Little Me with Daycare & Preschool

Parent Handbook

Welcome to Little Me Daycare & Preschool! We are happy to have your family as part of our program. Our home daycare provides a safe, nurturing, and comfortable environment where children can learn, grow, and feel at home.

Our mission is to provide a developmentally appropriate environment that supports each child's social, emotional, physical, and cognitive development. We strive to create a positive early learning experience and encourage a love of lifelong learning.

About This Handbook

This handbook outlines the policies, procedures, and expectations of Little Me Daycare & Preschool. It is intended to serve as a helpful reference for families. The provider reserves the right to update or revise policies and procedures as needed. Families will be notified of any changes at least 30 days in advance, and updated documents will require a new signature.

Communication

Open communication is essential in a home daycare setting. We value a strong partnership with families and encourage parents to share updates, concerns, and milestones.
Working together helps support each child's growth and success.

Table of Contents

Parent Handbook and Hours of Operations and fees 3
Registration Fee and Tuition 4
Probationary Period 5
Payment and Termination Policy 5
Days, hours of operations and school closures 6
Daycare Holiday Closures and Monthly Tuition Explanation 7
Peanut Free 7
Smoke Free & Fire-Arms 8
Behavior & Discipline 8
Aggressive Behavior 9
Child abuse & Neglect 10
Illness 11
Medical & Dental Emergencies 11
Medication 12
Safe Sleep Policies 12
Releasing your Child/Children 13
Naptime 14
Clothing & Personal Belongings 14
Little Me with Daycare/Preschool Personal Property 15
Parental Involvement & Communication 15
Developmental Monitoring and Screening Policy 16
Breastfeeding 16
Infant Program (0–12 month) 17
Toddler Program (1–2 years) 18
Preschool Program (3–5 years) 18
Inclusion Policy 19
Late Pick-Ups/Drop-Offs Fees 20
Personal Items 21
Confidentiality 21
Photo and Video Consent Form 22
Liability Release 23
Medical Emergency Authorization 24
Parent agreement 25

Parent Handbook and Hours of Operations and fees

Thank you for choosing Little Me with Daycare & Preschool and our staff as your daycare and preschool family. We are so excited to be able to assist in the learning and growing process of your little ones. Please read all the content of this handbook. This handbook is to provide you with all the information you need to have the very best experience with Little Me with Daycare/ Preschool.

A copy of this handbook is available by email upon request.

We would like to have all children dropped off by 10:00 am, this ensures that we can follow a well-structured preschool program and have accurate count for lunch time. However, we understand if this can't be met, and we ask that parents communicate to our staff if there will be a different drop off time. Parents must also communicate to us if their child will not attend on their regular scheduled day. If childcare is required after our regular closing time of 5:00 pm, there will be a different price and must be approved by the owner.

Please call or text (208) 913-9999

Please note:

- You must sign your child in and out every day upon arrival and departure. ● Whatever days you have stated in the parent/provider contract: that is the contracting schedule and those are the days your child may attend daycare. ● **If your schedule changes you must notify us with a timely manner and sign a new contract within 7 days.**
- If you must pick up or drop off your child during quiet time, preschool time, mealtime: We ask that you be as brief as possible in order to not interrupt the regular flow of the classroom.

ALL CHILDREN MUST BE PICKED UP NO LATER THEN

AGREED UPON PICKUP TIME. AS WELL IS DROPPED OF ON TIME (or 5 min earlier drop of at most! Without incurring fees!) There will be a $2.00 per minute late pick up fee/early drop of fee.

PLEASE CALL/TEXT if there is a special circumstance for a late pick up or early drop off.

If a parent has not notified us of the late pick-up circumstance: we will contact persons listed on the emergency list, if no one comes we will notify local authorities.

Registration Fee and Tuition

A **one-time, non-refundable registration fee** is required to reserve your child's spot at our facility. Payment is due at the time of enrollment.

Monthly tuition must be paid in full by the last day of each month for the following month's care. Tuition is paid in advance to reserve your child's spot and is not based on actual attendance.

Payment Policies

• A **$25 per day late fee** will be applied to any payments received after the 1st of the month.

• Failure to make timely payments may result in **suspension of care and/or disenrollment**.

• Tuition is due regardless of attendance, including vacations, illness, or partial attendance. Payment is for the **reserved childcare spot**, not actual days attended.

Withdrawals and Refunds

• A **written notice** is required to terminate services.

• No refunds or credits will be issued for early withdrawal.

• No refunds will be given for holidays or days when the facility is closed.

Additional Fees and Payment Methods

• A **$40 fee** will be charged for any returned electronic payment (ACH).

• Payments are accepted via **electronic payment (ACH) or cash only**. Personal checks are not accepted.

ICCP (Idaho Child Care Program)

• Families enrolled in **ICCP** are responsible for paying all co-pays **in full and on time**.

• By signing the provider form issued by Idaho Department of Health and Welfare, families acknowledge and agree to all policies outlined in this handbook.

• A childcare spot is considered reserved from the date the provider form is completed. From that date forward, **all tuition and copay policies apply**, regardless of attendance start date.

• If a family loses ICCP benefits after services have been provided, they are responsible for paying the **full agreed tuition amount**.

Probationary Period

A **one-week probationary period** applies to all newly enrolled children. If, at the end of this period, the provider or parent determines that the program is not a good fit, services may be terminated **without penalty to the parent**.

Payment & Termination Policy

Payment Policies

- **Full payment is due by the last day of each month, in advance for the following month's care. A late fee of $25 per day will be applied to any payments received after the 1st of the month.**
- **Advance payment is required.** Children will not be admitted without prior payment.
- **Holidays are included** in your monthly tuition and are **non-refundable**.
- Monthly tuition secures your child's spot in the program—**not based on attendance**.
- **Monthly fees are non-refundable** under any circumstances, including absences, illness, or withdrawal.
- **Parents are financially responsible** starting from the child's enrollment start date, regardless of actual attendance.
- Tuition rates are subject to change with a **30-day written notice**.
- A **30-day notice** is required for any contractual termination.

Termination of Care

Parent-Initiated Termination

- Parents or guardians must provide **at least two (2) weeks' written notice** prior to withdrawing their child from the program.
- **Full tuition is due during the final two-week period**, regardless of whether the child attends during that time.

Daycare-Initiated Termination

Little Me with Daycare/Preschool reserves the right to terminate care under the following circumstances, including but not limited to:

- Failure to comply with policies outlined in the Parent Handbook

- Violation of the Enrollment Agreement
- Lack of parental cooperation
- Incomplete or missing required forms
- Providing false or misleading information (verbally or in writing)
- Repeated late pickups or early drop-offs
- Recurrent late or missed payments
- Inability to meet the child's developmental, behavioral, or emotional needs
- Disrespectful behavior toward staff, provider, or property
- Physical or verbal abuse toward any individual or daycare property

In such cases, the daycare may provide **written notice of termination ranging from one (1) to two (2) weeks**, depending on the situation.

Immediate Termination

Immediate termination may occur, with or without prior notice, in extreme situations that **threaten the health, safety, or well-being** of the provider, staff, enrolled children, or daycare property.

Days, hours of operations and school closures

Little Me with Daycare/Preschool is open Monday thru Friday and operates during the hours of (look on Website)

Little Me with Daycare/Preschool is closed for the following days:

Martin Luther King Jr. Day
Presidents Day
Memorial Day
Juneteenth
Independence Day
Summer Break Week
Labor Day
Veterans Day
Thanksgiving Break Week
December Christmas Break Week
New Year's Day

If your family takes a vacation or your child/children are absent due to illness you are still required to pay your full tuition regardless of the amount of time.

Daycare Holiday Closures and Monthly Tuition Explanation

You are required to pay on these holidays if your contracted hours and days follow on any of the above following days.

Holidays are not deducted from Tuition

(Subjected to Change)

Holidays are already prorated into Tuition. We have already prorated you for the entire year. We charge for services monthly, not weekly. For example, you get charge a fixed monthly fee of whatever it may be, let's say, $600 dollars. Regardless of if a month has 28 days or 31 days. Therefore, you get charged 12 times a year. However, if I were to charge you weekly on a 28 Day Billing cycle, you would end up paying 13 times a year (28*13=364 days, calendar year is 365 Days). If I were to charge you on a 28-day billing cycle, you would end up being charged twice a month due to some months, or actually most of them have more than 28 days! You can see why we reserved this to stick to monthly charge as it is easier to stick to and follow due to paychecks being paid out mostly semimonthly.

Birthday/Holiday Celebrations:

Little Me with Daycare Preschool will celebrate Birthdays and Holidays. We will normally provide a special snack on these days and we may do special activities. Parents may bring a special snack on these days as long you notified us in advance, and it is store bought.

PEANUT FREE & SMOKE FREE

Little Me Daycare/Preschool Will Provide:

- Breakfast
- Morning snack
- Lunch
- All beverages are provided

MEALS & FOOD FROM HOME:

Little Me Daycare/Preschool provides meals and snacks for children throughout the day, and they are included in the tuition.

Parents are not required to provide lunch or snacks. However, if parents choose to bring lunch or other food from home for their child, we kindly ask that all food be **PEANUT FREE**.

PEANUT FREE:

Little Me Daycare/Preschool is a **peanut-free center** due to the nature of allergic reactions to peanuts and products containing peanuts in some children. Peanut allergies can range from mild to severe. A reaction can be as mild as a rash or as severe as an anaphylactic reaction.

For the safety of all children, we kindly ask families not to bring peanuts or foods containing peanut products onto the daycare property. If your child has eaten food containing peanuts before arrival, please make sure they finish it before entering the daycare.

SMOKE FREE:

Little Me with Daycare/Preschool prohibits smoking anywhere on the property. This includes on the grounds, in the parking lot and in the building. It is illegal to smoke in a vehicle with a child under the age of 18. If you are smoking in your vehicle when returning to the preschool you must dispose of your cigarette prior to entering the parking lot. If you dispose of your cigarette on school grounds it is **immediate termination from the program!**

Firearms:

At no time is any person permitted to carry any type of firearm or weapon on the property of Little Me with Daycare/Preschool for any reason. Violation of this policy will result in **immediate dismissal from the program**!

Behavior and Discipline Policy

Children are guided using **positive and consistent discipline practices**. All discipline is **age-appropriate** and focused on teaching appropriate behavior.

Corporal punishment is strictly prohibited at all times. This includes, but is not limited to, hitting, spanking, shaming, or belittling a child, even with parental permission.

Guidance Methods

We use the following positive guidance techniques:

- Redirection to appropriate activities
- Positive reinforcement
- Modeling appropriate behavior
- Temporary removal from an activity when necessary

Children are supported in expressing their emotions and are guided toward appropriate behavior using age-appropriate communication and tools.

Social and Emotional Development

We encourage children to:

• Use language to express needs and emotions
• Practice problem-solving and social skills
• Show respect for others and their environment
• Develop independence with guidance

Program Approach

Our program promotes positive behavior by:

• Maintaining consistent routines and expectations
• Creating a safe and structured environment
• Supporting children through transitions
• Focusing on each child's individual needs

Termination of Services

While every effort is made to support each child's success, ongoing behavior concerns may result in termination of services.

• Parents will receive up to **three written warnings** regarding serious or repeated behavior concerns.

• If no improvement is observed, the program reserves the right to **terminate care**.

• Immediate termination may occur if a child's behavior poses a **safety risk** to themselves, other children, or staff.

Aggressive Behavior Policy

Parents will be notified of any aggressive behavior, including but not limited to biting, hitting, kicking, pushing, or pinching.

We will use appropriate guidance strategies to help children learn and develop positive behavior.

Behavior Support Process

• **Step 1:** Staff will redirect and guide the child while communicating with the parent.

• **Step 2:** A parent conference will be scheduled to discuss concerns and develop a plan to support the child.

• **Step 3:** If behavior does not improve, families may be asked to seek alternative childcare

arrangements.

The program reserves the right to **modify or skip steps** depending on the severity of the behavior and the safety of children and staff.

Immediate action may be taken if a child's behavior poses a **safety risk**.

Child Abuse and Neglect Policy

Little Me Daycare & Preschool is committed to ensuring the safety and well-being of all children. All staff are mandated reporters and are legally required to report any suspected child abuse or neglect in accordance with state law.

Reporting Procedures

- Any suspicion of abuse or neglect will be reported immediately to the appropriate authorities.
- The provider will document concerns and follow all required reporting procedures.
- Reports will be made to the Idaho Department of Health and Welfare when necessary.

A report of suspected abuse or neglect is not an accusation, but a request for further investigation by the appropriate authorities.

Definition

Child abuse may include **physical or emotional harm**.
Neglect is defined as the failure to provide necessary care, including food, shelter, supervision, or medical care.

Staff Responsibilities

- All staff are trained to recognize signs of abuse and neglect.
- Staff must report concerns immediately and may not delay reporting.
- Individuals who report in good faith are protected by law.

Prevention Practices

To promote a safe environment, we:

- Maintain visibility in all areas (no hidden or isolated spaces)
- Supervise children at all times
- Use appropriate and respectful interactions with children
- Do not force physical affection
- Encourage open communication with children
- Build positive relationships with families
- Require background checks for all staff

Commitment

We are dedicated to creating a safe, supportive environment and will take all necessary steps to protect children in our care.

Illness

Important to follow the guidelines regarding illness in order to protect your child, other children and staff members. If your child becomes ill at school, we will contact you to pick your child up. We would like to prevent the spread of illness as much as possible, so we ask that you pick your child up with in 30 mins from the time you are called. We ask if your child has any of the following conditions but not limited to that you keep them home:

- Sinus and Cough
- Temperature of 100 degrees Fahrenheit or more
- Vomiting
- Diarrhea
- Conjunctivitis (Pink Eye) they may return after being treated for 24 hrs. • Impetigo
- Ringworm
- Scabies
- Hepatitis A
- Measles
- Mumps
- Strep throat
- Tuberculosis
- Whooping cough
- ANY SIGNS OF RSV
- Chicken pox
- Hair lice
- Hand foot and mouth

If your child is sent home with or stays home due to a fever, vomiting or diarrhea they must be **24-hour** symptom and medication free before returning. If there is an uncertainty, we will require you to bring in a note from your doctor stating that your child is in good health and can return to school.

Medical/Dental Emergencies:

Our goal is to prevent accidents and injury however if an injury occurs it is important that all emergency information properly completed and is always current. Please inform us of any changes in emergency contact information such as phone numbers, allergies and medical information immediately.

Emergency information is kept in a file in your child's classroom as well as in the office. In the case of an emergency or your child becomes ill you will be notified. If we are unable to reach you, we will contact one of your emergency contacts from your emergency form.

All minor injuries will be treated by a staff member and you will be notified of the type

of injury that occurred as well as who and how we cared for your child.

In the event that your child has a serious accident, sudden illness or allergic reaction and we need to call 911 to care for your child the following procedures will be followed unless otherwise noted on your child's Allergy Needs and Service Plan:

1. We will take care of your child's immediate needs and separate them from the other children
2. Call 911
3. Contact parent/parents or emergency contact if we cannot reach the parent/parents
4. Parent, provider or ambulance shall take the child and health care records to the hospital
5. An injury report shall be completed, and a copy will be placed in your child file, given to the parent/parents and Community Care Licensing

Medication:

Prescription and non-prescription drugs will only be administered if they are in the original container, they are clearly labeled with the child's name, dosage and expiration date and you have completed the proper forms.

Safe sleeping policies

Only ASTM and CPSC approved cribs and other approved sleep equipment are used. Only approved mattresses designed for the specific bassinet, portable crib or play yard that fit tightly and without gaps are used. Cribs are completely free of all toys, blankets, quilts, soft bedding, pillows, bumper pads, sheep skins and any other additional equipment attached to or placed above the crib.

1. Bottles and Sippy cups are never used unless an infant or toddler is held or sitting upright at a table or in a high chair.
2. Pacifiers may be used when breastfeeding is well – established with parental permission and with bottle-feeding infants until the infant falls asleep. Once the infant is asleep, remove the pacifier and wash it for future use.
3. One-pieced blanket sleepers may be used for warmth. Swaddling is not recommended.
4. Room temperature is comfortable for a lightly clothed adult

Infants (through 12 months of developmental age and including babies of any age who cannot turn from stomach to back and back to stomach) are placed for sleep fully FLAT on their backs EVERY time they are put to sleep.

- Or if an infant arrives in or falls asleep in equipment other than an approved crib, the infant is promptly placed flat on her back in an approved crib
- The crib is placed away from windows, blinds, and drapes

Rooms have enough light for staff to easily monitor infant breathing, skin color and signs of overheating (warm, red face and/or perspiration at the hairline or on the face). Our policy for supervision is:

- At least one alert adult is within sight and sound of each sleeping infant. Lighting and sound should allow appropriate supervision (BIRTH THROUGH 8 MONTHS)
- At least one alert adult present in the room where children are sleeping. If a monitor is used it is kept within sight and sound of the home provider, the door to the sleep room is open, and children are visually checked on at least every 15 minutes and as needed (9 MONTHS AND UP)

We educate staff and parents about the risk factors for SIDS and SUIDS. The risk factors are posted in the infant room and reviewed when any parent enrolls an infant. Parents are notified that there is a 20-50% increase in the incidence of SIDS when infants are positioned on their backs in one setting and on their tummies or sides in another setting. The risk factors include:

- Infants exposed to 2nd and 3rd hand smoke
- Premature infants
- Low birth weight infants
- Infants exposed to drugs and/or alcohol during pregnancy
- Infants who are not breastfed exclusively for the first 4-6 months. This means breast milk is neither the first food fed nor the primary food for the next 6 to 8 months.
- Infants during the first month they are new to the childcare facility
- Infants not current with immunizations or unimmunized
- Infants who are not always placed fully FLAT on their backs EVERYTIME at the childcare facility and at home. Switching from back to stomach for sleep at different times significantly increases the risk of SIDS

Healthy Sleeping policies

For healthy sleeping, every child sleeps on cots, sleeping bags, mats, or pads.
Individual children's bedding is stored separately - without contact with the floor or bedding of others.
Sleeping equipment is stored separately (ex. the floor side of one mat does not touch the sleeping surface of another mat).
Bedding is washed at least weekly and as needed.
Three feet (36") of spacing is maintained between cots, mats and cribs. If there is no room, place children as far apart as possible and/or alternate children head to feet.

Releasing your child/children:

Your child/children will only be released to his/her parent/guardian and hose that you have Authorized to take your child from the school on your Identification and Emergency Information form. Those that are authorized by you will be required to show ID when picking up for the first time. If the person is not on your Identification and Emergency Information form, **I must have verbal permission** from the parent/guardian, or your child will not be released to them. If your authorized person who is picking up your child is late you will be responsible for the late fee.

Nap Time

Nap time is a very important time at the facility.

- If your child will not nap they are required to lay quietly on their mat, without disrupting the other children.
- For health reasons each child is assigned a mat.
- Each child has a blanket assigned to them, if you would like to provide a personal blanket, you are welcome to bring one on Monday and take home Friday to get washed. Blankets not to be taken home on a daily basis.
- There will be adult supervision at all times during nap.

Personal Items Provided by Parents

Parents are responsible for providing the following items for their child:

Infants:
- Diapers
- Wipes
- Breast milk, formula, and/or baby food
- An extra set of clothes

Toddlers:
- Diapers and wipes
- Blanket
- An extra set of clothes

Clothing and Personal Belongings:

Your child/children should come to school dressed and ready for our daily activities. Your child/children will be doing activities that may be messy so please dress them in clothing that you are ok with them getting dirty or stained. Please make sure they are dressed in comfortable and weather appropriate clothing that allows them to move freely for both indoor and outdoor activities. Girls must wear shorts under their skirts or dresses. If your child is working on potty training, please dress them in clothing that is easy for them to manipulate with minimal assistance. This will encourage them and help them be independent when using the bathroom on their own. Please bring plenty of extra clothing when potty training. Please label all items to prevent them from being lost. Please bring extra weather appropriate clothing that is labeled to put in their cubby.

Children must wear appropriate and comfortable shoes when coming to Daycare. All shoes must have a back strap that will keep their feet securely in their shoes. **FLIP FLOPS ARE PROHIBITED**. Any items left at the school 30 days after termination will be donated.

Please do not bring toys or other personal belongings to school. This will avoid hurt feelings and loss of items. Please do not bring **CANDY, GUM, MONEY OR GADGETS** into the school**. Do not allow kiddos to walk in with food and drinks.**

There are times when your child might need a special item that helps in their transition from home to school, if this is the case please label this item and touch base with your child's teacher, so they are aware of what item your child brought to school.

Little Me with Daycare & Preschool Personal Property

All toys in daycare are personal property of Little Me with Daycare/ Preschool cannot be taken home (unless it's yours of course). All toys must be placed back to their original locations after they have been used. Cannot and should not be removed from Little Me with Daycare/Preschool. No acceptations. If taken accidently, please return immediately. Misusers will be persecuted.

Parental Involvement & Communication:

Open communication is key to a successful relationship between Little Me staff, parents and children. Please provide us with any changes in your child's home life as well as problems and accomplishments. Working together as a team is important for your child's educational experience as well as their social, emotional, physical and cognitive development. Open communication is encouraged and appreciated.

Drop-Off and Pick-Up Transition Tips

Transition times can be challenging for some children. It is normal for children to feel upset during drop-off or reluctant to leave at pick-up.

To support a smooth transition:

- Keep goodbyes **brief and positive**
- Reassure your child with simple phrases such as "You are safe" and "I will see you soon"
- Avoid leaving without saying goodbye
- Remain calm and confident, as children respond to your emotions

Children may cry during drop-off; this is a normal part of development and typically resolves within a few minutes.

Consistency and Expectations

The rules of the daycare apply from arrival to departure. During transitions, children may test boundaries.

- Parents are expected to **support and reinforce daycare rules**
- Staff will guide children and reinforce appropriate behavior

Working together helps provide consistency and security for your child.

Safety Reminder

For safety reasons:

• Children must be supervised at all times during arrival and departure

• Do not allow children to run to or from vehicles

• Siblings must follow all daycare rules while on the premises

Safety is our top priority.

Developmental Monitoring and Screening

At Little Me with Daycare/Preschool, we offer Developmental Monitoring and Screening. Our home daycare offers families the ASQ-3, Ages & Stages Questionnaires annually. This screener is a resource and offers parents/guardians a chance to see how their child is developing in areas such as speech, physical ability, social skills, and problem-solving skills. This screening tool is available to our families for free. This resource is available for families with children ages 1 month to 5 ½ years old. Our Home will be happy to provide families with support and resources during this screening process. The goal for the ASQ-3 is to assist both families and our home daycare in showing your child's strengths and areas where they might need some extra support. To learn more about the ASQ-3 please check out the website www.agesandstages.com or speak to our director.

In addition, our daycare takes part in Lee Pesky Learning Home, Child Learning Programs. They do screenings for school programs that we have each learning semester. Please ask our director for more information as this information is still new and in development. The screening is done each learning semester. Minimum twice yearly.

Breastfeeding

At Little Me with Daycare/ Preschool, we welcome mothers and fathers with a positive environment that helps parents and staff feel they are welcome to breastfeed, pump, or bottle feed breastmilk to infants and toddlers in a comfortable environment.

You can expect that our staff will always follow these policies:

● Staff always follow a mother's feeding plans, including her plans if she is late to breastfeed

● Breastmilk or iron-fortified infant formula is served to infants less than 12 months

● Juice will not be served to infants less than 12 months

● Bottles will not be given when a mother is expected for breastfeeding

● Pacifiers are used only with parental permission

We provide a designated, comfortable breastfeeding place to breastfeed. You are welcome to go into the backroom . For your convenience, we provide a chair and an end table that has and extension cord to plug in your pump if needed. There is a bathroom sink attached right next to the room. The refrigerator is just around the corner.

All breast milk will be stored with child's first and last name.

Infant Program (0–12 Months)

Little Me Daycare/Preschool offers an infant program designed to meet each child's **individual needs**. Infants follow their own feeding and sleeping schedules based on age and development.

As children grow, they are gradually introduced to a more consistent daily routine. All infants receive **individualized attention, interaction, and age-appropriate activities** to support their development.

Required Items

Each infant will be provided with a cubby. Parents are required to supply:

- Diapers
- Wipes
- Extra change of clothes
- Crib sheet
- Bottles (**no glass bottles permitted**)

Daily Communication

A daily report will be provided to keep parents informed of their child's day, including:

- Diaper changes
- Feeding times
- Sleep schedule and duration

Daily reports will be available at **pick-up in your child's cubby**.

Daily Routine

- Arrival and breakfast
- Tummy time and sensory play
- Nap / rest time
- Morning snack (if age-appropriate)
- Outdoor play and individual time
- Lunch (as needed)
- Nap / rest time
- Free play and crawling practice
- Supper
- Free play and departure

⚠ **Note:** Infants follow individual feeding schedules. Food will be provided as needed outside of the routine.

Toddler Program (1–2 Years)

The transition from the infant program to a structured classroom is an important developmental step. Our toddler program is designed to provide a **smooth and supportive transition**.

This classroom offers a **smaller group setting** with a structured yet nurturing environment to help children build confidence, independence, and readiness for preschool.

Children participate in age-appropriate activities that support their **social, emotional, and developmental growth**.

Required Items

Each child will be provided with a cubby. Parents are required to supply:

- Diapers
- Wipes
- Change of clothes
- Blanket

Daily Routine (1–5 Years)

- Arrival and breakfast
- Free play and social interaction
- Circle time and early learning activities
- Morning snack
- Outdoor play and physical activity
- Lunch
- Nap / rest time
- Group activities and structured learning
- Movement and gross motor activities
- Supper
- Free play and departure

Preschool Program (3–5 Years)

Our preschool program is designed to prepare children for kindergarten by promoting **school readiness, independence, and confidence**.

Children participate in a structured daily routine that includes **curriculum-based learning, social interaction, and hands-on experiences**. Our program supports **kindergarten readiness standards** and focuses on the development of language, cognitive, social, and motor skills.

We emphasize:

- Early literacy and language development
- Problem-solving and critical thinking

• Social skills and cooperation
• Independence and self-help skills

Children are encouraged to explore, learn, and grow in a **safe, structured, and nurturing environment** that supports both academic and social success.

Required Items

Each child will be provided with a cubby. Parents are required to supply:

• Change of clothes
• Blanket or rest-time mat (if applicable)

Inclusion Policy

Little Me Daycare & Preschool is committed to providing an **inclusive and supportive environment** where all children feel safe, valued, and respected.
We strive to meet the individual needs of each child through **open communication with families**, flexible routines, and developmentally appropriate practices.
Please note that care is provided in **English only**.

Individual Support

We make every effort to support children with diverse needs by:
• Adapting activities and materials to each child's abilities
• Encouraging independence and participation in daily routines
• Providing a flexible environment that supports different learning styles
• Using age-appropriate guidance and support strategies

Support Strategies

Depending on a child's needs, we may use:
• Clear communication, modeling language, and patience
• Visual supports (pictures, gestures, cues)
• Additional time for transitions and activities
• Adapted materials and equipment
• Consistent routines and structured environments
• Sensory-based and hands-on learning experiences

Family Collaboration

Families are encouraged to share any relevant information, including **IFSP or IEP plans**, to help us better support their child.

If developmental concerns are observed, families will be notified and may be provided with **resources or referrals** for additional support.

Commitment

We work in partnership with families to support each child's development and help them grow into **confident, independent, lifelong learners**.

Late Pick-Up and Early Drop-Off Policy

Children must be picked up no later than the agreed-upon pick-up time and dropped off at their scheduled time.

- A $2.00 per minute fee will be charged for late pick-ups and early drop-offs.
- A grace period of up to 5 minutes early drop-off may be allowed without a fee.
- Parents must call or text if they anticipate being late or arriving early due to special circumstances.
- If a parent does not notify the provider and cannot be reached, emergency contacts will be called. If no authorized person arrives, local authorities may be notified.

Arrival Policy

- The latest drop-off time is 10:00 AM daily to ensure minimal disruption to the classroom schedule.

Food Policy

- Children must finish all food and drinks before entering the daycare.
- Lunches must be provided by parents (if applicable). We provide all drinks, breakfast, and snacks.
- This is a peanut-free program (almond butter is permitted).
- Please do not pack sweets.
- No glass containers or bottles are allowed.

First Day Requirements

Please bring the following on your child's first day:

- Tuition payment
- Crib sheet (if applicable)
- Change of clothes
- Diapers and wipes (if needed)
- Bottles (if applicable)
- Comfort item (blanket or small stuffed toy)
- Immunization form (parent portion completed and signed)

☞ Please label all items, including clothing, lunch items, and personal belongings.

Personal Items Policy

Children are discouraged from bringing toys or personal items from home, as they may become lost or damaged.

If allowed for special occasions (such as “share day”):

• No real or pretend weapons
• No violent toys or games
• No live animals without prior approval

Confidentiality Policy

Confidentiality is maintained to protect the privacy of children and families.

• Information, photos, and records will not be shared without written parental consent.
• Any shared information will be on a need-to-know basis and only to support the child’s care and development.

Program Closures (Weather & Emergencies)

• Weather-related closures will be determined by the provider by 5:00 AM.
• During operating hours, the program will remain open unless:
    - there is a power outage, or
    - local authorities recommend closure due to unsafe conditions
• Families will be notified via text or email. Please ensure your contact information is up to date.

Photo and Video Consent Form

I, _____ (Parent/Guardian Name),
give permission for Little Me Daycare & Preschool to photograph and/or record video of my child(ren):

- _____
- _____
- _____
- _____

for the purposes listed below.

Authorized Use
Photos and/or videos may be used for:

- Classroom documentation and daily activities
- Sharing with current enrolled families
- Display on bulletin boards within the daycare
- Use on the daycare's social media page (Facebook)
- Use on the daycare's website

Facebook: www.facebook.com/littlemewithdaycare
Website: www.littlemewithdaycare.org

Acknowledgment
I understand that:

- My child's image may be used as described above.
- No personal identifying information will be shared without additional consent.
- This permission will remain in effect for the duration of my child's enrollment.
- I may withdraw my consent at any time by providing written notice.

Parent/Guardian Signature: _____
Date: _____

Liability Release and Assumption of Risk

In consideration of the childcare services provided by Little Me Daycare & Preschool, the undersigned parent/guardian agrees to the following:

I understand that while every reasonable effort is made to ensure a safe and supervised environment, minor injuries may occur in a childcare setting.

I voluntarily assume all reasonable risks associated with my child's participation in daily activities at the daycare.

Release of Liability

To the fullest extent permitted by law, I hereby release and hold harmless Little Me Daycare & Preschool, its owner, staff, and agents from any and all claims, liabilities, damages, or expenses arising from or related to my child's participation in the program, except in cases of gross negligence or willful misconduct.

Indemnification

I agree to indemnify and hold harmless Little Me Daycare & Preschool from any claims, including reasonable attorney fees, resulting from my child's participation in the program.

Acknowledgment

I have read and understand this agreement and acknowledge that it remains in effect for the duration of my child's enrollment.

Children Covered Under This Agreement

- _____
- _____

Parent/Guardian Name: _____

Signature: _____Date: _____

Medical Emergency Authorization

In the event of a medical emergency, I authorize Little Me Daycare & Preschool to seek emergency medical care for my child(ren) if I cannot be reached.
I understand that every reasonable effort will be made to contact me and/or my emergency contacts prior to seeking medical treatment.
I give permission for my child to be transported by emergency medical services (EMS) to the nearest medical facility if necessary.
I agree to assume responsibility for any and all medical expenses incurred as a result of emergency treatment.

Children Covered Under This Authorization

- _____
- _____

Parent/Guardian Name: _____
Signature: _____
Date: _____

Parent Agreement

I acknowledge that I have received, read, and understand the Parent Handbook for Little Me Daycare & Preschool.
By signing below, I agree to comply with all policies, procedures, and guidelines outlined in the handbook.

I understand that failure to follow these policies may result in termination of services.

Parent/Guardian Name: _____

Signature: _____

Date: _____