

Parent Handbook



Please keep this handbook
For future reference!

Program Operations

Little Kingdom Steppers Daycare, LLC

5021 Pueblo St, Orlando FL 32819

407-702-1203

info@littlekingdomsteppers.com

Little Kingdom Steppers Daycare, LLC is owned and operated by **Sherina Barrett**.

The Program is Registered as a Family Childcare Home. Our Childcare spaces are separate from our family living spaces. Myself, husband and 3 children live in the home.

We have been Registered by the State of Florida as a Family Child Care Home, Registration #R09OR0141, since 2019. CPR/First Aid Certified. Florida Licensing Child Care Rules and Regulation and State of Florida Legislature laws (including reporting child abuse and neglect).

Hours of Operation

We are open 7:00AM-5:30PM Monday-Friday. Each child will have his or her own scheduled drop off and pick up times within these times. Childcare is available for school age children on no school days due to workshops or school vacations, unless otherwise indicated. The daycare program follows OCPS calendar and there are no preschool classes when OCPS closes for teacher workshop days. Preschoolers who are enrolled in a full-day program may still attend school closure days if the center is open. We are closed most holidays. Please see the calendar for exact dates.

Welcome

Welcome to “ Little Kingdom Steppers Daycare, LLC” Registered Childcare Home,
“ADVANCING ONE STEP AT A TIME” We are humbled that you have chosen us as your child
care provider.

Our child care program provides services for children 6 weeks to 12 years of age. We are
located in the Subdivision of Tangelo Park near the Prime Outlet Mall on International Drive.
5021 Pueblo St, Orlando, Fl 32819

The purpose of this handbook is to outline the policies and procedures under which Little
Kingdom Steppers Daycare operates as a Registered Childcare Home. It outlines what to expect as a
parent from the provider, as well as what will be
expected from you while your child is enrolled at
“Little Kingdom Steppers Daycare”

Little Kingdom Steppers is Registered through Department of Children and Families adhere to
Orlando, Florida Licensing Child Care Rules and Regulation and State of Florida Legislature laws
(including reporting child abuse and neglect).

All Staff Members are CPR and First Aid Trained.

Parents are an integral part of the program, and we seek to work in partnership with you. We
have an open door policy for parenting during daycare hours. This means that you are always
welcome to call or drop in to see your child.

Mission Statement

Our mission is to provide a safe and caring environment that connects children to the love of Christ. Allowing children the ability to advance one step at a time according to their age, interest, and special needs. To nurture children socially, physically, emotionally and spiritually through activities and kingdom principles.

Proverbs 22:6

“Train up a child in the way he should go: and when he is old, he will not depart from it.”

King James Version (KJV)

Our Philosophy

We believe that all children grow and develop at their own pace and while it is important to ensure children are ready for kindergarten and for life experiences, we also feel they should not be hurried through childhood. Our goal is to provide a safe learning environment where kids can simply be kids. We feel play is an essential aspect of young children's lives. It is essential to their well-being and development.

Our daycare program provides time for free play as children need these experiences. New concepts, new skills and new understanding come to children through play. In play, children learn to formulate and organize ideas and to become more flexible in problem solving. Children's attention begins to lengthen when they play. Their imagination can take them anywhere they want to go. During play children learn to communicate their thoughts, feelings and needs to others. We feel by arranging our child care areas to offer challenging, interesting play and learning choices at a range of developmental levels, children will learn through their play.

Enrollment Procedures

Parents seeking enrollment for their child at Little Kingdom Steppers Daycare, LLC are invited to tour the home and meet the Provider. During the tour, parents are given information about the Home and a registration form. Enrollment is considered according to the date on which Registration Forms, Immunization Records and Physicals are received.

When positions are not available, a waiting list is maintained from which vacancies are filled. Priority is given to families currently enrolled in our program, to families seeking full-time enrollment, and to the children of Staff.

- Current contract
- Child Care Enrollment Form
- Health History and Emergency Care Plan
- Immunization Record
- Physicals
- Medical Treatment Authorization
- Medical Administer Forms
- Consent and Release for Publicity Purposes
- Authorization to Administer diaper ointment/sunscreen

The State of Florida requires that the current physical/immunization forms be completed by the child's attending physician and be available and on file at the childcare home.

Please remember to update the forms when necessary. This is usually updated annually on or before your child's birth date. All of these forms are required and must remain on file during the entire period that your child is enrolled at Little Kingdom Steppers.

Non-Discrimination/Inclusion Policy

In compliance with federal and state law and U.S. Department of Agriculture policy, Little Kingdom Steppers Daycare, LLC is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, or other protected classifications. Little Kingdom Steppers Daycare, LLC provides an equal opportunity for individuals with disabilities to participate in the program and services by following policies and practices of inclusion, integration and reasonable modifications unless we are unable to accommodate in a particular case.

Adjustment Period

All children enter my Childcare on a two week trial basis. This can be a stressful transition for your child if he/she has never been in Childcare. Your child may cry when being dropped off with me. This change can take some time for your child to get used to. I will do my absolute best in making this time easier for you and your child. (If your child is enrolled part time this adjustment period might even take longer.) Cancellation of Childcare services in the first two weeks of care may be given without notice if it does not work out for either party.

Starting in a new setting is an exciting experience for a young child, however it can also be a difficult one initially. Even children who are very excited about “starting school” may suddenly realize that you are not going to be there. The apprehension that accompanies that realization is a normal reaction. We would like to offer several suggestions to help your child with the adjustment process.

- Relax! Children will sense your apprehension; therefore, it is important that you feel comfortable with the routine. If you have questions or concerns, please ask us.
- Come and visit with your child before the first day of attendance.
- Learn the names of your child’s future playmates and the teachers who will be caring for them.
- Actively listen to your child as (s)he talks about their day. This will give insight to help the next day. If you know they like the blocks, that might be a great direction to get them thinking about the next morning.
- Establish a “goodbye routine” and even practice it at home when leaving your child with a grandparent or spouse who typically doesn’t drop off. Try for example a special phrase like see you later alligator, one hug and two kisses.

Parent Communication

Using Facebook, email and texting developing effective communication with parents and with extended family has become easier than ever. This, of course, is not intended to replace verbal communication but to enhance it and make it easier when you need to send me a quick note. Please do not hesitate to contact us at 407-702-1203 as your primary contact line.

We have Facebook posts with pictures of what the children are doing in our program often. (Permission for your child’s photo to be posted is your choice and you will need to fill out a photo permission slip.) We understand each family has personal preferences regarding Facebook and respect your decision about having your child’s pictures posted. Many parents love being able to see their children throughout the day, but other people are more private. It is totally your choice. Regardless please check out our page often to keep up with what your child is doing at school/child care.

Changes in Your Child's Schedule: If you need to bring your child into Childcare later than your scheduled time or if you will be picking him/her up between 11:30 and 3:00, please let me know. While I want to encourage you to visit any time during the day, I need to know if children will be arriving or leaving during mealtime, naptime, or activity time. I have found that if parents schedule well baby/child doctor visits early in the morning or later in the afternoon, the children's routine is not disrupted as much as those mid-day appointments.

Tell me as soon as you know there will be a change in your schedule, so we can find the best way to accommodate that change. Please write down doctor appointments and other planned absences for me. For unplanned absences, please call the night before or at least 1/2-hour before your child's scheduled arrival time.

Health & Medication

Your child's health is important to all of us. Please inform us of any special health precautions, medications or other concerns you may have about your child. In accordance with state law Immunization records must be on file at the center within one month of enrollment for all children who are not yet in public school. If you choose not to immunize your child, we must have a written record of this for our file. Please update records after each immunization.

Authorization for medical treatment must be completed and signed by a parent and be kept on file for each child enrolled in our program. Our emergency medical facility is typically Dr. Phillip's or Arnold Palmer Hospital unless another facility is dictated by your insurance carrier, you, or the severity of the emergency.

Minor bumps and scrapes will happen but staff will make every effort to keep all children safe, minor bumps and scrapes will receive appropriate first aid treatment. In case of emergency, we will make every effort to contact the parent/guardian immediately, if staff is unable to be contacted the parents/guardian staff members will call the emergency contact numbers supplied by the guardian to make the decision for the child.

Children requiring emergency treatment will be transported by ambulance for illness / injuries requiring immediate treatment. For illness/injury related emergencies where the center is not responsible or deemed negligent related to such emergencies the **parents are responsible for the cost involved in emergency treatment, including transportation, if required.** Staff are trained in CPR, First Aid

Illness

Parental cooperation is necessary to promote a healthy environment for all the children attending our program. Please do not send your child to the center if they show signs of illness in the morning. Your child may attend if they have regular cold symptoms, mild coughing or runny nose if they are able to participate in ALL child care activities including outside play.

Parents need to have an alternative plan for illness of their child(ren) arranged in advance. When we call to inform you that your child is sick and needs to be picked up, we expect you or someone to pick up your child within 1 hour.

Children should not return to the program until a full 24 hours after a fever has ceased (without the use of a fever reducer) and diarrhea or vomiting has stopped. In addition, children must be on medication for any communicable disease for 24 hours before returning to the center. I understand this is a hardship for working parents, but I must think of all the other working parents and the other children's health.

Health Care Policy

Under no circumstances can you child attend child care with the following illness:

- | | | |
|----------------|----------------------------------|--------------------|
| A. COVID-19 | H. Conjunctivitis | N. Bronchitis |
| B. Vomiting | I. Pink eye | O. Impetigo |
| C. Fever | J. Rash(unexplained) | P. Roseola |
| D. Chicken pox | K. Pneumonia (bacteria or viral) | Q. Coxsackie virus |
| E. Sore throat | L. Continuous cough | R. Lice |
| F. Runny nose | M. Draining eyes/ears | S. Croup |
| G. Diarrhea | | |

ALL OTHER COMMUNICABLE VIRUS AND DISEASES

Masking your child's symptoms with over-the-counter medication and bringing them in for care will immediately terminate your contract with **Little Kingdom Steppers Daycare, LLC**. If your child is out ill, you are still obligated to pay your regular weekly childcare payment.

Your child can attend Little Kingdom Steppers Daycare, LLC with symptoms such as; runny nose (related to teething and allergies) or frequent sneezing (related to seasonal allergies). If your child becomes overly fussy and miserable throughout the day, you or your alternate will be contacted. If your child develops cold-like symptoms and cannot participate in activities, he/she may not attend Little Kingdom Steppers Daycare and will need to remain home until symptoms clear.

In order for your child to be admitted back into the care of Little Kingdom Steppers Daycare, LLC he/she must be symptom free under the guideline of the Local Health Department.

Please note that Little Kingdom Steppers Daycare, LLC has the right to refuse a doctor's note if we feel it's best for the safety of the other children in care at Little Kingdom Steppers Daycare, LLC.

The Health Department regulations prohibit the admittance of any child into a family Childcare home that exhibits any of the following symptoms:

- **Fever** - (100+) – child needs to be fever free for 24 hours **without** the aids of medication
- **Diarrhea** – child must be symptom free for 24 hours **without** the aids of medication
- **Vomiting** – Child must be symptom free for 24 hours **without** the aids of medication
- **Runny Nose(with colored discharge)** – Check with doctor and provide a doctor's note clearing your child to return to daycare
- **Rash** – Check with doctor and provide a doctor's note clearing your child to return to daycare
- **Discharge from eyes or ears** - Check with doctor and provide a doctor's note clearing your child to return to daycare
- **Lice** – child needs to be treated and nits removed before returning (NO NITS AT ALL). Check with doctor and provide a doctor's note clearing your child to return to daycare
- **Communicable diseases** – Include Coronavirus (COVID-19), Chicken pox, Measles, Mumps, Conjunctivitis (pink eye), Pneumonia, coxsackie virus, impetigo, roseola, influenza and all other communicable diseases.

(a) The child may return when the incubation and contagious period has passed and the child is well enough to resume normal childcare activities. **We have the right to refuse to care for a sick child.**

(b) In the case of coronavirus (COVID-19) exposure or illness, your child must remain out of care for 14 days. Your child **may not** return until a negative COVID-19 test is administered **and** a doctor's note clearing the child to return to daycare. If you have more than one child in care, all of the children **must** remain home during this time frame.

(c) In the case of coxsackie virus, impetigo, ringworm and chicken pox, the sores **must** be dried, covered and beyond the incubation and contagious period. A doctor's note must be provided clearing the child to return to daycare.

If your child developed any of the symptoms listed above while in care, little kingdom Steppers will contact you or your alternate to pick up the child. **All children must be picked up within 1 hour of Little Kingdom Steppers Daycare contacting you or your alternate.**

Infection Control

In order to decrease the risk of cross-contamination from any child to another child, we will take the following precautions:

- We will only use washable equipment and toys when caring for children. The equipment and toys will be clean and in safe working order. Equipment and toys used by children will be sanitized every week and at times immediately after use when necessary.
- Staff will wash hands after changing bedding, blowing noses, playing with an ill child and his/her possessions.
- Staff will dispose of soiled diapers in a container with a leak proof liner. The container will be sanitized daily.

Children will be evaluated periodically throughout the day to determine if minor symptoms are becoming worse. All observations made during these periodic evaluations will be recorded and reported to the parent/guardian at the end of the day. Parents/Guardians will be notified immediately of any significant change in the child's condition or if the care of the child exceeds what the program can safely provide. If a parent/guardian or alternate cannot be reached and the child's condition warrants emergency medical treatment, Little Kingdom Steppers Daycare will contact the appropriate authorities for medical treatment without delay.

Medication

Staff will dispense either prescription or non-prescription medication under the following conditions: Medication is in the original container which is labeled with the child's name and an authorization to administer medication has been signed.

Please give all medications including cough drops to a staff member for storage and administration. You may choose to complete a form to authorize administration of non-prescription medication for minor occurrences (headaches, fevers, coughs, sore throats, etc.) For children in child care, I would recommend sending a fever reducer and cold medicine for minor symptoms that do not require removal from child care or so that your child may begin receiving relief before you are able to pick him or her up. Please label with your child's name. Medications are kept out of reach in a locked box.

Safety for your Child

- No child will be released to any person not listed on the child's enrollment form without prior approval for the child's parents.
- When someone other than normal pick up people comes to pick up a child, prior permission from parents is required. The child may identify familiar adults or ID will be required for unfamiliar adults.
- Playground and classroom equipment is cleaned and inspected regularly.
- Children and staff use proper hand washing procedures before and after each meal, toileting, diapering, etc.
- Child records are kept up to date and are located where all staff members can quickly access in case of emergency.
- We are a family of nonsmokers and no smoking is permitted in any children's areas including the classroom or playground.
- A first aid kit, children's emergency information and cell phone are in place for emergencies
- Monthly fire drills are held at various times of the day using different exits. Fire extinguishers and battery fire alarms are installed and inspected regularly.
- Carbon Monoxide detector is located in the sleeping area.
- The State Fire Marshal inspects premises before each license renewal.
- State licensing inspector visits the premises each year. This is an unannounced visit. Additional unannounced visits by the food program inspector takes place 4 times a year.
- Staff are mandated reporters of suspicion of child abuse or neglect.

USDA Food Program

This program is not affiliated with the USDA Child Care Food Program, however we do follow it. We serve well balanced meals and snacks. All food preparation is handled in accordance with accepted safety practices. Meals are served family style. Children learn to set the table, serve themselves appropriate proportions, and use good table manners. We used mealtimes as a perfect opportunity to time to give thanks for our food, practice manners, such as please and thank you, not interrupting others when they are talking, chewing with mouths closed, not talking with food in their mouth and sitting at the table without getting up and down during the meal. We encourage each child to take a "no thank you bite" of each item served, although not required. Children learn about responsibility as they clean up their dishes and spills.

Each day children are served breakfast, lunch and a pm snack at no additional charge. Although the children may have special snacks, they are served in addition to the required foods. Due to recent USDA recommendations, we very rarely will serve fruit juices of any kind. The vast majority of all fruits are fresh, not canned or frozen. Please do not send other foods with your child unless he/she is bringing enough for the class to share. Special Dietary Needs: A doctor's note is required for any special diet to be administered. If your child has any other dietary issues/sensitivities, please let me know and we will attempt to make reasonable accommodations.

Social & Self-Help Goals

We feel social and self-help skills are as important as academics. Each program has different expectations for children, so we wanted to outline some of the goals and skills children in our program will be working on. We DO NOT expect your child to come into our program knowing how to meet these expectations. It is a growing and learning process. The goals we have for the children in our care are all in place for a reason. They may be for health and safety reasons or developing self-help skills they will need for kindergarten and beyond, or social skills they need to navigate through life.

General Manners and Expectations:

- Children will learn to say please and thank you regularly.
- Children will learn to say excuse me when appropriate.
- Children will learn to share and take turns as developmentally appropriate. (Preschoolers will not be able to do this at all times – this is a goal to work towards.)

Table Manners:

- Children wash their hands before and after each meal.
- Meals are served family style and children learn how to serve themselves food without taking more than they think they will eat. (Children can always have multiple helpings.)
- Children clean up their own plates, cups and utensils after eating.

Potty Learning

We believe that potty learning is different for each child and each child will exhibit signs of readiness at different ages. Because of this, we do not require your child to be trained before starting preschool. We have experience and training in potty learning. We will be glad to assist in potty training with the understanding that it will only work if we work together. When your child is showing signs of readiness, you must work with your child at home and we'll work with them here. Children should have some consistent success at home before we start with them at school/child care. This typically means several days with only one accident and interest in staying dry.

Daycare Program

Activities are designed to have children learn and discover new things each day and more importantly develop a love of learning. We have a range of ages each day and adjust activities to make them developmentally appropriate for each child. As a Christian Home, we help children to learn compassion and respect for others and an awareness of the world around them. We teach and practice kingdom values through modeling, prayers, singing and stories.

The children are taught daily love(how to give and receive love). We believe that children learn best in a play-oriented, hands-on environment in which each child develops school readiness skills at his or her own developmental level. Through play, children learn to socialize and communicate their thoughts and feelings to others. They also learn to organize, to problem-solve and to use their imaginations. The activities we provide give children many opportunities to develop their cognitive, social, emotional, physical and spiritual growth.

Social Skills- (manners, kindness, playing cooperatively, taking turns, compassion, respect, handling emotions).

Self-help skills- (washing hands, brushing teeth, dressing self, handling bathroom needs, cleaning up toys, taking care of their possessions)

Gross Motors Skills- (climbing, running, hopping, jumping, balancing, catching and throwing balls)

Fine Motor skills- (puzzles, Lego's, blocks, manipulative toys, lacing beads, drawing, coloring, writing, cutting, play dough.)

Math Skills (counting, patterns, simple addition and subtraction, one to one correspondence. We use a wide variety of manipulative activities and incorporate math during our daily activities and circle time.)

Literature-based Activities (circle time, stories, charts, finger plays, songs, beginning reading and writing skills and dictating their own stories).

Letter and Number Explorations (activities including letter books, fun tactile activities, games, and a rich print environment.)

Handwriting Without Tears (handwriting program teaches proper letter formation from the start, yet in fun, easy ways designed for preschoolers to develop good fine motor skills)

Science (hands on explorations about our environment, animals, and nature)

Social studies (learning about our community)

Art Media Discovery (a variety of painting techniques, markers, glue, scissors, collage materials, beads, stencils, rubbing plates, play dough.)

What to bring

Casual clothing is strongly recommended. Your child should be dressed for play; children do get dirty when they are actively involved in play. We feel letting them learn through explorations is much more important than keeping their clothes spotless. Please send your child in clothing that is easy to manage. Your child wants to learn to care for him/herself, and to be independent. Please do not send your child with a belt, suspenders or overalls unless they can fasten and unfasten them by themselves.

Please provide a backpack for your child to bring back and forth to school each day. This should include 1-2 complete changes of clothes (more if potty training). Dirty clothes will be sent home each day, please be sure to replace any missing items. It may be a good idea to label socks, because kids don't always get put in the right place and they are hard to tell apart, especially during the summer months.

All children (including school age children should have the following items:

A complete change of clothing, including shorts, long pants, t-shirts, long sleeved shirts, socks, underwear and sweatshirt or light jacket and indoor shoes. Diapers and wipes pull ups, training pants (when the child is ready for potty training) along with several changes of clothes for toddlers and preschoolers. We recommend that you bring a full package of diapers, so you won't have to bring diapers back and forth each day along with 1 package of baby wipes. We will send you a notice in your child's cubby when we need more of either. **Remember your child's comfort for outdoor play**

Drop Off & Pick Up Policy

I ask that you knock first, then enter at the door. When dropping off or picking up your child, please avoid blocking the neighbor's driveway. Feel free to park our driveway or block the driveway if needed. Due to the emotional nature of leaving a child, it is normal that your child may cry on arrival. The crying usually stops within seconds of your departure. I ask that when you bring your child that you be as quick as possible and make your goodbye brief. It is much easier on the child when the impending separation is not long and drawn out.

Cut off time for arrival is 8:30AM, If your child will be absent or arriving late, a notice must be given. Failure to notify us will result in your child not being accepted into daycare. Only exceptions will be for emergency situations only. Please be in control of your child during drop off and pick up times. This is a time of testing when two different authority figures are present and children may test to see if the rules still apply. We will remind your child if inappropriate behaviors are displayed.

It is the parents responsibility to ensure that children are picked up by their contracted times and ultimately no later than 5:30 pm. If you are unable to pick up your child by the contracted time, alternate arrangements must be made. In the event that a parent cannot be contacted, it is our policy to call an emergency contact. If parents or emergency contacts cannot be reached, authorities will be called to ensure the safety of the child.

A late fee of \$5.00 per 10 minutes and \$1 every minute afterwards per child will apply if a child remains in care after 5:30 pm unless prior arrangements have been made or if it can't be helped due to an emergency or weather situation. This late fee will be added to the week's normal charges. Your child will not be released to anyone who is under the influence of alcohol or drugs. If your child is taken anyway, authorities will be notified and your daycare contract will be terminated immediately.

Please notify us if an undesignated person will be picking up your child. Photo identification may be necessary for anyone picking up your child that is not notated on the authorization form. If consent and/or proper ID are not received, the child will not be released and the parent will be responsible for any additional fees that are incurred as a result. Please understand this is for your child's safety

EMERGENCY CONTACTS: It is important for us to be able to reach you in the event of an emergency. If you will be away from home or work for an extended period of time, please let us know. Please keep emergency contact information updated.

Toys and Personal Items

PRESCHOOLERS: No Toys Please!!! Please do not allow your child to bring any toys to Little Kingdom Steppers. Toys brought to school caused added tension as toys could be easily lost or broken and special toys are difficult to share. All young children practice taking turns and sharing, however it is much harder for your child to share his or her favorite toy. Therefore, I request that no toys be brought, unless you have been notified that it is a special day such as teddy bear day.

School-Age Children ONLY: School age children may bring personal items such as electronic devices, books, or games. I will be limiting the time that they may use these items as the children have many other options to occupy their time. If your child does bring items to school, the child will be responsible for keeping track of these items. Little Kingdom Steppers will not be responsible if they get lost or broken.

Child Guidance

Our child guidance policy is designed to help children become independent and caring by learning self-control, decision-making skills and responsibility for their own actions. We believe that children should be treated with the same respect that we, as adults, wish to be treated. Our goals are to help children develop positive self-esteem, respect for themselves and the rights of others and socially acceptable ways of expressing their needs and feelings.

Behavior Management & Discipline

We believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. We also try to teach the children in our care manners, kindness and to be respectful to others. One of the ways in which we do this is by the example we as providers set. We understand that our actions and reactions speak much louder than our words. The children are explained the rules of the daycare frequently, so they know what's expected of them. Once a child is old enough to understand the rules and disobeys them by exhibiting inappropriate behavior (hitting, aggression, etc), hurts others, or property, the following developmentally appropriate guidance techniques will be used. These techniques are as follows:

Positive Reinforcement: The child will be encouraged when he or she is demonstrating acceptable behavior.

Redirection: The child is redirected to another activity and given an opportunity to try again at another time.

Time-Out: The child is separated from the group for an age appropriate amount of time (one minute per one year of age). This technique is only used when a child repeatedly will not follow our directions or listen to our words, is exhibiting temper tantrum type behavior, or hurting oneself, others or equipment. When the child shows that he or she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group to try again.

Last Resort: When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents. If the problems cannot be resolved, arrangements will have to be made for the child to go elsewhere for care.

Note: Sometimes if both a parent and a provider are both in the same area (examples would be during drop-off and pick-up times) a child may forget the rules or test the boundaries. **Please help show your child that you respect us, the rules of our house, and our property by reminding them that the rules still apply when you are around.** We will also remind them of the rules and correct them if needed.

When a child's behavior is continually disruptive or dangerous, a parent/guardian conference will be called. At the discretion of the Childcare Provider, the child may be given an indefinite expulsion from the home after three unprovoked acts of aggression with a calendar year. If the Provider and parent/guardian cannot work out strategies to resolve or modify the child's behavior, the provider has the right to make the decision that the parent/guardian make different childcare arrangements for their child.

Where the child presents an extreme threat physically or emotionally to him/herself, other children (i.e. biting) or childcare staff and provider, the provider will give a one week notice to the parent/guardian if childcare services are to be terminated. Immediate termination can occur for behavior problems or other dangerous situations that are presented by the child while enrolled at Little Kingdom Steppers.

Immediate termination for any of the above mentioned reasons will be at the discretion of the provider.

We believe the primary responsibility for raising young children rests with the parents; however, the staff strives to assist parents in the training and guidance of their children. We will provide parents with feedback about their children (both positive and negative, if necessary) Parent support is expected for any guidance techniques used by staff to resolve unwanted behaviors. Staff are not allowed to discipline a child using prohibited methods (according to licensing regulations) even at the request of a parent.

LITTLE KINGDOM STEPPERS DAYCARE, LLC AT NO TIME ALLOWS THE USE OF PHYSICAL PUNISHMENT PERMITTED BY STAFF OR PROVIDER. In accordance with this policy, the provider does not allow any parent to use corporal punishment on the premises

Daily Schedule

This schedule is meant to give you an idea of your child's day. Actual times and activities may vary depending on the time of year, weather, age and temperament of the children. Age appropriate activities are scheduled with the flexibility allowed to respond to the needs of each individual child and their various ages.

- 7am - 8:30am Drop-offs, welcome children, free-play and/or structured-play, trains
- 8:30am - 9am Prayer, breakfast, clean-up/wash-up
- 9am - 9:30am Circle-time- flash cards, stacking blocks/naptime (depending on age)
- 9:30am - 10am Arts and crafts, story-time, bible verse, various learning games
- 10am - 10:30am Music, song and dance, tumbling exercises
- 10:30am - 12pm Outside play-time
- 12:pm -12:30pm Free-play and/or structured-play, interactive video, bible story
- 12:30pm - 1pm Prayer, lunch time, clean-up/wash-up, brush teeth, and get on mats
- 1pm - 3pm Rest-time and/or quiet-time
- 3pm - 4pm Prayer, afternoon snack, clean-up/wash-up
- 4pm - 4:30pm Free-play and/or structured-play, puzzles, books, various learning toys
- 4:30pm - 5:30pm Pickups, outside play (depending on season), coloring, play-dough

Termination/Withdrawal Policy

A conference will be scheduled if your child should experience some difficulty. We will work closely with you to see if the problem can be resolved. If the child's behavior continues to be disruptive to the group, we reserve the right to ask you to withdraw your child from daycare. You must give a two weeks notice when voluntarily withdrawing your child from Little Kingdom Steppers Daycare, LLC. You will be responsible for all final payments through the end of the notice period, whether in attendance or not.

If the rules and policies set forth are not followed, we reserve the right to terminate the daycare contract agreement at any time. In such an event, we will be paid in full through the end of the week in which such termination occurs.

The child care arrangements will be terminated immediately for any of the following reasons (but not limited to):

- * Failure to comply with the policies set forth in the parent agreement/handbook.
- * Failure to comply with the contract.
- * Destructive or hurtful behavior (including damage to property) of a child that persists even with parent cooperation in stopping the behavior.
- * Non-payment of childcare or excessive/late fees and/or recurring late payment of fees.
- * Repeated failure to pick up the child at scheduled times.
- * Failure to show up for 5 consecutive days without any communication.
- * Inability to meet the child's needs without additional staff.
- * Blatant disrespect physical and/or verbal towards the staff, provider or provider's family and/or damage to provider's property.
- * If a parent knowingly brings their child ill.
- * Consistent child-rearing style differences between the parent and provider, lack of parental cooperation
- * False information given by a parent either verbally or in writing.
- * Expired or non-immunizations and/or physical, Failure to complete required form

If for any reason legal services are needed, Little Kingdom Steppers Daycare, LLC, Provider will not be responsible for any legal or court costs incurred.

Tuition

Tuition is based on enrollment into a **reserved slot** not attendance and payment will be expected whether or not the child is in attendance. Cash, Zelle, Money Orders and Cashier's Checks are acceptable forms of payment.

Registration Fee: A one-time \$40.00 registration fee plus tuition is required upon enrollment of a child. This fee covers preparations for your child's arrival, such as setting up a cubby, reviewing and entering records into computer files, and filing forms, as well as holding their spot until the time care is scheduled to begin. There are no annual fees.

Current rates: Are listed in the contract which you will receive a copy for your records after it has been signed by parents and child care provider.

Weekly Payments: Payments are pre-paid, no later than Friday at 6:00PM. A late fee of \$25.00 will be added for each day late afterwards. It is not the responsibility of the provider to remind the parents when payment is due. If tuition and fees are not received when due, it will be cause for suspension of services until full payment is made. Should daycare is closed for a holiday on your pay date all payments must be received the day before by 6:00pm. If your child is absent on your pay-date, you are still required to make your payment. Late fees will include Saturday and Sunday.

Your child will be withdrawn from the program should your account be one week delinquent. Your child will not be readmitted until the entire balance is paid including any applicable late charges. We cannot guarantee your child's position in the center should they be withdrawn. There will be no refunds for days missed due to weather, vacation, holidays, or illness. Full tuition is due each week your child is enrolled.

No Payment: We will take all outstanding accounts to court and collections. Your specific rates will be outlined in the Childcare Contract. We reserve the right to change rates with a two week notice. Depending on which payment schedule is approved (weekly, bi-weekly, or monthly), all payments must be collected as stated on the contract. You will be liable for cost fees, late fees and any cost for loss of wages if there is a small claims case for unpaid balances on accounts.

We know there are sometimes exceptional circumstances and if you anticipate having a problem making a payment, please let us know as soon as possible. We will try to work with you. However, please keep in mind that this is a business and we do have payroll, food, and other expenses. You expect your paycheck when it is due, and we expect ours. Thank you for your understanding.

Hours of Operation

Hours of operation are Monday through Friday, 7am to 5:30pm, We provide care for ages 6 weeks to 12 years old. We offer Full-Time and Part-Time Child Care Services.

Drop-in care is based on availability

Night Care is based on availability

Holidays

Little Kingdom Steppers is available for no school days for teacher workshops and most vacations to help provide care for your child when you need it. **Little Kingdom Steppers Daycare, LLC is closed for the following holidays:**

- New Year's Eve and New Year's Day
- Martin Luther King Jr Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and The Day After
- Christmas Eve and Christmas Day

If a holiday falls on a Saturday, it will be observed on the Friday before. If a holiday falls on a Sunday it will be observed on the Monday after.

(please make other arrangements for these days).

Daycare Closures

If we close due to inclement weather (e.g, hurricanes, tornadoes or thunderstorms) or other emergency situations (e.g, power failure, loss of heat or fire) please follow the guidelines of Orange County Public School System. In the event we are closed regular weekly payment rates are still due, as your child is paying to reserve a spot not days.

Provider Vacations

We allot ourselves 2 weeks (14 days) of paid vacation a year.

6 paid days off a year for sick, personal or training conferences.

The dates of our vacation will be posted at least one month in advance.

Regular payment rates apply for our vacations, your vacations, weeks with holidays, and provider's sick/personal days.

Note: Parents are responsible for finding back-up care for their children during provider vacations, holidays, and sick/personal days resulting in the daycare closing. Personal days will consist of provider/staff attending educational training to gain knowledge to better care for your child.

Parent Vacations

After 6 months of enrollment with Little Kingdom Steppers Daycare, LLC

Your child will be allowed to take one week of vacation **at no charge** each calendar year, provided I am given at least two weeks advance notice. You are responsible for your child's regular tuition fee for all additional time your child is absent from care.

Tuition will be collected for the following week on the last day your child is in care.

(Meaning that if you are leaving for vacation on Thursday, your tuition for the upcoming week is due on that Thursday). Free vacation days must be used only when the child is not in attendance at Little Kingdom Steppers Daycare, LLC.

Handbook Acknowledgement

It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures, it is important that you express that to us before enrolling your child in our daycare. We are always open to suggestions and feel communication is a very important part of a quality daycare.

If there are any problems or concerns in the future, we encourage you to talk to us about them. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled, as the other children still need our attention during business hours.

Note: By signing the Parent-Provider Contract/Enrollment Application, it is understood that all of the policies and procedures of Little Kingdom Steppers Daycare, LLC handbook are understood and agreed upon.

Thank You

Thank you for the opportunity to work with you, and entrusting us to care for your precious king/queen. Our main focus is keeping your child safe, nurtured, and smiling while enrolled at Little Kingdom Steppers Daycare, LLC. We look forward to helping your King/Queen grow, learn and develop to advance their steps physically, emotionally, socially and spiritually.

Owner/Operator

Sherina Barrett