



## **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.

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## 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.

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.

## 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 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 1th.
- 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 to pay their copays in full. And are agreeing to the terms and policies in this handbook when they sign the child care provider form provided by the Health and Welfare.
  - 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.

## 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  
Easter Monday  
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.

**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 ( $28 \times 13 = 364$  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**

#### **Meals & Nutrition at Little Me with Daycare/Preschool**

We believe that full bellies make happy learners! At *Little Me with Daycare/Preschool*, we provide nutritious meals and snacks to keep your child energized and ready to play, learn, and grow.

Here's what we currently provide:

- **Breakfast**
- **Morning Snack**
- **Lunch**
- **Supper**
- **Drinks** supplied by us

**Please Note:** Parents are asked to prepare and send a **PEANUT-FREE lunch daily**.

We're always exploring ways to improve, and may expand our meal offerings in the future — we'll keep you posted!

#### **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 Policy**

It is important to follow the guidelines regarding illness in order to protect your child, other children, and our staff. If your child becomes ill while at school, we will contact you immediately. To help prevent the spread of illness, we ask that you pick up your child within 30 minutes of being called.

Please keep your child home if they are experiencing, but not limited to, any of the following symptoms or conditions:

- Persistent sinus congestion or coughing
- Temperature of 100°F or higher
- Vomiting
- Diarrhea
- Conjunctivitis (Pink Eye) – may return after 24 hours of treatment
- Impetigo
- Ringworm
- Scabies
- Hepatitis A
- Measles
- Mumps
- Strep throat
- Tuberculosis
- Whooping cough
- Any signs of RSV
- Chickenpox
- Head lice
- Hand, Foot, and Mouth Disease

If your child is sent home or stays home due to fever, vomiting, or diarrhea, they must be symptom-free and medication-free for 24 hours before returning.

If there is any uncertainty about your child's health, we may require a doctor's note stating that your child is in good health and may safely 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 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 **SAFETY 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 Program (Age 0-1)**

*At Little Me with Daycare/Preschool*, our Infant Program is thoughtfully designed to meet the individual needs of each baby while nurturing their growth and development in a warm, safe, and loving environment.

Infants follow their own unique eating and sleeping schedules, ensuring that their routines are respected and their comfort is prioritized. As children grow—typically between the ages of 1 and 2—they begin to transition into a more structured schedule for meals and naps, alongside their peers.

Our caregivers engage with each child daily through age-appropriate interaction and play, supporting physical, emotional, and cognitive development. As infants develop, we gradually introduce more structured activities that match their developmental stages and interests.

What to Bring:

Each child is provided with a personal cubby. Parents are required to supply the following items:

- **Diapers**
- **Wipes**
- **Extra change of clothes**
- **Crib sheet**

- **Bottles (age-appropriate, no glass)**

Daily Communication:

To keep you informed about your child's day, your child's teacher will provide a daily report card. This includes:

- **Diaper changes (time and type)**
- **Feeding times and amounts**
- **Nap times and duration**

The report card will be placed in your child's cubby for you to review at pick-up.

## **Toddler Program (Ages 1–3)**

The transition from the Infant Room to the Preschool Room can be challenging for some children, especially at the age of 2. At *Little Me with Daycare/Preschool*, we offer a specialized Toddler Room designed to bridge that gap—providing a warm, nurturing environment tailored to meet the unique needs of young toddlers.

While a child may have aged out of the Infant Room, it doesn't always mean they are fully ready for the Preschool setting. Our Toddler Room offers:

- **A smaller group size to reduce overstimulation**
- **A structured but flexible routine that helps toddlers feel safe and confident**
- **Activities that promote early independence, communication, and social skills**

This in-between space helps ease the transition, allowing your little one to build the stability and confidence they need before moving up to the Preschool Room.

What to Bring:

Each child is provided with a personal cubby. Parents are asked to supply:

- **Diapers**
- **Wipes**
- **Extra change of clothes**
- **Crib sheet**
- **A comfort item or blankie**

## **Preschool Program (Ages 3–5)**

Our **Preschool Program** at *Little Me with Daycare/Preschool* is thoughtfully created to prepare children for a smooth and successful transition to kindergarten. We focus on fostering independence, building confidence, and developing essential early academic and social-emotional skills through a balance of play-based learning and structured activities.

Children in the Preschool Room engage in a variety of age-appropriate activities that support growth across all developmental domains, including:

- **Language and literacy**

- **Early math and science exploration**
- **Fine and gross motor development**
- **Creative expression through music, art, and movement**
- **Social skills and emotional self-regulation**

We follow a consistent daily schedule that includes **circle time, learning centers, outdoor play**, rest time, and structured group activities—giving children the routine and structure they need while allowing room for creativity and individual interests.

Our goal is to help each child become a **confident, curious, and capable learner**, ready for the next stage of their educational journey.

#### **What to Bring:**

Each child is provided with a personal cubby. Parents are asked to supply:

- Extra change of clothes
- Crib sheet and blanket for rest time
- Weather-appropriate outdoor clothing (jackets, hats, boots, etc.)

### **Inclusion Policy**

*At Little Me with Daycare/Preschool*, we are committed to creating an inclusive and supportive environment where every child feels valued, respected, and capable. We strive to foster strong partnerships with families and maintain open communication to ensure the best care and learning experience for each child.

While our program operates in English only, we embrace diversity and are dedicated to meeting the individual needs of all children, including those with disabilities or developmental differences.

#### **General Approach**

We aim to promote independence, inclusion, and success by:

- Using flexible schedules and thoughtfully selected learning materials
- Adapting our environment to suit individual needs
- Learning about and utilizing any necessary special equipment
- Encouraging all children to participate in classroom activities to the best of their abilities

#### **Support Strategies by Developmental Area**

##### **Communication Development Disabilities**

- Model and encourage language through conversation and active listening
- Build upon children's speech to reinforce proper language structures
- Maintain eye contact and allow time for children to respond
- Accommodate the child in all emergency situations

### Physical Development Disabilities

- Provide extra time for transitions and physical activities
- Offer adaptive materials for easier use
- Support children's efforts toward independence
- Involve each child in all classroom activities to their fullest ability

### Hearing Disabilities

- Modify communication methods (e.g., pictures, gestures, signs)
- Learn and understand the child's degree of hearing loss
- Rephrase rather than repeat when the child doesn't understand
- Get the child's attention before providing instructions
- Ensure safety and communication during emergencies

### Vision Disabilities

- Use sensory cues (e.g., sound, touch) and bold, simple visual materials
- Clearly explain activities and alert the child to physical contact
- Introduce room changes gradually
- Guide children in initiating social interactions

### Cognitive Development Disabilities

- Determine developmental level and tailor activities accordingly
- Allow adequate time for practice and transitions
- Use consistent routines and visual or sensory aids
- Provide open-ended, hands-on activities that promote creativity
- Keep the child included with peers to support development

### Behavioral, Social, or Emotional Disabilities

- Teach social skills and appropriate behaviors
- Provide quiet spaces when needed
- Maintain consistent routines and clear boundaries
- Offer limited, manageable choices and age-appropriate tasks

### Adaptive Development Disabilities

- Encourage self-help skills and independence

- Provide reminders and assistance for toileting
- Promote self-feeding with appropriate utensils and foods
- Recommend clothing that promotes independence

### Collaboration with Families and Specialists

Families with an Individualized Family Service Plan (IFSP) or Individualized Education Program (IEP) are encouraged to share this information so we can provide the most supportive care possible.

If we observe signs of developmental delays, we will communicate our observations with you and provide resources for further evaluation or support. We also maintain a referral list of local agencies and document all referrals and outcomes to ensure your child receives the help they need.

Together, we can help your child grow into an independent, confident, and lifelong learner

### **Late Pickup and Early Drop-Off Fees**

Parents are allowed to pick up their child earlier than the scheduled time — this is permitted and does not incur any additional fees. However, if a child is picked up after the agreed-upon time, a fee of \$2 per minute will be charged.

Children must be dropped off at their scheduled time. Arrivals up to 5 minutes early are allowed. Arriving more than 5 minutes early or dropping off late may result in additional fees.

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

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

We ask that you do not allow your child/children to walk into the center with food in hand. Please finish all food items and drinks in the car before entering. This helps maintain a clean environment for all students and prevents confusion among children as to why one child has a treat while others do not.

### **Confidentiality**

Confidentiality is required in childcare programs to protect the rights of children and families. Staff will not discuss 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 basis and is done with the written permission of the family to support decision-making and planning.

## **Drop-Off Time**

The latest drop-off time is 10:00 AM 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: Fill out the top part and sign. I will email it to your doctor for you.
- NO GLASS CONTAINERS OR BOTTLES
- Stuffed animal or favorite blankie is encouraged to help with the 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 okay, but please no sweets.
- We provide all snacks, breakfast, and drinks.

### **Personal Items:**

Many children enjoy bringing toys and other comfort items to school with them. These items can often become a distraction and could be lost or damaged. Therefore, we ask that you refrain from allowing your child to bring such items. Many classrooms have a scheduled “share day,” where children can 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 a personal item, Little Me with Daycare/Preschool asks that the following guidelines 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 the opening of the program will be decided by the owner of Little Me with Daycare/Preschool no later than 5:00 AM.

In the event of severe weather conditions during operating hours, the center will remain open except in the case of a power outage or when local authorities request early closure due to hazardous road conditions. The owner or director will be responsible for notifying families of a closure during operating hours. Notifications will be sent via email or text message. Please ensure that your contact information is kept up to date.

## Permission to Photograph and/or Video Record

I, \_\_\_\_\_,

(Parent or Guardian Name)

give permission for Little Me with Daycare/Preschool to photograph and/or video record my child(ren) listed below for the following purposes.

Child(ren)'s Name(s):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Type and Use of Media:

- Still Photographs
- Video Recordings
- Display on daycare bulletin boards and in the classroom
- Sharing with current and prospective clients
- Upload to Little Me with Daycare/Preschool Facebook page:  
[facebook.com/littlemewithdaycare](https://facebook.com/littlemewithdaycare)
- Upload to Official Website: [www.littlemewithdaycare.org](http://www.littlemewithdaycare.org)

I understand:

- These images and videos may be used to showcase daily activities and promote the daycare program.
- It is my responsibility to notify the provider in writing if I wish to change or revoke permission for any of the above uses.
- This consent remains valid throughout my child's enrollment at Little Me with Daycare/Preschool unless otherwise updated by me.

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

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

## Liability Release Agreement

Little Me with Daycare/Preschool

In consideration of the childcare services provided by Little Me with Daycare/Preschool to the child(ren) listed below, the undersigned hereby waives, releases, and discharges any and all claims—known or unknown—that the undersigned may now have or may have in the future against Little Me with Daycare/Preschool, including its agents, staff, and employees, for personal injuries or any other claims arising out of participation in or attendance at the daycare.

This release is intended to fully discharge in advance Little Me with Daycare/Preschool from any and all liability that may arise in connection with the use of its services.

The undersigned further understands and acknowledges that personal injuries can occasionally occur while children are in the care of others. Understanding and accepting this risk, the undersigned agrees to assume full responsibility for such risks and hereby agrees to release, indemnify, and hold harmless Little Me with Daycare/Preschool, including all staff and affiliates, from any claims, demands, damages, or legal expenses, including attorney fees, that may result from any such incident—even if Little Me with Daycare/Preschool may otherwise be found liable.

Child(ren)'s Name(s):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

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

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

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



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

I have read, understood, and agree to comply with all policies and procedures outlined in the Little Me with Daycare/Preschool Parent Handbook.

By signing this agreement, I acknowledge that:

I am responsible for adhering to the rules and expectations stated in the handbook.

Failure to comply may result in appropriate actions being taken by Little Me with Daycare/Preschool, including legal recourse if necessary.

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

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