

# Little Learners Parent Handbook

[www.LittleLearnersCenter.net](http://www.LittleLearnersCenter.net)



## Arcata Locations:

5050 Valley East Blvd. Phone # 707-825-8400

1111 M St. Phone # 707-633-6280

1695 10th St. Phone # 707-630-5212

## Eureka Location:

2725 Myrtle Ave. Suite A Phone # 707-798-6085

Hours of Operation: 7:30am-5:30pm

## **Philosophy**

Welcome to the Little Learner's Parent Handbook. This booklet will provide you with information about our program, philosophy, mission, policies, and different ways that we can work together to bring your child the best possible experience. This program is operated under the supervision of the Owner and Directors, who supervise staff including teachers and teaching assistants. Little Learners program will provide quality child care throughout the year and encourages parent involvement in the classroom. Working together with families is our goal; being a partnership between home and center will enhance the overall program. We provide high quality care, focusing on the environment, setting, communication between child and teacher and having qualified educators.

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*Little Learners* believes that all children deserve an opportunity to recognize and broaden their strengths in order to achieve their hopes and dreams for the future. We are dedicated to deliver an atmosphere of respect, care, education and nurture to all children. We intend to design a program that promotes school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, psychological needs, and social development. *Little Learners* intends to teach children the value of societal diversity and help them develop leadership skills to build bridges of understanding between individuals, groups, and our communities. The overall goals of *Little Learners* are to provide quality care and education to children, support-working families, and support the growing need for quality childcare in the community.

## **Mission Statement**

Little Learners mission is to build strong relationships with working families and provide reliable quality care in an environment that is safe, clean, nurturing and developmentally appropriate for children ages zero to six.

## **Classroom Descriptions**

Little Learners serves children between the ages of 6 weeks until the entrance of kindergarten. We offer four different classrooms, depending on location; infants 6 weeks-18 months, toddlers 18 months-36 months, preschool 2 ½ -6 years old or (the entrance of kindergarten).

### **Infant Program:**

3 schedule options: ½ day program ending at 1pm and ¾ day program ending at 3:45 and a full-day program ending by 5:30

#### **Description:**

The infant room provides a safe, nurturing and stimulating environment for infants to explore throughout their day. Experiences with teachers, peers, language, movement, music, books, water, art and dramatic play materials enhance children's growth and development. Each infant's experience is based on their individual needs. The environment is planned to be safe and stimulating for all children in the group. One way we keep the room clean and safe for crawling infants is by maintaining a "shoeless" environment. We ask that all adults entering the room remove their shoes. Infant care is individualized; incorporating the child's changing developmental needs and individual cues, as well as family preferences. As infants grow older, they are encouraged to be more independent. We help infants fall asleep by holding, rocking, singing, rubbing backs or

gently rocking a crib. We will provide you with a “daily chart” through our app, Brightwheel, indicating your child’s feeding, napping, diapering and play activities. The infant caregiver ratio is 1:3.

**Toddler Program:**

3 schedule options: ½ day program ending at 1 pm and ¾ day program ending between 3:30-3:45 and a full-day program ending by 5:30

**Description:**

The toddler room is a fun and engaging learning environment for children 18 –36 months old. The children in the toddler room are excited about their world around them. The toddler room provides a nurturing environment with structure that allows the students to grow and learn while feeling safe and comfortable. Children are given daily opportunities to explore and learn through age appropriate toys and projects. Our toddler room maintains a 1:4 ratio in order to provide higher quality care and better meet the needs of the children. The teachers in the toddler room also provide primary caregiving. This allows teachers to meet the individual needs of the children in each teacher’s primary care group. Primary caregiving is a benefit to the children and the teachers as it allows them to build and support strong relationships between the child and teachers supports stability with consistent attention from one adult.

Each toddler will have their care chart updated on our app, Brightwheel. This will typically be updated towards the end of the day to allow teachers to focus in the moment. Brightwheel is great for sharing what the toddlers ate for snack, photos of the toddlers, the diapering/potty schedule, and any other needs that they may have. The toddlers engage in a light curriculum schedule focusing on a theme each week. The toddlers will read books, sing songs, have puppet shows, various art activities, explore different textures, learn friend’s and teacher name’s, basic shapes, counting, ABC’s, and colors. Children in the toddler classroom are encouraged to try to use their words to express their needs and wants. Language is used and modeled by the teachers in the classroom. As the toddler grows older the teachers will also assist the children with potty training before he/she transitions into the preschool. This is a big step before moving over to the preschool classroom. Being in the same building as the preschool program, it makes for an easier transition as they’re able to meet the other teachers and are already familiar with the facility.

**Preschool Program:**

3 schedule options: ½ day programs ending at 1 pm and ¾ day ending at 3:45 and full-day ending by 5:30.

**Description:**

Our preschool program is enriching and fulfilling in many different ways such as academically, socially, and emotionally. We have a 1:8 teacher child ratio which surpasses the state’s requirement. Our preschool classrooms are set up and furnished to meet the requirements based on age appropriate standards for preschool aged children. We follow a weekly themed based curriculum and study one letter and one number each week. For each theme, we develop an age appropriate curriculum that correlates with the theme. We implement these activities throughout the entire day through teacher and child directed activities. Our daily schedule is developed to encourage free play as well as structured academic time to focus on different skills and lessons. Another part of our plan includes a research based curriculum called Second Step. This specific curriculum focuses on social emotional development in preschool aged children. Our second step curriculum is introduced each morning during our morning circle and reinforced throughout the day. This curriculum strongly supports and encourages the use of lifelong skills such as problem solving and managing emotions. Parents are updated with their children's meals, naps, photos and more communication through our app, Brightwheel. This is a way for staff to share fun things the children are doing in the classroom with parents as well as any notes needed.

In our preschool program, we offer lots of individualized and group attention. We have daily jobs for the children to help with, free play, various art activities, sensory table, large and small group time, share time, outside play, yoga group, movement, just to name a few of our daily activities. To document the children's progress and growth teachers complete academic and social assessments at the beginning of the child's entrance to the classroom and again towards the end. This allows the teachers to know more specific and individualized areas of developmental needs with each child. Our goal is to send fully prepared children off to Kindergarten.

### **Transferring from classrooms**

Our goal is to have children transfer from the infant room to the toddler room and the toddler room to the preschool room, if space is available. Children that attend the infant or toddler program will have priority to the next room if space is available.

### **Infant room**

We are flexible with drop off times in our infant room.

### **Preschool and Toddler Room**

All children must be dropped off by 9:30 am, unless prior arrangements have been made. Having all children dropped off by 9:30 am will help keep structure and flow in the classroom and helps the child transition during free play.

### **All Classrooms**

At Little Learners, children's play is supported by the thoughtful array of activities that each teacher presents. Play allows the child to develop. Children grow intellectually, physically, emotionally, and creatively. In our mix curriculum and play-based program, we reflect on children's changing interests and abilities, teachers create an environment and corresponding curriculum that encourages children's exploration. Our teachers take the time to listen to children, engage them in conversations, and observe the ways they interact with others. Teachers use these observations to help children think about solving problems or answer a question as they learn to make sense of their world.

## **Little Learners**

### **Policies & Procedures that Parents and School will follow**

Enrollment in Little Learners constitutes an understanding that you will abide by the policies listed as follows:

Everyone's Expectations of the Program

#### **Parents/Guardians may expect that:**

- ~Their children are cared for in a warm, safe, and supportive environment.
- ~They may visit the program at any time.
- ~They may meet with the Director/Owner about any concerns relating to the child or the program.
- ~They will be informed about program activities.
- ~Community care licensing has the right to inspect the center at any given notice.

#### **The Program expects that Parents/Guardians will:**

- ~Pay fees on time as explained in Fees and Payment Policy.
- ~Keep the child's records up to date as explained in Registration and Enrollment.
- ~Update immunization records when child receives vaccines.
- ~Pick up children on time as explained in Pick up Time.

- ~Contact the Director/Owner in the event that your child(ren) will not be attending.
- ~Pay attention to communications from staff concerning your child or the program.
- ~Give a one month notice before withdrawing your child from a program as explained.
- ~Follow guidelines on child safety and car seat laws.

**Children may expect:**

- ~To have a fun, safe, and caring environment.
- ~To use all the program equipment, materials and facilities on an equal basis.
- ~To receive respectful treatment from program personnel.
- ~ To receive nurturing care from staff members who are actively involved with them.
- ~To have consequences that are fair

**The Program will expect that the children will:**

- ~Learn how to be responsible for their actions.
- ~Respect the school rules that guide them during the day.
- ~Have fun with other peers.
- ~Take proper care of equipment and materials.
- ~Treat others with respect.
- ~Be prepared for Kindergarten

**Admission Policies and Requirements**

Every child and family must meet with the Director prior to enrollment. In the interview process, Little Learners will be discussed and the needs of the child and family will be determined. Forms that need to be completed and signed prior to enrollment are as followed:

- ~ Admission Agreement
- ~ Child's History and Needs
- ~ Notification of Parent's Rights
- ~ Personal Rights Form
- ~ Consent for Emergency Medical Treatment
- ~ Identification and Emergency Information
- ~ Child's Preadmission Health History- Parents Report
- ~ Physicians Report
- ~ Updated Immunization
- ~ Needs and Services Plan (must be filled out for infants)
- ~ Sleep Plan (must be filled out for infants)

**Fees and Payment Policy**

\*The program salaries, supplies, and administrative expenses are supported entirely by parent fees. The fees are subject to change with 30 days notice and currently are as follows:

\*Each classroom has a registration Fee of \$100- This fee will be added to your child's first month's bill, depending on your child's enrollment date. This fee helps cover insurance costs.

\*Families will be charged \$100 every June 1st, to help with yearly supplies.

\*All rooms have a \$100.00 deposit to reserve a spot for more than 2 months in advance of your child starting. Should you not inform us of your child not attending Little Learners within 30 days prior to his/her start date, you will forgo the deposit.

\*Online payments with a check or credit card can be made through your Brightwheel monthly invoice. There may be fees associated with using that service.

**\*For all fees, please see our rate sheet.**

**\*Each month is the same tuition cost regardless of holidays or closures.**

\*There are no refunds if a classroom is closed due to a covid exposure.

\*10% Discount off oldest child's tuition bill with 2 children, attending Full-Days M-F. Discount applied to the oldest child's bill.

Tuition payments are due on the 1<sup>st</sup> of the month prior to care. A late fee of \$25.00 will be charged if payment is not paid by the 5<sup>th</sup> of the month. If payment is still not made by the 8<sup>th</sup>, a \$5 charge will occur each day until payment is received. Children may not return to school with an outstanding balance of 30 days or more until payment has been received.

All fees are to be paid in advance of services, unless they are being paid by an outside agency and arrangements have been arranged by the Director and Parent/Guardian. Each month, families will receive a monthly invoice five days before payment is due. Families will be given 30 days notice prior to rate change. We have a no refund policy, unless one month's notice is given to the Director.

### **Registration and Enrollment For parents using an outside agency for payment.**

- ~ Vouchers must be signed on a daily basis.
- ~ Certificates must be signed in a timely fashion.
- ~ On your child's last day of the month you must sign at the bottom of your voucher.
- ~ You must write in a reason for any illness (i.e. cold, flu, etc. not just "sick"). This is due to government regulations that fund these programs.
- ~ Failure to give a two-week notice before withdrawal from the program may make you liable for fees not covered by Changing Tides.

Parents/Guardians will be responsible for any fees not covered by their voucher program. These fees will be reflected in the following month's billing.

Some of the typical reasons that Changing Tides may not pay **all** your fees include:

- ~ Using more days/time than your certificate allows,
- ~ Not keeping your voucher up to date.
- ~ Not turning in paperwork in a timely fashion, i.e. turning a schedule/worksheet late,
- ~ You signed up for days your child did not attend.
- ~ Not writing in a specific reason for your child's illness.

Before your child(ren) may start, all enrollment forms must be completed and turned in to the Director/Owner and an intake meeting must be completed. Parents and guardians utilizing the Voucher Program may start the program before Changing Tides paperwork has arrived. They will, however, be responsible for any and all fees not covered by Changing Tides. Families utilizing this program must complete all monthly paperwork required by agencies.

-Yurok Tribe and Coast Guard Subsidies also accepted

### **Late Pick-Up**

Parents/guardians whose children are still in attendance after their scheduled pick-up time will be charged a "late pick-up fee." This fee is \$5.00 for each 5-minute period commencing right at pick-up time. Please message on Brightwheel if you are going to be late.

### **Absences**

Please message on Brightwheel to inform us when your child(ren) is/will be absent. This helps us maintain proper ratios at the Center and to determine snacks needed for the day.

If a child is absent for three days and the parent has not notified the Center of the reason for the absence, childcare services may be terminated. Please keep communication open.

Unfortunately, we cannot give credit for absences because we must pay for the staff whether your child attends on a scheduled day or not. Under certain circumstances, families may be allowed to leave the program for an extended period if agreed upon with the Director and family prior to leave. **Please note: There is no tuition credit for vacation or sick days.**

Parents/Guardians wishing to withdraw their child (ren) from the program must give a minimum of a one month notice to the Director. Failure to give notice will result in a billing for the child(ren)'s normal schedule for that month.

### **Discipline Policy**

Little Learners believes that both children and staff have three basic rights:

1. Everyone has the right to be free from verbal and physical abuse.
2. Everyone has the right to learn, grow, and have fun.
3. Everyone has the right to the safety of themselves and their personal property. The goal of discipline for children is to help them learn acceptable limits of behavior and to help them develop self-control of their behavior. This is done by providing an environment that allows for independence, yet sets clear limits and expectations of the child. Adults who work in the classroom will have realistic expectations of the child based on the child's developmental level.

Discipline may take many forms, and will be geared to the child's age and the severity of the problem. When possible, the program will allow the child to experience the logical consequences of their actions. In the toddler program, no discipline action will be taken. Communication is our key to discipline.

In no instances will any form of corporal punishment, humiliation, ridicule, threat, or other similar action be used or condoned with children. The program also prohibits parents, guardians, and others from using any of the aforementioned while at the program's center. Children will be encouraged to work out problems constructively, and develop a respect for self, others, and their environment.

If a child exhibits behavior that infringes on another person's rights or property, one or more of the following actions will occur. These are examples only. These actions may not occur in this order. Program staff will match an action appropriate with the misbehavior.

- ~ The child may experience the logical consequences of their actions.
- ~ The child may be redirected to an appropriate activity.
- ~ The child may be reminded of the program/school's rules.
- ~ The child may be given time in quiet area to reflect about their behavior.
- ~ The child may be put "off limits" from a piece of equipment or area of the site.
- ~ The parent/guardian may be contacted and a conference arranged to discuss ways of solving the problem.
- ~ The parent/guardian may be called and required to pick up the child.

### **Daily Schedule in Preschool**

7:45-9:30-Free play inside and outside  
9:45-9:50-Clean up  
9:50-10:15-Circle Time  
10:15-10:20-Hand washing  
10:20-10:35-Snack  
10:35-10:40-Body movement  
10:40-11:00-Small Educational groups  
11:00-11:10-Bathroom  
11:10-12:00-Outside Play  
12:00-12:20-Circle  
12:20-12:25-Handwashing  
12:25-12:45-Lunch  
12:45-12:55- Potty/Outside  
1:00-1/2 day children Departure  
1:00-1:15-Outside  
1:15-1:20-Bathroom  
1:20-1:30-Book reading  
1:30-3:10-Rest time  
3:10-3:20-Table work and restroom  
3:20-3:30-Yoga  
3:30-3:40-Hand washing  
3:30-3:45-Snack  
3:45-3/4 Day children Departure  
4:00-Jacket, shoes on and restroom  
4:00-4:45-Outside  
4:45-Clean-up outside and line-up  
4:45-5:30-Free play and/or story time  
5:30-Departure



### **Daily Schedule for Toddler Room**

7:45-9:30-Children arrive/Free play  
9:30-9:45-Clean-up  
9:45-Circle  
10:00-Art time  
10:10-10:15-Handwashing  
10:15-10:25-Snack  
10:25-10:45-Diapering  
10:45-11:35- Outside time  
11:35-11:45-Hand-washing  
11:45-12:15-Lunch  
12:20-12:50-Diapering  
12:20-12:50-Free play  
12:50-1:00-Story time  
1:00- Half day children depart  
1:15-3:15-Nap time  
3:00-3:15-Diapering and hand washing  
3:15-3:45- Snack  
3:30-3:45-3/4 Day children Departure  
3:45-4:30-Outside play  
4:30-4:45-Diapering and hand washing  
4:45-5:00-Story time/activity  
5:00-5:30-Free play  
5:30-Children Depart  
(Diapering when needed and schedule times)

**Individual Daily reports will be posted on Brightwheel daily- ie: meals and when diapers are changed**

### **Infant Daily Schedule**

7:45-9:30- Arrival, free play, fine motor, activity time  
9:00- Snack  
9:30-10:45- Naps, art activity & sensory play  
10:45-Diapering  
11:00-11:30-Outside time or walk in stroller (weather depending)  
11:30-12:15-Lunch  
12:15-1:00-Diapering, stories & songs  
1:00- Half day children depart  
1:00-3:00-Nap time  
3:00-3:15-Diapering  
3:15-3:45-Snack  
3:30-3:45-3/4 Day children Departure  
3:45-5:30-Free Play, read stories, & manipulative activities  
5:30-Children Depart  
\*Infants will be fed, changed and able to nap as needed throughout the day.

## **Court Orders and Custody**

Children will be released to persons other than the parent/guardian only if the parent has granted permission in advance. In the event of an emergency and the parents or guardians are unavailable, the staff may contact persons identified on the child's emergency card to take the child from the program. It is important to keep your child's emergency cards up to date and keep updated in Brightwheel. Unless the program has a restraining order covering a parent, both parents will be allowed to take their child(ren) from the center. In the event of an emergency, all efforts will be made to reach the parents/guardians. If that fails, we will try to reach the person(s) listed on the emergency card or in Brightwheel.

### **Court Orders**

If pursuant to court order, one parent has been given the legal right to child custody or visitation which determines who is to pick up a child who participates in Little Learners Center, or if one parent has been restrained by court order from visiting or has been ordered to stay away from a child the program requires the following:

1. A certified copy of the current court order, which states the rights or restraints, ordered.
2. If a later order supersedes the first, it will not be honored until the program has a copy of the most recent order.
3. The law requires that we follow valid court orders and only certified orders are deemed valid.

## **Potty Training Policy-Preschool Room**

In order to bring your child to Little Learners Center preschool classroom, he/she must have been going through the potty training stage for at least one full month, being consistent with using the toilet with the help of a parent or adult. Teachers will assist in wiping. Each case will be viewed individually, but please make sure to communicate with staff on how toileting works at home and any specific words/phrases that are used at home, this will enhance the progress. We will assist in helping the child if an accident happens and having he/she sit every hour. In order for potty training to be successful, it is important for this to happen at home and in the center. Potty training needs to begin at home and then supported at the center. We make every effort to work as a team with parents when it comes to potty training. We want to help and support families during this transition but it needs to start at home first. It is important to bring changes of clothes and any extra items needed. Extra clothing items will be kept in the bathroom in a labeled bag with the child's name. If your child has an accident, soiled clothing will be in a bag in your child's cubby. There will be a note sent home to parents when the child is in need of more clothing items at school.

### **Potty Training Policy for Toddler Room**

None needed. Children will be changed every 2 hours and will sit on the toilet regularly for exposure to toilet training skills. We help with potty training in our toddler room when children show signs of being ready.

### **Need and Services Plan for Infant Room**

If your child is in diapers bring a minimum of five diapers for each day your child is enrolled or you may bring a full package of diapers. Diapers will be labeled with your child's name and you will be notified when to re-stock. A notification board will be posted with each child's daily meals and diaper changing. **Needs and Service plans must be updated every 3 months.**

## **Items to bring on your child's first day (All Classrooms)**

- Any outstanding enrollment paperwork; completed and signed, if necessary.
- A naptime blanket is required and needs to be a size that fits in his/her nap basket. A nap time toy (stuffed animal or soft doll). This is optional but sometimes eases the transition.
- Clean, extra clothes, including underwear, that are seasonally appropriate and labeled with your child's name. Good shoes and jackets are required at school.
- If your child is in the potty training stages, bring a minimum of 2 extra pairs of underwear for each day your child is enrolled.

## **Toddlers**

- Toddlers need to bring enough diapers weekly. Wipes will be supplied.
- No bottles allowed
- Pacifiers only used during rest time
- Extra clothes

## **Infants**

- Infants need to bring enough diapers weekly. Wipes will be supplied.
- 2 Bottles to leave at school
- Pacifiers if used
- Formula or Breast milk
- Baby food if infant is eating & lunch if he/she is eating solids
- Extra clothes
- Sleep sack, blankets are not allowed for children under the age of 1 year old

## **Hours of operation/Holiday Closure**

Little Learners will operate 5 days a week. Each classroom has different hours of operations. The Infant, Toddler and Preschool classroom is open from 7:30 am until 5:30 pm. *Little Learners* will be closed during some national holidays but remain open throughout the summer months. The holiday closure days are as follows: Labor Day, Thanksgiving-3 days closed, Martin Luther King Jr's Birthday, Christmas-5-9 days closed, New Years-2 days, Memorial Day, Fourth of July, Summer Break-4 days closed, Spring Break 2-3 days closed, 3 flex days for staff training, for a total of 26-28 days closed in each Fiscal year. Families will be notified a month in advance for holiday closing. Parents will be given monthly newsletters, with any updated information and activities that may be happening during the month. (e.g. Family Events in the community) If a teacher is sick, Little Learners Center will have a list of substitute teachers and will still operate for the children and families. In the result of a sick teacher, the Director will also be ready to be on the floor to ensure child/staff ratio is in accordance with the State Licensing Rules and that children are still able to attend their regular schedule. Under special circumstances if more than 2 teachers are sick, a classroom may have to close due to ratio of teacher/child.

Our monthly newsletter will inform families of closed holidays and non-operating days. Also, a yearly calendar is given during the enrollment process.

## **Sign-in/Sign-out**

Each day the child(ren) must be brought into the classroom by an adult. The adult must sign his/her full name on the app, Brightwheel. This is the State Law. Brightwheel sign in's are used during emergencies to ensure that all children are accounted for; therefore, it is crucial that you sign your child in every day before you leave the center. A full signature is also required at pick-up time. We cannot release a child to anyone other than his or her parent/guardian unless that person has been 1) designated on the child's emergency form; 2) named in a message on Brightwheel to staff by the parent; or 3) named in a phone call to the staff by the parent. We are firm about this policy, because we are committed to providing for your child's safety. Please inform staff if someone different will be picking your child up from school. If parents continually forget to sign their child in/out, there will be a \$10 fee for a non-signature. We can get fined \$200 for a child not being signed in/out.

## **Nutrition/Meal Policy**

Little Learners will serve two nutritional snacks a day for every child. LL will use the USDA food guidelines to ensure a balanced diet. Families are welcomed to bring in any nutritional snacks, as funding source is only from LL. Each child must bring their own lunch that's healthy and balanced. Lunches should be healthy and nutritious in order for children to grow properly. A menu of snacks will be posted every week on the bulletin board. Water will be available all day for children to help themselves. Any food allergies must be documented and parents are responsible for completing the food allergies form during enrollment. If we have a student that is allergic to a certain food, parents may be asked not to pack the food item for safety precautions. Parents will need to provide food for infants until he/she transfers to our toddler room. We do allow special treats for birthdays and holidays.

## **Health and Safety**

As part of the enrollment process, parents are required to sign enrollment forms that provide the Center with information concerning the child's physician, drug and medication allergies and a medical release.

Parents must notify the Center immediately of changes in emergency and identification information, including a change of physician.

We will also inform you of any contagious disease or condition occurring in your child's class, with a printed notice near the classroom sign-in tablet.

Sunscreen is provided by the school unless parents have a specific kind they want used. A permission slip needs to be signed prior to use. (included in enrollment packet)

## **Dental Emergency**

In the event of a dental emergency, staff will follow a set procedure to assess the situation, provide first aid, contact emergency services if necessary, and notify the child's parent or guardian as quickly as possible.:

- Staff will remain calm and reassure the child.
- Staff will assess the severity of the injury, check for bleeding, swelling, or missing teeth.

- Staff will contact the parent/guardian immediately to inform them of the incident.
- If the injury is severe or life-threatening, staff will call 911.
- Staff will document the incident, including the time, nature of the injury, and actions taken.

### **Dismissal Policy**

We want to be partners with parents to solve any discipline problems. Physical or emotional abuse of another child or teacher, which is determined to be excessive or repetitious by the staff and director, will be grounds for dismissal.

- First, a parent conference will be scheduled to discuss the problems and to develop a plan to correct them.
- Second, a reasonable amount of time will be given for improvement in the child's behavior. Another parent conference will be scheduled to evaluate the child's progress.
- Third, if the behavior persists, and cannot be resolved to the Center's and the parents' satisfaction, it may be determined by the Director and staff that the program does not meet the child's needs. As a result, the child may be withdrawn from the program.

Parents' non-support of or non-adherence to Little Learners policies will be cause for dismissal.

### **Termination of Enrollment**

The Director/Owner of the Center reserves the right to terminate the enrollment in the program for cause. The first four weeks of enrollment is a trial period, after the four weeks the Director will have the option to terminate enrollment or go forward with the enrollment.

The following are causes for termination of enrollment:

- ~ The Center is unable to meet the physical, social, and emotional needs of the child or the child is a danger to her or himself and/or others. If termination of services is required to ensure the safety of all children and staff, termination may be immediate.
- ~ Failure to establish need for services or eligibility ends.
- ~ Failure to meet the contractual agreement, such as payment of tuition within the guidelines set by the Center, more than 14 unexcused absences in a year, failure to follow the contracted hours of attendance (early or late drop-off/pick)

### **Child Sick Policy**

Please remember that the teachers and other children will be exposed to the illness that an ill child may bring to school. Keep your child home if he/she:

- is in the first two days of a cold
- has a sore throat
- has had a temperature greater than 100, with or without other symptoms, in the past 24 hours
- has been vomiting in the past 24 hours
- has had diarrhea in the past 24 hours
- has had an unexplained rash
- has impetigo (strep or staph infection on the skin)
- has untreated conjunctivitis ("pink eye")
- has chickenpox, until the vesicles are crusted over

- has lice or nits (LL has a nit-free policy)
- or any other contagious disease or condition

Please notify your child's teacher if your child has not been feeling well or acting "out of sorts" or has been exposed to head lice, chicken pox, measles, meningitis or any other contagious disease. Also, please notify the office if your child has contracted any of the above. A child may not stay if he/she does not feel or act well enough to participate in daily activities. Teachers have the authority to refuse to accept a child and/or to send a child home based on their assessment of the child's health.

If your child becomes ill while at school, the child will be isolated from the group. You will be contacted to discuss the symptoms, and you may be asked to take your child home within one hour. Your child may return to the Center after she/he is free of the above symptoms.

We make every effort to prevent the spread of illnesses. Staff and children wash their hands regularly. We teach and model children to "catch" their sneezes and coughs. We have several tissue boxes around our classrooms to be used. We wash toys, tables and chairs regularly. We cover all open wounds with bandages. All staff wear disposable gloves when in contact with bodily fluids or secretions and practice Universal Precautions.

### **Medication Policy**

We understand that children occasionally need to take medicine at school. The Director or Teacher will administer the medicine to your child; however, you are required to complete a Medical Dosage Form. Forms can be obtained from the office staff. Medications must be in original container and have the child's name and information on medicine bottle. Medication will only be administered if all proper paperwork is filled out by parents and is not allowed to be administered longer than a 10-day period.

If medicine is prescribed by a doctor, we must have paperwork filled out by physicians to administer medicine. All medicine (epi-pen etc) must be current/not expired.

**REMINDER:** Please do not send medication of any kind in your child's backpack or belongings. Medication in its original bottle, labeled with your child's name and dosage, should be given to your child's Teacher. Medication will be placed in a plastic baggie in a secure area.

### **Epi-Pen/Other Life Saving Medications**

**Please inform the director right away if your child requires the use of an epi-pen or life saving medications.**

Parents/guardians of children with known severe allergies must provide the childcare center with a current, non-expired EpiPen and an allergy action plan signed by the child's healthcare provider. The EpiPen must be kept at the center at all times while the child is present.

EpiPen Supply and Storage:

- A minimum of one (1) current, non-expired EpiPen must be provided by the parent/guardian.
- The EpiPen must be clearly labeled with the child's name.
- The EpiPen must remain at the center and be accessible during all hours the child is in attendance.
- EpiPens will be stored in a secure but easily accessible location for staff in the event of an emergency.

Parent/Guardian Responsibilities:

- Provide the childcare center with a completed and signed allergy action plan.

- Ensure that the EpiPen provided is not expired.
- Replace the EpiPen before its expiration date.
- Update the center with any changes in the child's allergy status or emergency treatment plan.

#### Staff Responsibilities:

- Be trained in the recognition of anaphylaxis and the proper administration of an EpiPen.
- Ensure the EpiPen is easily accessible and accompanies the child on all off-site activities.
- Administer the EpiPen as directed in the emergency action plan and call emergency services (911) immediately after use.
- Notify the parent/guardian as soon as possible after an EpiPen is administered.

#### Emergency Response:

- Administer the EpiPen at the first sign of an allergic reaction, as per the child's action plan.
- Call 911 immediately after administering the EpiPen.
- Remain with the child and provide care until emergency personnel arrive.
- Notify the child's parent/guardian without delay.

This policy ensures that children with life-threatening allergies receive prompt and effective treatment. Having an accessible, non-expired EpiPen and a trained staff response can be life-saving in emergencies.

### Reporting Suspected Child Abuse

All staff working with children are mandated by the State of California to report any suspected child abuse or neglect. Reports, by law, are made without prior notification to parents, to the Protective Services Division of the local Department of Social Services. We wish to work in partnership with parents.

We ask that you tell us the cause of visible bruises, etc. that have been incurred at home, and we, in turn, will notify you of the circumstances surrounding any injuries sustained at school. Incident reports will go in child's cubbies, describing the nature of the injury.

### Field Trips

During the school year, LL will occasionally take walks to nearby parks. Children will always be under the supervision with the right amount of adults needed. Parent volunteers will be needed to accompany on walking field trips. Parents must sign permission for any field trips taken. We may take some field trips that require transportation from parents. Families will sign a waiver for their child to be transported by another adult, other than LL. LL will not be held liable for transporting child from/to a field trip. We have weekly and monthly visitors come into classrooms for a variety of learning opportunities.

### Rest/Nap Time

Children are not expected to take naps but are required to rest quietly on his/her cot during rest time. Naps are highly encouraged. Please bring a **small blanket** for your child to rest with on his/her first day of school. Each child will have his/her own cot. A book will be read before rest time. Nap time will be quiet with music played lightly. Staff pat children to sleep, as needed. Sheets and blankets will be cleaned regularly and cots will be washed down regularly.

## **Clothing**

Children should be dressed comfortably for the day's weather and temperature. Layers are best in Humboldt County! Children should try to wear clothes that can get messy without it being a frustration for parents. Each child should have a change of clothes. We will try to go outside as much as possible, therefore please always pack a jacket and good shoes. We encourage each child to have a pair of rain boots at school. Always label your child's clothes. Please dress your child in play clothes. We will try our best for children to wear paint smocks during art activities but occasionally things happen such as mud, water play, etc.

(Any policies are subject to change) Updated May 2025



# Little Learner's Monthly Tuition Fees

Options: M-F; MWF; T/TH

FULL DAYS: 7:30-5:30     $\frac{3}{4}$  Days: 7:30-3:45    HALF DAYS: 7:30-1:00

## PRESCHOOL

### FULL DAYS

5 Full Days- \$1250  
4 Full Days- \$1000  
3 Full Days - \$750  
2 Full Days - \$550  
1 Full Day- \$350

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### $\frac{3}{4}$ Days

5  $\frac{3}{4}$  - \$1000  
4  $\frac{3}{4}$  - \$800  
3  $\frac{3}{4}$  - \$650  
2  $\frac{3}{4}$  - \$450  
1  $\frac{3}{4}$  - \$275

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### HALF DAYS

5  $\frac{1}{2}$  - \$800  
4  $\frac{1}{2}$  - \$700  
3  $\frac{1}{2}$  - \$500  
2  $\frac{1}{2}$  - \$400  
1  $\frac{1}{2}$  - \$225

## TODDLER

### FULL DAYS

5 Full day-\$1450  
4 Full days- \$1150  
3 Full Days - \$850  
2 Full Days - \$650  
1 Full day-\$400

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### $\frac{3}{4}$ Days

5  $\frac{3}{4}$  - \$1200  
4  $\frac{3}{4}$  - \$900  
3  $\frac{3}{4}$  - \$750  
2  $\frac{3}{4}$  - \$550  
1  $\frac{3}{4}$  - \$300

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### HALF DAYS

5  $\frac{1}{2}$  - \$1000  
4  $\frac{1}{2}$  - \$800  
3  $\frac{1}{2}$  - \$600  
2  $\frac{1}{2}$  - \$450  
1  $\frac{1}{2}$  - \$250

## INFANT

### FULL DAYS

5-Full day-\$1550  
4- Full days-\$1250  
3 Full Days-\$950  
2 Full Day-\$700  
1 Full Day-\$450

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### $\frac{3}{4}$ DAYS

5  $\frac{3}{4}$ -\$1300  
4  $\frac{3}{4}$ -\$1050  
3  $\frac{3}{4}$  - \$800  
2  $\frac{3}{4}$  - \$600  
1  $\frac{3}{4}$ - \$325

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### HALF DAYS

5  $\frac{1}{2}$  - \$1100  
4  $\frac{1}{2}$  - \$900  
3  $\frac{1}{2}$  - \$700  
2  $\frac{1}{2}$  - \$500  
1  $\frac{1}{2}$  - \$275

\*Families will be charged \$100 every June 1st, to help with yearly supplies.

\*10% Discount off oldest child's tuition bill with 2 children, attending Full-Days M-F.

Updated: May 2025

(Return Signed Acknowledgment after Reading all Policies)

I \_\_\_\_\_, have received and read Little Learners  
Center Parent Handbook. I agree to follow all policies and agreements.

Sign:

\_\_\_\_\_

Date \_\_\_\_\_

Date of Application \_\_\_\_\_

## Little Learners Enrollment Application

Please circle which classroom:

**Infant**

**Toddler**

**Preschool**

### Student/Child Information

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

### Parent/Guardian Information

Guardian Name: \_\_\_\_\_ Guardian Cell: (\_\_\_\_\_) \_\_\_\_\_

Guardian Employment: \_\_\_\_\_ Guardian Work #: (\_\_\_\_\_) \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street City State Zip

Guardian Email: \_\_\_\_\_

Guardian Name: \_\_\_\_\_ Guardian Cell: (\_\_\_\_\_) \_\_\_\_\_

Guardian Employment: \_\_\_\_\_ Guardian Work #: (\_\_\_\_\_) \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street City State Zip

Guardian Email: \_\_\_\_\_

Do both parents live in the same household? Yes / No \_\_\_\_\_

Does either Guardian currently work at Open Door Health Center? Yes / No \_\_\_\_\_

\*Preschool Enrollment Only: Is your child potty trained? Yes / No \_\_\_\_\_

**Enrollment, Schedule, & Tuition-** There is a \$100 registration fee that will be added to the first month billing. There is a \$100 materials fee charged every June 1st. Parents will be billed monthly through our billing app, Brightwheel, according to the enrollment program agreed upon. Monthly payments are due in full by the 1<sup>st</sup>. A late fee of \$25.00 will be charged if payments are not received by the 5<sup>th</sup> of every month. If payment is not received by the 8<sup>th</sup> an additional \$5 per day will be added to the bill until it's paid in full. It is the family's responsibility to make sure payment is made even if your child's regular scheduled day doesn't fall on the 1<sup>st</sup> or if you plan to be out of town. Payments can be made on Brightwheel or with cash or a check dropped off at the school.

**Deposit:** A \$100 deposit is required to hold a spot for 30 or more days. This deposit will be applied to your first month's bill once your child starts. The deposit is refundable if at least a 30 day notice is given to forfeit your enrollment.

Please initial you have read this page: \_\_\_\_\_  
Enrollment Options: Please Circle Selection

Full day  
\*Pick up by 5:30 pm

$\frac{3}{4}$  days  
\*Pick up by 3:45

$\frac{1}{2}$  day  
\*Pick up at 1:00

5 days / week - M - F

3 days / week option - M, W, F

2 days / week option - Tue, Thur

Other schedule option: \_\_\_\_\_

\*Please see our current rates on our website or on our rate sheet below.

\*Late fees will be added to your bill for any late pick up. Late fees are \$1.00 per minute.

Indicate Date on which you would like to initiate enrollment: \_\_\_\_\_  
(Enrollment date will depend on availability)

**Indicate Desired Location:**

**Eureka      Arcata 11th St.      Arcata 10th St.      Arcata Valley East      Any open site**

Parents must give a minimum 30 day notice of any schedule change requests. Schedule requests must be approved before changing. Parents are responsible to fill out all proper paperwork before attendance is allowed- this includes a physician report and current updated immunizations for your child. Drop-off time is no later than 9:30am, unless other arrangements were made in advance. Parents must keep all records and forms up to date. A visit with parents/guardians and child are required before the child attends Little Learners. This meeting can be made with the director. We have a 30 day trial period, to ensure it's a good fit for the classroom and child.

Please initial you have read this page: \_\_\_\_\_  
Emergency Contacts-(Someone other than Guardians)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_