

Parent Handbook

Dear Families,

Welcome to Little Children's Learning Center. We are happy that you have chosen us to care for your children. We hope that this handbook will help introduce you to Little Children's Learning Center and answer many of your questions. Whether it is for infant, toddler, 3, 4 or 5-year-old, we are here to meet your needs.

Our Mission is: Little Children's Learning Center exists to provide a safe, developmentally appropriate environment for infants and preschool aged children. Our focus is to provide a stimulating early care and education experience which promotes each child's social/emotional, physical and cognitive development. Our goal is to equip children with the fundamentals needed to become lifelong learners.

Our goals are:

- To provide affordable, convenient, dependable childcare services
- To create a child care setting for social, cognitive, and physical development
- To provide a nurturing environment
- Provide learning experiences for our children

Our staff of warm, caring, professional childcare providers maintain a positive and stimulating atmosphere where your child is cared for and respected. Your child is very special, and it is our goal to attend to all his/her needs, personal and developmental. You are an important part of our Little Children's Learning Center family.

Sincerely, Little Children's Learning Center Family

Days and Hours of Operation:

Little Children's Learning Center is open year-round Monday through Friday from 6:00 am to 8:00 and Saturday 8 am to 6 pm. We observe major holidays: New Year's Day, Good Friday, Independence Day, Thanksgiving, the day after Thanksgiving, Saturday after Thanksgiving Christmas Eve, Christmas Day, Memorial Day and Labor Day. If a major holiday falls on the weekend we will be closed either the day before or the following Monday! We will close one Saturday every three months for routine maintenance and or staff training.

Enrollment

The following must be completed to enroll your child:

- **Child Health Exam form**
- **Permission and release form**
- **Immunization card**
Hearing and Vision Screening 4 by September 1, and up that is not enrolled in school
- **Pick-Up Permission form**
- **Child & Adult Care Food Program Meal Application Form**
- **Classification of Federal Data**
- **Little Children's Learning Center contract/ Payment Procedures**

Child Caregivers

Each caregiver receives on-going in-service training through staff meeting and at early childhood conferences and workshops held throughout the year. All of our employees are trained in Pediatric CPR and First Aid. Although we encourage to vaccinate it is not required.

Your child will remain with the same caregiver throughout the day to develop a close loving relationship. We strive to be available to share information each day with you and to allow time for concerns and questions.

Please feel free to call your child's caregiver and/or the Director at any time.

Bad Weather Cancellations

If the Director of Little Children's Learning Center decides prior to opening hours not to open the facility, families will be notified by telephone.

Registration Fee

A non-refundable registration fee is charged each year to cover the paper work and other costs involved in registering each child. It also covers the use of materials for the year. The current registration fee is \$50 for one child and \$100 for a family renewable every year.

Childcare Services and Payment Contract

Our billing period is from Monday to Friday. Billing is completed on Friday, payment is expected in full by Monday morning. A late fee of \$25.00 and \$10.00 every day thereafter will be charged to accounts not paid by Monday morning. Children may not attend the remainder of the week until payment and late fee is received. At Little Children's Learning Center, we understand that children may become ill, parents may want to take a vacation, or parents may not bring children in for care. In the event that any of these situations occur, payment must be rendered.

VACATION:

Parents will be given one week of vacation a year free of charge. Parents must give 2 week written notice prior to taking vacation. If proper notice is not given to the Director then tuition payment and late fee policies will be enforced.

Late Pick Up

At Little Children's Learning Center we understand that accidents happen and traffic may hinder parents from being on time. If parents pick up late, a \$1.00 charge per minute will be added to your weekly balance.

Discharge

Your child may be discharged if:

- **A problem continues which negatively affects other children in attendance at Little Children's Learning Center, such as threats directed towards children, staff or self**

Excessive biting problem

- **Neglecting to fulfill your financial responsibility**
- **Failure to meet Little Children's Learning Center policies**

Withdrawal

If you desire to cancel enrollment you must give two weeks written notice. If a notice is not given as described, you will be charged for two weeks of fees as well as late fees, based on an average week or at the Director's discretion. If there is a balance after withdrawal any information needed will not be released until balance is paid.

Health and Well Being

The State of Texas requires that there be two medical forms in your child's file.

- 1. Medical examination must be signed and dated by your physician**
- 2. Texas State Certificate of Immunization**

completed, up to date and signed by the physician and yourself these forms are intended to protect your child, and we will appreciate your cooperation in keeping them current.

Illness

We strive to prevent the spread of illness, and your cooperation with our policies will be of great help. If your child has:

- **A fever of 100 or greater before child care, accompanied by behavior changes or other signs or symptoms of illness-until medical evaluation indicates inclusion in the Center**
- **Symptoms or signs of possible severe illness, such as; uncontrolled coughing, irritability, persistent crying, unusual lethargy, wheezing, or other unusual signs**
- **Strep throat until 24 hours after an antibiotic started**
- **Diarrhea; runny, watery, or bloody stools within the last 12 hours**
- **Vomiting 2 or more times in the last 24 hours**
- **Rash with fever or behavior change**
- **Scabies or other infestations**
- **Impetigo 24 hours after treatment has begun**
- **Chicken pox 5-7 days after blisters appear**
- **Pertussis, mumps, rubella, shingles, herpetic gingivostomatitis**
- **I hepatitis A- until 1 week after onset**
- **Sore throat with fever**
- **Eye discharge (white or yellow) or pink eye; until 24 hours after starting treatment; if treatment is not sought then when the discharge clears**
- **Child is irritable, continuously crying or requires more attention from a caregiver than what they can provide without hurting the health and safety of other attending children**
- **Mouth sores with drooling**
- **Respiratory illness**

Please keep him/her home, in all fairness to all the other children.

Your child may return when:

- 1. When the above suggestions are met**
- 2. They are fever or symptom free for at least 24 hours before returning to daycare**
- 3. They have been treated by a doctor or a doctor permits them to return to the Center. You can return with a signed doctor's note.**

If your child becomes ill while at the center, then you will be called to come pick up your child within 2 hours.

Exposure to communicable diseases and any infectious illness should be reported promptly to the center, so our staff can look for any early symptoms. The center will notify parents when a child has been exposed to an infectious disease.

Little Children's Learning Center has the final say about when your child can return. We reserve the right to have precedent over the physician.

Medication Policy

Medication prescribed or ordered by a physician or dentist will be administered during the time the child is at daycare. Parents will need to give written authorization and instructions by filling out a Medication Permission Form. This form needs to be filled out before the child will be given any medication at the center. All medications brought to the center should be in its original container. They need to be properly labeled

- with the child's name**
- medication name**
- and amount to be administered. Over the counter medication will be given according to the instructions on the label. Over the counter medication can only be given 5 consecutive days at the Center.**

Child Accident Form

Our staff takes every effort to ensure the safety of your child. Unfortunately accidents do occur. In case of that event, an accident form will be filled out by Little Children's Learning Center staff for every detected injury that occurs. A copy with your signature will be retained for your child's file. A child coming into Little Children's Learning Center with injuries may require an accident form, so that both

the parent and Little Children's Learning Center staff are aware that it did not occur at the Center.

Child Incident Form

An incident form will be filled out by Little Children's Learning Center staff if your child exhibits behaviors that is not acceptable and who do not adhere to the classroom discipline policy. A copy of this form with your signature will also be kept in your child file.

Authorizing Individuals to pick up your Child

On the enrollment form you will find a line asking for the names of the individuals who are authorized to pick up your child. You may authorize as many individuals as you wish in writing on your form. You must leave a written note in the morning or tell the staff member if such a situation arises. We will not allow your child to leave with an unauthorized person; this is for the safety and protection of your child. We will check the ID of the person listed to pick up your child. Please remember to keep this form updated with your current phone number and address changes.

Arriving and Leaving the Center

It is required that all children be escorted inside the center and that the arrival time is recorded on the attendance sheet. When picking up your child please be sure record the departure time on the attendance sheet. It would be appreciated if the center is notified when your child will absent from the center.

Meals

All meals served at the Center meet the nutritional guidelines set by the Department of Human Services. We participate in the Child & Adult Food Program. This means we follow specific requirements for the kinds of foods served and the way they are served. Breakfast, snacks, and lunches are prepared by our Little Children's Learning Center staff. We ask that parents fill out the Meal Application Form so we may determine each parent's eligibility category and receive proper reimbursement from the State of Texas. Parents are welcome to eat lunch with their child by notifying the Center that morning. There is a \$2.00 charge to cover the cost of the meal. Arrangements can be made to bring in food for children with special dietary needs established by the physician. Birthday, holiday treats, or special treats are permitted.

Family Involvement

There will be a monthly Little Children's Learning Center newsletter. Look for that in your child's cubby. It will include information upon upcoming events and information about activities. It may also include messages or requests for families.

Informal parent participation in the center is always welcome. Parents are invited to visit the center at any time. On some occasions, such as field trips, parent's help may be requested.

Volunteers

Little Children's Learning Center encourages volunteers! Volunteers are important and can often serve as a mentor in your child's life. All volunteers are required to have a criminal records check.

On occasion there may be students who are in need of training for required courses. These students will be doing extras for your child, such as reading stories, art activities, and helping with your child's development. We welcome parents and grandparents to observe at any time.

Clothing

Please dress your child according to the weather with appropriate hats, mittens, and coats during the winter months. Mark all items with your child's name. Be sure your child has indoor shoes to wear. This helps keep our center clean!

Dress your child in appropriate clothing so that they feel free to participate in all activities. We are not responsible for damaged clothing.

Fundraisers

From time to time Little Children's Learning Center may do fundraisers to raise money for needed toys, supplies, and educational materials. Little Children's Learning Center hopes for your support during our fundraisers. Fundraisers are a positive way to show community support and family support for early childhood education.

Emergency Plans

Emergency plans for fire and hurricane are posted by each exit door in and are practiced monthly, so that your child is familiar with the drill and not alarmed in case of a real emergency. In case of a real fire the children will be taken from the home and parents will be contacted immediately, if phone lines are operable.

In the case of a medical or dental emergency the parent of the child will be notified.

Waiting List

In an event that an age group should be full at any time, the child's name would be placed on a waiting list. As vacancies occur, pre-registered children would have first priority. In an event that an expectant mother is pre-registered and there is an

opening prior to her starting, the opening may be filled by a temporary child. Full-time children have priority over drop-in children when space is limited or full.

Discipline

At LCLC we try to stress two main patterns of behavior: respect for other people, and respect for property. As a result, we don't allow children to hit or shove other children or verbally abuse them. We also stress that they treat material possessions (mine or theirs) with respect. There is a difference between playing hard, and using a toy for a purpose for which it was not intended. For example, books are for looking at, not tearing pages out of, and toy brooms are for sweeping, not for bashing the kitchen set with.

Occasionally children do not behave in respectful ways. We first remind them of the proper behavior. If the behavior is repeated, a "time out" chair is used. The amount of time a child sits in "time out" varies according to his/her age. Most experts agree that one minute per year of age is the most effective length of time. When his "time out" is up, we talk to the child (by now he has calmed down) and try to explain why that behavior was inappropriate. I might ask, "What might happen if we continue to throw toys?" The appropriate answers usually come out: something might get broken, the toy might break, and someone might get hit by the toy. If a child still has not calmed down or is really belligerent at this point I try to separate him from the other children with a quiet activity (book, puzzle, etc.). We skip the "reminder" and go straight to "time out" if the offense involves hitting or otherwise physically abusing another child.

If a child continues to abuse a certain toy the privilege of playing with that toy may be taken away from him for a period of several minutes up to the rest of the day. If the whole group of children is engaged in this, the toy will be considered "closed" for a while. For example, one day I caught the boys throwing the tools and climbing on the workbench. I reminded them that the workbench was not to be played with in this way, and they continued by turning it upside down and climbing on it that way. The workbench was "closed" for the rest of the day, and the next day we had no problems with it.

If a child continues to behave inappropriately, I will talk to you about it. Hopefully these two types of behaviors are ones you want your child to adopt, too, so they will be reinforced at home. If that is the case, we shouldn't have any major problems!

Children are never punished for lapses in toilet training or for accidents (spilled milk, for example). In the case of the latter, I will have the child help me clean up, if possible, not for punishment, but to help teach responsibility.

This statement from the Texas Licensing sums up my policy: "Punishment that is humiliating or frightening to a child, such as hitting, spanking, shaking, verbal or sexual abuse, withholding or forcing food or punishment for lapses in toilet training and other forms of physical punishment are prohibited. These forms of punishment will never be used, even at the request of the parent."

BITTING POLICY:

If a child has a biting problem we here at Little Children's Learning Center will exercise the time out policy with the child. If the child continues to bite other children a parent will be notified that the child has to be picked up for that day. The child will be allowed to return but if the behavior continues to be a disturbance to other children the child will be discharged at the Directors request.

Religious Practices

I feel that religious teachings should be left up to the parents. That does not mean that God never is mentioned, however. We will say a prayer before each lunch (usually a poem-type prayer that the children repeat), and occasionally a Bible story may be told during circle time if it fits in with our unit of study. Sometimes God just comes up in conversation. For example, children often start to notice the difference between boys and girls around age three, especially if they have a sibling of the opposite sex or have watched enough diaper-changing's. When they ask me "why" about the physical differences between boys and girls I tell them "because God made boys differently than He made girls." This answer seems to satisfy most preschoolers. You may feel free to elaborate on the subject when your child is at home! I also reinforce to the children that I love them and God loves them, too.

No child will be forced to say the mealtime prayer. Any child who does not want to participate does not have to; however I will ask that they do not disturb those who want to. If you object to your child participating, please let me know.

We also usually have parties at Christmas, Easter, Halloween, etc. If you do not wish to have your child participate in these, please let me know

Examples of Prayers we will recite at meal time:

God is Great

**God is great, God is good,
Let us thank Him for our food.
By His hands we must be led,
Give us, Lord, our daily bread.**

Thank You For the World So Sweet

**Thank you for the world so sweet,
Thank you for the food we eat,
Thank you for the birds that sing,
Thank you, God, for everything!**

Policy Changes:

Parents will be notified of Policy changes in writing via newsletter or letter one week prior to change being implemented.

Transportation:

Transportation will be provided for children to and from school and on field trips. Parents must give written authorization before a child can be transported. All vehicles will be driven by a licensed and insured driver.

Water Activities:

Little Children's Learning Center will allow water play in the form of water tables, sprinklers and pools with less than 2ft of water. Parents must give written authorization for participation.

Field Trips:

Little Children's Learning Center will take trips throughout the year. We will require a signed permission slip for each field trip. Volunteers will be required in order to ensure the safety of the children.

Animals:

Little Children's Learning Center does not allow animals in the center, except for animals used for medical purposes.

Breastfeeding Mothers:

Little Children's Learning Center provides a place for nursing mothers to feed their infants. You may anytime breastfeed your infant in the infant room. Or you may provide breast milk for your infant.

At any time you may contact state licensing at

713-940-3009. Houston 9702 Bissonnet Houston, Texas 77036 Suite 2200 West
(713) 940-3009

Child Abuse and Neglect

If you suspect child abuse or neglect, please call 18002525400

www.txabusehotline.org

Every year LCLC staff are required to receive 2 hours of child abuse and neglect training.

If you are a parent that is seeking child abuse and neglect information such as prevention, warning signs and reporting please utilize

https://www.dfps.state.tx.us/Child_Protection/Child_Safety/recognize_abuse.asp. LCLC offers parenting classes twice per year.

At any time, you may review the most recent licensing inspection report.

Health Checks

Little Children's Learning Center Reserves the right to perform daily health checks on each child. A simple health check will be done each morning. A simple health check includes but is not limited to, making sure children have not had any visible physical bodily changes which includes, bumps, bruises, scratches. If a member of the staff notices any of the such we will discuss and possibly documented.

Emergency Preparedness Plan

Flood/Hurricane

In the case of a flood, hurricane or any other severe weather situation:

**If the Owner or Director of Little Children's Learning Center decides prior to opening hours that the center will be closed, parents will be notified by phone. If weather becomes severe and the center has to close during the operating hours, parents and/or emergency contacts will be notified by phone and will have 1 hour to pick up child. Little Children's Learning Center Emergency Evacuation meeting Area is Christian Bible Church which is located at 3222 Texas Pkwy, Missouri City, TX 77489
(281) 835-8027.**

Gang Free Zone

Within 1000 ft of Little Children's Learning Center is a gang free zone.



Medical Emergencies

In the case of a medical emergency If there is a medical emergency concerning a child in care, 911 will be called and parents will be notified immediately by phone. Staff will do what is within their training and certification boundaries to aid the injured child (CPR and First Aid). Procedures will be followed about the transportation and medical emergency facility as recorded on child's admission form.

Thank You for choosing Little Children's Learning Center to be a part of your family!

Please Sign and Return this page to be added in your child's file. It is to acknowledge that you have received read and understand the information provided in the parent handbook. If you have any other questions please feel free to ask at any time!

I _____ hereby acknowledge that I have received, read and understand the policy and procedures of Little Children's Learning Center. I understand and agree to adhere to all policies outlined in the parent handbook.

X _____ Child or Children's name

X _____ Parent Signature

Payment Procedure

Little Children's Learning Center payment period is from Monday thru Saturday.

Payment is due by 6:30pm on Friday.

If payment is made after 6:30 pm there will be a \$25 dollar late fee due Tuesday morning along with the weekly payment.

\$10 late fee everyday thereafter

NO child will be allowed to attend Little Children's Learning Center if payment is not rendered in full by Monday morning.

If a parent is late picking up a child there will be a \$1 dollar fee for every minute after your 12 hour period is up. Charges for picking up a child late will be due with the weekly payment.

All Payments have to be made in full each week.

All payments have to be paid to Little Children's Learning Center

Payments have to be made by adults only never by children.

Credit Card is the only form of payment accepted and a receipt will be given at the time of payment.

If you have any questions please feel free to ask at any time.

X_____ Child/ Children's name

X_____ Parent Signature

Please Read and Initial on each Line

_____ I understand and agree my tuition is due on Monday morning and if not paid on Monday a \$25 late fee will be due Tuesday morning.

_____ I understand and agree that if tuition is not paid by Tuesday the child may not return until all monies have been collected unless prior arrangements have been made with the Director or Owners.

_____ I understand and agree if my child does not attend school tuition is still due Monday.

_____ I understand and agree that full tuition is due on weeks that have holidays.

_____ I understand and agree there will be a \$1.00 per minute fee for late pickup.

_____ I understand and agree I must give two-week notice prior to taking vacation and if notice is not given I am still responsible for tuition if on vacation.

_____ I understand and agree that if I withdraw my child without two weeks' notice I am still held responsible for the two weeks tuition fee plus late fees. There will be no waving of fees and documents will not be released until balances are zero.

_____ During holiday weeks and Fort Bend/Stafford scheduled days off there will be an increase in tuition for all school aged children that attend the full day program.

_____ If your school aged child will be absent during holiday weeks and scheduled days off your regular tuition fee is still due.