



## **Little Me with Daycare/Preschool**

### **Parent Handbook**

The mission of Little Me Home Daycare is to provide a safe developmentally appropriate environment for every child. My focus is to provide a stimulating early care and educational experience which promotes each child's social, emotional, physical and cognitive development. My goal is to support children's desire to be lifelong learners.

This handbook will go over all Little Me with Daycare/Preschool, Rules and Regulations. It is also a great reference to an answer to any question you may have. I reserve the right to make changes to policies and procedures.

My handbook, contracts and all other forms may be revised as needed to meet the needs of the children, parents and the business. If that is the case the parents will be notified of the changes at least 30 days in advance and will resign the appropriate form that has changed.

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.

## **Table of Contents**

|                                                                |    |
|----------------------------------------------------------------|----|
| Parent Handbook and Hours of Operations and fees .....         | 3  |
| Registration Fee and Tuition.....                              | 4  |
| Probationary Period .....                                      | 4  |
| Payment and Termination Policy .....                           | 5  |
| Days, hours of operations and school closures.....             | 6  |
| Daycare Holiday Closures and Monthly Tuition Explanation ..... | 6  |
| Smoke Free School .....                                        | 7  |
| Fire-Arms .....                                                | 7  |
| Behavior & Discipline .....                                    | 7  |
| Aggressive Behavior .....                                      | 8  |
| Child abuse & Neglect .....                                    | 9  |
| Illness.....                                                   | 10 |
| Medical & Dental Emergencies.....                              | 10 |
| Medication .....                                               | 11 |
| Safe Sleep Policies .....                                      | 11 |
| Releasing your Child/Children .....                            | 13 |
| Naptime .....                                                  | 13 |
| Clothing & Personal Belongings .....                           | 13 |
| Little Me with Daycare/Preschool Personal Property .....       | 14 |
| Parental Involvement & Communication .....                     | 14 |
| Tips for a Smooth Drop Off & Pick Up .....                     | 14 |
| Developmental Monitoring and Screening Policy .....            | 15 |
| Breastfeeding .....                                            | 15 |
| Infant Program .....                                           | 16 |
| Toddler Program .....                                          | 17 |
| Inclusion Policy .....                                         | 18 |
| Permission to photograph .....                                 | 20 |
| Late Pick-Ups/Drop-Offs Fees .....                             | 21 |
| Confidentiality .....                                          | 21 |
| Late Fee .....                                                 | 22 |
| Options for payment .....                                      | 22 |
| Personal Items .....                                           | 23 |
| Program Closures .....                                         | 23 |
| Liability Release.....                                         | 24 |
| Parent agreement .....                                         | 25 |

## **Parent Handbook**

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 OFF ON TIME (or 5 min earlier drop off at most! Without incurring fees!) There will be a \$1.00 per minute late pick up fee/early drop off 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 and Tuition**

Registration fee will be charged annually!

There is a one time enrollment fee per child per year to reserve the spot for your child at our facility. Payment is due at the time of enrollment/annual registration and is nonrefundable.

- Tuition is based monthly. **The full payment is due by the 1st of that month** Tuition must be paid prior to service. **And should be considered as payments to hold your child's spot not for actual attendance.**

If the date for tuition falls on a weekend, full payment must be made first thing the following business day.

- A \$25 per day late fee will be added to the bill for any payments made after the 1st.
- If payments continue not to be made, we reserve the right to disenroll your child
- If your family is taking vacation or the child is sick for a week or two, the tuition remains the same. **Parents pay for the spot regardless if the child attends the whole month or not.**
- Parents must provide written notice if they wish to terminate service. There will be no reimbursement for early release.
- There is no reimbursement for tuition if it lands on a Holiday that we are closed.
- A charge of \$40 will be assessed for any returned payment, whether check, or ACH draw

  

- **ICCP clients are responsible for paying their copays in full and on time.** By signing the child care provider form issued by Health and Welfare, families acknowledge that they have read, understood, and agree to follow all terms and policies outlined in this handbook.
- **A child care spot is considered reserved starting on the date the provider form is completed and dated.** From that date forward, the space is held for the child and all regular tuition and copay policies apply, whether or not the child has started attending.
  - Also, if client can't receive benefits of ICCP but has already been registered and our service was provided, clients must pay original charge agreed upon.

## **Probationary Period:**

There is a 1-week probationary period for each child enrolled. If at the end of one weeks either I, staff or parent feels that a child is not benefiting by being enrolled on our program termination will take place with no penalties assessed to the parent

## Payment & Termination Policy

### Payment Policies

- **Full payment is due by the 1st of each month.** A **\$25/day late fee** applies for payments received after the 1st.
- **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.

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### 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 August 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.

**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.

**LITTLE ME WITH DAYCAREPRESCHOOL IS A PEANUT FREE & SMOKE FREE CENTER**

Little Me with Daycare/Preschool will Provide:

Breakfast at 8:45-9:00am

Lunch served at 11:30-11:45pm (This works well due to picky eaters)

I like full belly's We may offer in the future, just want to see how it goes.

Afternoon Snack at 2:45- 3:00pm

All drinks supplied

Parents shall prepare a **PEANUT FREE** Lunch daily

**PEANUT FREE CENTER:**

Little Me with 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 range from mild to severe. A reaction can be as mild as a rash or as severe as anaphylactic reaction. An allergic reaction can occur from smelling peanuts on another person's breathe, touching oil residue left on a person and/or surface and consuming peanuts or products containing peanuts. Little Me with Daycare/Preschool prohibits peanuts and/or foods containing peanut products on the property. All children must finish any unfinished food in the car before entering the school.

**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 & Discipline**

All children are disciplined in a positive and consistence manner. **Children at NO TIME shall be punished with any type of corporal punishment such as but not limited to being hit, spanked or belittled even with parental permission.** Discipline shall be age appropriate. There are various forms of discipline that will be used but not limited to such as redirection, positive reinforcement, withdrawal from play space. At no time will children be made to feel as if they are doing anything bad, we will simply re-direct into another situation for the child, we will also use images of feelings to help communicate with child as to how their feeling.

We encourage children to:

- Employ problem solving skills such as negotiation and active listening, and to come up with as many creative solutions to a problem as possible.
- Use language to express needs and emotions, and to use words to solve differences. Adults help provide key phrases and words for children when the child is unable to do so.
- Care for the people and equipment in their environment and enjoy freedom with responsibility.
- Safe, reasonable, and age-appropriate limits, together with opportunities for children to practice new social skills, are the cornerstones for gaining self-control and responsibility.

10 Practical Ways to Stop Behavior Problems . . . Before They Start

- 1) Encourage behavior you want to see continued; try not to reinforce negative behavior
- 2) Be persistent (and consistent).
- 3) Consistently position yourself so that you are able to see a large area of the room or play yard.
- 4) When trouble repeats itself, analyze the situation and try changing IT--rather than the CHILD.

- 5) Emphasize the positive, rather than the negative--tell the child what you want them to DO--rather than what you DON'T want them to DO.
- 6) Warn ahead of time to make transitions easier.
- 7) Arrange the environment to promote positive interactions.
- 8) Have as few limits as possible but remain consistent in enforcing the ones you have.
- 9) When supervising children, always plan ahead.
- 10) Follow the children's lead--they know what they are interested in.

### **Aggressive Behavior:**

Parents will be notified of all aggressive behavior such as but not limited to biting, hitting, kicking, pushing, and pinching. We will use every appropriate method to help your child control such behavior. The steps we will take are as follows:

Step 1: Teacher/Director coaching the child to help change the behavior and contact with the parent.

Step 2: Teacher/Director parent conference where we will make suggestions and work with parent to help stop the behavior.

Step 3: Second Teacher/Parent conference where the parent might be asked to find alternative childcare.

Any or all steps may be skipped or omitted as deemed appropriate, based on the extent of the type of aggressive behavior and the circumstances.

### **Child Abuse /Neglect, and Sexual Abuse:**

Child care workers are in a unique position to recognize victimized children. **Because of this, we are legally mandated reporters of child abuse and neglect. Annually, all staff members review the guidelines for recognizing child abuse.**

**Steps to Quality Child Care employees must fully understand their legal obligation to report suspicions of child abuse and review the guidelines upon hire and every year of employment. The training will also cover how to respond if a child discloses.** It may seem easier not to get involved and believe that someone else will eventually make the report. This "wait and see" approach can be very dangerous, even deadly, for a child who is being mistreated.

**If you suspect abuse or neglect, notify the director immediately. The incident will be documented immediately and the director will support you while you report. Do not discuss your concerns with anyone but the director. If the director is not available, make the report directly to the Department of Health and Welfare, and notify the director by phone, text or email that you have done so.**

**All staff and volunteers are mandated by law to report any suspicion of child abuse or neglect. Abuse may be physical, emotional, or sexual.** Neglect is the failure, refusal, or inability, for reasons other than poverty, to provide necessary care, food, clothing, shelter or medical care. Staff and volunteers who report in good faith are immune from civil or criminal liability. Staff or volunteers who intentionally fail to report suspicion are subject to fines or imprisonment under the law.

**To prevent child abuse and neglect, this program:**

1. \*Trains staff to avoid one-staff-one-child situations if at all possible. If scheduling requires one adult be alone with one child, the parent is always informed at pick-up or drop off.
2. \*Design our classrooms to avoid hidden and secluded areas.
3. \*Makes sure interactions between children and staff can be observed and interrupted.
4. \*Uses proper names for body parts.
5. \*Never forces children to give affection.
6. \*Tells children that if they have questions about someone's behavior, the best thing they can do is ask about it
7. \*Explains that secrets can be harmful.
8. Trains staff in the Strengthening Families Protective Factor Framework and Stewards of Children Darkness to Light.
9. Requires a background check for all staff.
10. Develops positive, non-judgmental relationships with parents.
11. Is alert to signs of stress in parents and struggles in the parent-child interaction.
12. Communicates regularly with parents concerning a child's progress.
13. Provides education including offering tips for specific challenges.
14. Provides opportunities for parents to become involved in their child's care.
15. Provides information about community resources.
16. Models developmentally appropriate practices by allowing the parent observational opportunities to see their child interact with child care staff.
17. Provides an atmosphere for parents to share their experiences and develop support systems.
18. Reaches out to fathers, grandparents and other extended family members that are involved in a child's development.

A report of child abuse is not an accusation. It is a request for more information by a reporter who has reasonable suspicion that abuse or neglect may be occurring. A report does not mean that our employees must determine that abuse and/or neglect has occurred. In Idaho, Child Protective Services is responsible for that determination.

**\* These strategies are part of our sexual abuse prevention plan.**

## 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 within 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 is 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 those 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 that parent provides for child**

Infants:

- Diapers
- Wipes
- Breast milk
- Formula
- Baby food
- Extra set of clothes
- Necessary medication including: rash ointment, teething gel/tablets, fever pain reliever

Toddlers:

- Diapers, Wipes
- Blanket
- Extra set of clothes
- Necessary medications including rash ointment, fever/pain reliever.
- Sunscreen

### **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 accidentally, 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.

#### **Tips for smooth transition at drop off and pick up:**

Transition times can be stressful for some children. In the morning, they may not want to say goodbye to you and at pick up time they may not want to go because they are involved in a fun activity. This is a natural occurrence and may vary with your child's age and developmental stage. Never sneak out. To ease their transition, I encourage parents to take a minute to help their child feel comfortable and offer positive statements such as "you are safe" "I love you have a great day and I will see you soon". Make your goodbye brief this will help them in the transition. When a parent shows reluctance or gets emotional in front of their child when departing it makes it harder for the child. It is ok and normal for parents to also be emotional just wait for the door to close so they do not see you. Your child may cry, and this too is natural. Usually they will stop crying within a few minutes.

The rules at Little Me with Daycare/Preschool apply from the time your child walks in until they walk out. During the transition times of drop off and pick up your child from time to time may test the different authority figures that are present (Parent and Teacher) to see if the rules still apply. If your child misbehaves during one of these transition times, please correct their behavior. If I am present, I will remind your child about rules and appropriate behavior. Please be prepared to have my back as I will have your back if you feel your rules or desires are being tested.

When arriving or leaving the school please do not allow your child/children to run to or from your car. If you are bringing your child's siblings in to drop off or pick up your child/children, please remind them of the rules here at Little Me with Daycare/Preschool as **SAFTEY IS NUMBER ONE!**

### 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](http://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 room:**

Little Me with Daycare/Preschool offers an infant program that not only meets the needs of your infants but allows them to be on their own schedule. Babies are on their own sleeping and eating schedules. Between the age of 1 and 2 children start to be on the same schedule when it comes to eating and sleeping. All our little ones are interacted with and played with, the type of play is based on their age and development. As they grow and develop more activities are planned for them.

A cubby is provided for each child. Each child is required to bring:

Diapers, wipes, extra change of clothes, crib sheet, bottles (age appropriate) no glass.

So that each parent knows what went on with their little one during the day your child's teacher will provide you with a daily report card stating how many and type of diapers were changed, when they ate and when and how long they slept. This will be in your child's cubby at pick up

### **Infant Daily schedule**

|                   |                                 |
|-------------------|---------------------------------|
| 8:00am - 9:00am   | Drop-off + bottles/breakfast    |
| 9:00am – 9:30am   | Diapers/clean up                |
| 10:00am - 10:15am | Morning snack                   |
| 10:15am – 10:30am | Diapers/clean up                |
| 10:30am - 11:30am | Naptime                         |
| 11:30am - 12:00pm | Bottles/lunch                   |
| 12:00pm - 12:30pm | Story time (books + songs)      |
| 12:30pm - 3:00pm  | Outside play / gross motor time |
| 1:30pm – 2:30pm   | Naptime                         |
| 2:30pm - 3:00pm   | Bottles/snack                   |
| 3:00pm – 3:15pm   | Diapers/clean up                |
| 3:15pm - 5:00pm   | Individual play time            |

## **Toddlers 2-3**

Transitioning from the infant room to the preschool room can be a hard for your new 2-year-old. We provide a room that is set up to help your little one transition from the infant room to the preschool room. Just because they have aged out of the Infant room and are ready to does not mean they are ready for the Preschool room. We have a smaller environment with less children that provides them with the stability and confidence they will need before entering the preschool room.

A cubby is provided for each child. Each child is required to bring: Diapers, wipes, change of clothes, crib sheet, & blankie

### **Toddler/Preschool Daily schedule**

|                   |                                      |
|-------------------|--------------------------------------|
| 8:00am - 9:00am   | Drop-off + breakfast                 |
| 9:00am - 10:30am  | Play time / circle time / study time |
| 10:30am - 11:30pm | Outside play + physical activity     |
| 11:30am - 12:00pm | Lunch + Prepare for naptime          |
| 12:00pm - 2:30pm  | Naptime                              |
| 2:30pm - 2:45pm   | Group time                           |
| 2:45pm - 3:00pm   | Afternoon snack                      |
| 3:00pm - 5:00pm   | Choice time / outside play           |

## **Inclusion Policy**

At Little Me with Daycare we strive to be all inclusive so that no child feels left out. We strive to keep open communication between the children in our care and their families. We do not have the ability to serve children in any language other than English.

In order to accommodate children with disabilities we try different strategies to allow each child to be as independent as possible. We put a lot of thought into our learning material selection and keep our activities and schedule flexible so that we can accommodate each child's abilities. We also strive to learn about special equipment when the need arises.

### In the case of a communication development disability we will:

- Use and reinforce good language skills by talking to the child about what is happening and encouraging the child to talk about what they are doing or how they feel.
- Building upon what the child says so that the child can hear better language skills being modeled
- Be patient while using good listening skills and keeping eye contact with the child
- Wait for the child to communicate at their own pace
- Make sure the child is accommodated in emergency situations.

### In the case of a physical development disability we will:

- Allow longer times for transitioning, positioning, and practice during activities
- Provide materials which are easier for the child to grasp and hold
- Become familiar with the child's limitations so that we can support and involve the child in all activities
- Help the child to learn independence in areas where the child is capable of doing things independently

### In the case of a hearing disability we will:

- Encourage the child to let us know when he doesn't understand so that we can say it differently not just repeat it
- Getting the child's attention before starting an activity, giving directions, or introducing new materials
- Know the degree of hearing loss and how it affects the child
- Use alternative communication methods if necessary such as: pictures, objects, gestures, signs, etc.
- Make sure the child is accommodated in emergency situations.

### In the case of a vision disability we will:

- Inform the child about what we are doing with other children and forewarn the child if we will be touching or moving them
- Show items to the child and allow them to use their other senses to explore them
- Make sure the child is accommodated in emergency situations.
- Familiarize the child with room arrangement and when changes are made do them gradually so that the child can adjust to the change
- Use books and pictures which are simple and bold
- Use sensory cues such as sounds to get the child's attention for transitional times
- Guide the child to initiate play activities with other children

### In the case of a cognitive development disability we will:

- Determine the child's developmental abilities

- Avoid abrupt changes in activities
- Provide adequate time for the child to practice new skills
- Keep the child involved with or near other children; this can promote language, cognitive, social or emotional development
- Use whatever communication method works best with the child; speak slowly and clearly, pictures, gestures, etc.
- Offer age-level as well as developmental-level challenges
- Offer activities which are multi-sensory or open ended, allowing the child opportunities for creativity

In the case of a behavioral, social, or emotional disability we will:

- Show the child how to use words and teach acceptable play and social skills
- Offer a quiet area where the child can focus if there is too much activity
- Follow a consistent daily routine and allow extra time for transitions
- Set reasonable limits
- Offer a limited number of choices
- Offer the child activities which they are capable of doing

In the case of adaptive development disability we will:

- Give assistance to encourage independence
- Give reminders to use the toilet and provided assistance if needed
- Encourage families to provide clothing with fasteners that the child can manage independently
- Encourage children to feed themselves and provide foods which can help them be successful

If the family has an Individualized Family Service Plan or an Individualized Education Program they are encouraged to share these with us so that we can better serve their child.

If we notice a delay in abilities you will be informed and given information on how to get further assistance for your child.

Together we can help your child to become an independent life-long learner and to do their best.

If outside support is needed in order to address needs and/or concerns referrals may be given to you. We keep a list of agencies which can help in these matters. We will document these referrals and their outcomes.

### **Permission to Photograph**

I, \_\_\_\_\_, give permission for  
**Little Me with Daycare/Preschool** to (Parent or Guardian)  
(Child Care Center)

photograph or take a video of my child,

1<sup>st</sup> \_\_\_\_\_, for the (Child's name) following purposes:

2<sup>nd</sup> \_\_\_\_\_, for the (Child's name) following purposes:

3<sup>rd</sup> \_\_\_\_\_, for the (Child's name) following purposes:

4<sup>th</sup> \_\_\_\_\_, for the (Child's name) following purposes:

Type and use:

- Still Photographs
- Give photographs possibly containing your child to current clients
- Display on bulletin boards, shown to current and prospective clients
- Videos and photos will be displayed on Little Me with Daycare/Preschool

Facebook page: [www.facebook.com/littlemewithdaycare](http://www.facebook.com/littlemewithdaycare)

• Home Daycare Business Website: [www.littlemewithdaycare.org](http://www.littlemewithdaycare.org)

I understand that it is my responsibility to update this form in the event that I no longer wish to authorize one or more of the above uses. I agree that this form will remain in effect during the term of my child's enrollment.

Parent or Guardian Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## **Late Pickup-Ups and Early Drop-Offs FEES**

**ALL CHILDREN MUST BE PICKED UP NO LATER THAN AGREED UPON PICKUP TIME. AS WELL IS DROPPED OFF ON TIME (or 5 min earlier drop off at most! Without incurring fees!) There will be a \$2.00 per minute late pick up fee/early drop off 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.

**We ask that you don't allow your child/children to walk into center with food in hand please finish all food items and drinks in car, this helps maintain a nice clean environment for all students & also helps with other students not understanding why their friend has a treat and they don't.**

## **Confidentiality**

**Confidentiality is required in childcare programs to protect the rights of children and families. Staff will not talk about or share written information, pictures, or any other identifying information about a child or family without the written permission of the family. When information is shared it is based on a need-to-know and is done with the written permission of the family to support decision-making and planning.**

**Also 10:00am is latest drop off daily, this helps teachers stay on task with their classroom schedules.**

First day needs:

Crib sheet per child

Tuition to start

Change of clothes, diapers wipes if needed (age appropriate) bottles Favorite blankie

Immunization form: Just fill out top part and sign I will fax to doctors for you.

## **NO GLASS CONTAINERS OR BOTTLES**

Stuffed animal or favorite blankie is encouraged to help with transition. **Label everything please, lunches jackets special items**

Lunch packed, we provide all drinks so no need for drinks in lunches, we are a peanut free center, almond butter is ok, please no sweets.

We provide all snacks and breakfast and all drinks

#### **PERSONAL ITEMS:**

Many children enjoy bringing toys and other comfort items to school with them. These items can often be a distraction and could become lost or damaged. For those reasons, we ask that you please refrain from allowing your child to bring such items. Many classrooms have a scheduled “share day” that allow the children to bring things from home, please see your child’s teacher for more details.

When participating in a “share day” or any other activity where your child brings in a personal item, Little Me Preschool asks the following guidelines to be met:

NO pretend or real weapons of any kind

NO violent games

NO live pets-unless prior permission is received from the owner (Jenny)

#### **Program Closures: Ice, snow, & severe weather**

Closures prior to opening of the program will be decided by owner of Little Me with Daycare/Preschool no later than 5:00 am.

In the event of severe weather conditions during operating hours, centers will remain open except in the event of a power outage, or when local authorities request early closure due to hazardous road conditions.

Owner or Director will be responsible for notifying families of a closure during operating hours. Notifications will be delivered via email or text message, please make sure that your contact information is kept up to date.

**Liability Release:**

In consideration of the childcare services offered by Little Me with Daycare/Preschool, to the child/children listed below, the undersigned hereby waive, relieve and discharge any and all claims which the undersigned may have, or claim to have, or in the future have, against Little Me with Daycare/Preschool and for all personal injuries or claims of any kind or nature known or unknown, caused by or arising out of childcare services provided by Little Me Daycare Preschool it's agents and employees. This release is intended to discharge in advance Little Me with Daycare Preschool from and against any and all liability arising out of or connected in any way to the use by the undersigned of the childcare services provided by Little Me with Daycare/Preschool. (cont.)

The undersigned further understands that personal injuries occasionally occur to children while in the care of others, but knowing of such risk and in consideration of the services provided, the undersigned hereby agrees to assume those risks and to release, indemnify Little Me with Daycare/Preschool for all expenses, including attorney costs and fees and hold harmless Little Me with Daycare/Preschool even though they might otherwise be liable to the undersigned for damages.

1<sup>st</sup> \_\_\_\_\_, for the (Child's name)

2<sup>nd</sup> \_\_\_\_\_, for the (Child's name)

3<sup>rd</sup> \_\_\_\_\_, for the (Child's name)

4<sup>th</sup> \_\_\_\_\_, for the (Child's name)

Parent/Guardian Name \_\_\_\_\_

Date \_\_\_\_\_

## **Little Me with Daycare/Preschool Parent Agreement**

I have read and understood the Parent handbook and by signing I agree to comply with all the rules set forth. In the event I do not I am aware Little Me with Daycare/Preschool will follow through with any legal issues necessary.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_