



Little People Destined For Greatness
Universal Pre-School & Child Care

PARENT HANDBOOK

This handbook was designed to give parents information needed throughout the year, including policies and procedures to ensure quality care.

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Little People Destined For Greatness Child Care is a Child-Care/Universal Preschool that ventures beyond the traditional child care services while maintaining its ability to deliver high-quality, safe and dependable services at reasonable rates.

The facility is conveniently located near the 91, 405, and 605 freeways. The facility offers approximately 1800 square feet for Pre-school program as well as child care. Amenities include a playroom, computers, art laboratory, learning center, library, and surveillance cameras.

The facility is owned and operated by Mrs. Valencia Randall-Walker who is a Pre-School Teacher. Among her many other qualifications, she's a certified CPR instructor, youth counselor, Professional and Life Skills Orator, community educational tutor, Youth Pastor of the Ministry of Reconciliation Church, a Member of the California Federation Family Day Care Association, The National Association For The Education of Young Children, California Association For the Education of Young Children and registered with the Better Business Bureau

The facility Pre-School program is sponsored and funded by LAUP/First 5. The Pre-School program offers free to low cost pre-school education for all children four (4) years of age in LA County, regardless of families economic status. For more information regarding LAUP click here www.laup.net

Mrs. Randall-Walker launched Little People Destined for Greatness in June of 2000 in response to the growing demand for quality child care in the Long Beach, Lakewood, Cerritos, Downey, Artesia, and Bellflower area.

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Philosophy

The early childhood experience formulates the basis for lasting attitudes toward learning. My program philosophy is as follows: The potential for learning is greatest during early years of a child's life. Research has shown that learning for children is best accomplished through play and multi-sensory involvement. Providing many hands-on experiences is a very important aspect of learning.

The early education learning environment whether in the home or in a school, should provide a rich variety of activities that will foster physical, mental, emotional, and social development. I seek to develop the whole child by addressing the physical, academic, social, and emotional, of each child, by offering a pliable academic atmosphere, flexible curriculum, and celebrate individual progress. I believe in offering opportunities for each student to experience success and challenge on a daily basis.

Activities will include both individual and group learning experience using a variety of concrete experiences. Each child's growth level should be the basis for the extension of his/her learning.

MISSION STATEMENT:

The missions of Little People Destined for Greatness Childcare is to shape prepare and equip today's children to succeed in tomorrow's world. All participating children will enter school ready to learn and continue to be successful learners. We will accomplish this mission one child, one family at a time. Services provided will be of the highest quality and will constantly be modified to meet the needs of the families we serve. Little People Destined For Greatness Child Care will become part of a comprehensive system of integrated community services for young children in Los Angeles County. We value families and children in all we do.

Additional information about our Program

Your child is our number one priority. We have taken a variety of steps to ensure that your child is safe while in our care.

- All staff members are trained in First Aid, CPR, and Universal Precaution on a regular basis.*
- Our site has access to an on-call nursing advice line*
- Our site features a closed-circuit security monitoring system.*
- All teachers/employees are fingerprinted and have obtained a Department of Justice, FBI, and Child Abuse index clearance as a condition of employment.*
- 5 to 1 ration toddlers & Preschoolers (2 to 1 ration for infants)*
- Semi-Monthly health and safety, earthquake and fire training and drills*

PROGRAM GOALS

- To provide a yearly evaluated Los Angeles Universal Pre-School. The Pre-School classroom is evaluated using a 5-Star Quality Assessment and Improvement Scale developed in collaboration with educators and parents. This scale helps to identify strengths of the program, as well as areas that might need improvement, i.e. teacher qualifications, class size, adult/child ratios, parent engagement and a host of factors relating to the environment in which our children explore and learn.
- To provide quality childcare for infant, toddlers, pre-school aged and school aged children.
- To provide Qualified Teachers, and **Low Turnover**. The staff will have the educational background to promote your child's learning and development. **Low turnover** is a key factor in promoting consistent, stable care.
- To empower children and parents using uniquely creative and innovative techniques.
- To enhance self-esteem and development of a positive self image as an individual as well as a group member.
- To provide opportunities for social interaction to develop communication and decision-making skills and to appreciate diversity.
- To encourage each child's creativity and exposure to a broad variety of media and activities.
- To develop positive habits and skills related to self-care, nutrition and fitness.
- To help children develop personal values and respect for others' beliefs.
- To enrich family life by helping parents care for the child through parenting and life opportunity workshops.
- To enhance a child's school readiness and/or participation in formal education.
- To provide flexible, non-traditional hours of operation (designed for the working parent).
- To develop appreciation for cultural and social diversity through field trips and specifically focused activities.
- To enhance and improve physical, social, emotional, and cognitive development.
- Basic computer training
- Tutoring for school aged children.
- Music & Movement
- Potty training.
- EMSA approved Community CPR training. **(for parents)**
- Monthly health and safety training and drills. **(for children & parents)**
- Semi-monthly earthquake safety training and drills. **(for children & parents)**
- Monthly fire safety training and drills. **(for children & parents)**
- Community awareness educational activities.

PROGRAM OBJECTIVES

We will provide an opportunity for age appropriate behavior of the pre-school child through goals and objectives, which will expose him/her to the following:

- A safe, comfortable and nurturing environment.
- Introduction to primary learning concepts that will be useful in the beginning elementary years such as reading and math readiness.

Program Objectives continued:

- An opportunity to express themselves verbally through language development.
- An opportunity to explore his/her environment as well as community.
- An opportunity to develop the ability to reason, to make decisions, and to problem-solve.
- An opportunity to play and learn with other children.
- To participate in a curriculum that is geared towards exploring creative activities that will enhance intellectual, physical, social and emotional growth.
- To learn self-discipline and control through the use of appropriate maturity level skills and coping techniques.
- To relate to adults other than parents in a satisfying positive manner.

SERVICES:

- Full-time and Part-time childcare
- 3 ½ hour Universal Pre-school Program (sponsored & funded by First 5 LA)
- Flexible, non-traditional hours of operation
- Provide healthy meals and snacks
- Potty training (**no additional cost**)
- Infant, Toddler, and Pre-School Curriculum
- Inclusion program for children with special needs
- American Sign Language
- Develop appreciation for cultural and social diversity through field trips and specially focused activities
- Community awareness educational activities
- Promote diversity and self-esteem, individualism, and self confidence
- Basic Computer training
- Tutoring (available to after-schooler)

ENVIRONMENT:

Our facility will provide a clean and well-supervised play area. The toys and play area, all blankets, pillows and nap area are sprayed daily with disinfectant. Weekly, toys are sanitized with bleach-water. All bedding is washed weekly or more often if needed. We have outlet protectors in all outlets not being used. All harmful chemicals, medications, or dangerous items are kept behind closed doors on top shelves. There are NON-SMOKERS in this facility. All dishes and utensils will either be disposable or sanitized after each use.

DEPENDABILITY:

We are opened five days per week 6:00 am until 6:00pm. Our childcare is open to all children regardless of race, nationality, or creed who may benefit from our type of program. Should a reason arise when we must be closed, we would request each family have a back-up childcare provider.

CHILD CARE FEES

Age Group	Full-time Daily	Full –Time Weekly	Part-time Hourly	Part-time Weekly
6 weeks-24 months	\$47.00	\$203.00	\$10.45	\$181.00
2-5 Years	\$46.00	\$192.00	\$9.00	\$172.00
School Age	\$37.00	\$162.00	\$8.00	\$129.00

Holidays, vacations, and child absences will be billed as if care were provided.

Full time= **21+** hours per week or **4+** hours per day (10.5 hours per day max.)

Part time= **1-20** hours per week or **1-3** hours per day

Daily rate is charge for drop in care or variable schedules

Additional charge for care provided before 6:00am and after 6:00pm

Additional charge for weekends

ENROLLMENT

Positions in childcare are considered “open” unless a non-refundable deposit is paid. This will hold your child’s slot for a period of two (2) weeks after the scheduled start date. An exception will be made for newborn care. We will hold the opening for six (6) weeks after the birth of a child. The deposit is equivalent to one (1) week of childcare.

If childcare begins as stated in the contract, the deposit will be applied toward the first week of childcare. If childcare does not begin on the contracted date, the deposit will be forfeited and become the property of Little People Destined for Greatness Childcare and Universal Preschool.

A yearly registration fee of \$150.00 is due at the time of enrollment in childcare program and every January 30th each calendar year thereafter. If a child enrolls later in the year, registration fee will be prorated in January. The fee is nonrefundable and will be used to recover expenses.

Child Care fees are to be paid on the **Friday or last business day of each week in advance of the coming week**. Late fees in the amount of \$25.00 will be charged for payments received past the day it was due. If payment (including late charges is not received by the third “Late Day,” Provider may immediately terminate care for Child.

Enrollment continued:

Applicable to all payments to Provider, any parent who passes a check on insufficient funds shall be liable to Little People Destined for Greatness the amount of the check and a service charge of twenty-five (\$25) for the first check passed on insufficient funds and thirty-five dollars (\$35) for each subsequent check passed on insufficient funds. **SEC. 1719 – California Civil Code:**

FULL-TIME CHILDCARE (20+ hours per week 10 hours per day):

If your child (ren) is/are dropped off before or picked up later than your scheduled contract time, you will be charged any applicable early drop-off and/or late pick-up charges.

The Full Day Rate is for a ten (10) hour period. If your child (ren) is/are here for more than the ten (10) hours, those extra hours are charged in five (1) minute increments or any portion thereof. Our business hours are from 6:00 a.m. until 6:00 p.m. **There is no make- up time.**

PART-TIME CHILDCARE: (less than 20 hours per week or less than 10 hours per day):

You will be charged a set fee per week. This minimum fee will be charged on a weekly basis, and is due prior to care. Overtime will be extra. There will be no discounts for sick days or vacations. You will be charged from the minute you drop off your child (ren) until your scheduled pick-up time. Should you bring your child (ren) late, you will still be charged for the full day. If your child (ren) is/are picked up later than your scheduled pick-up time, you will be charged for the extra time and any applicable late charges. **There is no make- up time.** Part-time care can be terminated by Little People Destined for Greatness Childcare and Universal Preschool if the position can be filled by full-time care.

SHORT-TERM CHILDCARE:

Childcare needed on a temporary basis, regardless of length of contract is accepted.

BEFORE AND AFTER-SCHOOL CARE:

There will be a minimum charge for before and after-school care. This applies to children, which are full-time students. There are no breaks for sick days or vacations. If your school aged child is holding an “after school” space, there will be no charge during the summer, when the child is not present. If your school-child is holding a full-time space during the summer, again, there will be no sick days or vacations days awarded during the summer. You should also expect an increase in fees for full-time summer-care.

LAUP 3 ½ hour PRESCHOOL PROGRAM:

The provisions in this section apply only to Parents with children enrolled in LAUP Preschool Program.

- A.** Child may only be enrolled in **one** Pre-School program funded by Los Angeles Universal Pre-School (LAUP).
- B.** The Parent(s) must be a Los Angeles County Resident
- C.** Child being enrolled in Pre-School program must be 3 ½ - 5 years old with a birth date prior to November 2nd.

LAUP 3 ½ hour preschool program continued:

D. Child must maintain at least 80% attendance record.

LAUP Pre-School Hours

Monday through Thursday

AM session - 8:15 a.m. to 11:45 a.m. PM session - 12:00 p.m. to 3:30 p.m.

- * Parent may request preferred session. Subject to Provider availability and discretion, Provider may- but not required to accommodate the request.
- * Parent(s) **MUST** strictly adhere to scheduled drop off and pick up times set forth to avoid having to pay a fee for early drop-off and late pick-up times.
- * Parent(s) must make request to Provider in advance of schedule changes. If the change results in additional hours above the 3 ½ LAUP allocated hours, parent(s) will be required to pay child care fees. Additional hours are subject to Provider availability and discretion, Provider may- but not required to accommodate the change.

LAUP Pre-School Parent Investment Fee

- * LAUP requires Parent(s) to pay a monthly Parent Investment fee of \$60. Parent may apply for a waiver of the Parent Investment Fee. Parent(s) is responsible for all accumulated parent investment fees if waiver is not approved.
- * Return Check Fee: Applicable to all payments to Provider, any parent who passes a check on insufficient funds shall be liable to Little People Destined for Greatness the amount of the check and a service charge of twenty-five (\$25) for the first check passed on insufficient funds and thirty-five dollars (\$35) for each subsequent check passed on insufficient funds. **SEC. 1719 – California Civil Code:**

SUBSIDIZED CHILD CARE ENROLLMENT

If you are on any Payment Assistance Program, you will be held liable for payment your Payment Assistance Program does not make, and any accumulated late fees. Please make sure that your childcare has been approved before starting your child (ren).

The provisions in this section apply only to Parents who are current or former recipients of CalWORKs, when subsidized child care payment is expected to be received through an Alternative Payment Program.

Care will only be provided during days and hours approved by the Alternative Payment Program as described on the most recent Notice of Approval (or Provider Payment Request for Stage 1 or Child Care Certificate for Stage 2 or 3).

If a Parent wants to add additional hours to those indicated on the Certificate/Approval, Parent must make this request to Provider in advance. Subject to Provider availability and discretion, Provider may – but not required to –accommodate the additional hours. A surcharge for each additional hour will be assessed. **(See fee schedule for hourly rate)**

Subsidized Child Care enrollment continued:

Child Care fees are to be paid on the **Friday or last business day of each week in advance of the coming week**. Late fees in the amount of **\$25.00** will be charged for payments received past the day it was due. If payment (including late charges) is not received by the third "Late Day," Provider may immediately terminate care for Child.

A yearly registration fee of **\$150.00** is due at the time of enrollment in childcare program and every January 30th each calendar year thereafter. If a child enrolls later in the year, registration fee will be prorated in January. The fee is nonrefundable and will be used to recover expenses. **Registration fees are not covered by subsidized programs (CHS, DCFS, etc.), and is therefore the responsibility of the parent.** Payment plans are available.

It is expected that the Alternative Payment Program will pay Provider for the care provided. However, Parent is responsible for the payment of any days and hours not approved on the childcare Certificate or Notice of Approval. In addition, Parent is fully responsible for childcare any and all fees not reimbursed by the Alternative Payment Program ('APP'). Parent is responsible for childcare payment if they lack the required pre-authorization or because Parent fails to submit required paperwork (such as variable work schedules) to process payment.

Parent is required to notify Provider immediately when parent receives notice of termination of childcare subsidies. Parent is required to keep Provider up to date about any changes which should also be reported to the County Welfare Department or the Alternative Payment Program. In particular, Parent is required to notify Provider immediately if Parent has reason to believe CalWORKs childcare subsidies will be terminated when termination or change is due to a change in Parent's work or school schedule. If Parent fails to do so, Parent is fully responsible for childcare fees not reimbursed by the Alternative Payment Program.

Parent cooperation with Provider is essential to ensure that Provider is compensated for the care provided for the Child. Parents has to personally drop-off and pick-up Child or send an authorized representative to do so. Parent has to follow the Alternative Payment Programs instructions on completing any paperwork to be submitted to the program.

In particular for Stages 2 and 3 CalWORK child care Attendance Sheets:

- Parent must on a daily basis sign-in and sign-out the Child using the exact times the Child was dropped off (e.g. 7:53 a.m. instead of 8:00 a.m.) and picked up, accompanied by a signature;
- Parent shall indicate the specific reason for a later drop-off or early pick-up;
- Parent shall indicate the specific reason for the Child's absence upon return to care.

If Parent has to pay a Family Fee **and** according to the Alternative Payment Program's policies, this is to be collected by the Provider, than the Parent must pay Provider the Family Fee on each first day of the month on which care is provided.

Parent is responsible for any co-payment, meaning the difference between the Regional Market Rate ceiling reimbursed by the Alternative Payment Program and the rate Provider charges non-subsidized families. The co-payment is payable on the first day of the month in which care is provided.

Subsidized Child Care enrollment continued:

The full fee will be charged to the Alternative Payment Program for all excused absences. Parent must notify Provider of any absence as soon as the Parent knows that the child is unable to attend on a particular day.

Parent is responsible for the payment of any unexcused absences for which Provider did not receive payment through the Alternative Payment Program, payable immediately upon notification by Provider that absence was unexcused.

The Alternative Payment Program will pay Provider for 10 days of best interest per child per year. Best Interest Days include family vacation, relative visits, and days home with Parent (other than illness). Parent must inform Provider at least 24 hours in advance of the Child's absence from care. If Parent wants to take additional Best Interest Days, Parent is responsible to pay Provider for Best Interest Days for which Provider does not receive reimbursement from the Alternative Payment Program.

After being terminated from the CalWORKs childcare program, Parent may contract with Provider at Provider's discretion for continued care. If Provider chooses to continue providing care, a new contract for non-subsidize care – under the same fee rate and conditions as Provider's non-subsidized customer – must be signed by both parties.

FEES AND PAYMENT:

Yearly registration fee of \$150.00 is due at the time of enrollment in childcare program and every January 30th each calendar year thereafter. If a child enrolls later in the year, registration fee will be prorated in January. Registration fees cover start-up expenses, new/replacement material and toys for the children.

Weekly: Child Care fees to be paid on the **Friday or last business day of each week in advance of the coming week.** Late fees in the amount of \$25.00 will be charged for all payments not received on day it is due. If payment (including late charges is not received by the third "Late Day," Provider may immediately terminate care for Child.

If Child enrolls in day care on any day other than a Monday, then payment for the first week is to be prorated to cover care received during the remainder of the week and is due upon the first day of enrollment

* **Return Check Fee:** Applicable to all payments to Provider, any parent who passes a check on insufficient funds shall be liable to Little People Destined for Greatness the amount of the check and a service charge of twenty-five (\$25) for the first check passed on insufficient funds and thirty-five dollars (\$35) for each subsequent check passed on insufficient funds. **SEC. 1719 – California Civil Code:**

VARIOUS CHARGES AND NOTES:

- * There will be a \$25.00 fee for all late payments.
- * There will be an extra \$5.00 per (15) minute increment for “sick childcare”.
- * If supplies (including wipes, pampers, etc.) are requested and parents fail to bring them, we will purchase them and you will be charged the cost plus 100%. A receipt will be provided.
- * There will be a \$1.00 per one (1) minute increment or any portion thereof; per child late charge if your child is picked up after his/her scheduled pick-up time. For families on childcare payment assistance programs, your deposit will be held and used toward your last week’s childcare or to offset any fees not covered by payment assistance program. You will be responsible for all charges until approval notification is received by Little People Destined For Greatness Childcare from payment assistance program.
- * Please retain your statement for tax purposes. If you wish us to supply you with a list of the amounts paid to us for the year, there will be a \$10.00 charge for the information

ABSENCE POLICY

The full fee will be charged for all absences. Fees are akin to tuition and are based on enrollments, not attendance. No refund, credit, or makeup day is provided for children who are absent due to illness or vacation. Parent shall notify Provider of any absence as soon as the Parent knows that Child is unable to attend on a particular day.

VACATION/ HOLIDAY/ SICK DAYS AND TIME OFF

There is **NO** credit given to you for any time taken off by the childcare provider for sick days, vacation or conferences. In case of emergency or illness, the childcare provider will make every attempt to provide substitute care. However, parents should be prepared with their own back-up provider.

Parents must notify the childcare provider two (2) full weeks in advance before withdrawing child (ren) for vacation. Parents must pay no less than ½ of the regular weekly rate in advance for vacation and the other ½ when the child returns. If advance notice is not received, provider will expect to be paid the normal contracted fee.

Again! Please give proper notice for days of vacation, sick, emergency, etc. Please do not take it for granted we know your days off or your vacation days. This will save on confusion, hard feelings and money!

PROVIDER VACATION/ HOLIDAY/ SICK DAYS AND TIME OFF

Provider will give Parent a minimum of two weeks’ notice if Provider plans a vacation or conference. Parent will be responsible for finding alternative care during Provider’s vacation. Parent will be billed as though care were provided.

Provider reserves the right to take **10** personal days per year, upon reasonable notice to Parents.

Provider Vacation/Holiday/Sick Days and time off continued:

In the event Provider becomes sick or has another emergency, Provider may secure a qualified substitute to care for the children enrolled in the program at the Provider’s home. If Provider is unable to do so, Provider will notify Parents as soon as possible that Provider will be unable to provide care that day.

If Provider closes the day care home due to illness or emergency, beyond the number of personal days described above, Provider will refund the pro rata portion of any monthly/weekly fee paid by Parent in advance for the additional days of closure.

The following days are paid holidays schedule for Little People Destined for Greatness Childcare and Learning Academy:

New Year’s Holiday	January 1 st
Martin Luther King, Jr. Day	January
President’s Day	February
Good Friday	March
Memorial Day	May
Summer Break	TBA (two or more weeks prior to break)
Independence Day	July 4 th
Labor Day	September
Columbus Day	October
Veterans’ Day	November
Thanksgiving Day	November Thursday and Friday
Christmas Break	TBA (two or more weeks prior to break)

*****The above holidays are subject to change*****

Though we do not provide care these days, you will still be required to pay for these days. If your child(ren) requires care on these holidays, you will need to rely on your back-up caregiver.

DUTY TO REPORT CHILD ABUSE

Provider is a mandated reporter of suspected child abuse under the terms of the California Penal Code §11166. Provider and its employees who have knowledge of or observe the Child, in their professional capacity or within the scope of their employment, whom Provider or the employee knows or reasonable suspects has been the victim of child abuse, have a statutory duty to report the known or suspected instance of child abuse to a child protective agency. In addition, Provider and any employees who have knowledge of or who reasonably suspect that mental suffering has been inflicted upon the Child or that his or her emotional well-being is endangered in any other way, must report the known or suspected instance of child abuse to a child protective agency.

GUIDELINES FOR RELEASING CHILDREN

Provider will release Child only to:

- (1) Parent with legal and/or physical custody or to the Child's legal guardian;
- (2) Anyone Parent or guardian has authorized by prior arrangement with Provider in writing or
- (3) Police or welfare worker with proper authorization.

Provider will not release the Child to anyone under the age of 18.

Parent must sign the Child in/out upon arrival and departure each day. Parent must not remove the Child from day care home without notifying Provider.

All persons other than parents picking up the Child will be required to provide their drivers license/ID and will be required to sign in with Time and full signature

ADDITIONAL CONSIDERATIONS

- * Clothing: Parent should provide a change of clothing for the Child. All clothing must be labeled. Provider is not responsible for soiled or lost clothing
- * Medications: All medication must be in the original container for provider to dispense it. The following provisions also apply:

MEALS

The following meals are served each day at no additional charge:

Meals	Time Start	Time Over
Breakfast	7:00 a.m.	7:45 a.m.
A.M. Snack	9:30 a.m.	10:00 a.m.
Lunch	11:30 a.m.	12:15 p.m.
P.M. Snack	2:30 p.m.	3:00 p.m.
Dinner	6:00 p.m.	6:45 p.m.

If child arrives later than a scheduled mealtime, Parent is responsible for feeding him/her. Parent understands that with the exception of special occasion requiring a special diet, Parent will not send food with child, which includes, but is not limited to gum, candy, chips, cookies, cereal, etc. Little People Destined for Greatness will be more than happy to make arrangements for special days such as holiday, birthdays, etc.

NOTE: *As a participant in a monitored childcare food program, I make every attempt to provide enjoyable and nutritious meals for your child I offer a variety of foods. Your child is encouraged to try new things, but not forced.*

WELLNESS POLICY:

Little People Destined for Greatness Childcare is a “Well Child Care Facility”! This means if your child is not feeling well, for whatever reason, you must make other arrangements for their care until they are feeling well and are no longer contagious

Keep Me Home If...



When Your Child is Sick:

1. Have plans for back up child care.
2. Tell your caregiver what is wrong with your child, even if your child stays home.

Do not bring your child (ren) to daycare if they have a fever over 101.0, diarrhea, vomiting or have a contagious illness. The child (ren) will not be allowed back into care until they are symptom free for 24 hours. If they are too sick to go outside, they are too sick to be in childcare.

If your child has the common cold- slight cough, sneezing, or runny nose, you can bring them to childcare. However, when the cold reaches the point when your child will not play, cries, whines, wants to be held constantly, has a continuous cough, or is excreting green colored mucus from the nose you will be required to keep your child home. If a child is **brought** “too sick” you will be phoned to pick up your child and allowed 15 minutes to make other arrangements. If you bring your child to childcare ill, you will be subject to a \$5.00 fee for care of a sick child for each 15 minutes your child remains in care. If you cannot pick your child (ren) up in that time frame you will be charged the sick childcare charge in addition to your normal daily rate.

Wellness Policy continued:

If your child is sick enough to require prescription medication- pinkeye, strep throat, bronchitis, pneumonia, etc... We will require you to keep your child home until he/she has been on medication for 48 hours and they are no longer contagious.

Medical Conditions/Allergies: Parent must fill out a form provided by Provider listing Child's allergies and all medical conditions

-REMEMBER WHAT GOES AROUND, COMES AROUND-

Parents with infants or toddlers (2yrs & under)-should know that if your child has a continuous runny nose or bad cold, he or she may be placed in a playpen until they are picked up. This reduced the messes and "yuck" in the carpet and on toys, therefore hopefully reducing the chance of it being passed on to another child. It is hard with this age, as all the children want to put everything into their mouths. These precautions will be taken when necessary.

IMMUNIZATIONS:

A current immunization record is a requirement for admittance to Little People Destined For Greatness Childcare. All that is needed is a copy of your child's immunization record, which includes the signature of the doctor, or nurse who administered the shot. This is to include a negative report for TB testing. TB tests are required annually for admittance to Little People Destined For Greatness Childcare. You must supply a record of immunization within 15 days of our request, or your enrollment is subject to termination.

Due to possible complications from immunizations, you must keep your child home for 24 hours after their injections. We suggest you make the appointment for early in the morning or Friday morning. If you schedule your appointment for later in the day, your child will not be able to return until the second day.

MEDICAL EMERGENCY:

1. Call parents at work.
2. Child is separated from the other children and cared for.
3. Parent or ambulance to doctor or hospital transports child.

PARENTS: YOU OR YOUR CHILD'S INSURANCE ARE RESPONSIBLE FOR THE COST OF MEDICAL HELP/TREATMENT DUE TO ACCIDENTS OR ILLNESS WHILE AT CHILDCARE.

MEDICATION:

If you request us to administer medication (prescription only) you must complete an authorization form **BEFORE WE WILL ADMINISTER**. Please dispense all medication at home whenever possible. If your child does require medication to be dispensed while at childcare, it is the parent's responsibility to call us and remind us. Our day is very busy and too often we don't remember until the child is sleeping. Prescription medication must be in the original container with the pharmacy label and

Medication continued:

doctor instructions Over the Counter Medication: Provider will not administer over the counter medication.

We ask parents to please follow guidelines for illness. This is for the protection of all those involved. Many times either our childcare facility or employees bare the blame for the illness of a child. Yet, parents do not realize the majority of this is brought into our home exposing our own family, too. We STRESS this again- if you are not sure if a child should be brought, feel free to call us ahead of time.

TOILET TRAINING

Parent agrees to coordinate with Little People Destined for Greatness when child is ready to be toilet trained. Parent understands that an appropriate age for toilet training is 24-30 months is normal; however, this is an individual thing and varies from child to child. Parent further understands that child must continue to wear the **re-fast enable pull-up** until the toilet training process is complete with success. Parent agrees not to dress child in cloth underwear if he/she is not fully potty trained. Parent understands that extra clothing is required during the training period

WHAT WE ASK OF THE PARENTS:

1. Please KNOCK and then enter. Do not wait for one of us to open the door. Often times, we are in the middle of an activity with the children and cannot leave them unattended.
2. Abide by prearranged hours. If you will be running late, please call within the first 15 minutes following scheduled drop-off time. **Any children arriving over 30 minutes past scheduled drop-off time will not be accepted at daycare until the following open day.**
3. Financial agreement must be kept according to the contract. Should there be any questions regarding your bill, we will be glad to discuss it and go over it with you. **PROMPT PAYMENT IS REQUIRED** as we have a budget to follow and scheduled payments to make.
4. Bring change of clothing for your child. Dress them according to the weather, and remember that spring and autumn have cool mornings but hot afternoons.
5. A child's birthday is an important day. Because of our conscious effort to teach good nutrition, we request that you might avoid excessively sugary birthday treats.
6. When potty training, we require that you supply Pull-ups with the re-useable sides. You must work with your child at home for two weeks, with success, before we will begin potty training at childcare. Clothing should be easy to manage to encourage self-help and independence skills. Buckles and suspenders, when in a hurry to use the restroom, may create a problem, so please do not use them.
7. Should you decide to pick up your child early for whatever reason, please notify us before you pick him/her up. You will still be charged for the full day. This also applies if your child is brought late for any reason. Please have the courtesy to let us know when you will be running late or picking up early. A change in these times affects our schedule for the day.
8. Nap time or quiet & rest time is from 12:30 p.m. until 2:30 p.m. There are not drop off during these hours. We do not require that everyone sleep, but they must at least rest.
9. We are equipped with enough age appropriate toys for every level. We request that you do not bring toys from home unless it is for a special project or occasion.

PARENT RESPONSIBILITIES

Parents are responsible for providing the following:

- Emergency Disaster Kits
- Special Infant Formula
- Diapers/baby wipes/Prescription creams or ointments
- A blanket or other security-items for nap-time
- A complete change of clothes (including extra socks), labeled with child's name, appropriate for weather to be maintained in the child's cubby.

TRANSPORTATION:

Parent must give written permission for their child to travel in the vehicle with the childcare provider or with other authorized individuals.

SCHOOL PICK UP/DROP OFF

Parents will receive a school pick-up schedule at the beginning of each school year. It is parents responsibility to talk to their child, about being in his/her designed pick-up location immediately after school. Child will be given a ten (10) minute grace period, after which the driver will leave, and it becomes parents' responsibility to pick up their child from school. At **no** time will the driver leave the vehicle to go searching for a child who is not at the designated pick-up location. It is parents responsibility to inform Little People Destined For Greatness when their child has early pickup schedule, or will be picked up from school and does not require transportation for that day(s). After the third incident of noncompliance of transportation guidelines Parent will have to find alternate transportation for their child.

VEHICLE SAFETY:

All transportation vehicles are checked for safety each day. Parents, please instruct your children on safety while riding in the transportation vehicles, which include: wearing seatbelts at all times, remaining in their seats and seatbelts until the vehicle comes to a complete stop and no loud talking. If your child fails to comply with these basic rules, after the third infraction we will terminate their transportation privilege. No exceptions or excuses allowed.

DISCIPLINE PROCEDURE

Provider will not use any corporal punishment. If discipline is required, Provider will use redirection and/or time-out. The rules will be explained to the children to the best of their understanding. They will be reminded of the rules when necessary. We will try to be consistent. All children will be treated equally. We use redirection for the most part.

By understanding each child's uniqueness, we, the facilitator, emphasize building the child's self-confidence and self-worth by communication openly of praise for achievement and re-direction for difficulties. We feel that by letting the child become aware of his/her identity helps build faith in their ability.

Discipline Procedure continued:

Feel free to ask for a conference with the director. We welcome this time for joint learning that can benefit your child, you and our program.

We feel that discipline plays an important role in helping a child develop socially, emotionally, physically and spiritually. It also is vital for his or her safety and physical well being.

We feel that positive discipline teaches the child expected and acceptable behavior. Discipline ensures that each participant's experience will be positive.

The aim of discipline would provide the child with an atmosphere of warmth and support, which includes clearly set guidelines.

Minor behavior problems will be handled at the site. If problems persist, we will contact the parent and schedule a conference to discuss the situation. If a child's behavior is unsafe or harmful to them self or another, the child will be separated from the other children and their parents will be notified.

Little People Destined For Greatness policy on children who purposefully physically hurt another child or leader will-

1. Be suspended from the program for one (1) day for the first offense.
2. Be asked to leave the program for the second offense.

Your help in keeping us informed on significant changes in your child's life that might impact his/her behavior would be appreciated.

Curriculum



Anti-Bias Curriculum

The "practice of freedom" is fundamental to anti-bias education. Curriculum goals are to enable every child: to construct a knowledgeable, confident self-identity: to develop comfortable, empathetic, and just interaction with diversity: and to develop critical thinking and the skills for standing up for oneself and others in the face of injustice.

Anti-bias curriculum embraces an educational philosophy as well as specific techniques and content. It is value based: Differences are good: oppressive ideas and behaviors are not. It sets up a creative tension between respecting differences and not accepting unfair beliefs and acts. It asks teachers and children to confront troublesome issues rather than covering them up. An anti-bias perspective is integral to all aspects of daily classroom life.

The Creative Curriculum for Early Childhood Our Philosophy

The philosophy behind our curriculum is that young children learn best by doing. Learning isn't just repeating what someone else says; it requires active thinking and experimenting to find out how things work and to learn firsthand about the world we live in.

In their early years, children explore the world around them by using all their senses (touching, tasting, listening, smelling, and looking).

In using real materials such as blocks and trying out their ideas, children learn about sizes, shapes, and colors and they notice relationships between things.

In time, they learn to use one object to stand for another. This is the beginning of symbolic thinking. For example, they might pretend a stick is an airplane or a block is a hamburger. These early symbols - the stick and the block - are similar in shape to the objects they represent. Gradually children become more and more able to use abstract symbols like words to describe their thoughts and feelings. They learn to "read" pictures which are symbols of real people, places and things. This exciting development in symbolic thinking takes place during the pre-school years as children play.

- Play provides the foundation for academic or "school" learning. It is the preparation children need before they learn highly abstract symbols such as letters (which are symbols for sounds) and numbers (which are symbols for number concepts). Play enables us to achieve the key goals of our early childhood curriculum. Play is the work of young children.

The Goals of Our Curriculum

The most important goal of our early childhood curriculum is to help children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. Our goal is to help children become independent, self-confident, inquisitive learners. We're teaching children *how* to learn, not just in preschool, but all through their lives. We're allowing them to learn at their own pace and in the ways that are best for them. We're giving the children good habits and attitudes, particularly a positive sense of themselves, which will make a difference throughout their lives.

Our curriculum identifies goals in all areas of development,

- *Social*: To help children feel comfortable in school, trust their new environment, make friends, and feel they are a part of the group.
- *Emotional*: To help children experience pride and self-confidence, develop independence and self-control, and have a positive attitude toward life.
- *Cognitive*: To help children become confident learners by letting them try out their own ideas and experience success, and by helping them acquire learning skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations, and feelings.
- *Physical*: To help children increase their large and small muscle skills and feel confident about what their bodies can do.

The activities we plan for children, the way we organize the environment, select toys and materials, plan the daily schedule, and talk with children, are all designed to accomplish the goals of our curriculum and give your child a successful start in school.

Fit For Me

Fit For Me: Activities for Building Motor Skills in Young Children is a program of developmentally appropriate gross motor activities for preschool and children with special needs. This program introduces young children to a wide range of movements. Through these movements, the program develops basic motor skills, increases self-confidence, and can lead to a lifetime of healthy physical activity. In addition, the activities reinforce such concepts as size, shape, texture, sound, smell, relative position, and language.

Food...Early Choices (Chef Combo)

Food - and the attitudes, values, and behaviors related to food - plays a basic part in everyone's life - each and every day. Not only is food physically necessary for energy, health, and growth, but it also plays a vital role in the social, psychological, and economic aspects of life.

Education about food and nutrition makes very basic and important contributions to the quality of life. Nutrition education also makes important contributions to the total educational program for young children. Activities with food are necessarily personal, concrete, and involving important criteria for significant and successful learning experiences. In addition, learning activities related to food open the way for learning and developing in many other areas.

Food...Early Choices continued:

Early experiences with food establish attitudes and behavior patterns which have lasting influence; early nutrition education programs can make an important and lasting contribution to a young child's life.

Food...Early Choices provides a variety of opportunities to teach young children about food and good eating habits. Every activity and every resource material is designed to be appropriate for the young child and to provide a rich educational experience. Not only are nutrition concepts learned, but the activities also contribute to the child's social, emotional, and cognitive development.

Developing Understanding of Self and Others (DUSO)

Developing Understanding of Self and Others (DUSO) is a program designed to help children of preschool age understand social and emotional behavior. DUSO encourages children to develop positive self-images, to become more aware of the relationship between themselves and other people, and to recognize their own needs and goals.

The DUSO approach to learning makes extensive use of listening, discussion, and dramatic play to focus on feelings, communication, and problem solving. Activities include stories, guided fantasies, puppetry, role play, feeling word activities, career awareness, music, and art.

Here We Go, Watch Me Grow!

This curriculum filled with a year-round collection of enjoyable learning activities to help young children make smart, healthy choices as they learn about the world. This preschool health education curriculum can be easily integrated into the natural preschool environment and provides comprehensive coverage of all the important health areas, including: growth and development; mental/emotional health; physical health; family life; nutrition; disease prevention; and safety and first aid. Widely field tested and carefully developed this curriculum offers activities and content that are free of gender and race bias.

- All activities can be added to existing preschool learning centers, such as art, blocks, housekeeping, manipulative and science areas.
- Creative teaching ideas, including discovery boxes, learning experiments, helping hands tree, language experience stories, activity walks and classroom guests.
- Activities that encourage young children to make wise choices about hygiene, nutrition and disease prevention.
- Growth and development activities, investigating the five sense of vision, hearing, smell, taste and touch.
- Preschooler safety skills, including pedestrian safety, telephone emergency skills, and specific safety rules for home, school and riding in the car.
- Family life education, including ways preschoolers can contribute to family well-being and happiness.
- A resource list of classic books, songs, poems, rhymes and finger plays, selected to be free of gender and race bias.

Second Step

Second Step for Preschoolers is a curriculum designed to reduce impulsive and aggressive behavior in young children and increase their level of social competence. It does this by teaching skills in empathy, impulse control and anger management.

The goal of this program is to build children's social skills and self-esteem by giving them tools to solve everyday problems. Children who learn and use the skills presented in this program are more likely to get along with other people and do better in school.

Skills and lessons in the program include:

Empathy Training

Children learn to,

- identify feelings (happy, mad, scared, and so on)
- predict how other people feel (by reading faces and body language)
- show others they care (by responding to others' feelings)

Impulse Control

Children learn to,

- solve problems
- perform social skills (for example, sharing, taking turns)

Anger Management

Children learn to,

- calm down
- redirect their feelings in more positive ways

Infant/Toddler Curriculum description

- **The High/Scope® Infant-Toddler Curriculum** is the early component (ages 0 to 3 years) of High/Scope's complete, research-based system of education and care for the infant-toddler and preschool years. The infant-toddler approach includes a set of **interaction strategies** adults use to support children's growth and learning, developmental **content areas** for very young children, **assessment tools** to evaluate individual children's progress, and a **training model** to help adults use the approach to support children's development.
- **Active Learning.** The curriculum is based on the belief that children learn best through "active learning"— direct, hands-on experiences with people, objects, events, and ideas. Trusting relationships and continuity of care are emphasized as the anchors for development and learning. Infants and toddlers are encouraged to discover the world around them by exploring and playing. Caregivers are close by to support children as they play and learn.

Infant/Toddler Curriculum Description continued

- **Classroom Arrangement, Materials, and Equipment.** The space and materials in High/Scope® infant-toddler settings are carefully selected and arranged to promote children's active learning, safety, comfort, and security. The facility is divided into areas organized around specific kinds of play and care, for example, block area, house area, small toy area, book area, sand-and-water area, movement area, art area, and spaces for diapering, meals, and naps.
- **Daily Schedules and Caregiving Routines.** High/Scope teachers give children a sense of control over the events of the day by planning a predictable yet flexible daily routine. The infant-toddler routine consists of arrivals and departures, choice times, group times, meals, and outside times. These common daily events flex around the individual eating, sleeping, and bodily care schedules of each infant or toddler.
- **Infant-Toddler Learning Content.** In a High/Scope setting, children explore, ask and answer questions, solve problems, and interact with other children and adults as they pursue their choices and plans. During this process they engage in teacher- and child-initiated learning experiences in **10 child development content areas**. Within each content area are "**key experiences**" that foster developmentally important skills and abilities. There are 41 key experiences for the infant-toddler years, and accompanying support strategies.

Publication of Students 'Work or Photographs

We will request parent permission to photograph of their child during school activities as well as publish photographs and/or samples of your child's work. The publications could include, but not limited to, school newsletters (online and in hard copy), Internet or intranet websites, telephone directory. Your child's photograph may be reproduced either in color or in black and white. If published, third parties would be able to view the photographs and work. Photographs are taken, for the purpose of educating students, promoting the Universal Preschool/Child Care, documentation panels, assessments or promoting Pre-school education. We will not use your child's photograph or samples of your child's work for any purpose other than for the education of students, or for the general promotion of Universal Preschool and Child Care. Any photographs taken will be kept for no longer than is necessary for the above-mentioned purposes and will be stored and disposed of securely.

Field Trip Parental Permission & Medical Treatment Authorization

Field trip or excursion is completely VOLUNTARY. Attendance is not required by Little People Destined For Greatness Child Care & Universal Pre-School or any of its agents or employees. Participants are to abide by all rules and regulations governing conduct during the trip.

In the event of any illness or injury, Parent must consent to whatever x-ray, medical treatment authorization, anesthetic, medical, dental or surgical diagnosis and/or treatments and hospital care from a licensed physician and/or surgeon as deemed necessary for my child's safety and welfare. Resulting expenses will be the responsibility of the parent/guardian.

Volunteers

Volunteers play an integral part in the life of the Little People Destined For Greatness Child Care & Universal Pre-School, performing varied duties and sharing their many talents. As Little People Destined For Greatness volunteers, your goal is to participate in the life of the school, enabling it to function more efficiently and effectively because of your help. You are the role models for your children, their primary teachers. The school spirit you demonstrate shows the importance of active participation in our community. This benefits the spiritual, moral, and intellectual growth of your children.

RESPONSIBILITIES OF VOLUNTEERS

Volunteers must remember that they are there to help ALL STUDENTS and must not cater to a few individuals.

EXPECTATIONS OF VOLUNTEERS

While volunteers are not paid personnel, your contributions are nonetheless important! Please abide by these guidelines, whether your volunteer time is spent with students or in some other way:

- Sign in and sign out at the school office each time
- Dress in a manner that is appropriate for the duty.
- Give students your name as Mr., Mrs., or Ms.; first names only are not acceptable for the students to use when speaking to you.
- Alert the owner to any potentially harmful situations and/or any difficulty between/among students.
- Volunteers perform their duties in a manner that benefits the school.
- Volunteers protect students and act in ways that avoid litigation.
- Volunteers behave as a “reasonable person,” defined as behavior or action that we can reasonably expect a person to follow.
- Volunteers must be alert at all times to the overall needs and circumstances of the students.
- Cooperate with administration, faculty, staff, and other volunteers and maintain a good team attitude.
- Report any problems with discipline
- Report any suspected child abuse issue
- Follow school policies and procedures, such as refrain from:
 - * any search of a child’s person or belongings
 - * touching a student in a way that could be judged punitive.
 - * speak in a professional manner to avoid defamation of character.

Expectations of Volunteer continued:

Avoid:

- Gossiping about students, teachers, staff, volunteers or administration at all times
- Discussing student's behavior, progress, or personal lives, writing comments about a child.
- Respect the confidentiality of information you may learn while in the school. Discretion is imperative.
- Exhibit sensitivity to the spiritual, emotional, mental, psychological, and physical well-being of each student.
- Refer any ill or injured child to the teacher. Students are never left unattended
- Refrain from advising or administering any medical care, unless you are a registered healthcare professional and you are performing duties of that nature with the approval of the childcare administration.
- Avoid language that can be construed as discriminatory in any way.

If a volunteer does not abide by the above policies, he/she will not be allowed to continue volunteering.

TERMINATION OF CONTRACT:

This contract shall be terminated if any one or more of the following occur:

1. Serious illness of a child preventing attendance.
2. The account becomes delinquent.
3. Little People Destined For Greatness Childcare is unable to meet the needs of the child.
4. Failure of the parents to cooperate Little People Destined For Greatness Childcare, which Little People Destined For Greatness Childcare determines is serious enough to warrant termination.
5. Parental termination- required to give a written two (2) week notice for which you will be charged your normal childcare rate. Advance payment is required for the entire two-week period and is due upon Little People Destined For Greatness Childcare receipt of written termination notice.

Many of the rules and information in this booklet are written from experience and situations we have faced in childcare. It has certainly been a learning experience for us. We are always open to suggestions. If there are any problems or something has upset you, we encourage you to please come and talk to us about it. We want everyone to be happy and comfortable with our childcare.

We have the discretion to make changes in rates and policies we deem necessary. You will be notified in writing of any changes and when the changes will go into effect.

Parents:

I/We hereby agree to comply with the guidelines and regulations of Little People Destined For Greatness Child Care regarding fees, attendance, health, clothing, and other items specified in the Parents' Handbook issued by Little Destined For Greatness. I am aware of the scheduled child care holidays.

The information contained in the Parent Handbook as well as the rates are subject to change. You will be notified in writing of any changes before they go into effect.

Signature (parent/guardian)

Date

Signature (parent/guardian)

Date