**Little Tykes University Learning & Childcare Center**

# Parent Handbook

**Little Tykes University Learning & Childcare Center**

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**The state of Michigan has set the caregiver to child ratios as follows:**

|  |  |
| --- | --- |
| **6 weeks to 30 months**  | **1:4**  |
| **30 months to 3 years**  | **1:8**  |
| **3 years to 4 years**  | **1:10**  |
| **4 years to 5**  | **1:12**  |
| **6 years and older**  | **1:20**  |

**The following is how our rooms are divided and how many we are licensed for in each:**

|  |  |
| --- | --- |
| **Freshman 101 (Main Building)**  | **4 Babies**  |
| **Freshman 102 (Other Building)**  | **12 Babies**  |
| **Sophomore 101 (Large Class)**  | **12 Toddlers**  |
| **Sophomore 102 (Small Class)**  | **4 Toddlers**  |
| **The Junior Classroom**  | **16 Children**  |
| **The Senior Classroom**  | **20 Children**  |

**Our Mission:**

Our mission at Little Tykes University is to provide quality preschool and infant care programs with developmentally appropriate learning experiences in the context of a nurturing, faith-based curriculum and Christian environment. We strive to provide a safe, loving, and encouraging environment that not only meets children's developmental and academic needs, but also their spiritual needs.

**We Believe That:**

* Each child is a unique creation of God.
* Children learn best about the world through direct exploration and hands-on discovery.
* Families are a child’s first and most influential teacher.

**Everything We Do Is Intended To:**

* Honor God
* Nurture children
* Support families

Our Philosophy:

Children love to play and we believe God created them this way. We feel play, both directed and undirected, is a critical component of learning. Play helps children learn new concepts and problem-solving skills in a natural, fun way. When children are provided with an encouraging, diverse and fun environment that is enriching and stimulating, we believe that they will become motivated to learn by the choices and opportunities before them. As childcare providers, we are dedicated to improving the educational environment for all young children and will strive to show the importance of this to each of our little tykes and their families.

**Table of Contents**

## Section 1 – Health Pages 4-10

Notification of Illness, Injury, or Incident

Administering Medication

Illness Exclusion Policy and Communicable Diseases

In the Event of an Epidemic / Covid-19

Healthy Staff Practices

Children’s Dress Code

Outdoor Policy

## Section 2 – Safety Pages 11-13

Daily Sign-in Sign-out

Drop-off and Pick-up Policies

Safety in Classrooms

Emergency Procedures

Accidents

Child Abuse and Neglect

## Section 3 – Financial Pages 14-17

Hours of Operation

Contracts

Tuition Due Dates and Payment Options

Sick and Vacation Days

Full – time and Part – time

## Section 4 – Other Pages 18-21

Nutrition

Parent Involvement

Home Toys / Items

Holidays / Birthdays

Field Trips

Discipline / Guidance

Biting Policy

School Readiness

**#1 Health**

## 1. Notification of Illness, Injury, or Incident

* If your child is sick, they will be at one of the two office desks or with a caregiver in the breastfeeding room away from others. The area will then be sanitized after pickup.

* You will be contacted immediately by the childcare director or your child’s primary teacher if your child is sick or hurt. If LTU determines your child needs to go home, we expect your child to be picked up within the hour after the call is placed. If a voicemail is left, you are still expected to pick up within the hour. We understand that may not always be possible so please keep us in the loop. We recommend having a back up person if leaving work will be an issue.
* Depending on the situation, a Brightwheel alert may be sent to your phone notifying you that your child is sick. A Brightwheel alert is a text message sent directly to your phone. We will give you a timeframe to respond before giving you a call.

* If we continuously have an issue with not receiving a call back and your child is sick, a $25 fee will be charged.

* Your child MUST be symptom free for 24 hours before returning to daycare unless a doctor’s note is provided stating they’re okay to return. Please do not give your child medicine and send them to daycare.

* If a staff member or child is sick with a contagious illness, you will be informed via Brightwheel or a sign will be posted on the exit doors.

* If your child is in need of more care than we can provide due to not feeling well, we may call to see if someone is available to come pick them up.

**There are different ways you will be notified in the case of an accident, illness, incident, or injury.**

|  |  |  |
| --- | --- | --- |
| A Call or Text  | Told Verbally  | Brightwheel Notification & Photo  |
| -Illness including but not limited to the following : Fever, 3 loose stools, suspected Hand-Foot Mouth, and vomiting.  -Accident or injury including but not limited to the following: Deep gash that may need stitches, a head injury, possible allergic reaction, asthma attack, etc.  -Your child is lost or was left unsupervised.  -Alleged sexual contact between your child and another child or between your child and a staff member or volunteer.  -Your child is not acting themselves. Examples: Uncontrollable crying, pulling at their ears, etc.  -If we experienced any of the following: fire, flood, septic issues, gas leak, or a power outage.  -If a person not listed on your emergency card is attempting to pick up your child(ren).  -Physical discipline of a child by a staff member or volunteer.  -Your child was bitten and it broke the skin and/or drew blood.   | -A minor injury that occurred where no mark is visible.  -Your child was present when another child was injured and first responders were called.  -Your child bit another child.  -A parent, staff member, or volunteer makes a scene that involves yelling, swearing, or a physical fight.  | -Bumps, bruises, scratches, scrapes, or any other minor injury that is visible.  -Your child was bitten by another child.  -You will receive Brightwheel message and notification of injury if your child was stung by a bee. (You will be called in the event they’re having a suspected allergic reaction from the sting.)  |

\*This is subject to change depending on severity of the accident, illness, incident, or injury\*

## 2. Administering Medication

* The staff of Little Tykes University Childcare Center will administer medications to children if we receive a doctor's note with instructions on how and when the medicine(s) need to be administered. If your child is under one years old and a doctor does not provide a note, the parent will need to come to the center and administer the medication themselves. All medications will need to be in their original packages or bottles in order for staff members to administer them. All medications will be kept in a locked cupboard in the director’s office and will be administered in the office as well.

* A medication slip needs to be filled out in order for the LTU staff to give medication to your child. This can be found on our LTU website under important documents, or we can provide one to you when you drop off.

## 3. Illness Exclusion/Communicable Diseases

Temporary exclusion is recommended when:

* The illness prevents the child from participating comfortably in activities as determined by staff.
* The ill child requires more care than the staff can give, which may result in compromising care for other children.
* The child has any of the following conditions, unless a health professional determines the child’s condition does not require exclusion: o Axillary temperature of 100.4° Fahrenheit or higher taken by a digital thermometer located in the main office. o Diarrhea: defined by 3 more watery stools in one day to decreased form of stool that is not associated with changes in diet, antibiotics, and increased frequency of passing stool that is not contained in diaper or use of toilet. Children may return after 24 hours with no loose stools, once the reason for change in bowel has been resolved, and / or if the change is not due to Salmonella, Shigellosis or E. coli infections.
* Blood in stool: only if it is not explained by dietary changes, medication, or hard stools.
* Vomiting: children are not to be brought to childcare if they have vomited in the last 24 hours. O Abdominal pain (persistent): that pain continues for more than 2 hours or intermittent pain associated with fever or other signs or symptoms.
* Conjunctivitis (Pink Eye): A child should be excluded for conjunctivitis (red eyes, green or yellow discharge). They may return after proof that treatment has been provided for 24 hours and are able to participate in activities.
* Hepatitis A: Exclude until 1 week after onset of viral illness or until after immune serum globulin has been given to children and staff in the program, as directed by the local health department.
* Impetigo: Exclude until 24 hours after treatment has begun.
* Measles: Exclude until 5th day after rash disappears or local health department states patient is noninfectious.
* Mouth sores: Exclude if mouth sores is coupled with drooling or child is not able to participate in daily activities.
* Mumps: Exclude until 9 days after onset of parotid gland swelling.
* Pediculosis (Head Lice): A child with live lice and nits (egg cases) should not attend care, until all live lice and nits are gone. O Pertussis: (Whooping Cough) Children should be excluded until five days of appropriate antibiotic has been completed or until local health department states patient is noninfectious.
* Rash: with fever and/or behavior change. O Scabies: Children should be excluded until 24 hours after treatment has been begun.
* Streptococcal pharyngitis (Strep Throat), excluded until 24 hours after treatment has been begun and child is able to participate. O Tuberculosis: Tuberculosis (TB) exclude until the child’s physician or local health department authority states the child is noninfectious.
* Varicella-zoster (Chicken pox): Exclude until all the lesions have dried and formed scabs, usually within six days of onset of rash.
	+ Conditions that do not require dismissal:
* Common Colds, Runny noses (regardless of color or consistency of nasal discharge), and coughs, watery eye discharge without fever, eye pain, or eyelid redness, yellow or white eye drainage that is not associated with pink or red conjunctiva (i.e., the whites of the eyes), rash without fever and behavioral changes, ringworm (may delay treatment until the end of the day).
	+ Little Tykes University will make reasonable accommodations for children with

disabilities and/or chronic illnesses, considering each child individually.

## 4. In the Event of an Epidemic / Covid-19

* In the event of a pandemic, Little Tykes University reserves the right to close down without warning if deemed necessary.
* State licensing does not allow us to require our staff to wear masks. \*
* Wearing masks inside the building at drop off and pick up is optional. \*
* The above two statements regarding masks are true unless an executive order or state licensing says differently.
* Payment during closure due to the epidemic is determined by the owners on a base-to-base situation. Little Tykes University reserves the right to charge full, half, or no payment during unforeseen closures.

If we were to remain open, the following practices and policies will be in place:

|  |  |  |
| --- | --- | --- |
| Arrival -  | •  | You child’s temperature will be taken at the door.  |
|  | •  | We will take your child and their belongings from you at the door and take them to their classroom for you. This limits the amount of traffic and prevents potential exposure. (The only exception to this is for the Freshman 101 classroom in the main building).  |
| Departure -  | •  | We will have you wait in the lobby and your child’s teacher will bring your child and their belongings to you. (The only exception to this is for the Freshman 101 classroom in the main building).  |
| Ongoing -  | •  | We will monitor all children in our care throughout the day.  |
| Staff Arrival & Daily Cleaning practices -  | • •  | Upon arrival our staff checks and logs their own temperature. Buckets of toys that are played with throughout the day will be set aside and sanitized after use. |

This depends on licensing and the health department’s recommendations and requirements.

## 5. Healthy Staff Practices

The staff members practice healthy habits every day.

* All staff members wash their hands at the following times:
* Before and after handling foods
* After using the restroom, blowing their nose, getting bodily fluids on them, and any other time they may get dirty.
* Any staff members who are sick based on the same qualifications stated above for the children will stay home rather than come into work.

## 6. Children’s Dress

In order for children to maintain their highest level of comfort, it is very important for them to wear appropriate clothing to our center.

* All clothing must be weather appropriate.
* Shoes need to be comfortable and safe. Close-toed shoes are preferred. Please provide shoes that are comfortable and have good traction to prevent slipping.
* All children’s shoes need to be taken off before entering the classroom. We want our carpets to stay clean and presentable.
* Please make sure that you provide two (2) or more seasonally appropriate changes of clothes for your child in case of any accident that may occur throughout the day.
* The clothing needs to be properly labeled with the child’s name or initials.
* Please keep in mind the children will get dirty and messy from activities, outdoor play, crafts, etc. Please do not dress your child(ren) in clothing that you do not want to get dirty or ruined.

## 7. Outdoor policy

Outdoor play will be encouraged in most weather conditions with the appropriate precautions taken to protect all children. Staff members should be actively involved with children where appropriate and should not be solely in a supervisory role.

* Staff to child ratios will be maintained at all times. In case of an emergency and ratios are low, the Childcare Director and / or Owner(s) will maintain ratio by stepping in, moving assistant teachers where the help is required, or combining classrooms.
* Hot weather:
	+ Children will be encouraged to play outdoors unless the air temperature has reached 90 degrees Fahrenheit or higher.
	+ We have a sunshade outside for the children to go underneath if they want. Water bottles are brought outside so the children can drink their water whenever and remain hydrated.
	+ Sunscreen will be applied before children play out in hot weather. Parents are required to provide their child(ren) sunscreen. Your child’s sunscreen will be applied by their teachers. In the summer we closely monitor the UV rays and apply sunscreen as needed.

* Wet weather:
	+ Parents are required to ensure their child dresses appropriately for the wet weather conditions, i.e. rain boots, coat, hat, etc. The center will prohibit any outdoor activity due to any rainstorm conditions.

* Cold weather:
	+ Children will be encouraged to play outdoors unless the temperature, including wind chill, has reached 18 degrees Fahrenheit or below. Other reasons they may not go outside is if there is excessive wind and snow. Exceptions due to age or on behalf of the Childcare Director and / or Owner(s) discretion may apply.
	+ Children must be provided with and dressed appropriately for winter weather. This includes, but is not limited to coats, socks, hats, boots, snow pants and gloves.
	+ If a lot of children do not have the proper outdoor attire, we will have to stay inside to maintain ratio.

## **2: Safety**

### 1. Daily Sign-In

Children will need to be signed in and out by each parent/guardian using the Brightwheel app. There is a set up in the lobby where you will be able to use the Brightwheel app to scan the Brightwheel QR code. It is vital your child(ren) is checked in and out for attendance and billing purposes. The sign in and out process is very easy and quick. Each classroom will have an attendance sheet and clipboard with each child’s name on it. Each child will be highlighted upon arrival and crossed out when leaving. These will be used in the event of an emergency only. No in and out times will be listed so it is still important and necessary to sign in and out using the Brightwheel program.

### 2. Drop-Off and Pick-Up Policies

If your child is being picked up by someone who does not regularly pick them up or is not on their contact card, prior communication is mandatory. This should be done with a written note that is signed, or by sending a Brightwheel message with the persons first and last name. Other policies for drop-off and pick-up times are below:

* All children need to be signed in using the Brightwheel promptly after entering the building. This is the responsibility of the parent/adult that drops the child off.
* If you forget your phone or the person picking up does not have access to Brightwheel, please let your child’s teacher know so they can sign your child in/out.
* Children must be walked into the building with an adult to be dropped off. They may not walk in from the parking lot by themselves. This applies to pick-up as well. No children will leave the building without being in the company of an adult.
* Anyone who is not on the child’s contact card (except in the case of a contact person picking a child up for the first time, at which time we will require a one-time check of the ID) will be required to show a photo ID every time they pick the child up. We recommend adding any persons who will be picking your child up regularly to the contact card to ensure efficiency at pick-up time.
* If, at any time, the center staff feel uncomfortable letting a child leave with any adult, we reserve the right to call that child’s parents (or other parent, in the case of a parental custody issue concern) and/or police officers to ensure that the child is safe to leave.

### 3. Safety in Classrooms

We strive to offer a safe environment for all children in our center. The staff are all trained in CPR, First Aid, and bloodborne pathogen safety. We renew this knowledge every other year in order to stay above and beyond what the state requires of us. Below are some other ways we maintain safety in our classrooms.

* Frequent head counts of all children are performed.
* All supervised and unsupervised volunteers have to submit an application to volunteer. Before being approved they are checked on the sex offenders registry. If their name comes up (no matter the degree in which they were charged) they will not be allowed to volunteer or have any contact with the children at LTU.
* All classrooms are equipped with fire alarms, carbon monoxide alarms, and first aid kits, as well as other miscellaneous safety equipment.
* All cupboards with any dangerous or hazardous items are locked at all times, except when in use.
* Furniture, toys, and equipment for the children are developmentally appropriate and safe. Any recalled toys or equipment are removed immediately from the classroom.
* All classrooms are cleaned with a safe 3-step process every night to prevent the spread of germs.
* We have a private cleaning lady who comes to the center every weekend to deep clean it.

### 4. Emergency Procedures

All emergency drills are practiced more than once throughout the year, including fire, tornado, and lockdown drills. Parents will be notified every time the center completes a drill, whether it is to practice or a real event. Staff will verbally let you know, or a message will be sent out on Brightwheel if a drill is practiced that day. In the case of a real emergency, each family will receive a phone call or a Brightwheel alert. The staff members become very efficient at these drills and do their best to maintain calmness while also moving quickly. We time each drill to ensue everyone is safely and efficiently where they need to be. If it is not done in a timely manner, we do it again until it is. The safety of the children will always be put above the safety of any adult in the center. We encourage you to take some time to discuss the drills with your children and practice your own drills at home.

### 5. Accidents

It is our hope that we create a safe environment so that children do not get hurt. However, the reality is children will have accidents and get hurt, so we try to plan for those events. Each classroom is equipped with a first aid kit. All staff members know how to use each item in the kit. Since each staff member is trained, we trust them to make split-second decisions about how to best help your child after an injury occurs. We will not hesitate to call 911 if we believe that the injuries are out of the range in which we could help. If 911 is called, parents will be called immediately after. For minor injuries (Scrape, scratch, small cut, etc.) that are taken care of in the center, parents will be notified at pick-up time or by phone call by the director or the lead teacher of your child’s classroom. An incident report form will be filled out and ready for the parent to sign upon pick up. If you would like a copy, we will gladly make a copy for you to take home.

### 6. Child Abuse Policy

* Child abuse of any kind will not be tolerated at Little Tykes University. If any parents suspect abuse is occurring at the center, we invite them to observe and express their concerns promptly. We always want our families to feel their children are safe and be confident that their daycare is taking good care of their child(ren).

* If any staff members suspect abuse is occurring at a child’s home, there is a protocol we are required to follow. As child care providers, we are required to report any suspected abuse. We will not hesitate to report something we suspect as abuse to protect the children we care for. The police and Child Protective Services will handle everything after it is reported.

## **#3: Financial**

### Our Hours of Operation

* Little Tykes University strives to make the lives of working families easier. The hours of the center are 6:30 a.m. through 5:30 p.m., Monday through Friday. The children may be dropped off starting at 6:30 a.m. and must be picked up no later than 5:30 p.m.

We ask this out of respect for not only our staff but for the little tykes children as well.

* If it is before 6:30am (even if it is a few minutes before), please respect the staff and wait until 6:30am to enter the building. Those few minutes before opening are for getting things ready for the day and we depend on that time. If children are dropped off before that we are not able to get those things done.

* If care has exceeded 10 hours in one day, a $5 fee will be applied. This is per child (not per family) and per day.

### 2. Parent Handbook Contract

At the end of this Parent Handbook, each parent and / or guardian will be asked to sign and date. By signing the contract, the parent and / or guardian(s) are agreeing to abide by Little Tykes University rules, regulations, and policies. Before signing the contract, the parent and / or guardian(s) need to make sure they read all aspects of the Parent Handbook carefully in order to make sure you agree with the terms. If there are any questions or concerns the parent and / or guardian(s) should make an appointment to meet with the Childcare Director and / or Owner(s) before the agreement is signed and the child starts.

### 3. Tuition Due Dates and Payment Options

Rates:

|  |  |
| --- | --- |
| Birth – 1 Year | $47 |
| 1 Year – 2 Years | $45 |
| 2 Years – 3 Years | $44 |
| 3 Years and Up | $42 |
| Drop-in Fee (Per Child) | $5 |
| If Care Exceeds 10 hours Per Day | $5 |

\*\*\*We have a $45 non-refundable enrollment fee\*\*\*

You are responsible to pay for your child’s days of attendance no matter the circumstances. Each family is responsible to pay for their day even if their child does not attend. This includes the holidays we are closed, sick days, and for days we have to close for reasons beyond our control (no heat, no electricity, flooding, etc.) Depending on need for care, we may be closed additional days around holidays to allow our staff extra time with their families. We will tell you a minimum of two weeks ahead. You will not be responsible to pay for those additional days the center is closed. The holidays we are closed are listed below:

1. New Years Eve
2. New Years Day
3. Memorial Day
4. Fourth of July
5. Labor Day
6. Thanksgiving
7. Day after Thanksgiving
8. Christmas Eve
9. Christmas Day

Admissions and Withdrawals:

* + A two weeks notice is required if you no longer need our services. **You will be responsible** to pay for these two weeks whether your child attends daycare or not.
	+ In the event we need to hold your spot, you will be responsible to pay half the amount of tuition.

Payment Options:

* + Payment Option One:

Payment is due on Friday of each week, or on the last day of the week that your child attends daycare.

* + Payment Option Two**:**

Payment is due on the first business day of each month, or on the first business day your child attends daycare.

* + - If your payment is late, a $20 late fee will be charged, per day late.
		- Please be courteous and pay ON TIME. This is a business, and just like you depend on your paycheck, we depend on ours.
		- There is a non-refundable $10.00 fee for each credit card transaction.

Late Policy

We close at 6pm. If your child is picked up after 5:31pm our policy goes as follows:

* + $1 per minute late will be paid to the employee directly at pick up. Our staff is paid until 5:30pm, so if you pick up any later it is required you pay the employee who stays late with your child.
	+ The payment will be due the following business day or the following day your child attends daycare if you do not have cash on hand.
	+ Little Tykes University’s late fee is **STRICTLY** enforced. Please be courteous and arrive on time. After hours is time we spend with our families.

### 4. Sick and Vacation Days

* If your child is absent for their scheduled day for any reason, that day still needs to be paid in full. However, if a vacation is being planned, parents need to let the center know at least two weeks ahead of time so the center is aware and can make tuition changes as appropriate.
* Vacation days are only available for children who attend full time care (5 days per week). After six months from the start of enrollment, 3 days of vacation is granted.

These vacation days do not roll over into the next year.

### 6. Payment Locations

For your convenience, Little Tykes University accepts cash, check, credit card, or payments through Venmo and brightwheel. If you choose to pay with your credit card, please note that there will be a non-refundable $5.00 fee for each credit card transaction. Payments may be made when the child is dropped off or the parent’s can come in to the Childcare Director’s office whenever the center is open and make a payment. If you pay with cash or a check, there is a payment box by the entrance of the center for your convenience. Please write your child’s name on the envelope provided. If you’re interested in paying through Brightwheel, there are two payment options to choose from. You may either put in your credit card or put in your bank account information. If you pay with your credit card through Brightwheel, there is a 2.9% processing fee. If you put your bank account information and pay through Brightwheel that way, there is only a $0.60 fee per transaction.

## **#4 Other**

### 1. Nutrition

Nutrition is an important part of good health. Healthy eating habits are an important skill to have all your life. We try to make mealtimes a learning experience and encourage children to taste each food served, however no child will be forced to eat the meal provided.For your convenience, breakfast and lunch will be provided for your children.

- Little Tykes has menus for breakfast and lunch. You can view these menus on our website. If you would want a copy feel free to ask and we will print it out for you. Our menus are repeated monthly, with the exception of lunch. We have two lunch menus we alternate between.

- AM and PM snack are served, but it must be provided by you. Each week we ask you to please bring a large ziplock baggie filled with AM and PM snacks for that whole week. It must be labeled with your child’s first and last name, as well as the week the snacks are to be eaten. Please do not bring in snacks that are filled with sugar or required to be refrigerated.

- Bottles must be premade and ready to go with your childs first and last name, as well as the current date.

- Baby food, baby cereal, and additional table food snacks are not provided by the center.

### 2. Home Toys / Items

The center wants to ensure that all children are safe and healthy.

* Shoe Policy: We recommend parents send their child(ren) in comfortable shoes that have good traction to prevent slipping. Shoes that fit securely on a child’s feet allow children to participate in active play including running, jumping, etc. and minimize the incidents of accidental / injury due to falls.
* Food for Sharing: Food that comes from home for sharing among children must be packaged in a factory-sealed container.
* Parents will be notified if a child has an allergy to certain foods. If that is the case, foods containing what the child is allergic to will be **prohibited.**
* We have a separate sheet that is provided upon enrollment that has a list of the different items needed daily.
* Medication prescribed to a child attending a center should be brought in only when absolutely necessary. A consent form must be signed by the parent or guardian. The medication must be brought to the center by an adult in its original container with a label indicating the doctor’s name, child’s name, name of medication, instructions for its use and expiration date. We encourage all medications be administered at home if possible.

3. Discipline/Guidance:

At Little Tykes University, we use positive discipline and positive reinforcement. We work very hard to teach the children in our care to respect one another, adults, belongings, equipment, and playthings. To instill the good feelings that come from sharing, patients, taking turns with others, good manners, and asking for things politely are encouraged by our staff by being praised, acknowledged, and appreciated.

### 4. Biting Policy

Unfortunately, biting is not an unusual behavior for toddlers. Many children use biting as a form of communication. Although it is a somewhat common behavior, please keep in mind that it effects and hurts the other children in our care. We have designed our biting policy while keeping those facts in mind. As a center, we understand that biting is unfortunately apart of a childcare setting. Our #1 goal is to help identify the reasoning the biting is occurring and work together to find a solution. If the biting continues and remains a chronic issue, Little Tykes University reserves the right to terminate care immediately. This policy is in place to protect the children in our care. Below is a list of different strategies we may try with your child. Our staff will never use physical punishment when addressing a child who has bitten.

* Getting down on your child’s level and in a stern voice tell them that biting is not okay and our teeth are used for chewing food.
* Your child may be given a teething ring.
* Your child might be read a book by their teacher called Little Dinos Don’t Bite.
* Depending on your child’s age and availability, we may try to move your child up to the next classroom to see if that helps.
* Depending on your child’s age, your child may be placed in time out. Timeouts are for children ages 3 and up. Your child will sit the amount of minutes per year of age.

(Example: a 4 year old would serve 4 minutes in timeout).

* Your child may be brought to the director/owner to take a break from their classroom.

For children who are bitten:

* 1. Whether the skin is broken or not, the bite will be cleaned with antibacterial soap and water. If the skin is broken/bleeding we will contact you prior to pick up to let you know.
	2. A Brightwheel incident report will be posted to your child’s feed, and you will also be notified upon pickup.
	3. In order to protect the privacy of the other child and their family, the name of the child that bit will not be disclosed under any circumstances.

For children who bite:

1. You will be made aware of the biting incident upon pickup. A call may be placed if multiple bites occur in one day.
2. Good behavior will be rewarded with positive attention, approval, praise, and encouragement from your child’s teacher(s).
3. The name of the child who was bitten will not be disclosed under any circumstances.

Policy instructions for positive discipline:

1st - Remind the child of what they can do (use your walking feet)

2nd - Get down to child’s eye-level and remind them of what they can do again (you need to use your walking feet)

3rd - Warn the child (if you cannot use your walking feet you will have to leave the activity)

4th - Follow through (have the child leave the activity)

5th - For children over the age of 3, a timeout if necessary (1 minute per year of the child’s age)

5. Terminating Care Policy

We reserve the right to discontinue childcare for anyone whose behavior is detrimental to the general well-being of other children receiving care. We will always try to work with each family and their child before termination takes place. We do this by coming up with an action plan and timeframe to see improvement. Once that timeframe is up, we will revaluate and go from there. The following are reasons that can cause termination:

* A child physically hurting another child, teacher, or themselves.
* Continuously and purposely destroying furniture and equipment.
* Continuously disturbing the class and distracting other children from learning.
* Falling behind on payments and not following the payment plan to catch up.
* Not following the parent handbook rules and policies.

Little Tykes University reserves the right to terminate care immediately and without notice!

### 6. Classroom Transition and School Readiness

As many of you prepare your children to enter into a wide variety of schools and school systems, we often wonder whether or not they are ready. Our trained staff will provide and implement the necessary skills to assist and help make our little tykes transition into new classrooms and (eventually kindergarten) a little easier. Little Tykes University encourages frequent communication between staff and families in order to make all transitions and developmental milestones run smoothly and comfortably.

Before officially moving up to the next classroom, each child will transition by visiting for a few hours each day leading up to the official switch. This allows the child to get used to their new classmates, teacher(s), routine, and classroom.

* Children are allowed to move up 3 months early if the child’s teacher and director think they’re developmentally ready. If this is the case, we will have you sign a document that states you agree they’re ready to be moved up.
* Parents whose children will be moving up will be notified at least one to two weeks ahead of time.

**AGREEMENT**

By signing below, I hearby acknowledge that I have read, fully understand, and agree to Little Tykes University’s Parent Handbook

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**Name of Child / Children Enrolling**

**Printed Name of Parent / Guardian(s)**

**Signature of Parent / Guardian(s) Date Signed**

**Childcare Director / Owner(s) Signature Date Signed**