

## **Mission/Philosophy**

### **Elite Little's Christian Academy Mission Statement & Philosophy**

At **Elite Littles Christian Academy**, our mission is to provide a nurturing, safe, and Christ-centered environment where young children are encouraged to grow intellectually, emotionally, socially, and spiritually. We are committed to guiding children in their developmental milestones while instilling biblical values that will shape their hearts and minds.

#### **Purpose:**

Our purpose is to partner with families in the important task of raising children who not only excel academically and socially, but who also develop a strong, personal relationship with Christ. We aim to build a foundation of faith, love, and respect, helping children learn the importance of kindness, empathy, and integrity. Through love and Christian teachings, we inspire children to serve others and grow into compassionate, responsible individuals.

#### **Goals for Children and Families:**

##### **Spiritual Growth:**

To introduce children to the love of Christ and biblical principles through age-appropriate Bible stories, prayer, and Christian activities. We aim to nurture each child's faith and encourage them to grow in God's love.

##### **Academic Excellence:**

To foster curiosity, creativity, and a love for learning in a developmentally appropriate way. We strive to equip children with the foundational skills they need for success in school and life.

##### **Character Building:**

To teach and model biblical values such as honesty, kindness, forgiveness, and respect. We believe these values will serve as a guide throughout each child's life and help them build meaningful, positive relationships.

##### **Emotional and Social Development:**

To provide a supportive and caring environment where children feel safe to express themselves, develop friendships, and learn positive conflict-resolution skills.

##### **Family Partnership:**

To create a strong partnership with families, offering support, communication, and a Christ-centered approach to child-rearing. We strive to be a resource for families and support them in their parenting journey, reinforcing the values shared at home.

#### **Philosophy:**

At Elite Littles Christian Academy, we believe in treating each child as a unique creation of God, deserving of respect and love. Our Christian-based curriculum integrates faith and learning, where biblical teachings are woven throughout our daily activities and interactions. Our goal is to help each child grow in a safe, loving, and supportive environment that promotes their spiritual, intellectual, and emotional development.

We embrace the principle of **"Train up a child in the way he should go, and when he is old he will not depart from it"** (Proverbs 22:6). Through nurturing relationships, guided instruction, and a focus on God's word, we aim to raise children who will shine His light in the world.

By following this mission and philosophy, we strive to create an atmosphere where children and families thrive, grounded in Christian values and a love for learning.

## **Hours/Days of Operation**

Monday to Friday 5:30am to 10pm

However we close when the last child is picked up which is 5:30pm

Saturday 9:30am to 6:30pm

## **Academy Closures – 2026–2027 (Final, Complete, and Ordered)**

**Policy Reminder:**

Any **Saturday** immediately following a **Friday** closure is also closed.

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**2026 Closures**

- **Monday, January 19, 2026** – Martin Luther King Jr. Day
  - **Monday, February 16, 2026** – Presidents' Day
  - **Friday, May 1, 2026** – Academy Closure
  - **Saturday, May 2, 2026** – Closed (Following Friday Closure)
  - **Saturday May 16, 2026** (Academy Graduation Day)
  - **Monday, May 25, 2026** – Memorial Day
  - **Friday, June 19, 2026** – Juneteenth
  - **Saturday, June 20, 2026** – Closed (Following Friday Closure)
  - **Monday, September 7, 2026** – Labor Day
  - **Monday, October 12, 2026** – Columbus Day
  - **Friday, November 27, 2026** – Day After Thanksgiving
  - **Saturday, November 28, 2026** – Closed (Following Friday Closure)
  - **Wednesday, December 23, 2026** – Day Before Christmas Eve
  - **Thursday, December 24, 2026** – Christmas Eve
  - **Friday, December 25, 2026** – Christmas Day
  - **Saturday, December 26, 2026** – Closed (Following Friday Closure)
  - **Thursday, December 31, 2026** – New Year's Eve
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**2027 Closures**

- **Friday, January 1, 2027** – New Year's Day

- **Saturday, January 2, 2027** – Closed (Following Friday Closure)
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## Important Tuition Notice

- **Full tuition is due** for all closure days listed above.
- **No credits, refunds, or exceptions** will be provided.
- Staffing, operational, and payroll obligations remain in effect.

## Grievance Procedure

Explain your process for handling complaints/concerns

Example: If you have any concerns or complaints about the program, please address them with the director as soon as possible. If you have a serious complaint that you feel is not being addressed, you may contact the licensing specialist, Alla Gerasimova, at 573-526-5334

## Mandated Reporter

All staff members are mandated reporters and they will report any suspected child abuse or neglect as required by state law.

## Media Release

### Photography Permission and Confidentiality Policy

At **Elite Littles Christian Academy**, we value the privacy and safety of all children, families, and staff members. As part of our commitment to providing a secure and respectful environment, we have the following policies in place regarding photography and confidentiality:

### Photography Permission

#### Written Permission for Photography:

It is **required** to have a **written permission form** on file for every child enrolled at Elite Littles Christian Academy before they can be photographed. This ensures that parents/guardians have the opportunity to provide consent for their child's image to be captured and used in various ways.

#### Use of Photographs:

Photographs of children are often taken for the following purposes:

**Room displays** and **bulletin boards** within the academy to celebrate milestones and showcase children's activities.

**Social media** and **promotional materials** to highlight the activities and events at Elite Littles Christian Academy. However, we will **never identify** a child by full name in any public photo or post unless explicit permission is granted by the parent/guardian.

#### Consent Required for Social Media:

If parents/guardians do not wish for their child's photo to be used on social media, this will be respected, and alternative methods will be used for sharing activities and events. Parents may opt-out of this consent at any time by submitting a written request to the daycare.

#### No Photography Without Permission:

No child will be photographed or recorded without the express written consent of the parent/guardian. We will honor each family's preferences regarding the use of their child's image.

## Confidentiality Policy

### Confidential Handling of Records and Information:

At Elite Littles Christian Academy, we are committed to maintaining the **confidentiality of all records** and information related to the children, families, and staff in our care. This includes personal details, medical records, behavioral notes, and any other sensitive information.

### Secure Storage of Information:

All records, both digital and physical, are stored securely. Paper records are kept in locked files, and electronic records are protected by passwords and encryption. Only authorized personnel have access to this information.

### Release of Information:

Information will only be shared with outside parties **with the written consent** of the parent/guardian or as required by law (e.g., for health or safety concerns). No child's personal information will be disclosed without prior written approval from the parent/guardian, except when legally mandated. **Staff**

### Confidentiality:

All staff members are trained on the importance of confidentiality and are required to adhere to strict guidelines regarding the privacy of children, families, and colleagues. Any violation of confidentiality is taken very seriously and may result in disciplinary action.

## Planned Care

### Procedures for Handling Injuries, Illness, and School Closures at Elite Littles Christian Academy

At **Elite Littles Christian Academy**, the safety and well-being of the children are our top priorities. To ensure that all situations, whether they involve an injury, illness, or school closures, are handled effectively and with care, we have established clear procedures for staff to follow.

## 1. Procedures When a Child is Injured or Becomes Ill

### Injury:

#### Minor Injury (e.g., scrape, cut, bruise):

The child will be immediately attended to by a staff member trained in **First Aid**.

The injury will be cleaned and bandaged as necessary, and a **written injury report** will be completed.

A **parent/guardian will be notified** of the injury as soon as possible, either by phone or in person at pick-up time.

#### Serious Injury (e.g., head injury, broken bone):

The child will receive **immediate attention** from staff members trained in **CPR and First Aid**. The child will be monitored for any signs of **shock** or worsening symptoms.

The parent/guardian will be contacted **immediately**.

If necessary, the child will be transported to the **nearest medical facility** or emergency services will be called.

A detailed **incident report** will be completed, and the family will be informed in writing about the incident.

### Illness:

#### Signs of Illness (e.g., fever, vomiting, diarrhea):

If a child begins showing symptoms of illness, they will be isolated from other children in a **quiet area** and closely monitored.

The parent/guardian will be **contacted immediately** to arrange for the child's pick-up.

The child must be **symptom-free for at least 24 hours** before returning to the daycare.

A **health report** will be completed and added to the child's file.

If the illness is contagious (e.g., flu, cold, COVID-19), we will follow health department guidelines and inform families about potential exposure.

## 2. Procedures When the Provider is Ill

### When a staff member is ill and unable to work:

The **ill staff member will notify** the director within 4 hours of scheduled shift.

The director will seek a **qualified substitute** or make arrangements for other staff to cover the shift.

If the director is unavailable due to illness, another senior staff member will assume responsibility for the day-to-day operations.

### When a provider's illness is potentially contagious (e.g., flu, cold, COVID-19):

The staff member will be asked to stay home to prevent spreading illness to children and other staff members.

The provider will follow the **health department guidelines** and will only return to work once they

are no longer contagious and have been cleared to do so by a medical professional.

### 3. Procedures for Non-Emergency School Closings for School-Age Children

In cases where local schools are closed for reasons such as **inclement weather, teacher professional development, or other non-emergency events**, the following procedures will be followed for school-age children who attend Elite Littles Christian Academy:

#### Notification to Parents:

**Parents will be notified** of school closures via email, phone, or text message as soon as possible. A clear message will outline whether Elite Littles Christian Academy will be open or closed for school-age children.

#### Alternative Care Options:

If the school-age child is scheduled to attend Elite Littles Christian Academy on a day when their school is closed, we will provide alternative **activities** and **care** to accommodate the child's needs. This includes providing an age-appropriate **quiet play area, crafts, homework time, and outdoor activities**.

#### Extended Hours or Adjusted Schedules:

If the school closure requires a change in hours (e.g., opening earlier or staying open later to accommodate working parents), **extended hours** may be offered on a case-by-case basis.

**Parents must confirm in advance** if they need care during the school closure so that staffing can be adjusted accordingly.

#### Non-Emergency Closures:

If there is a **non-emergency closure** (e.g., weather-related or planned school holiday), we encourage families to make other childcare arrangements if necessary, as we strive to provide the most consistent and appropriate care during school-age child breaks.

### Summary

At Elite Littles Christian Academy, we take every precaution to ensure the health and safety of the children in our care. Our procedures for injuries, illness, and school closures are designed to minimize disruption and protect the children. We are committed to providing prompt, clear communication to parents and guardians during any situation, and we continuously monitor and adapt our procedures to meet the needs of the children and families we serve.

If you have any questions or need further clarification on any of the procedures above, please don't hesitate to contact us. Your child's well-being is our priority!

### Visitors

#### Visitor and Parent Access Policy at Elite Littles Christian Academy

At **Elite Littles Christian Academy**, we prioritize the safety and security of the children, staff, and families. To ensure that we maintain a safe and organized environment, we have clear policies regarding visitors and parent access to the program.

#### Visitor Policy

##### Check-In Requirement:

All visitors to **Elite Littles Christian Academy** are required to **check in at the front desk** or with a staff member upon arrival. This ensures that we are aware of everyone present in the building at all times for the safety of the children.

##### Visitor Identification:

Visitors will be asked to provide **valid identification** upon arrival. Once verified, a **visitor badge** or other identifying marker will be issued to ensure they are recognized as authorized to be on the premises.

##### Escorted by Staff:

Visitors are required to be **escorted by a staff member** while in the building, and they must remain in approved areas unless otherwise permitted by the daycare administration.

##### Restricted Access:

For the safety of the children, visitors will not be allowed in areas where they may disrupt or interfere with children's activities or routines. Visitors are only permitted in public areas such as the lobby or meeting rooms unless prior arrangements are made.

##### Emergency Situations:

In the event of an emergency, staff will verify the identity of all visitors to ensure that children are safe and accounted for. Visitors may be asked to leave the premises immediately if their presence hinders emergency procedures or poses a safety risk.

*Once a month the teaching Cadets program from Eldon High School visits with our students. If you would not like your child to participate or have any questions please inform the Director or Assistant Director.*

## Parent Access Policy

### Unlimited Access:

**Parents/guardians have unlimited access** to their child at all times during regular hours of operation. We value open communication with parents and encourage regular visits to check in on your child's well-being.

### Notification of Visits:

While parents are always welcome, there may be times when specific activities or lessons are in progress (e.g., naptime, meals, or structured lessons) that require prior notice. In such cases, **parents may be asked to notify the program in advance** if they plan to visit. This helps us ensure that the visit does not disrupt the children's activities or routines.

### Respect for the Program Schedule:

While we welcome parent involvement, we kindly ask that parents be mindful of times when quiet activities are underway (e.g., nap time or group lessons). If you would like to visit during these times, please notify the staff in advance so that we can make arrangements for your visit to be as smooth as possible and cause minimal disruption.

### Right to Observe:

Parents have the **right to observe their child's activities** and classroom environment at any time. We value transparency and are committed to providing a welcoming space for parents to be involved in their child's education and care.

## Summary

Elite Littles Christian Academy values the trust and partnership we have with our families and works hard to maintain a safe, respectful, and organized environment. Our visitor and parent access policies ensure that we are always aware of who is in the building, while still allowing parents to engage in their child's experience at any time. These policies help create a safe and comfortable space for everyone involved, prioritizing the safety and well-being of our children while supporting our families' involvement in their child's care and education.

## Part Two: Enrollment

## Eligibility

### Age Range for Enrollment at Elite Littles Christian Academy

Elite Littles Christian Academy proudly accepts children between the ages of **6 weeks and 12 years** old. We are dedicated to providing a nurturing and supportive environment for all children, regardless of their age.

### Non-Discriminatory Enrollment Policy

At Elite Littles Christian Academy, we do not deny enrollment based on **race, creed, color, national origin, gender, age, or disability**. We are committed to providing equal opportunities for all children and families, ensuring a welcoming, inclusive, and supportive environment for everyone. Our goal is to foster a diverse community where all children can thrive and reach their full potential.

If you have any questions or would like more information about our enrollment process, please don't hesitate to reach out!

## Enrollment Requirements

**Pre-Admission Visits and Enrollment Process at Elite Littles Christian Academy** At Elite Littles Christian Academy, we believe that communication and transparency are key to building strong relationships with families and ensuring the best possible experience for your child. Therefore, we offer the following pre-admission procedures and require specific documentation to ensure that both the child and the family are fully prepared for enrollment.

## Pre-Admission Visits

### Parent/Guardian Visit:

Before enrolling a child, we offer **pre-admission visits** to allow parent(s)/guardian(s) to:  
**Tour the facility** and observe the program in action.

**Discuss policies** and ask questions to better understand the daycare environment.  
Have a **personal interview** with a staff member regarding the child's individual needs, preferences, and any special accommodations or concerns.

**Discussion of Policies:**

During the pre-admission visit, parents will be provided with an overview of our policies, including safety procedures, daily schedules, and any other relevant guidelines. **Written notice will be given** regarding any significant changes in services or policies that may occur during the course of your child's attendance at the academy.

**Probationary Period:**

We recommend starting each enrollment contract with a **probationary period** (typically **30-60 days**). This allows both the program and the family to evaluate if the daycare is the best fit for the child's needs and the family's expectations. At the end of this probationary period, both parties will have the opportunity to assess the child's adaptation and whether any adjustments are needed.

## Required Forms for Enrollment

Before your child begins attending Elite Littles Christian Academy, we require the completion of the following forms. These forms ensure that we have all necessary information to provide the best care for your child:

**Immunization Records:**

A copy of the child's most recent immunization records, ensuring that all required vaccinations are up to date.

**Child Information Sheet:**

A detailed form that includes personal information about your child (e.g., full name, date of birth, allergies, special needs, etc.).

**Parent Statement of Health:**

A statement signed by the parent or guardian indicating the child's health status and any known medical conditions, allergies, or dietary restrictions.

**Enrollment Form:**

A comprehensive enrollment form that includes basic contact information, emergency contacts, and any necessary consents or permissions for your child.

**Parent Consent Forms:**

**Infant Sleep Permission Form:** Required for infants to ensure safe sleep practices are followed.

**Water Activity Permission Form:** Consent for any water-related activities or outings (if applicable).

**Field Trip Permission Form:** Consent for participation in off-site field trips or excursions.

**Medication Permission Form:** Consent for administering prescribed or over-the-counter medications during daycare hours (if needed).

## Confidentiality of Records

**Confidential Handling of Information:**

All forms and information regarding children, families, and staff are kept **confidential**. We take great care to ensure that all personal data is stored securely and only shared with authorized individuals, as necessary for the care and safety of the children.

**Annual Updates:**

All records and forms must be **updated annually** or whenever significant changes occur (e.g., address, phone number, health conditions, etc.). Parents will be notified when it's time to update their child's records to ensure that the information we have is always current.

## Responsibilities of Parent(s)/Guardian(s)

### Children's Arrival and Parent/Guardian Departure Procedures at Elite Littles Christian Academy

At **Elite Littles Christian Academy**, we understand that the arrival and departure process is a key time for communication between parents/guardians and staff. To ensure smooth transitions and maintain a safe environment, we have outlined clear procedures for both arrival and departure.

#### 1. Parent/Guardian Notification of Changes in Schedule

Parents/guardians are required to **notify the program in advance** of any changes in their child's arrival or departure schedule. This ensures that we are prepared and can accommodate any adjustments in staffing or logistics.

#### 2. Suggestions for Successful Drop-Offs and Pick-Ups

**Be On Time:** Arriving on time helps ensure a smooth transition and allows children to settle in

comfortably. **Be Consistent:** A consistent drop-off routine can help reduce separation anxiety for both children and parents. Try to follow a similar process each day.

**Stay Calm:** Children are sensitive to emotions, so try to remain calm and positive when dropping off or picking up your child.

**Communicate with Staff:** Always take a moment to briefly chat with the staff at both arrival and departure times to ensure they are aware of any changes or important information.

### 3. Arrival and Departure Procedures

Arrival:

**Parent/Guardian or Approved Adult:** A parent, guardian, or authorized adult must **walk the child to and from the program** at arrival and departure.

**Check-In and Check-Out:** Parents/guardians must **check in and out using the Wonderschool app** for accurate attendance tracking.

**Assist with Coats and Hygiene:** Upon arrival, parents are encouraged to help their child with coats, hats, and any other outerwear. Staff will assist with handwashing to ensure hygiene. **Verbal Exchange with Staff:** A brief **verbal exchange** with the staff is required to ensure they are aware that the child has arrived and any important notes for the day are communicated. **Departure:**

**Pick-Up by Parent/Guardian or Approved Adult:** At the time of departure, the parent/guardian or an authorized adult must pick up the child from their designated area.

**Assistance with Coats and Safety:** Parents should assist their child with coats or outerwear, especially in cooler weather.

**Car Seat Safety:** Upon departure, the parent or guardian is responsible for placing their child in the car seat and securing the child safely using the appropriate car seat safety straps.

### 4. Parking

**Designated Parking Areas:** Parents should park in the designated **parking areas** near the entrance to ensure that there is enough space for drop-off and pick-up. Please follow any posted signage and be considerate of other families.

### 5. Items to be Provided by Parents

Parents/guardians are responsible for providing the following items for their child:

**Change of Seasonal Clothing:** Appropriate size and season-specific clothing in case the child becomes soiled or needs a change.

**Infant Care Items:** Bottles, formula, breast milk, or baby food for infants.

**Diapers and Wipes:** A sufficient supply of diapers, wipes, and diaper cream if necessary. **Boots or**

**Appropriate Outdoor Gear:** Weather-appropriate clothing such as boots, hats, gloves, or jackets, as needed.

### 6. Suspected Impairment of Pick-Up Person

If the program suspects that the person picking up the child may be under the influence of drugs or alcohol, we will take **immediate action** to protect the child. The program will **contact an alternative contact person** listed in the child's file to transport the child. The safety of the child is our top priority.

### 7. Importance of Signing In and Out

**Accurate Attendance Tracking:** It is essential to sign the child in and out each day using the Wonderschool app. This provides a record of the child's attendance and ensures staff can track the children's whereabouts for safety and security purposes.

### 8. Signing In/Out Procedure

**Wonderschool App:** Parents/guardians **must** use the **Wonderschool app** to sign in and out daily. This digital system allows for accurate tracking of arrival and departure times.

**Staff Verification:** The staff will verify the child's arrival and departure by checking the app to ensure it aligns with the child's attendance.

### 9. Responsibility for Required Forms

Before a child can attend Elite Littles Christian Academy, parents/guardians must complete and submit all necessary documentation, including but not limited to:

**Enrollment Form**

**Child's Health Report**

**Immunization Records**

**Medication Permission Forms** (if applicable)

**Parent Consent Forms** (e.g., for field trips, water activities, or medication)



Forms should be updated annually to ensure that we have the most current information for your child.

## 10. Authorization to Pick Up Child(ren)

Only the individuals listed on the **Child Information Sheet** are authorized to pick up the child from the program. **Please notify us of any changes** to this list immediately.

**Photo ID Requirement:** If someone not listed on the form arrives to pick up the child, they will be asked to provide **photo identification** before the child is released.

**Court Orders:** If there are any **court orders** (such as a divorce settlement or restraining order) that limit the rights of one of the child's biological parents to pick up the child, parents must provide a **copy of the court order** to the program for our records.

**Age Requirement:** A child must be picked up by an **adult aged 18 or older** or another responsible individual as agreed upon in writing.

## 11. Parent/Guardian and Staff Communication

**Program Information Board:** We encourage families to check the **information board** located near the entrance for important updates, events, and announcements.

**Other Communication Channels:**

Newsletters

Emails

Texting (as needed)

Verbal Communication during pick-up/drop-off times

We encourage open communication to ensure that both families and staff stay informed about important developments.

## 12. Required Supplies

Parents/guardians are responsible for providing the following required items:

**Change of Seasonal Clothing** (appropriate size and for the season).

**Diapers, Bottles, and Wipes** (for infants). *Academy provides diapers for sizes 1, 2, and 3 while supplies last.*

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**Boots, Hats, Gloves** (for outdoor play).

**Any additional personal care items** such as pacifiers, comfort items, or specific medications.

Please label all items with your child's name to avoid mix-ups.

## Summary

We believe that the arrival and departure process is an important part of ensuring a smooth and safe experience for both children and parents. By following the outlined procedures and maintaining open communication, we can help facilitate a positive start and end to each day, fostering a supportive environment for the children in our care.

## Fees

### Fee Structure and Payment Policies for Elite Littles Christian Academy

At **Elite Littles Christian Academy**, we aim to provide high-quality care and transparency in all aspects of our services, including our fee structure. Below is a breakdown of our fees, payment policies, and other related information.

#### 1. Fee Schedule

**Weekly Rates:**

**Full-Time Enrollment:** \$210 under 6 weeks to 23 months, \$185 age 2 through, \$175 age 3, \$165 age 4, \$155 age 5, and 6 years and old for summer time f/t is \$145 per week (for children attending 5 days per week)

**Part-Time Enrollment:** \$ \$50 per day for children 2 years and younger, \$45 a day for children 3 & over (for children attending less than 5 days per week)

**Drop-In Care:** \$50 under age/\$45 for children 3 & older (for occasional care when space is available)

**Absence Fees:**

***Absence Policy:** Weekly rates will be charged regardless of attendance. There will be no discount for missed days due to illness or other reasons.* \_\_\_\_\_

**Overtime Fees:**

If a child is picked up later than their scheduled pick-up time, a fee of **\$5 per 1 minute** will be charged. Fees will be assessed and billed based on the actual pick-up time.

#### 2. Additional Fees

**Advance Payment:**

**Advance Payment for Last Two Weeks of Care:** A fee equal to two weeks of care must be paid in advance and will be applied to the last two weeks of care when the child departs.

**Late Payment Fees:**

**Late Payment Fee:** Payments are due on the **Friday** before services are provided. If payment is not received by 11:59pm on Monday, a **\$25 late fee** will be applied. Payments not received Tuesday at drop off will result in suspension of care until payment is made.

**NSF (Non-Sufficient Funds):**

**NSF Fee:** A **\$35 NSF fee** will be charged for any checks or payments that do not clear due to insufficient funds.

**Supplemental Fees:**

**Transportation Fees:** \$50 per week, if applicable (for any program-sponsored transportation). **Field Trip Fees:** Fees may apply to field trips or other special activities. You will be notified in advance of any costs. **Curriculum Fees:** \$35 annually, if applicable, to support educational materials and activities. **Registration Fee:** \$50 non-refundable registration fee due at enrollment. **Food Fees:** Some programs may charge for meals/snacks. Please inquire for specific details.

### 3. Payment Policy

**Tuition Due Date:**

Tuition fees are due **Friday**. Payments are to be made **prior to receiving care at drop off**. If payment is not received by **Monday 11:59pm** at **\$25 late payment fee** will be accessed to the account. Students will not be allowed to return until payment is made. Every week payment is not received and the account will incur a late payment. Late fees are per student, not per family.

**Accepted Payment Methods:**

Payments can be made through the **Wonderschool app** for convenience and to ensure accurate tracking of payments. We accept the following payment methods:

Credit/Debit Card  
Bank Transfer  
ACH (Automated Clearing House) Payments  
Zelle (704 614 4414)  
Venmo @anais-harris-1

### 4. Sick and Vacation Allowance

**Vacation and Sick Days:**

Our program allows **5 days of sick leave** per year. If a child is sick and will not be attending, please notify the program as soon as possible.

**Vacation Time:** Families are entitled to **2 weeks of vacation** per year. During these vacation weeks, tuition will still be charged at the regular rate, but the child is not required to attend.

### 5. Waiting List Procedure

**Waiting List:**

If our program is full, we maintain a **waiting list** for families interested in enrolling. We will notify families as soon as space becomes available.

**Waiting List Deposit:** A non-refundable deposit of **\$100** may be required to hold a spot on the waiting list. **Priority for Enrollment:**

**Priority Enrollment:** Currently enrolled families will have **priority** on the waiting list when new openings become available.

### 6. Late Pick-Up / Early Arrival Policy

**Late Pick-Up Fee:**

A late pick-up fee of **\$5 per minute** will be charged for any child picked up later than their scheduled pick-up time. The fee will start accruing immediately after scheduled time on enrollment paperwork. .

**Early Arrival Fee:**

If a child is dropped off earlier than their scheduled time, a **\$25 early arrival fee** may apply. **Repeated Late Pick-Up or Early Arrival:**

If a pattern of late pick-ups or early arrivals occurs, the program may address the issue with the parent(s). If the behavior continues, the program reserves the right to assess additional charges or reconsider enrollment.

### 7. Termination Policy

**Client's Right to Terminate:**

The parent/guardian has the right to terminate enrollment at any time but is required to give a **two-week notice**. The two-week payment is still due, even if the child does not attend during this notice period. If the parent/guardian feels that their child's safety is in jeopardy, they have the right to terminate the contract **immediately**. In this case, the program will refund the two-week advance payment if it was already paid.

#### **Program's Right to Terminate:**

The program reserves the right to terminate the contract at will. If the two-week payment was collected in advance, the program will either offer care or refund the payment, depending on circumstances. The program may **terminate immediately** if the client fails to meet the terms of the contract, including but not limited to failure to pay fees, failure to comply with program policies, or if the child's behavior or needs exceed the program's capabilities or the parents behavior becomes unsafe, unhealthy communication ensues, slander, or criminal charges have been founded where parent is not allowed near childcare facilities.

### **Summary**

At **Elite Littles Christian Academy**, we strive to maintain a transparent and consistent fee structure to ensure that all families are aware of their financial responsibilities. Our goal is to provide quality care while being fair and flexible with payment schedules. Please review this policy carefully and reach out to us if you have any questions regarding payments, fees, or procedures.

## **Schedules**

### **Attendance and Schedule Policy**

At **Elite Littles Christian Academy**, we aim to provide clear communication and understanding regarding attendance and scheduling. Please review our policies below:

#### **1. Attendance Policy**

##### **Billing for Absences (Vacation/Illness):**

**Full-Time Enrollment:** Families will be billed at the regular weekly rate, regardless of attendance, for days missed due to illness or vacation. This ensures continuity of care for all children and stability for our program.

**Part-Time Enrollment:** For part-time children, the weekly rate will remain the same regardless of attendance. The program does not offer discounts for missed days.

**Drop-In Care:** Drop-in care charges apply for the days the child attends. No credits or refunds will be issued for missed drop-in days due to illness or vacation.

#### **2. Changing Schedule**

##### **Advance Notice for Schedule Changes:**

**Advance Notice Requirement:** We require **at least two weeks' notice** for any changes to your child's schedule, such as adding or removing days. This allows us to manage staffing, ensure space availability, and maintain the quality of care.

##### **Evaluation of Schedule Changes:**

**Case-by-Case Evaluation:** While we will do our best to accommodate schedule changes, we **cannot guarantee** that we will be able to meet your request, as it will depend on space availability, staffing, and other operational factors. We evaluate each request individually and will communicate with you promptly to confirm whether the change can be made.

## **Storm Days**

### **Storm Day Procedure**

At **Elite Littles Christian Academy**, the safety of the children, families, and staff is our top priority, especially during inclement weather. Below is our procedure for storm days:

#### **1. Decision to Close**

**Weather Monitoring:** We continuously monitor weather conditions and follow **local school district guidelines** for closures, particularly for severe weather (snowstorms, ice storms, etc.). If the local

school district closes due to weather, we will generally close as well.

**Early Closure:** In the event of worsening weather during the day, we may choose to close early to ensure the safety of the children and staff. This decision will be made based on weather forecasts and current conditions.

## 2. Parent/Guardian Notification

### How Parents/Guardians Will Be Notified:

Parents will be notified as soon as a decision is made regarding a storm day closure, either by: **Phone Call** (if applicable)

**Text Message** (via Wonderschool app)

**Email** (via Wonderschool app)

We will aim to notify parents as early as possible—typically by **4:00 AM** on the day of the storm, but depending on the severity of the weather, this may vary.

### Notification of Early Closures:

In the event of an early closure, parents will be notified immediately via phone call, text, and/or email.

Parents will be expected to pick up their child(ren) as soon as possible once an early closure decision is made.

## 3. Make-Up Days

### Make-Up Days Policy:

We do not offer make-up days for storm days, as we follow the same closure procedures as local schools. However, we will work with families to ensure that they are informed and prepared in case of any closures.

## Part Three: Program Policies and Procedures

### Curriculum Overview

If your program follows a curriculum, please explain it here.

### Daily Reports

#### Communication with Parents: Daily Reports and Wonderschool App

At **Elite Littles Christian Academy**, we believe in maintaining clear and open communication with parents to ensure that they are always informed about their child's day. Here's how we communicate with families: **1. Daily Reports**

**Daily Updates:** Parents may request **daily reports** detailing their child's activities, including eating, napping, and diapering (for infants/toddlers). These reports will provide insight into your child's day, helping you stay informed about their routines and well-being.

**How to Request:** Parents can request these daily reports either verbally or through the **Wonderschool app**. If you wish to receive this information regularly, we can set up a communication schedule tailored to your preferences.

#### 2. Using the Wonderschool App for Communication

The **Wonderschool app** will be the primary tool we use to communicate with parents in real-time. Below are the ways we utilize the app for consistent updates:

**Real-Time Updates:** The Wonderschool app allows staff to send parents real-time updates regarding their child's activities, such as meal times, naps, diapering (for infants), and any special events during the day. Parents can check the app anytime for these updates.

**Messages and Announcements:** We will use the app to send important notifications, reminders, and program announcements (e.g., schedule changes, upcoming events, storm closures). The app ensures that you receive communication directly on your phone, making it quick and easy to stay up-to-date. **Photo Sharing:** With permission, we will also share photos of your child throughout the day (e.g., participating in activities, playing, etc.) so you can see how they're spending their time.

**Attendance and Sign-In/Out:** Parents will use the app to **check in and out** when arriving and departing. This helps us keep accurate attendance records and ensures that we know when a child has arrived or left the program.

**Secure and Confidential:** All communications, including reports and photos, are securely stored within the Wonderschool app and are only accessible to the child's parents/guardians, ensuring confidentiality.

We are committed to fostering a strong partnership with parents and ensuring that communication is seamless and convenient. If you have any questions about using the Wonderschool app or would like to request specific daily reports, please don't hesitate to reach out!

## Rhythm of the Day

Attached will be schedule appropriate to child's age

## Supervision

### Supervision Policy at Elite Little's Christian Academy

At Elite Little's Christian Academy, the health, safety, and well-being of every child in our care is our top priority. To ensure this, we adhere to a strict supervision policy that applies to all children, from infants to school-age children.

### Supervision Guidelines

#### Infants, Toddlers, and Preschoolers:

**Constant Supervision:** A staff member will be **within sight and hearing range** of infants, toddlers, and preschoolers at all times. This ensures that the caregiver can immediately intervene to protect the child's health and safety if needed.

**Proactive Monitoring:** Staff will maintain awareness of children's activities, ensuring that all children are safe and attended to throughout the day.

#### School-Age Children:

**Availability for Assistance:** For school-age children, a staff member will be available for assistance and care as needed, ensuring the child's health and safety are protected. While school-age children may have more independence, a staff member will still be on hand to provide guidance and support when required.

**Supervision Guidelines:** While it is recommended that children be kept within sight and hearing for **all ages**, there may be instances where staff may allow more independence for school-age children, while still ensuring their safety.

### Key Points of Supervision:

**Within Sight and Hearing:** It is always recommended that children be kept **within sight and hearing range** of a staff member. This ensures that any distress, safety issue, or need for intervention can be immediately addressed.

**Staff Responsibilities:** Staff members are responsible for ensuring the children under their care are safe and their needs are met at all times, including during outdoor play, naptime, and group activities. **Monitoring**

**During Transitions:** Supervision is not only during activities but also during **transitions** between spaces (e.g., moving from one room to another, outdoor play, etc.), ensuring a seamless and safe experience for children at all times.

## Guidance & Discipline Policy

**Positive Guidance and Discipline Policy at Elite Little's Christian Academy** At Elite Little's Christian Academy, we believe in fostering a nurturing environment where children can develop socially, emotionally, and behaviorally through **positive guidance** and **respectful discipline**. Our goal is to guide children towards understanding and managing their emotions and behaviors in ways that are constructive and kind, while supporting their growth as individuals.

### Our Approach to Positive Guidance:

**Respectful Communication:** We use positive language and clear, consistent expectations. Children are guided to understand what behaviors are expected of them and how they can make choices that reflect our program's values of kindness, respect, and cooperation.

**Redirection and Problem-Solving:** If a child engages in inappropriate behavior, our staff will **redirect the child** to a more appropriate activity or behavior. We also guide children in **problem-solving** when conflicts arise, helping them to understand the impact of their actions on others and explore solutions together.

**Modeling Positive Behavior:** We actively model the behavior we expect from children, demonstrating kindness, patience, and respect in our interactions. Children learn by observing adults in their environment. **Reinforcement of Positive Behavior:** Positive behavior is encouraged and praised. We celebrate and acknowledge good choices, helping children feel proud of their efforts to be kind and respectful.

### Items That Will Not Occur in Our Program:

To ensure that we maintain a safe, nurturing, and respectful environment for all children, **the following practices will never occur in our program:**

**Physical Punishment:** Any form of physical punishment, such as hitting, spanking, slapping, or shaking, is strictly prohibited. Discipline will never involve physical harm to the child.

**Time-Outs:** We do not use time-outs as a disciplinary tool. Instead, we encourage positive redirection and give children opportunities to reflect on their behavior in a supportive environment.

**Withholding Food or Basic Needs:** We will never withhold food, water, or other basic needs as a form of punishment. All children will have access to meals and snacks according to the schedule, and their basic needs will be met in a timely and caring manner.

**Physical Restraints:** We do not use physical restraints such as highchairs, pack and plays, or any other restrictive environment to discipline children. Children will never be placed in situations where they feel physically confined or restrained as a form of control.

**Shaming or Humiliating Behavior:** We will not engage in any form of shaming, humiliation, or demeaning comments. Children will be guided with dignity and respect at all times, focusing on constructive behavior guidance.

**Verbal Abuse or Threats:** We will never use threatening, hurtful, or abusive language toward any child. All communication will be positive, respectful, and age-appropriate.

## **Personal Possessions**

### **Storage of Personal Belongings and Toys Brought from Home at Elite Little's Christian Academy**

At **Elite Little's Christian Academy**, we understand the importance of ensuring that your child's belongings are kept safe and organized. Our policies for storing personal belongings and managing toys brought from home are designed to create a smooth, clean, and safe environment for all children.

#### **Storage of Personal Belongings:**

**Personal Storage Areas:** Each child will be provided with a designated space to store their personal belongings, including items like coats, shoes, and extra clothing. Storage areas include cubbies or individual baskets that are clearly labeled with the child's name. This allows for easy identification and ensures that belongings are organized and easily accessible.

**Labeling:** All storage areas and personal belongings must be labeled with the child's name. This helps prevent mix-ups and ensures that children can easily identify their items. Staff will assist younger children with identifying their belongings if necessary.

**Seasonal Items:** Parents/guardians are encouraged to send in appropriate clothing for the weather, and these items will be stored in the child's designated cubby or storage space. Please make sure all clothing is labeled with the child's name to avoid loss.

#### **Toys Brought from Home:**

**General Policy:** We recommend that **children do not bring toys from home to EliteLittles Christian Academy**. This policy helps prevent the possibility of toys being broken, misplaced, or causing conflicts among children.

**Exceptions:** The only exceptions to this policy are **comfort items** (such as a favorite stuffed animal or blanket for nap time) or **toys brought specifically for "show and share" days**. These items should be discussed with the staff prior to bringing them to ensure they are appropriate for the day and do not disrupt the classroom environment.

**"Show and Share" Days:** On designated "show and share" days, children are invited to bring in a toy or special item to show their peers. These items should be clearly labeled with the child's name, and they must be in good condition. Children will be reminded to take care of their toys and return them safely home.

**Responsibility:** It is important to note that **the program is not responsible for lost or damaged toys** brought from home. If a toy is brought for "show and share," it is the child's responsibility to keep track of it throughout the day.

## **Transportation**

### **Transportation Policy for Elite Little's Christian Academy**

At **Elite Little's Christian Academy**, we understand the importance of providing safe and reliable transportation. We take great care to ensure the safety and well-being of all children when they are being transported, whether it's for field trips, off-site activities, or other necessary travel.

#### **Transportation Policy:**

**No Transportation Provided:** Currently, **Elite Little's Christian Academy does not provide transportation services**. Families are responsible for transporting their children to and from the program.

#### **If Transportation is Provided (In Future Plans):**

Should transportation services be added to the program in the future, the following guidelines would be followed to ensure the safety and well-being of all children:

**Unattended Children:** Under no circumstances will children be left unattended in a vehicle. A staff member will always be present to supervise and ensure the safety of the children during transportation.

**Age-Appropriate Safety Restraints:** All children being transported will be placed in **age-appropriate, compliant child safety restraints** (such as car seats, booster seats, or seat belts) based on their size, weight, and developmental stage. These restraints will meet all applicable state safety requirements.

**Driver Qualifications:** All drivers who are transporting children will be **over the age of 18** and will have a valid driver's license. Drivers will also be trained in basic safety protocols, including child passenger safety.

**Insurance Coverage:** Our program will carry appropriate **vehicle insurance** that covers both the vehicle and the children being transported. This insurance will meet or exceed state requirements for transporting children in a daycare setting. A copy of the insurance policy will be available to families upon request.

**Supervision During Transportation:** A trained staff member will accompany the children during transport to ensure proper supervision. The staff member will remain responsible for the children's safety during the entire trip.

**Written Parental Consent:** Before transportation occurs, families will be required to provide **written consent** for their child to be transported. This permission will be kept on file and updated annually.

**Accountability Policy-** Program should establish procedures for when a child(ren) fails to arrive as expected

If the child(ren) will not be attending or is going to be more than 10 minutes late, you must notify the program. The director/staff member (**program designates responsibility**) will call the parent/guardian or emergency designee if the parent/guardian cannot be reached.

## Field Trips

### Field Trip Policy for Elite Little's Christian Academy

At **Elite Little's Christian Academy**, we believe that field trips are a valuable way for children to explore and learn about the world around them. These outings provide opportunities for hands-on experiences, social development, and fun! Below is our policy for field trips, ensuring safety, communication, and enjoyment for all children.

### Permission Slip Policy:

**Written Permission Required:** Before a child participates in any field trip, a **written permission slip** must be signed by the parent/guardian. This slip will detail the destination, date, purpose of the trip, and any potential fees or additional information regarding the outing.

**Notification of Field Trip:** Parents/guardians will be notified at least **one week in advance** of any upcoming field trips. Notification will include the permission slip, as well as all relevant details about the field trip, including any items children may need to bring (such as snacks, a change of clothes, or water bottles).

**Fees for Field Trips:** If applicable, there may be a **small fee** for field trips to cover transportation, admission, or other related costs. The fee will be communicated to parents/guardians well in advance, and payment is required before the day of the trip. **Fees are non-refundable** once paid, except in the case of a cancellation by the program.

**Late Permissions:** If the permission slip is not returned by the required date, the child may not be able to attend the field trip. If an emergency arises and the slip cannot be submitted on time, please contact the staff to discuss options.

### Transportation Policy:

**Modes of Transportation:** Children will be transported to and from field trips using **safe, age-appropriate transportation**. Depending on the trip, this may involve:

**Walking** to nearby locations (for short trips within the local area).

**Vehicles** such as buses or private cars, driven by staff members or approved drivers (for longer or farther trips).

**Child Safety:** For trips involving transportation in vehicles, all children will be secured in **appropriate child safety restraints** (such as car seats, booster seats, or seat belts) according to their age and size. The staff will ensure that each child is safely seated before departure.

### Field Trip Safety:

**Emergency Preparedness:** The staff will always carry the following items for safety during field trips: **First Aid Kit:** A fully stocked first aid kit will be available at all times.

**Recent Photos:** A current photo of each child will be taken before the field trip to ensure identification in case of an emergency.

**Emergency Contact Information:** The program will have an updated list of emergency contact information for each child.

**Emergency Medication:** If a child has prescribed medication (such as an epinephrine auto-injector for allergies), it will be brought along on the field trip, along with any necessary care plan or instructions from the child's health care provider.

**Special Health Needs:** For children with special health care needs, the staff will carry a **copy of the child's care plan**, including any specific instructions for emergencies or medical interventions. **Supervision:** During field trips, children will be **constantly supervised** by staff. A sufficient ratio of caregivers to children will be maintained to ensure all children are safe and attended to at all times. Staff members will stay with the children at all times and will ensure no child is left unsupervised.

### Field Trip Behavior Expectations:

**Respect and Safety:** Children are expected to follow the same **behavior guidelines** that apply during regular program hours. They must stay with their assigned group, listen to staff instructions, and behave respectfully towards others. Any disruptive or unsafe behavior may result in the child being removed from the trip and a follow-up discussion with the parent/guardian.

**Snacks and Meals:** If the field trip involves a meal or snack, parents will be notified in advance. Children may be asked to bring their own lunch or snacks if required. Please ensure that snacks meet any dietary restrictions or allergies.

### Communication with Families:

**Pre-Field Trip Communication:** Parents/guardians will receive detailed information about each field trip, including dates, costs, and any items needed for the outing.

**Post-Field Trip Updates:** After the field trip, parents will receive an update about the day's activities, including photos and highlights from the trip, so they can discuss the experience with their child.

### Pets and Animals

#### Pets and Animals Policy at Elite Little's Christian Academy

At **Elite Little's Christian Academy**, we value the benefits that pets and animals can bring to a child's learning and development. However, we understand the importance of maintaining a safe and healthy environment for all children in our care. Below is our policy regarding the presence of pets and animals in the daycare.

#### Awareness of Pets and Animals

##### Notification to Parents/Guardians:

**Parents and guardians will be informed** of the presence of any pets or animals within the daycare environment. This includes **both permanent pets** (e.g., classroom pets) and any **temporary animals** that may visit (e.g., animals brought in for educational purposes).

**Information about the specific type of animals** will be provided upon enrollment, during parent meetings, or upon request. This ensures that all families are informed in advance.

#### Compliance with State and Local Ordinances

##### Health and Safety Compliance:

The daycare will ensure that all pets and animals in the facility are in full **compliance with applicable state and local regulations**, including:

The **type and number** of pets allowed.

The **health status** of the animals to ensure they are safe and sanitary for interaction with children.

Pets and animals will be kept in a **clean and safe environment**, with regular health check-ups as needed, and any required vaccinations up to date.

##### Health and Safety Considerations:

The daycare will regularly **review the safety standards** for animal care to ensure they meet health and safety regulations.

**Pets will be confined** to specific areas of the daycare, and staff will monitor all interactions between children and animals to ensure safety.

#### Handling Animal Interactions

##### Supervised Interaction:



All interactions between children and animals will be **closely supervised** by trained staff to ensure both the children and the animals are comfortable and safe. Children will be taught appropriate behavior around animals to ensure their well-being and to respect the animals' space.

## **Part Four: Health and Safety**

### **Incident Policy**

**First Aid, Incident Reporting, and Emergency Procedures at Elite Little's Christian Academy** At Elite Little's Christian Academy, the health and safety of your child are our primary concern. In the event of an injury or illness, we have established clear procedures for when first aid will be administered, when incident reports will be written, and when parents/guardians or emergency services will be contacted. These procedures are designed to ensure that every situation is handled promptly, appropriately, and transparently.

#### **First Aid Administration**

##### **When First Aid Will Be Administered:**

First aid will be administered immediately for **minor injuries** such as small cuts, scrapes, bruises, or insect bites.

All staff are trained in basic first aid and CPR, and they will apply first aid as needed to stabilize the child until further medical care is provided if necessary.

##### **Examples of First Aid Treatment:**

Cleaning and bandaging small cuts or scrapes.

Applying cold packs to reduce swelling or pain.

Providing comfort and support to children who experience mild discomfort.

#### **Incident Reports and Parental Communication**

##### **When Incident Reports Will Be Written:**

An **incident report** will be completed for any injury or illness that requires more than basic first aid or if a child experiences an unusual or significant event, such as:

A **fall or bump** to the head.

Any **laceration or bruise** that needs more than basic treatment.

A **serious allergic reaction** or other symptoms requiring close observation.

Any event involving **behavioral concerns** that may affect the child or others.

**Incident report forms** will be filled out by staff within **24 hours** of the incident. These reports will include details of what occurred, the actions taken, and the outcome.

##### **When Parents/Guardians Will Be Notified:**

Parents/guardians will be **immediately contacted** if:

The child has suffered a significant injury (e.g., a head injury, severe scrape, fall from height).

The child requires medical treatment beyond basic first aid.

The child has been involved in an event that may cause emotional distress.

In less severe incidents, parents/guardians will be notified at **pick-up time** or through a **written report** to be signed at that time.

##### **Emergency Services Contact:**

If a child requires **immediate medical attention** beyond what can be provided by staff (e.g., unconscious, severe bleeding, difficulty breathing), **emergency services will be contacted** immediately.

Parents/guardians will be notified **as soon as emergency services are contacted**, and if necessary, the child will be transported to the nearest hospital or medical facility.

#### **Incident Report Procedure**

##### **Completing the Report:**

Incident reports will include the following details:

**Date and time of the incident**

**Description of the event** (e.g., how the injury occurred)

**First aid or treatment given**

**Any additional actions taken** (e.g., parent notification, emergency services call)

**Any observable signs or symptoms**

**Follow-up recommendations**, if necessary

##### **Parental Signature and Copy:**

Parents/guardians are encouraged to **sign the incident report** to acknowledge that they have been informed about the incident.

A copy of the incident report will be given to the parent/guardian at the time of the child's pick-up and another copy will be placed in the child's confidential file for record-keeping.

**Timeframe for Reporting:**

Incident reports must be **submitted within 24 hours** of the incident to ensure timely and accurate documentation.

## Emergency Procedures

**Emergency Shelter-in-Place and Communication Policy at Elite Little's Christian Academy** At Elite Little's Christian Academy, the safety and well-being of the children, staff, and families are our top priority. In the event of an emergency requiring shelter-in-place or relocation, we have established clear procedures to follow. Our aim is to ensure that children and families are informed, safe, and supported throughout the process.

### Shelter-in-Place or Relocation

**1. Decision to Shelter in Place or Relocate:**

In the event of an emergency (e.g., severe weather, hazardous materials release, etc.), the program will **determine whether it is safer to shelter in place or to seek shelter in an alternate location.**

This decision will be made based on the nature of the emergency and the safety of all children and staff involved. The **director** and staff will make this decision promptly in consultation with emergency services if needed.

**2. Documentation and Notification:**

Once a decision is made, the program will **document** the actions taken and post this information for parents/guardians to view.

Clear and specific instructions will be provided to families on **where** and **how** to pick up their children if the program relocates to an alternate location.

### Communication with Families

**3. How We Will Communicate:**

The program will communicate with parents/guardians as quickly and effectively as possible during an emergency situation. This may include:

**Phone calls**

**Text messages**

**Wonderschool app notifications**

**Emails**

**Social media updates**

**4. Content of Communication:**

We will notify parents about:

**What has happened** (briefly explaining the emergency or situation).

**What actions have been taken** (whether we are sheltering in place or relocating).

**Instructions on how parents should proceed** (where and when to pick up their child, any safety measures in place, and contact information).

**5. Access to Updates:**

**Parents will be updated regularly** until the situation is resolved. If the situation is prolonged, we will ensure continuous communication and offer additional instructions as needed.

## Emergency Drills and State Guidelines

**Compliance with State Guidelines:** The program follows all **state guidelines** for emergency drills, including fire drills, tornado drills, and lockdown drills. We conduct these drills on a regular basis to ensure that all children and staff are familiar with the procedures and can respond appropriately in the event of an emergency.

**Drill Frequency:** Drills are conducted as recommended by state regulations to ensure that children and staff are prepared for a variety of emergency scenarios.

## Footwear Policy During Emergencies

**Shoes On for Safety:** To ensure the safety and comfort of all children during emergencies, **it is always recommended for children to keep shoes on** at all times. In the event of an evacuation or sheltering-in-place, this ensures that children can move quickly and safely without delay. **Clothing and**

**Footwear Requirements:** Parents/guardians are encouraged to send children with comfortable and

appropriate footwear (e.g., closed-toe, rubber-soled shoes) to ensure their child's readiness in case of an emergency.

## Children with Special Needs

### Special Health Needs and Emergency Plan Policy at Elite Little's Christian Academy

At Elite Little's Christian Academy, we are committed to ensuring that children with special health needs receive the necessary care and attention required to support their health and well-being. To ensure the safety of these children, we have a detailed policy regarding **health care plans** and **emergency preparedness**.

### Health Care Plan for Children with Special Health Needs

**Written Health Care Plan:** All children with **diagnosed special health needs** must have a **current written health care plan**. This plan must be signed by the **parent/guardian or physician** and should outline the child's specific health needs, including any medical conditions, required treatments, and emergency care instructions.

**Annual Updates:** The health care plan must be **updated annually** or sooner if there are any changes to the child's condition or treatment requirements. Parents/guardians are responsible for providing any new documentation if there are significant changes to the child's health status.

**Content of the Health Care Plan:** The plan should include:

- Medical history and diagnosed conditions.**

- Medications** (including dosage, schedule, and potential side effects).

- Special instructions or restrictions** related to the child's care.

- Emergency procedures** for specific health needs.

**Note:** The plan should be clear, specific, and designed to meet the unique needs of the child while in care. **Emergency Medication and Equipment**

**Provision of Emergency Medication/Equipment:** If the child requires **emergency medication** (e.g., an EpiPen for allergies, asthma inhalers, or seizure medication), or any **special medical equipment** (e.g., nebulizers, oxygen), **it is the responsibility of the parent/guardian to provide** these items for use during the child's time in care.

**Availability of Emergency Medication/Equipment:** The emergency medication and equipment should be stored in a **clearly labeled container** with the child's name, and be easily accessible to the staff in case of an emergency.

**Failure to Provide Emergency Medication/Equipment:** If the **emergency medication or equipment is not provided** by the parent/guardian, **the program will not be able to administer it**. In such cases, the program will have to **call 911** or activate an emergency plan to ensure the child receives immediate medical attention.

## Emergency Plan

**When Medication/Equipment is Not Available:** If the necessary medication or equipment is not provided by the parent, **911 will be called immediately** in the event of a medical emergency. The staff will follow the program's **emergency procedures** and ensure that the child receives prompt medical care. **Emergency**

**Care Training:** All staff members at **EliteLittles Christian Academy** are trained in **basic first aid** and **CPR** to handle medical emergencies. Specific training on the care of children with special health needs is also provided to ensure that staff can respond appropriately in case of an emergency.

## Immunization Policy

### Immunization and Exemption Policy at Elite Little's Christian Academy

At Elite Little's Christian Academy, we prioritize the health and safety of all the children in our care. We follow the regulations set forth by state licensing requirements concerning immunizations and exemptions. Here's an outline of our immunization policy:

### Immunization Requirements

**Up-to-Date Immunizations:** In accordance with state regulations, all children enrolled in **Elite Little's Christian Academy** are required to be **up-to-date with their immunizations**. Documentation of the child's immunization records must be provided upon enrollment and kept updated annually.

**Valid Exemption:** If a child is not immunized, a **valid exemption** (for medical, religious, or philosophical reasons) must be provided by the parent or guardian. The exemption must meet the state's legal requirements for exemption from vaccinations.

## Policy Concerning Unimmunized Children

**Unimmunized Children:** We strongly encourage parents/guardians to keep their children's immunizations up-to-date in order to maintain a healthy environment. However, if a child is **unimmunized**, the following policies will apply:

The parent/guardian must provide documentation of their child's **immunization status** and/or **exemption** as part of the enrollment process.

**Unimmunized children** may be **excluded from care** in the event of an outbreak of a vaccine-preventable disease (such as measles, chickenpox, etc.) to which the child is susceptible. This exclusion will be in effect for the **duration of the possible exposure**, in order to protect the health and safety of all children and staff.

**Consultation with Legal Counsel:** We **recommend consulting an attorney** to understand the potential **liability risks** associated with enrolling unimmunized children, as these risks may vary based on the specific circumstances or outbreak situations.

## Exclusion Due to Vaccine-Preventable Disease Exposure

**Possible Exposure:** In the event that a **vaccine-preventable disease** (such as measles, mumps, or chickenpox) to which children are susceptible occurs at the program, **unimmunized children** will be **excluded from attendance** for the duration of the exposure risk. This helps reduce the chance of spreading the disease to other children and staff members.

**Duration of Exclusion:** The duration of exclusion will be based on **health department guidelines** or advice from a healthcare provider to determine when it is safe for unimmunized children to return to the program.

## Guidelines for Exclusion

### Illness and Exclusion Policy at Elite Little's Christian Academy

At **Elite Little's Christian Academy**, we prioritize the health and safety of every child in our care. Our illness and exclusion policy is designed to protect all children and staff members from contagious illnesses and ensure that children receive the appropriate care when they are unwell.

### Exclusion Criteria for Illness

Children will be **excluded from care** if they meet any of the following criteria:

**Inability to Participate:** If the child is unable to comfortably participate in activities or requires greater care than the child care staff can provide, potentially compromising the health and safety of other children.

**Fever:** If the child has a fever above **100.4°F** combined with any **behavioral changes** (such as irritability, lethargy, or crying). The child should remain home until they are fever-free for **24 hours without the use of fever-reducing medications**.

**Stool Containment Issues:** If the child has diarrhea or loose stools that **cannot be contained in their diaper**, or if the child has a stool that is particularly watery or unusual in consistency. The child should be excluded until the condition improves.

**Vomiting:** If the child experiences **two or more episodes of vomiting** within a **24-hour period** along with any **abdominal pain** or discomfort. The child should be excluded from care until they are symptom-free for at least **24 hours**.

## Parent/Guardian Notification

**Parents Must Notify the Program:** Parents or guardians are required to **notify the program if their child is ill** or showing symptoms of illness. This allows us to better care for the child and prevents the spread of illness to others.

**Communication:** If your child becomes ill during the day, we will contact you immediately to discuss your child's symptoms and make arrangements for their prompt pick-up.

## Procedure for Illness at the Program

If a child becomes ill while at **Elite Little's Christian Academy**, we will follow the steps outlined below: **Immediate**

**Isolation:** The child will be moved to a designated area away from the other children to help prevent the spread of illness. The child will be supervised by a staff member at all times. **Parental Contact:** We will contact the parent/guardian immediately to inform them of the child's illness and request that the child be picked up as soon as possible. If we are unable to reach the primary contact, we will contact any authorized emergency contacts listed on the child's information sheet.

**Health Evaluation:** If necessary, the staff member will assess whether the child requires additional support, such as water, a change of clothes, or comfort items. We will also monitor the child's symptoms

until the parent/guardian arrives.

**Sanitation:** After the child leaves, any areas or materials the child came into contact with will be **thoroughly cleaned and disinfected** to prevent any potential spread of illness to other children.

### Returning to Care

Children may return to the program when:

They have **been fever-free for at least 24 hours** without the use of fever-reducing medication.

Diarrhea, vomiting, or other symptoms have **subsided for at least 24 hours**.

They are **well enough** to participate in activities and do not require care beyond what can be provided by our staff.

If a child has been diagnosed with a **contagious illness**, we may require a **doctor's note** confirming that the child is no longer contagious before they can return to care.

## Medication Policy

### Medication Policy at Elite Little's Christian Academy

At **Elite Little's Christian Academy**, the health and safety of the children in our care are of the utmost importance. Our medication policy ensures that any medications administered are done so safely and with proper documentation. Below is an outline of our procedures for medication administration.

### Distribution of Medication

**Life-Saving Medications:** We will administer **life-saving medications** (such as an EpiPen or inhaler) as needed, in accordance with the child's **individual health care plan** and only with appropriate documentation from the parent/guardian and healthcare provider.

**Other Medications:** We will only distribute **prescription or over-the-counter (OTC) medications** if required for specific medical reasons, and with prior written consent from the parent/guardian. For OTC products, we also recommend obtaining **written instructions** from the child's healthcare provider to ensure the correct dosage and usage. We will only administer for one day, then student is to remain out of care until well enough to participate in daily activities.

### Parental Permission and Healthcare Provider Instructions

**Written Parental Permission:** All medications—whether prescription, OTC, or over-the-counter products (like ointments or creams)—require **written permission from the child's parent or guardian**. The permission form must include the name of the medication, dosage, frequency, and duration.

**Healthcare Provider Instructions:** It is **recommended** to obtain **written instructions from the child's healthcare provider** in addition to parental permission, especially for prescription and OTC medications. This ensures we are following the correct dosage and timing as per medical guidelines.

### Medication Storage and Safety

**Medication Handling:** All medications should be given directly to **staff** or the **director** upon arrival.

**Medications should not be left in diaper bags, backpacks, or placed in cubbies.** This ensures they are stored securely and out of the reach of children at all times.

**Medication Containers:** We **only accept medications in their original, labeled containers**, which must include the child's name, the medication's name, dosage instructions, and expiration date. This ensures the correct medication is being given to the correct child.

**Expiration Dates:** We will not administer **expired medications**. If a medication has passed its expiration date, it will be returned to the parent/guardian and will not be given to the child.

### Documentation and Record-Keeping

**Medication Records:** We maintain **complete medication records** for each child who requires medication during their time at our program. These records are kept confidential and included in the child's file. They will document the medication given, the date, time, dosage, and the staff member administering the medication.

## Outdoor Policy

### Outdoor Play Policy at Elite Little's Christian Academy

At **Elite Little's Christian Academy**, we believe that outdoor play is a crucial part of a child's development. It helps

children build physical strength, develop motor skills, and engage in imaginative play. However, the safety and well-being of the children are our top priority, and we follow strict guidelines regarding outdoor play based on weather conditions.

### Temperature Guidelines for Outdoor Play

To ensure the safety of the children, we follow the **National Standards for Child Care** for outdoor play based on the temperature and weather conditions.

**Outdoor Play is allowed when temperatures are between 15°F and 90°F** (including wind chill or heat index). This range is considered safe for outdoor activities, and children will be encouraged to play and explore in a safe and supervised environment.

**Caution is used when temperatures or wind chills are between 0°F and 15°F.** In these conditions, we will use our discretion, and outdoor play will be limited to short periods with extra attention to the children's safety and well-being. We may also adjust the activity to ensure the children are warm and comfortable.

**Outdoor Play is not permitted when the temperature or wind chill is below 0°F** or if the heat index exceeds 90°F. In these extreme conditions, children will remain indoors to ensure they are safe from cold-related or heat-related illnesses.

### Exemption from Outdoor Play

If a **parent/guardian requests that their child does not participate in outdoor play** due to medical reasons, we kindly ask for a **written order from the child's healthcare provider**. This helps us ensure that we are following appropriate guidelines for the child's health and safety. The written order should specify any restrictions related to outdoor play.

### Parent/Guardian Responsibility for Weather-Appropriate Clothing

To ensure that children are properly prepared for outdoor play, we ask that parents/guardians provide **weather-appropriate clothing** each day. This includes:

**Warm clothing** in the winter (e.g., coats, hats, gloves, scarves, mittens, etc.)

**Cool, breathable clothing** and sun protection (e.g., hats, sunscreen, lightweight clothing) during the warmer months

**Appropriate shoes:** We require children to wear **rubber-soled, closed-toe shoes with back straps** to ensure safety and comfort during outdoor play, including running, climbing, and other physical activities. Flip-flops or open-toe shoes are not permitted during active outdoor play.

## Meals and Snacks

### Meals and Nutrition Policy at Elite Little's Christian Academy

At **Elite Little's Christian Academy**, we prioritize the health and well-being of all children in our care. We provide nutritious meals that are designed to meet the developmental and dietary needs of each child, following guidelines

that ensure safety, wellness, and appropriate nutrition. Here's a detailed explanation of how we handle meals and food-related policies at our program:

### Meal Preparation Onsite

All meals and snacks are **cooked on site**.

### Feeding Infants

**Infants should be fed on demand** to support their growth and comfort. Infants may need to eat at different times and in different amounts each day. We respect each child's unique needs and feeding preferences. For infants with specific feeding instructions or needs, we **recommend a written order from the infant's physician**. This will help us ensure that we meet the health and dietary requirements as per the child's doctor's recommendations.

### USDA Requirements and Food Quality

All food served to children meets or exceeds **USDA food program guidelines** to ensure children receive nutritious and balanced meals. These guidelines cover all aspects of food preparation and food types, including protein, vegetables, grains, and fruits. We ensure that children receive meals that foster healthy growth and development.

### Daily or Weekly Menus

We encourage transparency in meal planning. **Daily or weekly menus** are posted for families to view, so they know exactly what their child will be eating. This helps parents plan for their child's diet at home and stay informed about

what their child is consuming at daycare.

## Special Food Requirements and Parent Requests

We recognize that each child may have unique dietary needs. We work closely with parents/guardians to accommodate:

**Special dietary requests** for children with food allergies, intolerances, or cultural preferences. **Specific food modifications** requested by parents to meet the child's medical, ethical, or religious dietary needs.

We will consider all **special food requests** and make appropriate accommodations, ensuring that all children are safe and well-nourished.

## Encouragement at Mealtime

While we encourage children to eat the meals provided, we **never coerce or force-feed** any child. We understand that eating can be a sensitive topic, and we aim to foster a positive and relaxed eating environment where children feel comfortable making their own choices about how much and when to eat.

## Food Allergies and Safety

**Food allergies** are a significant concern, and we take all necessary precautions to protect children from allergens:

**Food allergies will be handled with care** and communicated to all staff to ensure children's safety. We will **post a list of food allergies** in the kitchen and eating areas to ensure all caregivers and kitchen staff are aware of any restrictions.

Parents will be asked to provide **written documentation** about any food allergies, including specific instructions for how to manage and respond in case of an allergic reaction.

## Food Brought from Home

There are specific guidelines regarding food that families may wish to bring from home:

**Special diets:** If your child has specific dietary needs that cannot be met by the meals we provide, you may bring food from home. This will be stored appropriately and served as needed.

**Special events and birthdays:** If you wish to bring in food for **special events or birthdays**, we ask that you notify us in advance. We encourage healthy options and will work with families to ensure food is safe and appropriate for all children, especially considering allergies.

**Foods not allowed:** Foods that may pose choking hazards or contain allergens not manageable by the program will not be allowed unless they are pre-approved.

## Participation in Food Program

We are proud to participate in the **food program**, which helps support the nutritional needs of children in our care. This program ensures that meals meet health and safety standards while also offering nutritious meals to every child.

## Toilet Training

### Toilet Training Policy at Elite Little's Christian Academy

At **Elite Little's Christian Academy**, we recognize that toilet training is an important milestone for young children. We aim to work closely with parents/guardians to ensure that the process is successful, comfortable, and consistent between home and our care setting. The following procedures outline our approach to toilet training

### Discussion with Parent/Guardian

Before beginning toilet training, we recommend having a discussion with the **parent/guardian** to ensure we are all on the same page and that the child is developmentally and physically ready. This discussion should cover the following:

**Toileting Readiness Checklist:** We will discuss the child's developmental readiness, which includes signs such as staying dry for extended periods, showing interest in using the toilet, and demonstrating the ability to communicate when they need to go.

**Consistency Between Home and Child Care:** It is essential that parents/guardians are consistent with toileting routines at home, as this consistency helps reinforce good habits. We will also establish clear communication with parents to monitor progress.

**Timing:** Toilet training is introduced at the child's own pace, and it's important to wait until the child is showing interest and readiness signs. We do not begin toilet training before the child is ready.

### Items Needed for Toilet Training

We kindly ask that parents/guardians provide the following items to ensure the child is fully prepared for toilet training:

**Several Changes of Clothing:** Since accidents are common during toilet training, parents/guardians must provide **multiple changes of clothing** (including socks, pants, shirts, etc.) to ensure children are comfortable throughout the day.

**Undergarments:** It is important that children have the appropriate **undergarments** (underwear or training pants) for training. These should be well-fitting and easily removable by the child when necessary.

## Underwear Policy

**Underwear will not be permitted until the child has mastered toileting.** This ensures that children can stay dry for extended periods and helps maintain sanitary conditions in the classroom. If a child has more than an occasional accident, it will be necessary for them to continue wearing training pants to maintain hygiene and comfort for themselves and others.

## Toileting Accidents and Cleanliness

In the event of an accident, staff will calmly and supportively assist the child in changing into clean clothes. All soiled clothing will be placed in a sealed bag and returned to the parent/guardian at the end of the day. **Sanitary Conditions:** To maintain sanitary conditions in the classroom, any child who is having frequent accidents (more than occasional) will need to continue in training pants until they have demonstrated greater control over their toileting habits.

## Support and Encouragement

Toilet training is a developmental process, and we aim to provide a supportive and positive environment for the child during this time. Staff will offer praise and encouragement for progress made and work with parents to ensure the child feels confident and comfortable.

Parents/guardians will receive regular updates on their child's progress and any challenges encountered. Collaboration between home and child care is key to the success of toilet training.

## Nap and Rest Time Policy

### Nap/Rest Time Schedule and Rest Time Guidelines for Elite Littles Christian Academy

#### Nap/Rest Time Schedule

**Children aged 15 months and older:** Nap time is scheduled from **1:00 PM to 3:00 PM** each day. During this time, children will have a quiet period for rest and rejuvenation.

**Infants:** Infants may rest as they need, based on their individual sleep schedules. Caregivers will closely monitor infants and provide a safe and comfortable space for rest.

#### Items Supplied by Elite Littles Christian Academy

We provide **cots** and **fitted sheets** for each child during nap/rest time.

**Please note:** We do not supply blankets or pillows. These items must be provided by the parents/guardians.

#### Items Supplied by Families

**Blankets, Pillows, and Sleep Items:** Parents/guardians are responsible for supplying their child with a **blanket** and **pillow** if desired. You may also provide any comfort item your child may need during nap/rest time (e.g., sleep sack, stuffed animal, etc.).

**Labeling:** Please label all nap items clearly with your child's name. This is mandatory for parents to take home bottled water cups and blankets home each week.

#### Storage and Maintenance of Nap Items

**Storage:** Nap items such as blankets, pillows, and any personal comfort items will be stored separately in each child's cubby or designated area to maintain cleanliness.

**Washing:** Parents/guardians are responsible for washing their child's nap items at least **once a week** to maintain cleanliness. If nap items become soiled during the week, we ask that parents wash them and send them back to daycare as soon as possible.



## Quiet Play Space for Children Who Do Not Nap

For children who do not nap, we will provide a designated **quiet play area** with calming activities such as books, puzzles, or quiet toys. This ensures that children who do not require sleep can still have a restful experience without disturbing others.

## Parent/Guardian Permission for Physical Comfort

**Back Rubbing During Rest Time:** Some children may find comfort in a gentle back rub to help them relax during nap/rest time. We recommend acquiring **parent/guardian permission** for caregivers to provide this physical comfort.

**Permission Form:** Parents will be asked to sign a permission form to indicate their approval for staff to rub their child's back during rest time if needed.

## Infant Sleep Policy

### Elite Little's Christian Academy Safe Sleep Policy

At Elite Little's Christian Academy, we are committed to providing a safe and nurturing environment for all infants in our care. To ensure the safety and well-being of each child, we adhere to Missouri state regulations and best practices in infant sleep safety. Below is our Safe Sleep Policy, which includes additional practices designed to create a secure sleeping environment for infants:

### 1. Caregiver Safe Sleep Training

All caregivers responsible for supervising infants during nap or sleep times are required to complete safe sleep training, in accordance with Missouri state regulations. This training is conducted annually to ensure staff members are up-to-date on the latest safety practices.

### 2. Infant Sleep Positioning

In compliance with Missouri law, all infants under the age of 12 months will be placed **completely flat on their backs** for sleep. This sleep position is the safest for reducing the risk of sudden infant death syndrome (SIDS) and other sleep-related incidents. Infants will sleep in a **safety-approved crib** or **playpen** with a firm mattress and a tight-fitting sheet.

### 3. Infant Face and Head Shall Not Be Covered

The infant's face and head will **never be covered** while sleeping. No blankets, bedding, or other items will be used to cover the infant's face or head, in line with guidelines to prevent suffocation.

### 4. Alternative Sleep Arrangements and Positions

Any alternative sleep arrangements or sleep positions for an infant must be accompanied by written instructions from the infant's licensed healthcare provider. Written documentation is required for any deviation from the standard flat-on-back sleep position or use of alternate sleeping devices or positions.

### 5. Supervision During Nap/Sleep Times

Infants will be **supervised at all times** during nap and sleep periods. Caregivers will maintain appropriate positioning in the room and ensure that the lighting is sufficient for clear visibility of the infants. Equipment such as sound machines will be used cautiously to ensure they do not interfere with the caregiver's ability to hear a child in distress.

### 6. Physical Condition of Napping/Sleeping Equipment

All sleeping equipment, including cribs and playpens, must meet safety standards. Each infant will be provided with a **firm mattress** and **tight-fitting sheet**. There will be no loose bedding, pillows, soft toys, or any other items in the crib or playpen that could pose a risk of suffocation or injury.

### 7. Cribs or Playpens Shall Not Be Covered

Under no circumstances will cribs or playpens be covered with blankets, sheets, or other bedding. This ensures proper ventilation and safety for the infant.

### 8. Placement of Infants in Sleep Equipment

Infants will always be placed flat on their back in a **safety-approved crib** or **pack and play** for sleep. If an infant falls asleep in another area or piece of equipment not approved for sleep (e.g., car seat, swing, etc.), the infant will

be immediately moved to a crib or pack and play.

### 9. Parental Requests for Alternate Sleep Arrangements

If parents request that their infant be placed in an alternate sleep position or use a different sleep device/equipment, **written permission** from the infant's healthcare provider must be provided, justifying the request. The written order must detail the specific position or equipment and the reason for the request.

### 10. Use of Blankets, Sleep Sacks, Security Items, or Pacifiers

The use of blankets, sleep sacks, security items, or pacifiers must be approved by the parent/guardian in writing before being used during sleep time. Written parental permission is required for these items to ensure safe usage.

### 11. Regular Visual Checks and Monitoring

Caregivers will conduct **regular visual checks** of sleeping infants at least every **10-15 minutes** to ensure their safety and well-being. A room monitor may be used if a caregiver is not physically present, provided it does not interfere with their ability to monitor the infant's safety.

### Policy Review and Enforcement

This policy will be reviewed annually to ensure that it remains in compliance with Missouri state regulations and best practices. All staff are required to follow these guidelines to create a safe and supportive sleep environment for all infants in our care.

If you have any questions or concerns regarding our Safe Sleep Policy, please feel free to contact the daycare director.

### The Signatures of the Parties to the Program Policies

By signing these policies, clients indicate that they have also read the provider's policies and agree to follow them.

Failure to enforce one or more of the terms does not waive the provider's right to enforce any other terms of this agreement.

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Director's Name (print) Signature Date

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Parent/Guardian Name (print) Signature Date