 Wash Hands/Story Time
- 11:00-11:30 Lunch
- 11:30-12:00 Clean Up/Potty/Wash Hands
- 12:00-2:30 Nap Time /Quiet Time
- 2:30-3:00 Potty/Wash Hands/Snack Time
- 3:00-3:30 Arts & Crafts
- 3:30-4:00 Outside Play/Gross Motor (weather permitting)
- 4:00-4:30 Potty/Wash Hands/Music & Movement
- 4:30-5:30 Clean Up/Free Play/Prepare for Departure



Infant Daily Schedule

7:30-8:00	Children Arrive/Greet Parents/Swings/Bouncers
8:00-8:30	Change Diapers
8:30-9:00	Feeding Time/Bottle/Cereal/Baby Food
9:00-10:00	Quiet Time (morning nap)
10:00-10:30	Tummy time/Toys/Bouncers
10:30-11:00	Outside Play/ Cribs & Swings (weather permitting)
11:00-11:30	Change Diapers
11:30-12:15	Feeding Time/Bottle/Cereal/Baby Food
12:15-12:30	Soothing Music/Story Time/ Preparing for Nap Time
12:30-2:30	Quiet Time (afternoon nap)
2:30-3:00	Change Diapers
3:00-3:30	Feeding Time/Bottle/Cereal/Baby Food
3:30-4:00	Outside Play/ Cribs & Swings (weather permitting)
4:00-4:30	Change Diapers/Music & Movement
4:30-5:30	Clean Up/Tummy Time & Toys/Prepare to Go Home



*Infants' schedules are determined based on individual development, need and temperament. Diapering & Feeding is done as needed. Children sleep as needed.

CLOSURE DATES

Little Beginner's LLC

2025-2026 Holiday & Closure Calendar

- New Year's Day – Wednesday, January 1 2025
- Martin Luther King Jr. Day – Monday, January 20 2025
- Presidents' Day – Monday, February 17 2025
- Memorial Day – Monday, May 26 2025
- Independence Day - Friday, July 4 2025
- Labor Day – Monday, September 1 2025
- Veterans Day – Tuesday, November 11 2025
- Thanksgiving Break – Thursday & Friday, November 27-28 2025
- Winter Break – December 24 2025 - January 1 2026

Additional Closures

- Professional Development/Training Days: Will be communicated in advance
- Emergency Closures: May occur, families will be notified as early as possible

CURRICULUM HIGHLIGHTS

NURTURING GROWTH THROUGH PLAY & PURPOSE



WHOLE CHILD DEVELOPMENT

Children develop socially, emotionally, physically, & cognitively through a balance of play, hands-on activities, and nurturing interactions.



PLAY-BASED LEARNING

Children learn through meaningful play experiences that include songs, stories, sensory play, creative projects, and plenty of outdoor time.



INDIVIDUALIZED LEARNING

Children receive personalized support as they explore at their own pace, with activities adapted to meet each child's unique developmental needs.



CREATIVE ARTS & EXPRESSION

Children express themselves through art, music, storytelling, and pretend play – building confidence, communication, and fine motor skills.



OUTDOOR & GROSS MOTOR PLAY

Children explore the outdoors with riding toys, chalk, bubbles, nature walks, and games that support movement, coordination, and joyful learning.



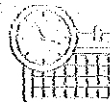
SOCIAL-EMOTIONAL GROWTH

Children practice sharing, taking turns, identifying emotions, and developing friendships through guided interactions and consistent routines.



EARLY LITERACY, MATH & SCIENCE

Children build early skills by exploring letters, numbers, patterns, and the world around them through theme-based learning and play.



CONSISTENCY & ROUTINE

Children feel secure and confident as they follow a predictable daily rhythm that supports independence, self-help skills, and a sense of belonging.

Want to learn more?

Let's connect – I'd love to share how Little Beginner's LLC creates a warm, engaging space for your child to learn & grow.

Child Guidance (Discipline) Policy

During the early childhood years, children are learning to be in charge of their own behavior. We believe in establishing consistent, easy-to-understand limits and in having teachers who respond to inappropriate behavior with insight, sensitivity, and skill. When clear, consistent and age-appropriate limits are present; children increasingly become responsible for themselves. When out-of-bounds behaviors do occur, we believe it is important for children to understand why the behavior is inappropriate and how to modify it.

We work to prevent behavior problems by arranging each classroom so that children work in small groups and have a choice of activities. The range of activities will give your child the freedom and ability to experience success and become self-directed. Teachers are also trained to skillfully direct behavior along appropriate channels. Children are encouraged to verbalize their feelings to learn to positively work through strong emotions. Teachers act as role models and encourage children's appropriate behaviors. **Under no circumstances is corporal punishment permitted. Discipline will not be associated with food, rest or toileting.**

We believe that it is our responsibility to provide children with positive guidance and in our experience, most children will respond well to our approach. In the event that a child does not respond, we will notify the parents and work closely with them to develop a plan to help the child gain self-control and a positive attitude toward their peers and teachers. Should the child's continued negative behavior put themselves, their peers or their teachers at risk for physical harm or, if the child damages Center property, we reserve the right to ask the parent to withdraw the child from the Center. While we understand the developmental tendencies of children to experiment with inappropriate language to shock others, withdrawal may also be requested for those children who are verbally abusive, including the repeated use of inappropriate language with other families consider offensive.

I have read and understand the above **Child Guidance (Discipline) Policy**.

Signature of Parent/Guardian

Date



Parental Access Policy

Name of Program: Little Beginner's LLC		(License/Registration/CC Number):	
Program Type (Choose One): <input checked="" type="checkbox"/> Child Care Center <input type="checkbox"/> License Exempt Program <input type="checkbox"/> Family/Group Child Care <input type="checkbox"/> Head Start		Director/Administrator/Owner Name: Ceundra Murphy	Contact Phone Number: 864-249-0227
Address: 120 Gibbs Rd			
City/Zip Code: Wellford SC, 29385			

Policy:

Little Beginner's LLC ensures that parents/guardians have access to their children during the hours the program is in operation, including all locations within the facility, both indoors, outdoors, and anywhere child are present.

List your procedure for parental access to children in your program.

Parents and guardians have free access to their children at any time while they are in our care. For safety, all exterior doors remain secured, and families must use the designated entrance and follow check-in procedures upon arrival. Parents may visit classrooms, observe, or pick up their child at any time during operating hours. All visitors, including parents not known to staff, are asked to present identification to ensure the safety of every child.

Little Beginner's LLC, staff have been informed, read, understand, and agree to implement/abide by the Parental Access policy as written. Our program understands that non-compliance with this policy can result in adverse actions.

Print Name of Authorized Personnel:	
Signature of Authorized Personnel:	Date:

Code of Ethics

ABC Quality is committed to a code of ethics that guides the performance, conduct, and behavior of its participants. This code offers guidance to promote the highest-level professionalism in the operation of early childhood programs participating in ABC Quality.

1. I will not harm children and will not participate in practices that are emotionally or physically harmful, degrading, dangerous, exploitive, or intimidating to children.
2. I will engage in positive interactions by collaborating with colleagues and recognizing their contributions to develop productive working relationships.
3. I will adhere to laws and regulations protecting children in child care programs.
4. I will build professional networks with early childhood partners and community members by maintaining confidentiality, cooperation, and collaboration.
5. I will not discriminate against children and families based on gender, race, national origin, religious beliefs, medical condition, disability, family structure, or sexual orientation.
6. I will support colleagues in adhering to the ABC Quality Code of Ethics.

Program Type (Check one)

- | | |
|---|--|
| <input type="checkbox"/> Child Care Center | <input type="checkbox"/> Family/Group Child Care |
| <input type="checkbox"/> License Exempt Program | <input type="checkbox"/> Head Start |

I have read, understand and agree to abide to the ABC Quality Code of Ethics.

Print First/Last Name

Signature

____/____/____
Date

Adapted from NAEYC Code of Ethical Conduct, 2011
<https://www.naeyc.org/resources/position-statements/ethical-conduct>