

# Little Footprints Parent Handbook

## **Philosophy**

Little Footprints Learning Centers, Inc ....a childcare facility dedicated to providing quality care for our children, where in today's fast-paced society, parents can leave their little ones, "confident that they will be safe, secure, loved and happily cared for in a professional manner." Because the early childhood years are a very special time in a child's life, Little Footprints Learning Center has created a program tailored to meet the needs of your child at each stage of development. Our goal is to utilize fun and creativity in order to foster a love of learning. Our children are encouraged to discover the world around them through exploration and discovery which instills a sense of confidence in their ability to master new situation and talks through reasoning. Our children are exposed to a variety of teaching methods so that they will be prepared to enter any elementary school.

Our Little Footprints parents are very important to our center. You know your child best, and we encourage you to contact us with any questions or concerns you might have. Please take advantage of the weekly reports and communication highlighting your child's activities- your child will love receiving your attention and interest when asked about their activities at Little Footprints.

## **Staff**

All Staff members at LFLC are loving, nurturing, and trained professionals committed to maintain the highest quality in early childhood education. They are dedicated to giving children a love of learning in a safe and secure environment. They have all had FBI fingerprint checks and Child Abuse Registry checks and are safe and clear to work with our children. Also, every employee within the first 90 days of employment receives First Aid and CPR training. Additionally, all staff members will get 15 hours of continuing education throughout the year. If you have any concerns with a teacher or caregiver, please talk to management immediately.

## **Hours of Operation**

6:30am – 6:00pm

## **Late Pick-up**

There will be a late fee charged for children not picked up before our closing time at 6:00. The charge will be \$35.00 for the first 15 minutes. An additional \$35 charge will accrue for every 15 minutes thereafter. This fee goes directly to the staff member waiting with your child. Our office clock is the official time clock. Please contact the Madison County Sheriff's Department if your child has been left after closing for an extended period of time. Consistent lateness after 6:00 p.m. will be cause for the child for the child's dismissal from Little Footprints Learning Center.

## **Ages**

Little Footprints I provides childcare for Infants through Four Years Old and After-School Care through Third Grade for children at Madison Station Elementary and Mannsdale Elementary.

Little Footprints II provides childcare for Infants through Four Years Old and After-School Care through Third Grade for children at Madison Crossing Elementary.

## **Rates**

Weekly Tuition is due each Monday morning in advance of the childcare provided.

- Infants \$155
- Toddlers \$145
- Twos \$135
- Threes and Fours \$125
- School Age- \$70.00

Summer Activity Fee for 2-4 yr. olds - due May 1<sup>st</sup>

ABeka Workbook Fee varies (depending on age group) for Twos, Threes, and Fours - due July 1st

Supply Fee of \$40 for all ages will be due twice annually in July and in January.

## **Requirements for registration**

1. Annual Registration Fee is \$85 for your first child \$75 for each additional child is payable upon initial enrollment, and each March 1st when the child is re-enrolled for the upcoming school year.
2. The supply fee and first week tuition are due upon initial enrollment, and are non-refundable.
3. A completed, signed Enrollment form

### **Requirements for First Day**

1. Form 121 Certificate of Immunization Compliance \_\_\_\_\_
2. Baby Food, rice cereal (labeled) \_\_\_\_\_
3. Labeled & prepared bottles \_\_\_\_\_
4. Diapers/Wipes (labeled) \_\_\_\_\_
5. Pull-ups (labeled) \_\_\_\_\_
6. Extra change of clothes in a Ziploc bag/ with child's name on it \_\_\_\_\_
7. Plastic Red/Blue waterproof mat (labeled) \_\_\_\_\_
8. Small child size blanket (labeled) \_\_\_\_\_
9. Sunscreen Spray (labeled) \_\_\_\_\_
10. Signed handbook form \_\_\_\_\_

### **Tuition Policy**

Tuition is paid on a weekly basis and is due each Monday, whether the child will be present or absent. Tuition can be paid biweekly or monthly but must be ahead not behind. Payment will not be accepted in cash. Checks should be made payable to "Little Footprints Learning Center". Please place the child's name in the memo section on the check. There will be a \$45 service fee for any returned checks by the bank. This service fee is due at time of notification. Money orders will be required as payment on all future payments after a check has been returned. We do not accept cash. Any tuition that is not paid by the close of business on Monday will incur a \$35.00 late fee. Childcare services will be interrupted for accounts with a balance remaining on Wednesday morning. Please be prepared to make other arrangements for the care of your child if you are not prepared to pay your account in full.

### **Two-Week Withdrawal Notification**

Two week written notice is required prior to withdrawal of a child from Little Footprints Learning Center for any reason. Payment of tuition will continue for two weeks from receipt of the notice. You must remit with the notice any account balance owing, including the tuition for the final two weeks. If the required notice is not given, parents will be charged for that period. If a balance remains on an account after the child is withdrawn, the parent is given two weeks to pay the account in full. After 30 days, the account will be turned over to Madison County Justice Court. Little Footprints Learning Center will file judgment against you until your account balance is paid in full.

### **Weather Closings:**

LFLC follows Madison County School closings during inclement weather. At anytime during inclement weather LFLC has the right to make a decision to close the center.

### **Holidays (Please note that there is no tuition credit for these scheduled holidays and tuition is due in advance.)**

Little Footprints will be closed for the following days: New Year's Day, MLK Day, Good Friday and the Monday after Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Thursday & Friday, Christmas: We will close 3 days at Christmas. We will give advanced notice for holiday closings. Tuition is charged during holidays and is due in advance.

### **Arrival & Departure**

Our Little Footprints Parents are always welcome inside our center. Upon arrival each morning, please park in a parking space and never leave your child or your keys in the car. Please do not park outside of the awnings as it causes traffic congestion and blocks others. Please turn off the car before you escort your child to their classroom and leave them in the care of the supervising staff member. Children are required by law to be under adult supervision at all times. Please do not allow older siblings to enter Infant and Toddler areas.

Children arriving after 8:30 a.m. should eat breakfast at home, as school activities at this point in the day do not allow supervision of children who are eating breakfast. Children in the preschool and Kindergarten programs should be settled in their classrooms and ready for the day by 8:30a.m. Arriving late may make a child feel left out, because classmates will already be involved in the day's activities.

Parents are not allowed to drop off their children between 10:00 and 2:00 each day as it disturbs the other children during meal time and rest time in the classroom.

It is important to sign your child in and out each day. Sign in and out sheets are provided on a clipboard on front desk in reception area. Please do not send children in to pick your other child up. An adult must accompany the child.

Please leave us a note in our office if someone other than yourself is picking up your child. A picture ID will be required from the adult picking up your child before we will release your child. Please do not give our Door Pass Code to friends and family that may be picking up your child. They may ring the doorbell and we will then check their picture ID.

Please check your child's classroom cubby and our front door each day for important notes or reminders.

### **Field Trips**

The K-4 class will visit the Pumpkin Patch in October. This is the only field trip that will be taken in the year. We will need parent volunteers to help transport children on this special occasion.

### **Insurance**

Little Footprints does not cover accidental insurance. If your child is involved in an accident and requires medical attention, the parent will be held financially responsible. We cover liability which is different from and should not be confused with accidental insurance, LFLC cannot be, or held to be, responsible for any care or service outside of or away from our center and/ or regularly scheduled supervised events.

### **Emergency**

If for some reason we have an emergency with our center and need to relocate, our relocation site will be to our other Little Footprints Learning Center: 106 Westfalen Drive Canton, MS 39046 or 319 Distribution Drive Madison, MS 39110. We will transport the children by personal staff/ emergency vehicles. The children will be taken to our designated emergency locations listed above.

### **Health**

The health of children is very important to the staff of Little Footprints Learning Center. We accept children that are able to conform to group care and do not have medical needs that require individualized care. Daily one-on-one medical attention is not available in our group care setting. We accept only well children. We depend on our parents and staff to maintain this policy that will ensure the health of all children.

Every child must have a Certificate of Immunization Compliance (form 121) before entering our center. You may obtain this from the State Health Dept. or your child's pediatrician. Be sure to notify our center of any special medical conditions which warrants medical attention. This is especially true of allergies.

Little Footprints will need a written statement from the pediatrician if your child is well enough to attend the center but needs to remain indoors. If your child runs a fever of 100 degrees or above under the arm, has loose bowel movements, vomiting, tearing, matting, or draining from the eye, severe coughing or wheezing, you will be notified immediately to pick up your child.

All children must be fever free (without fever-reducing medication) for twenty-four hours before returning to the center. Any child sent home with vomiting or excessive diarrhea must be vomiting or diarrhea free for twenty-four hours before returning to the center. Contagious conditions such as head lice, ringworms, impetigo, etc. require treatment before the child will be allowed to return to the center.

It is our desire that the environment around the children be as safe and healthy as possible. Therefore, Little Footprints Learning Center is a smoke-free environment both inside the building and on the grounds.

In the event that a Director/Director Designee feels that a child is in a life-threatening situation, the director will call an ambulance and then immediately call the parent. The parent will be responsible for payment of the ambulance.

### **Medication**

Little Footprints Learning Center will not administer medications such as antibiotics, anti-nausea, or fever reducers. However, we will administer gas drops, Neosporin, diaper creams, and teething gel as needed.

### **Sunscreen**

You will need to sign a waiver to give our staff permission to spray sunscreen on your child for afternoon outside play. You will need to apply the first coating of sunscreen in the morning. We will only use spray sunscreen. It needs to be labeled with your child's name on the sunscreen.

### **Injuries**

We will administer first aid for minor injuries. Treatment is limited to cleaning and bandaging. All staff members have been trained in first aid.

An accident form is sent home for each injury, no matter how minor. For serious injuries you will be notified immediately while the child is taken to an emergency facility. We must have the most current telephone numbers where you can be reached in case of emergency. We also need at least two alternate numbers in case you cannot be reached.

**Meals and Nutrition: (No Food Is Allowed To Be Brought Into The Center)**

We believe that eating nutritious food and developing healthy eating habits is an important part of growing up. A breakfast snack is served to all children present from 7:30 – 8:30 each morning. A well-balanced lunch is served each day and an afternoon snack is provided as well. Our menus are approved by the Mississippi State Department of Health and are posted in our foyer.

For infants, please bring necessary food and prepared bottles labeled with child's name. Infants must receive their breakfast feeding at home before arrival at the center. During arrival, the caregivers are receiving instructions from parents, unloading diaper bags and making sure bottles get put away so they do not spoil.

**Clothing and Belongings**

Our daily program includes activities that may allow your children to be messy, so they need to wear suitable clothing. It should be comfortable, weather-appropriate, easy to clean, and easy to change. We move around a lot, work with paste, paint, water, mud, dirt, sand, etc. In case of accidents please be sure to provide a complete change of clothing in a labeled Ziploc bag.

Children should wear closed-toe shoes that tie or buckle (no flip flops, crocs, etc) so your child can play safely while climbing, running, etc... Shoes must be worn at all times. It is very important that a child is provided a closed-toe, tied shoe that will keep stay on the feet and protect the child from slipping and falling.

Children are allowed to bring toys on designated Toy Day. Toys must be labeled and age appropriate. We do not allow toys that are a choking hazard, weapon-shaped toys, toy guns, water guns, toy knives, or swords. Little Footprints is not responsible for any items lost or broken.

**Nap Time**

Our center naps between 11:00 and 2:00 each day, depending on age. Parents provide a plastic, waterproof mat that can be easily sanitized with child's name on it for toddlers through Four Year olds. Mats need to be replaced as soon as there is a tear or cut on them. This is a Health Dept. regulation. A small, child sized blanket that will fit in their cubby may be brought for nap-time.

**Playground**

Outdoor play is essential to the healthy development of children. Little Footprints has a great playground fenced in for safety with age appropriate activities and equipment. Your child will go outside daily, except under extreme weather conditions (temperature below 42 degrees/above 95 degrees). Please make sure that your child is dressed appropriately for each season. Little Footprints will need a written statement from the pediatrician if your child is well enough to attend the center but needs to remain indoors.

**Preschool**

We believe that our center is the ideal environment in which to begin a lifetime of learning. Our school recognizes children as individuals with their own capabilities and limitations.

Beginning in our Two Year Old classrooms, we use the A Beka Preschool Curriculum, which is a Christian curriculum from Pensacola Christian College, along with other fun age-appropriate activities for learning. Our Three and Four Year Old Kindergarten Program at Little Footprint Learning Center also offers a Music and Science Lab class during the first semester, and an Art and Cooking class during their second semester. These classes create a fun learning environment conducive to the development of the whole child, and are included in your child's weekly tuition.

**Two-Year-Old Curriculum:**

Language Arts: Recognition of name, sound and picture for short vowels. Recognition of name and picture consonants.  
Numbers: simple counting 1 to 10. Recognition of numbers 1 to 10  
Recognition of shapes and alphabet, Nursery Rhymes, and Bible stories.

**Three-Year-Old Curriculum:**

Language Arts: Recognition of name sound, & picture for short vowels and consonants. Formation of vowels & consonants in upper % lower case.  
Numbers: Simple counting 1 to 50, number concepts 1 to 15, Nursery Rhymes, and Bible Stories.

#### **Four-Year-Old Curriculum:**

Language Arts: Phonics and Reading, recognition of name, sound and picture of long and short vowel words. Reading of sentences and stories with one and two vowel words.

Numbers: Recognition and counting 1 to 100, number concepts 1 to 20, numbers before and after 1 to 20. Manuscript Writing: Formation of letters, blend words and sentences. Writing of first name. Numbers Largest and Smallest 1 to 20. Simple Addition. Nursery Rhymes, Bible Stories

#### **Potty Training**

We take the children to the potty every 1-2 hours and they may go anytime at their request. Little Footprints will teach them good bathroom habits. We will begin potty training when both parent and teacher agree the child is ready. Typically children show signs at age 2.

#### **Discipline**

Little Footprints uses the following methods of discipline and considers the different developmental stages and ages of the children:

1. Our method of discipline shall not be humiliating, frightening, or physically harmful to the child. Discipline shall be consistent and individualized for each child. Discipline will be directed toward teaching the child appropriate behavior and self-control.
2. Spitting, hitting, punching, pushing, biting, inappropriate language, defiant behavior, and disrespect are not allowed. Consequences are as follows: First offense: The child will have a time-out (redirection is used for ages under 3).  
Second offense: The child will be denied a special privilege.  
Third offense: Parents will be notified of problem. Repeated disruptive behavior may result in dismissal from Little Footprints.

#### **Transportation Policy**

All drivers are appropriately licensed. All vehicles have current safety inspection stickers, licenses, and registrations. Insurance adequately covers the transportation of children. Children board or leave the vehicle from the curb-side of the street and/or are safely accompanied to their destinations. Seat restraints are used as required by law.

#### **Little Footprints Parent's Code of Conduct:**

Little Footprints expects parents to observe a certain standard of conduct at the center and on its grounds. The following items are not acceptable in the facilities and on our campuses:

- Physical or verbal punishment of their children
- Physical or verbal punishment of other children
- Threatening/ cursing or threatening / obscene gestures
- Quarreling with other parents or staff
- Not following policies designated to protect the safety and security of everyone at the center.

**Little Footprints Parent Handbook Receipt Form**

I, \_\_\_\_\_, parent of \_\_\_\_\_, have been given a copy of the Little Footprints Learning Center Handbook and have read and fully understand the information provided, find it acceptable and agree to abide by its policies.

Date \_\_\_\_\_ Parent's Signature \_\_\_\_\_

**Sunscreen Waiver**

I, \_\_\_\_\_, parent of \_\_\_\_\_, give permission to the staff at Little Footprints Learning Centers, Inc. to apply sunscreen to my child in the afternoons when needed. I realize that I must apply the sunscreen each morning.

Date \_\_\_\_\_ Parent's Signature \_\_\_\_\_

**Photography Authorization:**

I, \_\_\_\_\_, parent of \_\_\_\_\_, give permission for this child listed to be photographed or videotaped while in attendance at Little Footprint Learning Centers, Inc. during center activities.

( Not Applicable for photographs or videos taken)

Date \_\_\_\_\_ Parent's Signature \_\_\_\_\_

**Transportation Authorization:**

I, \_\_\_\_\_, parent of \_\_\_\_\_, give permission to Little Footprints Learning Centers, Inc. to transport my child from Madison Station Elementary or Mannsdale Elementary to Little Footprints Learning Centers, Inc.

( Not Applicable for transportation)

Date \_\_\_\_\_ Parent's Signature \_\_\_\_\_