



3232 W. Cheltenham Ave
Philadelphia, PA 19150
(267) 297-7329

Hello@LittleLeadersPHL.com

Parent Guide

About Us

- We believe leadership starts at a young age. The program at Little Leaders Institute is designed to allow your child's individuality to shine through. We provide age appropriate education, arts & crafts, and other activities that encourage our kids to lead and not follow. In addition to education, our goal is to provide affordable childcare in a safe, supportive and nurturing environment for all children ages 1-5.

Daily Affirmations

- Every morning begins with our daily affirmations. Feel free to practice them at home as well!

I believe in me because...

I am smart

I am strong

I am unique

I am me

and there's no one else

I'd rather be!

Hours of Operation

- 7:00 AM - 6:00 PM daily

Ages

- 18 months - 5 years

Services

- Full Time (5 days per week)
- Part Time (up to 3 days per week)
- Drop In (*call for availability*)

Registration Fee: \$25 (non-refundable)

Rates

- **Full Time**

- -\$230 Young Toddler (1-2 y/o) - Classroom C
- -\$220 Toddler (3 y/o and potty trained)* - Classroom B
- -\$210 Pre-K (4-5 y/o) - Classroom A

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- **Part Time**

- -\$175 Young Toddler (1-2 y/o) - Classroom C
- -\$170 Toddler (3 y/o and potty trained)* - Classroom B
- -\$165 Pre-K (4-5 y/o) - Classroom A

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- **Drop In**

- -\$75/day Young Toddler(1-2 y/o) - Classroom C
- -\$75/day Toddler (3 y/o and potty trained)* - Classroom B
- -\$70/day Pre-K (4-5 y/o) - Classroom A

***Price change occurs after a child is potty trained.**

- Tuition is due every week on the 1st day of the week and must be paid on time prior to services being rendered. LLI accepts Credit Cards, Cash, Certified Checks, and Money Orders. Personal checks will not be accepted. CCIS is accepted. Refunds will not be given due to illness, vacation, etc. If your child has been absent for 3 consecutive weeks without notification from the parent/guardian, they will be dropped from the program.

- **Late Fee**

- **\$5 per minute per child**

Drop Off & Pick Up Procedure

- You are required to sign your child in with your name and the time of arrival using the sign-in sheet located by the front door. In accordance, you are also required to sign your child out prior to leaving with your name and the time of your child's departure.
- When dropping off your child, please wait in the designated area in classroom A until a staff member has retrieved your child from you before leaving. When arriving for pick-up, please wait in the designated area in classroom A until your child has been brought to you.
- Only authorized persons as listed on the student's intake forms may take a child from the center. ID will be requested upon pick-up.

Parking

- Parking is located in the lot directly outside of the facility as well as along the side of the building on E.Gowen Ave. We ask that you please do not double park in the parking lot or along Cheltenham Ave as it may cause congestion or hazardous conditions.

Outdoors

- We understand that outdoor play is a vital part of a child's growth and development. Because of this, we will be utilizing our outdoor space everyday unless weather conditions do not allow (ie. precipitation, extreme heat or cold). We ask that you dress your child in clothing that is appropriate for the seasons (ie. coat, hat, gloves, sneakers or boots for winter. Shorts and t-shirts for summer). Please do not send your child to school in open toe sandals or shoes they are unable to run in. This will help in avoiding tripping and falling or injury to the feet.

Meals

- All children must bring their lunch each day. LLI will provide Breakfast and AM/PM Snack.

Holidays

- Little Leaders Institute will be closed during the following employee holidays
 - January: New Year's Day
 - January: MLK Jr. Day
 - April: Good Friday
 - May: Memorial Day
 - June: Juneteenth
 - July: Independence Day
 - August: Summer vacation (scheduled on the last week of the month)
 - September: Labor Day
 - November: Thanksgiving
 - December: Winter break (scheduled around the Christmas and Kwanzaa Holiday)

Emergency Contact

- In the event of a serious accident or injury at the institute, children will be given first aid and parents will be notified immediately. We ask that you provide current contact information for yourself and anyone listed as an emergency contact.

Medication at the Center

- We must have a signed form allowing for medication to be given during the institute's hours. Medication must be in a container with the pharmacist's label attached. The label must include a description of the medication, the dosage, when it is to be taken and the prescribing doctor's name.

Dropping a child from the program

- If you plan to drop your child from the program, a 2 week notice is required.

Discipline Policy

- Children who are having difficulty for any reason will be re-directed to another activity with teacher assistance. In the event that a child's behavior is likely to result in harm to

the child, others or property, or seriously disrupts group interaction, the child may be separated briefly from the group. The child will be given a timeout with a staff member until such time he/she can be reintroduced to the group. The child will always be left in an area where he/she is in full view of, and can be supervised and supported by a staff member. Interaction between the child and a staff member will take place immediately following the separation to guide the child toward appropriate group behavior. A method of discipline which frightens, demean, or humiliates a child is strictly prohibited.

Child Abuse Policy

- In Pennsylvania, a Mandated Reporter is required to make a report to ChildLine when he or she has a reasonable cause to suspect that a child is the victim of child abuse or neglect. A Permissive Reporter is encouraged to report suspected child abuse but is not required to do so by law. All staff of Little Leaders Institute are Mandated Reporters and are required to report any suspected abuse, neglect, or maltreatment on the part of an employee, parent, or volunteer. Any abuse or maltreatment of a child, either as an incident of discipline or otherwise is prohibited. Any means of corporal punishment will not be tolerated. Additionally, withholding or using food, rest or sleep as a punishment is prohibited. If any type of abuse or neglect is suspected it will be reported to ChildLine, 1(800)-932-0313.

Contact Information:

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