

Little Tots Learning Center  
11338 Tower Oak Blvd  
Houston, TX 77064  
(281) 469-4282  
Monday – Friday 6 am – 6:30 pm

Little Tots Learning Center is committed to excellence in early childhood education. We strive to provide a warm and nurturing environment that supports children as they learn and grow socially, emotionally, intellectually, physically and spiritually. Little Tots Learning Center staff provides unique experiences designed with each child's needs in mind. By encouraging participation in-group activities, getting along with others and developing a feeling of security and belonging. We strive to instill in each child an enthusiasm for learning through both exploration and hands-on experiences. A Christ-centered approach to teaching character qualities and an integrated biblical worldview are modeled through the love of our staff and the responses given to the children in our care. Bible stories, songs, and prayer give children an awareness of God's love for them. While we do not teach any specific religion, we do teach knowledge of God's word and how it applies to our daily life.

"Train a child in the way he should go, and when he is old he will not depart from it."  
Proverbs 22:6

We believe that life is a learning experience and it is our mission to bring a higher degree of compassion and dedication to your child's education. We offer year-round age-specific curriculum developed to grow with your child and help prepare him/her for a lifetime of learning and success. Our curriculum is based on a Learn through Play philosophy and filled with challenging, yet developmentally appropriate, activities. Children are encouraged to participate according to their needs, strengths, and interests. We work hard to provide a wide variety of enriching activities designed to keep learning fun

Our program is designed to provide support by both children and Families in an environment that lets each child's uniqueness shine. There are many opportunities throughout the year planned to get the entire family involved in The Little Tots Learning Center experience. We love each of our families as our own and look forward to making your family a part of our ever-growing community.

"So in Christ we who are many form one body, and each member belongs to all the others."  
Romans 12:5

## Little Tots Learning Center Curriculum Overview

**Teachers** - Our teachers are highly trained and professional. Each staff has had a background check and fingerprinting completed before being hired. All staff are both CPR and First Aide Certified. All staff recognizes and respects the uniqueness and potential of each child, their families and their culture. Ongoing training and monitoring ensures our teachers have training surpassing that which is required by Texas law. We don't require for employees to be Vaccines reference to minimum standard #502.

**Parent Teacher Communication** - Parent and Teacher conferences will be schedule throughout the year to keep you informed of your child's progress. If you need additional time please let us know. You are welcome to look in on your child at any time. For security purposes, however, all visitors to the playground or classroom areas must be cleared first by the front office.

**Infants (6 weeks to 17 Months)** - The curriculum designed towards our littlest explorers includes sensory activities as well as activities (designed to promote language and social development). We plan activities to engage creativity, strengthen motor skill, and build those first connections in the brain

**Toddlers (18 - 35 Months)** - We use a literature-based curriculum for our toddler room. Each week's lessons are themed around a piece of children's literature. Integrated into each theme are Alphabet and Number activities as well as shape, colors and early concepts such as opposites and sorting. Toddlers are always on the go and we use this energy to plan activities that build both fine and gross motor skills. We also encourage social and emotional growth by talking about feelings and sharing during daily circle and free play centers time.

**Pre School (3-4 years)** - Our Pre School Curriculum is designed to create a passion for learning. Our hands on approach to learning basic concepts like phonics, printing, early math and science makes for fun filled days. We strive to nurture the natural curiosity and building independence of our Preschoolers while teaching boundaries and social skills.

**Pre Kindergarten** - Our Pre K curriculum is based on the Rising Star Curriculum and to the Common Core Standard. Each week's lessons surround a common theme. During the course of each week our subjects include Writing, Reading, Math, Science, Social Studies, Art, Music and Movement. as well as weekly bible study. We integrate individual, small group and large group times throughout each day's activities. A detailed description of the Pre Kindergarten curriculum is available. Feel free to ask the front desk.

**School Aged Program** - Our afterschool program includes homework help and a healthy snack. We also have free time and outdoor play to let out some of the energy stored up during the school day.

We also offer Spring Break, Christmas and Summer Camps. The camps include field trips, arts and crafts and many other fun activities.

### **Physical Activities**

Children are provided with opportunity of physical activity on a daily basis through outdoor play, music and movement.

### **Screening time**

Screen time is limited to curriculum or movie day.

**Withdrawal Policy** - Parents must notify LTLC in writing two weeks prior to withdrawing their child. Tuition will be charged if notice is not given.

**Overtime** - Our school closes promptly at 6:30pm, **after 6:30pm a late pick up charge will be assessed.** The charge is \$5.00 per child for the first 5 minutes and \$2.00 per minute/per child thereafter.

**Absences** – If your child is going to be absent please call before 9 am.

**Holiday Schedule** - Little Tots Learning Center will be closed for the following holidays:

New Year's Day , Good Friday, Memorial Day, Independence Day (July 4<sup>th</sup>) Labor Day, Thanksgiving Day, Black Friday , Christmas Day and New Year's Eve.

If a holiday falls on the weekend, we will be closed on observance either the day before or after depending on when the local business are observing the day.

If, for any reason, this holiday policy should change you will be notified well in advance.

**Note: Tuition is due IN FULL for the week in which a holiday is observed.**

**Vacations** - In the event that you remove your child for any reason for an extended period of time (three weeks or more), you must continue to make school tuition payments if you want your child's space to be guaranteed. Tuition will continue to be charged until a change of schedule form is completed, notifying us of an extended absence. If an extended absence is taken, and tuition is not paid, the child's space in the classroom will be forfeited. If you wish to re-enroll, and the child's space is still available, a \$100 reinstatement fee must be paid before the child will be re-enrolled. This nonrefundable fee is in addition to the usual tuition charges.

**Procedure for Pick Up and Drop Off Policy** - Upon arrival the child must be signed in and brought in through the front office to a staff member. CHILDREN SHOULD NOT BE LEFT UNATTENDED AT ANY TIME!

If your child is to be picked up by anyone that is not on the enrollment, you must notify the front desk in writing and a valid picture ID will be required for your child to be released.

**Meals** - Little Tots Learning Center serves nutritious meals approved by the US Department of Agriculture's food program.

We serve Breakfast 7 - 8:30 am Lunch 11:30 - 12:30 pm Snack 2:30 – 3:30 pm Super at 5PM

We provide meals for infants such as baby food and cereal as a participant of the USDA Federal Food Program. If your child requires a special diet due to **allergies**, a written Physician's statement MUST be on file at the center with specific instructions and parents must provide the meals.

Liquids and food hotter than 110 degrees F are kept away of children's reach. Staff are educated on food allergies and they take precautions to ensure children's safety.

Prepared food brought to school for sharing with children must be store bought.

Healthy snacks are available when school-age children arrive.

**Staff does not reward good behavior or clean plate with foods of any kind. Milk, fruits and vegetables are available to all children at mealtime.**

**Dress Code** - Children MUST wear closed toed shoes and socks DAILY. Open toed shoes are not playground safe and will not be permitted.

Little girls like to jump, run and play so please make sure if your child is wearing a dress or skirt that she has either shorts or bloomers under them.

Little Tots T Shirts MUST be worn on all field trips and outings.

**What does your child need in his / her cubby?**

**Each child should have in his/her cubby AT ALL TIMES the following items**

**1- Complete change of clothes**

**2- Blanket and sheet (must be pick up every Friday to clean)**

**3- Sleep Buddy or Small Pillow (optional)**

**If your child is not fully potty trained, please make sure your child has diapers and wipes**

**Electronics Policy** - Electronic devices are not permitted in the classrooms at any time. This includes but is not limited to cell phones, tablet, iPods and electronic gaming devices. The Little Tots and staff are not responsible for lost, broken or stolen electronics.

**Accidents/Critical illness** - First Aid will be administered for all minor injuries. Parents will be notified when necessary for care. We try our very best to prevent accidents to all of our children. All of our staff are trained in CPR and First Aid and keep current certification. In the event of a

major emergency, parents will be notified immediately and emergency services will be contacted. CPR will be given when needed.

Children must be kept home if they have fever, coughs, sore throats, vomiting, diarrhea, or other symptom of contagious disease. Children must be free of symptom or 24hrs before returning to school or a health-care professional has diagnosed as not contagious. If the child displays symptoms in the afternoon or evening, he/she should not be in school the next day. The child may not return to school with medication to control the symptoms (for example Tylenol for fever) unless cleared with the director. Children who become ill at school will be excluded from the other children and parents will be called immediately. Please pick up your child as quickly as possible; if a classmate has contracted a contagious disease we will notify parents immediately. If your child is ill and cannot come to school please call and let us know.

**Medication** - Little Tots Learning Center will NOT dispense ANY medication without physician's written instructions. All medications, MUST be signed in at the front office and labeled with child's first and last name and have attached physician's instructions.

**Health Requirements** - The State of Texas requires a signed statement from a Physician stating that the child is in good health and is able to take an active part in The Little Tots program. This is included in each child's file.

A current copy of your child's immunization record MUST be on file at the school.

Immunizations should be up to date before beginning school and kept up to date annually. If for some reason they are not current we are required to have a written statement from a physician stating that immunizations have begun and will be completed as soon as medically feasible.

Vision and Hearing Screening must be conducted and included in your child's file within 180 days of the child's 4<sup>th</sup> birthday.

**Emergency Preparedness Plan**

An emergency/disaster plan has been developed to provide safety care for our children should an emergency or disaster occur during the program day. A copy of this plan is available for review at any time.

**Staff Training** - Along with ongoing curriculum and child development training exceeding the state minimum, every staff member of The Little Tots Learning Center has been trained in preventing and responding to the abuse and neglect of children. This training includes spotting warning signs, prevention techniques and proper reporting of suspected abuse and neglect, as well as support for victims and families.

If you feel any child has been the victim of abuse or neglect, you can contact Texas Abuse and Neglect Hotline at 1-800-252-5400 or <https://www.txabusehotline.org>.

**Breast Feeding** - If you choose to breast-feed your child, a clean quiet place will be provided for you to do so. Also, if you choose to provide breast milk for your child, we will be happy to store and serve it for you. Breastfeeding education and support resources are available upon request.

**Transportation Policy** - Little Tots Learning Center transportation is provided by the Little Toys Learning Center van / bus to and from LTL Center. If your child is scheduled to be picked up by The Little Tots Learning

Center van from public school and does not need transportation for any given day a parent must notify LTLCenter before 2pm. If the parent does not call the center there is a 5-dollar fee.

At pick up time from school the van driver will not wait for any child longer than 5 minutes.

**Water Activity** - We do splash day during the summer time, parents will be notified before the activity.

**Summer Camp** - We will have adventures and field trips that are carefully planned for age 5-11 years old. Parents' permission is required.

**Civil Rights** - In accordance with Federal Law, The Little Tots Learning Center does not discriminate based on race, color, Nationality, sex, age, religion or disability.

**Gang Free Zone** - Little Tots Learning Center is a Gang Free Zone! Gang related criminal activity or engaging in organized criminal activity within 1000 feet of our center is prohibited and is subject to increased penalty under Texas law.

Little Tots Learning Center prohibits smoking on our property.

**Parent's participation** - If parents would like to participate in any activity please contact the director.

A copy of our latest minimum standard report is available in the front office for you. You may obtain information about licensing standards or procedures by calling 1-800-862-5252 or visiting the licensing website at [www.tdprs.state.tx.us](http://www.tdprs.state.tx.us)

If you have questions or concerns about these policies, or any other issues please feel free to contact the director. If you would like to make an appointment, the director is available Monday through Friday. Parents will be notified of any policy changes immediately in writing.

**Emergency Preparedness Plan** - In the event of an emergency situation, The Little Tots Learning Center has outlined the below response plan. Please know that we will make every attempt to notify you so it is vital that you keep your emergency contact information up-to-date. Keep this letter in a safe place so that you will know how to contact us in the event of an emergency.

**Evacuation/ Relocation** - If the emergency is confined to the immediate area at The Little Tots Learning Center, e.g. Fire, gas leak, flooding inside the building and the children cannot stay on the premises, the children will be taken to

Cypress Creek Recreation Association, 11335  
Tower Oak Blvd  
Houston, TX 77065  
(281) 890-7029

The children and staff will remain at this location while you or your emergency contact are notified of the situation.

If the emergency is more wide spread and encompasses a larger area such as the neighborhood due to an environmental threat, e.g. flood, and the children cannot remain in the immediate area, they will be transported to

Little Promise Keepers  
12320 Cypress North Houston  
Cypress, TX 77429

(281) 807-0009

**Hurricane or Emergency Closing:** - In the event of a Hurricane, Freezes or Flooding, The Little Tots Learning Center will follow CY-FAIR ISD Emergency Closure Schedule. Parents will be notified of the closure.

**Notification:**

Every effort will be made to contact you as soon as the children and staff are safe. If we cannot reach you, we will contact your alternate emergency contact. Children will only be released to you or your alternate emergency contact during times of emergency.

Please rest assured that The Little Tots Learning Center staff will remain with and care for the children at all times during an emergency to ensure the children's safety. As always, please don't hesitate to contact me if you have any questions or concerns

Disciplinary Procedures & Policies  
Little Tots Learning Center

Proverbs 10:17 tells us "He who heeds discipline shows the way to life, but whoever ignores correction leads others astray."

It is our desire for The Little Tots Learning Center students to be salt and light in the world, showing the way to live and not lead others astray!

Matthew 5:16 In the same way, let your light shine before men, that they may see your good deeds and praise your Father in heaven.

Discipline Procedures & Policy

A very important part of The Little Tots Learning Center experience is helping children learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than a parent. A caring and positive approach will be taken regarding behavior management and discipline. The teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions.

Our discipline procedures will consist of the following strategies:

1. Encouraging children to use their words when having a disagreement with another child.  
Facilitating children in their attempts to settle their own disputes.
2. Redirecting behavior when this seems potentially effective.
3. Separating a child from the group (Time-Out) — one minute away for each year of age.

4. Counseling the children individually about their behaviors.
5. Making parents aware of disciplinary concerns (Incident Report)

Disruptive Behavior distracts from the full benefit of The Little Tots Learning Center program and will result in consequences. The following behaviors are considered disruptive and will not be tolerated.

- \* Requires constant attention from staff.
- \* Inflicts physical or emotional harm on other children, adults, or self.
- \* Disrespects people and materials provided in the program.
- \* Consistently disobeys the rules of the classroom.
- \* Verbally threatens other students and/or staff.
- \* Uses verbal or physical activity that diverts attention away from the group of Children.
- \* Use of foul, offensive OR hurtful language.

#### Discipline Procedures for disruptive behavior

- \* Disruptive Behavior will be addressed in an incident report. This will be completed to document any inappropriate behaviors that directly impact other children, staff members, or group as a whole. This report will be shared with the parent and will explain the behavior and how the behavior has affected others. It will also explain how the situation was resolved. The Parent will sign the incident report.
- \* If a child has difficulty managing his/her behavior on a recurring basis, parents will be asked to meet with the child's teacher and the Director to discuss the behavior and strategies to address the behavior.
- \* If the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the child to be sent home for a time to be determined, or removed from The Little Tots Learning Center altogether..

Children cannot become self-disciplined unless adults teach them right from wrong. At The Little Tots Learning Center, children will be taught the expectations for correct behavior and encouraged to live and act accordingly. When children know something is wrong, and choose to do it anyway, consequences will follow to communicate that the behavior is not acceptable and will not be tolerated in our center. This is in line with God's relationship to us. He has given us His Word so that we may know how to live, and He has promised to discipline us if we belong to Him. Proverbs 3:11-12 "My son, do not despise the Lord's discipline and do not resent his rebuke, because the Lord disciplines those he loves, as a father the son he delights



# Sunscreen and Insect Repellent Policy

Sunscreen and insect repellent must be:

- 1) Safe for the age of the particular child;
- 2) In the original container; and
- 3) Within the expiration date noted on the product. Aerosols, as well as, combined sunscreen and insect repellents are prohibited.

Prior to use at a center/school, sunscreen and repellent should be applied to the child at least once at home to test for any allergic reaction. A Parent Release-Sunscreen and Insect Repellent form must be signed by the parent/guardian before either is used. This permission slip must be updated annually

## **Sunscreen**

Sunscreen/sunblock must provide UVB and UVA protection with an SPF of 15 or higher. Sunscreen may be provided by a parent/guardian (labeled with the child's full name) or made available by the center/school.

Sunscreen may not be used on infants under 6 months of age unless accompanied by a doctor's note. School-age children may apply sunscreen to themselves with adult supervision for proper application.

Sunscreen should be applied only to exposed areas of skin, and 20 to 30 minutes before going outdoors to be absorbed into the skin and to increase its effectiveness. Sunscreen should be re-applied every two hours while outdoors, or more often if the child is involved in water play or perspiring. Brimmed hats, long sleeved shirts and pants in light colors provide additional sun protection. Reflective areas (such as water and sandboxes) for prolonged periods of time should be avoided.

## **Insect Repellent**

Insect repellent may not be used on an infant under 2 months of age. Insect repellent should be used only when recommended by public health authorities or requested by a parent/guardian.

The repellent should contain a concentration of 30% DEET or less. Repellents not containing DEET may only be used if safe for the age of the particular child. Oil of lemon and eucalyptus products may not be used on children under the age of 3.

Insect repellent should be applied to a child's skin only once a day, but may be sprayed on clothes for later trips outside. School-age children may apply insect repellent to themselves with adult supervision for proper application. Sprayed clothing is returned home at day's end to be laundered. Exposed skin should be washed off with soap and water after a child returns indoors.

### **Application Do's and Don'ts**

When applying sunscreen or insect repellent do:

- Wash and dry your hands. Hands are washed again as you move to the next child's application and upon completion of application of the last child. Gloves may be worn and the same ones used from child to child if the same lotion is used.
- Staff must wear gloves if either you or the child has broken skin, a sore/rash or other skin condition. Gloves must be changed when moving from child to child if a skin condition is involved.
- Put the lotion on your hands, then rub on the child's face and other sensitive areas, using caution near the eyes. Pay special attention to ears, scalp and neck.

## Discipline Policy Agreement

I have read The Little Tots Learning Center Disciplinary Policies and Procedures. I have discussed this with my child and agree to comply with the discipline policies and procedures of the preschool.

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Parent/Legal Guardian Signature

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Parent/Legal Guardian Name Printed

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Child's Name

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Date

The Little Tots Learning Center  
11338 Tower Oaks Blvd Houston, TX, 77065  
Tel 281-469-4282  
Email – [theltlcenter@gmail.com](mailto:theltlcenter@gmail.com)

PARENT TUITION CONTRACT

Tuition for your child is due by the close of business Friday for the current week

In order to avoid late fee.

IF paid the Following Monday please add \$10 to  
your tuition.

Child's Name \_\_\_\_\_

Please circle type of care you are requesting for your child.

FULL-TIME

PART-TIME

You may not switch from Full-Time to Part-Time on a weekly basis.

If you choose full-time your child holds a spot Monday thru Friday this means we are unable to take another child, therefore you are required to pay full tuition each week to hold their spot. If your child is out sick or you decide to keep them out for any reason or if the center is closed for a holiday or weather day FULL TUITION IS DUE.

If you hold a part-time spot then you must decide which days to lock your child into so we may fill the other days with another child. If your child is out sick or you decide to keep them out for any reason or if the center is closed for a holiday or weather day FULL TUITION IS DUE.

I have read and understand the Parent Tuition Contract

Parent \_\_\_\_\_

Date \_\_\_\_\_

Parent \_\_\_\_\_

Date \_\_\_\_\_

# Little Tots Learning Center Parent Orientation

Name of parent/guardian: \_\_\_\_\_

- I have received information on the following: Introduction to the staff a Parent visit with the classroom caregiver
- Overview of the parent handbook
- Policy for arrival and late arrival
- Opportunity for an extended visit in the classroom by both myself and my child for a period of time to allow us both to be comfortable
- An explanation of the Texas Rising Star Program
- Encouragement to share elements of my CCS enrollment so that the provider may assist, if applicable
- Family support resources and activities in the community
- Child development and developmental milestones
- Expectations of families
- The significance of consistent arrival time, including:  
Before the educational portion of the school begins impact of disrupting other children's learning
- The importance of consistent routines in preparing children for the transition to Kindergarten
- Statement about limiting technology use on site to improve communication between staff, children and families
- Statement reflecting the role and influence of families I acknowledge receipt of the above information.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

Director signature \_\_\_\_\_ Date \_\_\_\_\_

# **Parent Release - Sunscreen and Insect Repellent**

Please make sure that you apply sunscreen to your child/ren in the morning before drop-off. If you would like us to reapply sun screen or bug repellent to your child/ren after nap for afternoon outdoor play please complete this form. Teachers will not accept sunscreen or bug repellent without this form. Sunscreen and insect repellent should be applied to a child at least once at home to test for any allergic reaction. Due to potential inhalation, which can be especially dangerous to children with asthma or other conditions, aerosol sprays are prohibited. Sunscreen/sunblock must provide UVB and UVA protection with an SPF of 15 or higher. Sunscreen may not be used on infants under 6 months of age unless accompanied by a note from the child's medical provider. Insect repellent must contain a concentration of 30% DEET or less and may be applied no more than once a day. Insect repellent may not be used on infants under 2 months of age.

All sunscreen/sunblock and insect repellent provided by a parent/guardian must be:

Provided in the original container;

Clearly labeled with the child's full name;

Within the expiration date; and appropriate for the age of the child.

I give Little Tots Learning Center permission to apply (name of sunscreen):

\_\_\_\_\_

and/or (name of insect repellent) \_\_\_\_\_

\_\_\_\_\_

to my child (a separate form is require each child)

\_\_\_\_\_

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ (not to exceed one year).

Special Instructions Sunscreen/Sunblock:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Insect Repellent:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Name

