

Little but Mighty

Childcare LLC

Parent Handbook



Mission statement:

Our mission is to create a safe learning environment for children. We strive to create developmentally appropriate activities, and help our children reach their greatest potential. We aim to provide a safe and nurturing classroom. Our mission is to also help children leave our center with the knowledge they need to enter kindergarten and society.

Child care- Empowering children

Registration policy

1. Enrollment is first come first serve. The Center has the right to refuse any child/ children services.
2. All children must enroll as a full time student
3. When the center classroom has reached capacity a child can be placed on a waiting list if parent/ guardian chooses to do so.
4. Breakfast, Lunch and a snack are included within the tuition
5. All enrollment, health, and medical authorization forms must be received before the student can be accepted into the center.

Tuition

- No reduction in fees for partial weeks due to vacation, illness, Center suspension due to behavior problem, or the Center is closed due to holidays and school closings.
- Payments given in advance will not be refundable
- Tuition must be paid on Friday of every week for the following week.
- Tuition must be paid. A child will not be able to attend if a payment is 3 days overdue.
- If paying in cash a receipt must be signed.
- If a child does not attend for any reason during the week full tuition is still required.
- If you plan on removing your child a two week notice in writing must be given. If there is no notice then you are responsible for two weeks of tuition.
- If your child is gone for longer than two weeks and you do not contact the Center Director your child's spot will be filled.

Hours

Our hours will be 7:00 AM- 4:30 PM.

Children must be at the center by 8:00 AM or they will not be able to attend. If they are going to be late permission must be given.

A fee of \$5.00 for every fifteen minutes late will be charged when a child is picked up late. The child will not be able to return unless the late fee is paid or other arrangements have been made with the Center Director

Signing in and Out

A child must be signed in and signed out by an adult no younger than the age of 18.

When visiting the Center you must not discipline your child in a negative way or any other child in the Center. It is the teacher's job to handle discipline according to the Center's policy.

Severe weather

Little but Mighty will remain open unless severe weather comes in to play. If we are closed due to weather parents will be notified.

Discipline

We strive to praise and reward with positive reinforcements for good behaviors. However, we know that sometimes bad behavior may arise. Our Center will use redirection and conflict resolution. We will try and help the child problem solve and come up with a solution to change their behavior. However, if the behavior continues our Center will use the calm down area where the child will be placed to regain their emotions. After they have had time to reflect, the teacher and student will talk about the behavior and what can be done instead to fix it. Physical harm and negative language use will NEVER be used.

Inappropriate Behavior

If a child exhibits inappropriate behavior that include the following (but are not limited to): hitting, kicking, pinching, scratching, property destruction, physical threats, spitting purposefully, throwing objects in anger running out of the classroom/ building, biting. The staff will inform the Director and they will determine if the child is sent home for the day.

If the behavior continues a meeting will take place between teacher and parents to put a plan in place. If a resolution can't be made and behavior continues then the Center has the right to expel the child.

Criteria for sending a child home for inappropriate behavior:

1. A child has 1 inappropriate behavior that presents danger to themselves or another child.
2. Multiple behaviors occur in one day and are documented on a child behavioral report
3. Child is unable to control their behavior physically or emotionally after 30 minutes of staff intervention.

Biting

Biting among toddlers is a developmentally appropriate stage. It is their way of communicating when they are upset or unhappy. Biting will occur between infants and toddlers. Teachers will do their best to insure that it does not. However, our policy for children:

- Ages 6 week-2 years old: 3 bites that leave a mark will be sent home. If a bite breaks the skin they will be sent home immediately.
- Ages 3-4 they will be sent home immediately.

Accident/incident forms

According to licensing an accident or incident form must be filled out by the teacher and signed by the parent. If you need a copy please let the teachers know otherwise the forms will be kept in the child's file

Quiet time

In the infant toddler room the children nap as needed. Quiet time is between 12:00 and 2:00. All students must lie down for this period of time. Soothing music will be played and each child will have his/her own cot. You may send a **TRAVEL/ SMALL** pillow and a blanket with your child a cot sheet will be provided by the center. The center has extra blankets in case a child forgets theirs from home.

Illness

The following symptoms but not limited to could indicate contagious disease:

- Fever 100.00 or above
- Vomiting
- Diarrhea
- Skin rash
- Extreme fatigue
- Swelling/ redness of throat
- Productive cough

Parents are asked to keep their child home if any of these symptoms above are seen in their child. The child may return to school after being symptom free for 24 hours (not on medication) A Dr. note saying the child is not contagious (it has to say that on the note) may return. If a child has a communicable disease the center must be told and a Dr. note must be provided.

We will also send a child home if these symptoms are seen and the 24 hour rule applies.

Medication

A parent/guardian will sign a release form allowing medication to be given to the child. This must be signed of all types of medications prescription or non-prescription. All medication must be in their original container with directions printed on the label. Fever reducing medicine will not be given to the child unless it's for teething or ear infection.

Clothing

Children should be dressed in play clothes that are allowed to get messy. Teachers try their best to make sure clothes stay clean but things happen. The Center is not responsible for any clothes that become damaged at the Center. **ALL** children must provide an extra weather appropriate change of clothes that will stay at the Center. We ask that you label all clothes. We will not be responsible for any lost clothes.

Personal Belongings

We ask that the children DO NOT bring any toys from home. We will not be responsible for them if they should get lost or broken.

Meals

Three meals will be provided Breakfast, lunch and snack. Lunches from home WILL NOT be allowed, unless a doctors notes states it is medically necessary.

Infant Diet

Parents will be required to fill out a diet plan and update it when their infant transitions into a new feeding plan. Parents will be required to provide and leave formula and the staff will inform them when their child needs more. If a child is fed with breastmilk the parent will be required to bring the milk in storage bags or already made bottles labeled with the infants name and date on it. All bottles will be prepared and in a bottle warmer/ warm water. If you want your infant to use other water besides Windsor water then you will have to provide a gallon jug.

Infant diapers

We ask that each parent bring diapers that will stay at the Center. Every child will have their own wipes and diapers. Only disposable diapers may be used at the Center. Any diaper creams that you want your child to use needs to be provided along with a medication form filled out in the classroom. The center will have a diaper cream that is available however a medication form will still need to be filled out. We also ask that diaper bags and car seats not be left at the center unless necessary due to space.

We also ask that no toys be brought from home except a pacifier or teething rings.

Infant Safe Sleep Policy

We will rock infants to sleep. We will also follow our safe sleep policy. The infants will be placed on their back. Infants will only be allowed to use sleep sacks no blankets pillows or toys will be allowed in crib. **(There is a separate packet that will be given to every parents that has a child under 1 that goes more in depth of our policy).**

Infant schedules

The teachers will provide a form for you to fill out explaining your child's schedule. We will try to keep their schedule as close as possible.

All children will nap as needed. Each child will be rocked to sleep. If we are unable to settle a child down we will call the parent and notify them.

Infant/ Toddler shoe policy

Shoes are not allowed to be worn in the classroom by staff or parents. Socks will be provided or you may wear your own or none at all. This will create fewer germs for our little ones that crawl on the floor.

Pickup

There will be a form to fill out about who can pick up your child, Only these people will be able to pick your child up. They will need to bring their ID before we allow them to take the child. If they do not have their ID they WILL NOT be able to take the child. If a parent or guardian states someone that is not on the pickup list will be picking them up then they must also bring an ID.

Clothing, diapers, wipes, cream

Clothing: We ask the parents provide an entire weather appropriate outfit in case an accident happens. These clothes will be stored in a gallon sized bag and in the classroom.

Diapers: parents must provide diapers that stay at the Center. Each child will be assigned their own diapers.

Wipes: Every child will have be assigned their own wipes that the parents provide and they will stay at the center.

Cream: the Center will provide diaper cream however if your child needs a specific one you will need to provide it. A medication form will need to be filled out the form is provided by the teachers.

Paper work

Paperwork will be given to every parent for every child. This paperwork must be filled out and returned before the child can attend. The doctor physical form is the only form that does not have to be turned in prior to the child attending. However, it must be turned in within 30 days of your child's start date or the child will not be able to return until it is turned into the Center.

Children's paperwork will be stored in each classroom as well as the office. Any parent or guardian is allowed to view it upon request.

Immunizations: immunization records/ dates are due first day of enrollment.

- Immunization exemption will not be excepted unless there is a medical reason from a medical doctor stating why the child cannot receive their immunization.
- If there is an outbreak of an epidemic disease such as chicken pox, measles, whooping cough that has been reported in Pettis county or surrounding counties the child with immunization exemption will not be able to attend the Center until the epidemic has been declared over by health officials for the protection of the child.
- Parents/ guardians with a child who is exempt for immunizations will be informed if there are children in the center receiving immunizations

Discharge policy

-Voluntary termination requires:

- A minimum of a two-week written notice and final payment on your account.

-Center initiated termination may occur due to:

1. Non-payment or excessive late payments. If your account has any balance due for over two weeks.
2. Incomplete file- missing any of the required state forms, not turning in the updates promptly.
3. Physical or verbal abuse of staff or children.
4. If your child displays consistent behavior that requires continual 1 to 1 attention from the teacher.
5. Excessive or uncontrollable biting or any other harmful behavior to the other children in the center.
6. Non-compliance of center policy

Policy Agreement Form

I have read the following Little but Mighty Childcare LLC Parent handbook.

I agree to the terms and will follow the policies as long as my child is enrolled within this Center. I understand that these policies are subject to change but know that I will be notified.

Childs name

Printed parent name

Parent signature

Date