



PARENT HANDBOOK

Effective January 2021

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Welcome/Philosophy

As an educator and caregiver, I believe that all children are capable of learning. Little Leaders of Excellence provides an environment that is safe yet stimulating, and a curriculum that challenges them through creativity, self-choice, and learning through play. Therefore, our program supports the following philosophy about children and their growth:

- Each child individually learns in different ways, at a different pace, by different approaches and at different ages of maturation.
- A positive self-concept develops in children who can fulfill their goals, accomplish tasks on their own, and cooperate with others and receive positive feelings from others.
- Self-disciplined children can direct their efforts towards fulfillment of their goals. Children learn self-discipline through understanding, commitment, and reinforcement.
- Self-reliance is achieved by allowing children to do as many things for themselves as they are capable of, but keeping in mind new skills.

Hours of Operation

7:30 a.m-6:00 p.m. Monday thru Friday

Late Pick up Policy: If you are late picking up your child after closing time, you will be charged a late fee of \$15 per 15 minute late, for emergency situations please contact me immediately. This late fee must be paid in cash or thru cash app by the end of the week. Late pick up fees are as follows:

6:01-6:15pm- \$15

6:16-6:30pm- \$30

***Payment is required for holidays that fall during the work week only, defined as Monday-Friday.**

Holidays: I will be closed on all statutory holidays. Parents are required to pay on statutory holidays.

Statutory Holiday Paid Closings:

- New Years Day
- Good Friday

- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving Day and the day afterwards
- Christmas Day

Caregiver Vacation: Caregiver will take 2 weeks (consecutive or non-consecutive) vacation per calendar year. Parents will be responsible to find alternate care during caregiver vacation: Payment is not required during caregiver vacation times.

Time Off Periods: I, the caregiver, will provide ample notice for times I will close the daycare. Parents will not be charged payment for these days.

Provider Sick Days: In the event, I, the caregiver, is too ill to provide childcare, parents will be notified as soon as possible so alternate arrangements can be made. Parents will not be charged payment for these days.

Child Sick Days: Parents are expected to pay their regular pay if the child is sick, unless child is out for the entire week. Each child will receive 2 consecutive or non-consecutive weeks of sick time where they are not required to pay. After that payment will be required each week.

Child Vacation: Each child will receive 2 non-consecutive weeks of vacation where parents are not required to pay tuition. After that payment is required each week. I ask that you please give me one weeks notice when your child will not be in attendance.

****If your child is out for more than 3 consecutive or 4 non-consecutive weeks, you will forfeit your child's spot and their spot will no longer be guaranteed.****

Tuition:

*****Tuition is based on child's enrollment status and not on how many days your child is in attendance.**

*****Tuition prices are based off your child being in attendance 10 hours per day. If your child will attend longer than 10 hours a day, you will be charged an additional fee of \$5 per day or \$25 per week.**

*****A change in your child's enrollment status must be approved by provider prior to taking effect. I ask that at least one weeks notice is given.**

Children ages 1-5 years of age

Full Time: Monday-Friday..... \$135 week

Part Time: Three days Week..... \$115 week

Drop-In ages 24months and up

\$40 day: Payment must be received at time of Drop off

Tuition rates may increase

Method of payments accepted:

- Square (*Preferred method*)
- Cash

Tuition is to be paid on Mondays (or first day of care) at drop off time for the current week of services.

*Full Time is considered 4-5 days per week

*Part Time is considered 3 days per week

*Drop-In is considered 1-2 days per week, not to exceed 20 hours per week

Enrollment Requirements:

Before your child can be officially enrolled in Little Leaders of Excellence Daycare, the following documents must completed and turned in:

1. Signed Parent handbook
2. Copy of Immunization record
3. Registration Fee- \$25
4. Completed Child Information Record form
5. Signed Discipline Policy
6. Signed Child In Care Statement

Items needed for first day:

1. Blanket and sheet(fitted sheet preferred)
2. Pillow (optional)
3. Change of clothes: pants, shirt, underwear, socks

4. Diapers/wipes
5. Sippy cup (optional)
6. Pre-made bottles (*infants on formula*)

Meals and Snacks

The following meals are served: breakfast, lunch and an afternoon snack. I focus on serving nutritious foods to all children. If your child has a food allergy to one or two ingredients I will not serve them that particular item/items. If your child has severe allergies to several items then you will be required to provide their own food, including all snacks and meals.

Breakfast is served from 8:00-9:15a.m. If your child arrives after 9:15 a.m. they will need to eat breakfast prior to arriving.

Infants will follow their own feeding schedules. You will be responsible for providing your infant's formula or breast milk. Breast milk will need to be provided each morning and clearly labeled with your child's name and date on it. Formula bottles must be prepared at home and bottles must be labeled with your child's name and the date.

I will follow your recommendations on when to start introducing baby food and table food to your infant. I will be responsible for providing the baby food for your child.

Sign in/Sign out

Each child must be signed in and out on a daily basis. The sign in sheet is located in the front walk way on the stairs.

If someone else is picking up your child, and their name is not on the pick up list, you will be required to inform staff and Photo ID is required by the person picking up your child.

Children will not be released to unauthorized individuals.

Arrival and Departure

Children must arrive before 10:00am. I will only accept a child after 10am with a doctors note or an emergency occurred.

Children will miss their parents and may cry upon departure. It is normal for your child to cry on arrival, especially for the first few weeks. It is a natural occurrence and the crying will typically stop within a few minutes after the parent leaves. ***If your child does a significant amount of crying at drop off, please make your stay brief. It is harder on the child when you prolong your stay. A smile, cheerful good-bye kiss and a reassuring word that you will be back soon is all that is needed*** 😊. In our

experience, children are nearly always quick to get involved in play or activities as soon as the parents are gone. If you are worried, a photo of your child can be sent to you reassuring you that your child has adjusted. You may also call and check-in on your child at any time.

Sick Policy

If your child is feeling unwell and/or showing signs of an illness, I ask that you please keep them at home. If symptoms arise while in care, I will ask that they are picked up as soon as possible. If a child has a FEVER, DIARRHEA, or VOMITING the night before or day of, do not bring them to daycare, even if the symptoms may be due to teething. Children must be free of these symptoms for 24 hours without medication prior to returning.

The parent will be called and asked to pick up their child in any case of:

1. Fever of 99.9 degrees or more
2. Diarrhea: Any loose, watery stool, or runny stool occurring more than once an hour.
3. Vomiting
4. Contagion as listed on the communicable disease chart provided by the Michigan Department of Human Resources.

Please inform us as soon as possible if your child will not be attending due to illness.

Medications

Little Leaders of Excellence can administer prescription and non-prescription medication only if medication authorization forms are filled out to its entirety and signed. All medications must be labeled with child's name.

Discontinuation of Services

• **Parental Decision** – A parent may decide to withdraw their child for any reason. We require a two-week written notice before discontinuation of services. If a two-week notice is not given, tuition will be due for two weeks from the date written notice was received.

• **Delinquent Account**- An account is considered delinquent if the payment for the week is not paid by Friday or the last day of attendance.

- **Persistent late pick-ups** – Children being picked up later than their scheduled time on a repeated basis may have services terminated.
- **Inability to meet the needs of the child** – We will strive to provide for the needs of all children, however, in some instances, a child's needs may not be able to be met in the in-home childcare setting.
- **Abusive behavior by a child**- Children who are persistently abusive towards other children, caregivers or property will be dis-enrolled. This will only occur when all other available methods of intervention have been exhausted.

Custody Orders

Until custody has been established by a court action, one parent may not limit the other from picking-up a child in our care. We must be notified immediately of any changes in custody orders. Certified custody orders must be given to myself, Dasia Whitted.

Nap Time

Nap time is between the hours of 12:00-3:00pm. The children will nap for 2 hours each day. The time for nap may vary day to day depending on our schedule. Each child will need a blanket to use at naptime. A zippered pillowcase is recommended for storing the blanket. Your child's name must be clearly written on the pillowcase and blanket. The pillowcase and blanket are taken home each Friday to be washed and returned the following Monday.

Clothing

Because of the wide range of activities it is recommended that children be dressed in washable, comfortable clothing. Plastic aprons will be provided by the center for art and water activities.

Water activities, sand play, and occasional bathroom accidents necessitate that an extra set of clothing be kept at the center at all times. All extra clothing should be marked with the child's name and placed in a labeled plastic bag. Clothing should include underwear, socks, pants, and shirt. If wet or dirty clothes are sent home, please return a clean extra set of clothes the next morning.

Licensing requires that children be taken outdoors each day. The children will play outdoors if the temperature is 20° or warmer. Children should be dressed accordingly: light jacket, cap, rain boots (for damp days) in fall and spring; heavy winter jacket,

mitten, scarf, hat, and snow boots in winter. An extra sweater or sweatshirt at school is recommended for sudden changes in temperature. All clothing, including coats and boots, must be labeled clearly with your child's name.

Supplies Needed

Parent/ guardian will provide the following:

- Extra change of clothes
- Diapers
- Any powder or ointment (i.e. Desitin/ A&D)
- Baby bottles and formula

To eliminate the daily bundle of items to carry you may bring a package of each item to leave at daycare. I will notify you if items are running low. All items will be marked with the child's name. Parent/ guardian will provide a change of clothes on a daily basis or keep a change of clothes at daycare until needed / replacing as needed. Parents also are asked to provide sunscreen.

Child Abuse and Neglect

Staff members are required by law to report any suspected child abuse or neglect.

Activities:

Age appropriate activities are scheduled with flexibility allowed to respond to the needs of the individual child and day. I will offer times for outside play, crafts, stories, structured learning, unstructured learning and naps appropriate to the child's ages, interests, and abilities. I will provide your child with tender loving care, understanding, patience and guidance in a happy family setting. For infants and toddlers who are too young to communicate with you about their day, a daily report sheet will be sent home. I provide preschool curriculum, developing large and small motor skills. Free play is an important part of a child's development. It is here that they learn social skills that will be needed the rest of their lives.

Daily Schedule:

Breakfast:	8:00am-9:00am
Free Play:	9:00am-9:30am
Circle Time:	9:30am-9:45am
Free Play:	9:45am-10:15am

Story Time: 10:15am-10:30am
Structured Learning Time: 10:30am-11:15am
Lunch: 11:30am-12:00pm
Nap Time: 12:00pm-2:00pm
Snack: 2:00pm-2:30pm
Free Play: 2:30pm-3:15pm
Arts and Crafts: 3:15pm-4:00pm
Story Time: 4:00pm-4:15pm
Free Play: 4:15pm-5:00pm
Departure: 5:00pm-6:00pm

Daily Walks Policy

Here are Little Leaders of Excellence, we will take daily walks as long as the weather permits. By signing this contract, you agree to the daily walks policy.

I have read, understand and agree to all the policies, statements and rules listed in Little Leaders of Excellence Welcome Packet.

Parent/Guardian Signature

Date

Discipline Policy

We encourage positive redirection. Positive discipline teaches children where limits are set, how to maintain control of their bodies, and how to problem solve in the event of a conflict.

Discipline is a learning process and not a punishment. Misbehavior will be handled in a firm, consistent and positive manner. Some of these methods would consist of:

- Teach and Encourage children how to problem solve
- Giving worded directions in a positive direction
- Helping children to constructively express their feelings and frustrations to resolve conflict.
- Arranging equipment, materials, activities, and schedules in a way that promotes desirable behavior
- Positive reinforcement
- Re-direction- attempt to redirect or divert children's attention to another toy, area, or activity in an attempt to avoid confrontation.

No child will be handled roughly, shamed, or humiliated. No corporal punishment will ever be used, even at the request of parents. Age appropriate time-out procedures work well.

Children displaying chronic disruptive behavior which is upsetting to the physical or emotional well being of another child may require the following actions:

1. Parents of the child will be called in for a conference. We will discuss the issues and identify some possible solutions. A plan of action will be developed and agreed upon by the parents and caregiver.
2. If the plan of action is not working, the parents will be called in for another meeting. We will discuss what is not working and develop another action plan.
3. If no progress has been made towards solving the problematic behavior, the child may be suspended from care. This suspension may range in length from the rest of the day to indefinitely.

I have read and understand the above Discipline Policy

Parent/Guardian Signature

Date

Photography Consent Form

As the parent of a child/children at Little Leaders of Excellence Daycare I agree to the following:

- I understand that my child(ren) whose name(s) are listed below may be photographed at Little Leaders of Excellence Daycare during normal daycare hours, field trips, or activities. I understand that these photographs may be used in promoting child care services, either in print or on the Internet including social media

Parent/Guardian Name		Relationship To Child	
Child 1 Name			
Child 2 Name			
Child 3 Name			
Address			
City		State	Zip
I give permission for my child(ren) to be photographed, or their images recorded for print or electronic use in promoting our child care services. I understand that it is my responsibility to update this form in the event that I no longer wish to authorize the above uses. I agree that this form will remain in effect during the term of my child's enrollment. I understand that there will be no payment for me or my child's participation.			
Parent/Guardian Signature			Date

- I do not give permission for my child to be photographed.

Parent/Guardian Signature

Date