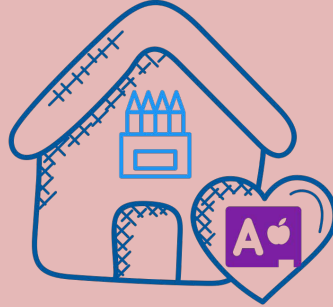


LITTLE STEPS EARLY LEARNING ACADEMY



HOME SWEET CLASSROOM  
"YOUR CHILD'S HOME AWAY FROM HOME"

# **LITTLE STEPS EARLY LEARNING ACADEMY PARENT HANDBOOK**

## **Assessment Plan**

### **Purpose**

Child assessment is a vital and necessary component of all high-quality early childhood programs. Assessment is important to understand and support young children's development. Each classroom completes screenings and assessments that encompass all areas of development; sensory, language, cognitive, gross-motor, fine-motor, and social-emotional, it is also essential to document and evaluate how effectively programs are meeting young children's educational needs, and to inform on program improvement.

Little Steps Early Learning Academy uses Brigance to assess our students. Brigance screeners and assessment inventories use observation, interviews, and child performance to pinpoint understanding in the domains tied to early development and school or kindergarten readiness. Test content aligns to the Common Core and many state-specific learning standards to equip educators with familiar information to fit their existing framework. Once the assessment is complete, the results are uploaded to the Online Management System. Parents will receive a copy of results and a copy will remain in the child's file.

### **Child Development**

Children do not just grow in size, they develop, evolve, and mature, mastering ever more complex understandings of the people, objects, and challenges in their environment. There is a general pattern **or** sequence for development that is true of most children. However, the rate, character, and quality of development vary from child to child. Culture influences development in different ways, and the goals for children differ from culture to culture. Quality assessment looks at not only to what is happening within the child, but also to the care that child requires in order to thrive. For a child to develop and learn in a healthy and normal way, it is important not only to meet the basic needs for protection, food and health care, but also to meet the basic needs for interaction and stimulation, affection, security, and learning through exploration and discovery.

### **Procedure**

All screenings, checklists, and assessments will be completed by the lead teacher in the assigned classroom. Any assistance in this procedure will be completed by staff persons under the direct supervision of the lead teacher.

Developmental screenings are completed within the first month of a child's enrollment in the Little Steps Early Learning Academics. This information is then discussed with parents during a formal parent/teacher conference after the screening is completed.

Screenings are Completed as an individually administered test and as checklist based on parent report. Developmental assessments are completed throughout the day and year using naturalistic observation of the children's interactions and behavior. Both group and individual observations will be used to compile documentation. All screenings and assessments are completed within the Little Steps Early Learning Academy complex. Parent/teacher conferences will be scheduled semiannually or more often as needed.

## **FACILITY STATEMENT**

**At Little Steps Early Learning Academy**, our mission is to provide child care that meets the needs of each child and family in a safe, educational environment. We pride our Center's focus on the individual needs of each child, while providing quality, reliable and safe child care to provide for special needs of our children. We maintain a smoke free environment and staff is well trained and CPR certified. Parents are encouraged to tour our facility and ask questions before enrolling your child. Little Steps Early Learning Academy does not discriminate against any child or family based on race, color, sex, religion, national origin, or disability.

### **Our Goals Are:**

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

**Little Steps Early Learning Academy** offers the opportunity for each child to develop physically, socially and cognitively according to their individual learning style. Each child is considered unique in temperament and rate of development. Curriculum is planned to enhance and challenge, particular, distinct individual needs, interests and abilities. Activities and relationships occur in a healthy, positive and relaxed environment in which well-qualified staff provide personal attention, guidance and nurturing to each child. Young children develop rapidly. In fact, more development occurs during the first five years than at any other stage of life. A balance of, social, emotional, intellectual and physical stimulation is essential for development to be optimal. In our program we support and enrich individual development through several goal areas.

Physical Development – includes large and small motor development, and an understanding of personal health and safety. The day is a blend of child-initiated and Teacher-initiated activities including group time, free choice times, outdoor play, appropriate meals, snacks and rest times.

The Center strives to maintain continuity and consistency throughout the program by conducting cooperative staff planning, training and a variety of joint activities involving the various groups of children. In this context, all caregivers at **Little Steps Early Learning Academy** are encouraged to express their individual educational strengths as they work with children and in their cooperative efforts with other staff members.

When you come to **Little Steps Early Learning Academy**, your child will receive the best care the industry has to offer. All you need to do is "expect more."

**Little Steps Early Learning Academy** is able to care for children ages 6 weeks to 12 years. We also provide before and after school care for school aged children. Transportation is not available at this time.

Hours: Monday — Friday 6:30am-6:30pm

Breakfast: 8:30-9:00am Lunch: 10:30am-11:00am

Snacks: 2:00pm

Milk is served with meals . Milk served to one year olds must be unflavored whole milk. A one-month transition period is allowed for children 24 months to 25 months old. They may have whole milk or a mixture of milks as they transition to low-fat (1%) or fat-free (skim) milk. A medical form is required for children who may have an allergy to dairy or any other food aversions. The note must outline an alternative. Forms are available to take to your physician.. Little Steps ELA provides 3 meals per day with tuition. Parents and more than welcome to send an afternoon snack with children who will be attendance past 5:00pm.

## **ASSESSMENT**

Various methods of information gathering are used to document developmental growth of children. These methods include but are not limited to work sampling, checklists, observation and rating scales. Developmental assessments are ongoing (year round) with results discussed with the parent throughout the every 6 months. Parents will receive monthly newsletters to outline what your child is learning, and lessons are uploaded weekly in daily connect.

Also, on a daily basis the lead teachers discuss with parents developmental milestones reached, developmental progress, and developmental concerns. The lead teachers in conjunction with the administrative team will annually evaluate the current screening and assessment tools. Outside professionals and parent involvement is sought to inform this evaluation. Based on the assessment, Little Steps ELA may collaborate with Community Health, Empowerment, and Support Services (C.H.E.S.S), for evaluation for necessity for behavioral health or mental health services. Students may also be referred to Child Find if there is a noticeable delay in development. The owner or designated staff will be available to attend school IEP meetings. Please submit time and dates for these meeting as much in advance as possible so that we may make arrangements to attend.

## **Results**

The information gained during all screenings and assessments will be used to develop curriculum, parent education, and evidence for referral.

The lead teachers will use the information gathered during the assessment process, identifying children's interests and needs, within their curriculum planning to best meet the needs of all children enrolled.

During scheduled conferences lead staff and families develop learning goals for children.

These goals are used to plan learning activities for children based on assessment of individual needs and interests. This is completed both during scheduled conferences and throughout the school year as needed.

Both formally and informally the lead teachers will disseminate the screening and assessment the event of a potential developmental delay the lead teachers will use the information gathered as evidence for referral for future diagnostic screenings and assessment. Depending on the type of atypical development various external agencies may be involved in diagnostic screenings and assessment. information gathered for parents. This process will empower the parents as they will feel informed and more knowledgeable about their child's developmental progress.

## ***Confidentiality***

All information obtained regarding any center family/child(ren) is considered confidential Information obtained *and* collected by our program will be shared with other staff on a "need to know" basis The lead teachers may use the information during in-service trainings to identify children's interests and needs Practicum students and volunteers are not to be included in discussions of children and families, except for information which is relevant in order for them to complete their objectives

While the lead teacher may require assistance from the program staff to compile documentation for assessment, only the lead teacher and designated graduate assistants/assistant teachers will have access to the complete assessment materials

All confidential materials will remain in a lockable filing cabinet in the office

All parents/guardians may gain access to their child's information by either asking the lead teacher associate director, or director

All information compiled during screenings and assessment will be used to promote the healthy developmental growth of the child. The lead staff along with the participation of parents will review the completed information and together make goals for the child or a referral in cases of developmental delay

No information can be shared with an outside agency without written consent from the legal guardian. The decision to share information will be made by administrative staff (lead teachers, director)

On request, the Regulatory authorities (Nevada Department of Human Services) of the Little Steps Early Learning Academy will have access to our confidential materials

## ***Language***

It is important to the Little Steps Early Learning Academy that all families are given the opportunity to fully understand, interpret, and become involved with their child's assessment

and goals. Little Steps Early Learning Academy will provide an interpreter for any family that needs and makes a request

### ***Training***

Each lead teacher has had training in assessment delivery and interpretation. In addition, the lead teachers have had formal training before using the specific screenings *and* assessments they employ within their assigned classrooms.

## **Child Care Curriculum**

We believe that children should be allowed to learn and grow at their own pace, and that a child-centered, play-based curriculum is the most appropriate and effective method of learning for children.

### **Child Care Curriculum Philosophy**

Our goals for children's learning is for them to become independent, self-confident, and enthusiastic learners for life, developing strong self-esteem and positive attitudes toward exploration and learning so they're not afraid to try out new ideas or make mistakes.

### **Child Care Curriculum Components**

Many people think of teacher planned activities when they think of "curriculum," but a good child care curriculum is so much more! In addition to planned activities, a good child care curriculum is child-centered, promotes learning through play, provides appropriate materials and toys, considers the child care environment a third teacher, and nurtures close relationships between children and teacher and among the children.

A child-centered child care curriculum is constantly changing to help teachers support children's learning. Teachers observe the children to discover each child's needs, strengths, interests and previously learned knowledge and skills, then use this information to plan new experiences and daily activities for each child. This kind of intentional teaching is one hallmark of a good child care curriculum.

### **Play-Based Child Care Curriculum**

The Funshine Curriculum is a play-based curriculum that emphasizes a warm, responsive relationship between provider and child and a rich educational environment. The majority of children's learning and development occurs spontaneously during child-led free play.

The Curriculum supports age-appropriate play-based learning for infants, toddlers, preschoolers and school-age children while preserving the special characteristics of a home-style learning environment. It also offers a variety of additional resources for enhancing, assessing, and documenting the children's learning. It also introduces children to sign, language and spanish.

### **Child Care Curriculum for School Readiness**

Despite the recent "push-down" of academics to younger and younger children, studies show that play is the best way for children to learn.

### **The Environment as Child Care Curriculum**

The child care environment plays an integral role in facilitating children's learning. New concepts, improved skills and enhanced comprehension come to children while playing in a rich educational environment. Children's senses help them explore the world around them, and their imaginations take them anywhere they want to go.

### **Toys in the Child Care Curriculum**

Toys are often called the "learning tools" of children. While playing with toys, children learn about themselves, the world around them, and other people. Toys foster children's learning by helping them:

- Figure out how things work.
- Test new thoughts and ideas.
- Develop small muscle control.
- Use their imagination.
- Develop problem-solving skills.
- Practice cooperating with others.
- Strengthen verbal and negotiation skills.

The toys available at (Little Steps Early Learning Academy arms are selected to promote children's learning and development of language (books), large and small muscles (slides, puzzles and blocks), creativity (artwork), imagination (dress-up), self-help skills (dressing self) and cultural awareness (books and toys).

Little Steps ELA also offers an optional Christian Curriculum that includes Bible Art, prayer, bible verses, and bible themed activities. Parents must sign a permission form in order for children to participate in this curriculum.

### ***CHECKLIST: WHAT YOUR CHILD WILL NEED***

Individual containers will be available for each child so that items can be left at the program. Please label all belongings. Infant bottles and food must be labeled daily with child's name and date. All other items must be labeled with the child's name.

#### ***INFANTS***

Disposable diapers and diaper wipes

Bibs

Baby Cereal

Extra can of Formula

Change of clothes (3

Pacifiers, if used

Blanket and crib sheet

Bottles ( enough for each feeding, bottles may not be washed at the center)

Label all bottles and food with child's name and the date, daily

#### ***TODDLERS***

Disposable diapers and wipes/ If bringing pull-ups, please be sure that pull-ups have Velcro sides so child may be easily changed.

3 Changes of clothes including shoes/play clothes for outside

Cot sheet, blankets (daily,) washed daily

2 empty, no spill cups

#### ***PRESCHOOLERS***

3 changes of clothes including shoes/play clothes for outside

Cot sheet, blanket (daily or as needed)

2 empty, no spill cups

### ***EMERGENCY PROCEDURES***

In the event that the children would be safer remaining indoors, we would shelter them inside the Little Steps Early Learning Academy. If our building was not considered to be a safe place for the children, we would relocate to a designated space Denny's (4280 W. Craig Rd #101). Next we would begin calling parents to advise them of our location and to request that the children be picked up as quickly and safely as possible. For cases where parents cannot be reached we would begin to call your emergency contact numbers. Please make sure your child/children have a sheet, blanket and additional clothing appropriate for the season at all times. If your child is on formula, please supply an additional can of ready to feed formula. During field trips, we will follow the above procedures. Parents will be notified immediately if we must relocate due to an emergency. If conditions permit, we will return back to the daycare.

### ***TRANSPORTATION AND FIELD TRIPS***

Transportation to and from the child *care* will be provided by the parent or guardian unless otherwise arranged. A transportation agreement must be signed in order for the child care provider to provide transportation services. Field trip permits must be signed for any child attending a field trip.

Plan for children on walks trips

#### **Off-premises Play Area Supervision – All ages**

- Children will be supervised to, from, and at off-premises play areas such as swimming facilities and parks.
- When walking with children outdoors, reasonable care will be exercised to protect children from potential hazards such as traffic, railroad tracks, roaming animals or violent situations.

- Staff will inspect the play area upon arrival to make sure it's safe for the children.

#### Activities Outside of the Center Supervised by Others

Children are permitted to participate in supervised activities outside of the center without you

if:

- We have written permission from the child's parent for the child's participation.
- Responsibility for the child's whereabouts and supervision is clearly assigned throughout the period of care. For example, if you have written permission from the parent, you may transport a child to a preschool program or soccer practice where the teacher or coach assumes responsibility for the child.

#### Transportation

Vehicle Supervision: Staff is reminded of the following:

- Always Buckle Children in the appropriate seat belt/safety seat as required by Nevada law.
  - Before starting the vehicle check to see that all children are present and properly secured.
- Children may never be left unattended in a vehicle:

- While you run into a store, or handle any type of business.
- While you go to pay for gas, buy something inside, etc.

Reminder: Don't leave children alone in a vehicle at any time for any reason.

#### Supervision of Children Traveling Between School and Child Care

- Children Using School Bus Transportation

There must be a definite plan approved by you and the parent for a child's transportation between child care and Little Steps ELAL. The contract with the parent will state what the arrangement and responsibilities are for the transportation of a child between school and child care. The provider will notify parents and the school if a child fails to arrive timely from the school to the child care facility. Children are your responsibility until they get on the bus in the morning and after they get off the bus in the afternoon.

- Children Walking to and From School A child under six years of age must be supervised by an adult while walking to and from the bus stop, while waiting for the bus, or while walking to and from school. However, a child under age six may be permitted to travel to and from school without adult supervision if the child is in the first or higher grade; the child will turn six by the end of December of the same calendar year; and following an assessment of the child's readiness, you and the parent agree that the child can travel safely without adult supervision.

A child six years of age or older may travel to and from school alone. However, you and the parent must assess the readiness of the child to travel back and forth to school without supervision. The assessment must be documented in an agreement that has the parent's statement of permission allowing the child to walk to and from school, times of arrival and departure to and from the child care home, and the child's route. The agreement must be on file in the child care home.

#### Field Trips

- Field trips should be for the benefit of all the children in your care. For example, taking an infant with school-aged children on a trip geared for older children is not appropriate care for infants.
- Routinely running errands is not an appropriate activity when children are in your care.

#### Water Safety

Little Steps Early Learning Academy will not be participating in swimming activities.

***FAMILIES INVOLVEMENT***

Families are welcome to participate in the class activities and program events.

***WAYS FOR THE FAMILIES TO BE INVOLVE:***

Making things for the program

***Please note that the front lobby will close daily between the hours of 11:30 am-2:30pm. This is to ensure that the children's nap times are not interrupted. Please notify the director if exceptions need to be made.***

## ENROLLMENT

Our program gathers information during the enrollment process by asking parent's questions and collecting the following items: enrollment form, health history, child and family background information. All the data is kept strictly confidential in the child's file and kept locked in the director's office. The Little Steps Early Learning Academy only releases your information under your authorization. Our program has an Open door policy. Parents and family members are welcomed at all times. Our friendly entranceway provides an attractive and cozy area for families to ease transitional times. Each family is asked to create a Daily Connect account upon Enrollment for communication purposes. A complete physical examination is required by state law. It must be within 30 days prior to enrollment if the child is over 6 months old and within 30 days if the child is under 6 months old. An updated physical examination is required yearly, on the expiration date Of the current physical. Your child will be excluded if their physical has expired until an updated physical has been submitted. Immunization records must be in compliance with SNHD schedules.

## Parental Involvement

Little Steps Early Learning Academy wants parents to feel involved and knowledgeable concerning child's experience at the center. Parents are able to visit the classroom during the times that their child/children are in attendance. There are many ways for parents to be involved in their child's preschool experience. Parents may volunteer in the program. There is a sign-up with times and activities; before volunteering parents will meet with the Director for a brief orientation. As many parents work full-time we will have opportunities that allow the parents, their children and the teachers a relaxed opportunity to get together and share.

In addition, parent training opportunities will be posted on the Parent Board.

Parents will be asked to complete a survey 2 times per year. These survey assist us in making our program better. We want to hear your concerns, suggestions, or praise. We want to make sure that we maintain a high quality environment for your children.

Parents may contact staff directly through Daily Connect Messaging or by text or phone at 702-483-0092.

### Parent Meeting

There are several voluntary parent meeting that will be held from 6:30-7:30. Topics will cover parenting issues, activities to enrich your child's early experiences, cooking together, and/or family fun. We welcome your suggestions.

## DISCIPLINE POLICY

Children who are having difficulty for any reason will be re-directed to another activity with teacher assistance. in the event that a child's behavior is likely to result in harm to the child, others, or property, or seriously disrupts group interaction, the child may be separated briefly from the group. During this separation the child will be consistently supervised. A method of

discipline that frightens, demeans, or humiliates a child is strictly prohibited. Suspensions may be necessary if the child's negative behaviors are persistent and unwavering. If a child is suspended, the parent is still responsible for tuition fees. Extremes behaviors may result in the child being expelled from the program. Little Steps Early Learning Academy will follow all suspension and expulsion policies enacted by Children's Cabinet.

## **CHILD ABUSE POLICY**

All staff of Little Steps Early Learning Academy program are mandated reporters and are required to report any suspected abuse, neglect, or maltreatment on the part of an employee, parent, or volunteer. Any abuse or maltreatment of a child, either as an incident of discipline or otherwise is prohibited. Any means of corporal punishment will not be tolerated. Additionally, withholding or using food, rest or sleep as a punishment is prohibited. If any type of abuse or neglect is suspected it will be reported to the Department of Child and Family Services.

## **Children with Special Needs**

It is important to notify your childcare provider of any special needs that your child may have, in detail. This includes any current, or pending diagnosis, concerning behaviors, or accommodations that may be needed. Our goal is to ensure that Little Steps ELA is an appropriate fit for your child and that we are able to provide safe care for your child in an inclusive environment. At this time we do not offer one-to-one care. If for any reason, we feel that your child may be better served in a smaller class size, or may need one-to-one , or accommodations that we do not have available, the director may terminate enrollment and refer the parent to other accommodations.

## HEALTH POLICIES

*"The risk of transmission of the agents that cause infectious diseases is increased when children are gathered into groups for any reason. This risk is particularly significant in day care because of the many close physical interactions between children and adults. The majority of daycare programs attempt to exclude ill children. However, illness among young children is frequent and many parents want to bring mildly ill children to day-care programs. This results in a struggle between staff and parents and a desire for absolute criteria to use to determine when a child's illness requires exclusion. Day-care personnel criticize parents for demanding care for sick children. In turn parents criticize day-care programs, believing that their children acquire their illnesses from day-care contacts. The resulting tensions strain parent/staff relationships, negatively affecting the quality of the day-care experience. Unfortunately, absolute criteria for exclusion of ill children does not exist. Day-care programs base their exclusion policies on two issues (1) risk of transmission of infectious diseases and (2) the demand of sick children for increased adult attention, which may exceed the resources of the day-care program"* (Quoted from Pediatrics in Review). The health policy of the Little Steps Early Learning Academy Program is designed to best meet the needs of our children, parents and staff. We consult with doctors, nurses and other health care professionals in formulating our health policies. No policy will eliminate the problem of illness endemic to group care - especially of young children - no policy will satisfy all the populations the program serves, and no policy can entirely eliminate the element of subjective judgment inherent to individual situations. The Little Steps Early Learning Academy health policies may differ from your child's pediatrician's opinion in all situations, the policy will override your child's doctor's recommendation. Group care conditions differ from individual care situations.

## DAILY HEALTH CHECK

Staff will perform a daily health check on each child upon drop off every morning. The daily check will examine whether or not the child has: Fever or elevated body temperature of 100°, Skin rashes or unusual spots.

## ILLNESS

Signs/symptoms of disease including: Severe coughing, sneezing, breathing difficulty discharge from the nose, ears or eyes, diarrhea or vomiting.

Should any of these symptoms present themselves the child will be excluded until a medical evaluation allows inclusion. **A doctor's note must be submitted stating that the child is not contagious and indicating the date that they can return to daycare.** In order to minimize the spread of illness among children, it is important that parents have arrangements available for alternative care whenever your child shows signs of illness. The following symptoms will necessitate exclusion from the program:

***FEVERS***

A temperature of 100° F or higher is reason for exclusion from group care. A child who has been sent home with a fever of 100° F or higher may return to the program after being fever free for 24 hours without any medication.

***SEVERE COLDS***

Colds with extreme symptoms of excessive coughing, sneezing, nose drainage that is yellow or green and that interferes with a child's ability to eat, sleep or play are reason for exclusion.

***DIARRHEA***

Bowel movements that are extremely loose, watery and frequent are reasons for exclusion. A child should be free from diarrhea for 24 hours before returning to the program.

**EXPLANATION** — Diarrhea in children is an extremely contagious illness. Bowel movements that cannot be contained in a diaper or a toilet pose a high risk of contagion. Young children, especially infants, may have frequent or loose stools regularly or in response to a variety of conditions, but these are different from diarrhea. One or two meals should be eaten during the "24 hours free from diarrhea" (overnight with no meals eaten should not be considered 24 hours free from diarrhea). Secondary symptoms of crying, pain, refusal to eat, etc., must be considered.

***VOMITING***

Vomiting is a reason for exclusion. As with diarrhea, 24 hours should pass (with at least one meal eaten) without an episode of vomiting before a child returns to the program.

**EXPLANATION** — infants can spit up or throw up for many different reasons. With no other symptoms present we would wait to see if an infant threw up a second time before calling the parent to pick up the child.

***RASHES***

Rashes must be physician diagnosed for a child to be in the program. 17

***MOUTH SORES***

Mouth sores with drooling are reason for exclusion, unless the child's pediatrician states the child is non-infectious.

***CONJUNCTIVITIS***

Pink or red conjunctiva with white or yellow discharge, often with matted eyelids after sleep, and including a child with eye pain or redness of the eyelids or skin surrounding the eye is reason for exclusion. A child may return to the program 24 hours after medication is begun.

***TEETHING***

Teething is not a reason for exclusion. Teething can cause low-grade fever (under 100 F), crankiness, loose bowel movements and a clear, runny nose. Teething does not cause the exclusionary conditions described above, though.

## ***SYMPTOMS OF CONTAGIOUS CHILDHOOD DISEASE***

Symptoms of contagious childhood diseases are reason for exclusion. The program, however, adheres to the Americans with Disabilities Act in the application of its disease policies. Parents should notify us if their child has been exposed to Measles, Chicken Pox, Roseola, Conjunctivitis (pink eye), impetigo, Pediculosis (head lice) RSV, Bronchiolitis, Strep Throat, Ringworm and Cocksackie. Exposure to contagious disease is not reason for exclusion.

## ***SIGNS OF POSSIBLE SEVERE ILLNESS***

Signs of possible severe illness, including unusual lethargy, undefined irritability: persistent discomfort crying or difficult breathing are reasons for exclusion.

## ***ABSENCE***

Please call the program if your child will be absent and let us know why. Contagious illnesses must be posted so other parents know what is going around. To be cleared by a pediatrician for group care, we need:

1. the child to be seen by a doctor,
2. a note from the doctor stating
  - (a) a diagnosis
  - (b) that the child is not contagious
  - (c) the date that the child may return to group care

A child will continue to be excluded if the appropriate note is not received before the child is brought to school.

## ***PERSONAL BELONGINGS***

A stuffed animal or doll may ease the transition from home and comfort the child feeling anxious; please be sure these items are "soft cuddliest." A book or cassette to share with the whole class is always welcome. It is recommended that other toys be left in the car or at home, so as not to be lost, broken or envied by others. Action figure/superhero toys and projectile toys are not permitted in the program. Action figure toys encourage strong physical play which often leads to aggressive play; this can get out of control when children confuse make-believe with reality. Toy guns, weapons, violent material, and money are not allowed Videotapes brought from home, to be shared at school during inclement weather or when curriculum themes relate, necessitate a few words of caution. Disappointment may arise when we are not able to show a videotape due to time constraints or developmental appropriateness. We require administrative approval after advance screening before your child offers to share a video with his/her class.

## ***TUITION and Fess POLICY***

*Fees:* May vary. Please contact Center for tuition pricing. There will be a \$75 registration fee incurred at the time of enrollment. We reserve the right to increase tuition and charges. You will be notified no less than one month prior to any changes in rates Tuition will include up to 10 hours per day. Additional time will incur additional fees of \$5 per hour. Any child that it not picked up by closing will incur a late pick-up fee of \$1.00 per minute per child for the first five minutes and \$5.00 per minute thereafter. If any child that has been left at the end of the day, attempts will be made to utilize emergency telephone numbers in the child's file. If there is still no response, we will call the police or Child Protective Services.

Tuition is due payable on Monday of each week. Any payments made after Monday will incur a late fee of \$5 per day. There will be no refunds or credits for missed days while the child is enrolled. Parents who are more than 14 days in arrear will be withdrawn from the program.

Please refer to holiday policy for planned absences. It is the program's policy that children may be required to withdraw from enrollment if the tuition is more For those family who receive reimbursement assistance through Urban League, Please note that all unpaid tuition fees are the parents' responsibility. Please be reminded that these programs will not reimburse for excessive absences, so it is important to make sure that your child attends during their approved schedule. All copayments are due by Monday of each week. There may be trainings that occur during daycare hours. Should this occur, parents will be notified in advance of daycare closure dates.

## **ATTENDANCE POLICY**

At Little Steps Early Learning Academy, you pay for the "position" held by your child. If your child misses a day for any reason outside of a daycare holiday closure, or vacation time, you are still expected to pay for that day missed. Payment is based on a flat weekly fee. Little Steps Early Learning Academy does not currently accept drop-ins. Children attending must maintain a schedule of at least 3 full time days. A 2 week written notice is required prior to withdrawing your child from care. In the case that notice is not given, the parent will be responsible for charges equaling a 2 week period. If your child will be transitioning to another program, we will be more than happy to provide you with any assessment information needed to ensure that your child's transition is smooth.

Please note that if you are the recipient of a childcare subsidy, excessive absences must be reported to the agency. Excessive absences will lead to termination. Parents are required to pay any co-payments and any uncovered expenses that the childcare subsidy declines to reimburse.

### **Vacation Days:**

Up to 5 days per full-time family per year with full credit. Must give 1 week written notice to receive credit. Part time family's vacation days will be based on the number of days they are enrolled each week( ex: enrolled 3 days per week, you will receive 3 vacation days per year).

The following holidays will be observed for teacher in-service training: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day. These are paid days for staff and tuition must be paid for these days. If any of these holiday fall on the weekend, the daycare may observe the preceding Friday or the following Monday to observe the holiday. The daycare will close on Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, and the day after Christmas. These days will be credited back to parents. The daycare will notify parents of holiday closures, outside of those listed above at least 7 days in advance.

### **Toilet Training-Is your child ready?**

1. Expresses interest in coming into the bathroom with you to find out what goes on there and perhaps even sits on the toilet herself.
2. Understands what the toilet is for and what it means to have a wet or dirty diaper. If she also shows a preference for being clean and dry fussing when she's wet, pulling off a dirty diaper, or asking to be changed; all the better!
3. Knows the words for urinating and having a bowel movement (such as "going potty" or whatever words your family chooses).
4. Can stay dry for at least two hours at a time.
5. Has regular bowel movements with soft, formed stools
6. Can and will follow simple directions, such as those for washing hands.
7. Can help pull pants up and down
8. Seems to recognize at least a few seconds ahead of time that she's about to go and can tell you before it happens.  
(Many youngsters will squat, leave the room, or get "the look" before having a bowel movement.)
9. Is in a willing, receptive mood and isn't going through any major transitions (like adjusting to a new sibling or school).
10. Demonstrates a desire for independence (for example, wants to be a "big girl" and do things for herself) -- or, better yet, shows a specific desire to use the toilet like mommy and daddy do!

If your child meets most of these criteria, she's ready to try. If not, wait a month or two and reevaluate.

Potty-Training should begin at home over a long weekend or holiday.

Once you have had success at home for at least a week, your child may begin wearing CLOTH training pants with rubber pants to cover them at child care.

You must still provide me with 1-2 pull ups for nap or other extended periods. Also you MUST provide me with at least 2 complete changes of clothing for your child.

Under no circumstances will your child be allowed to potty-train in regular underwear.

This is for sanitary reasons! Regular underwear cannot contain urine & feces to prevent the spread of germs in my home & to other children in care & to my family. Please cooperate with me on this matter.

Also, if you begin training, please notify me so that I can continue with all the work you have accomplished.

Further, if within 2-3 weeks, your child shows no signs of progress, I reserve the right to put your child back in diapers & try again in a few weeks.

Parent has read & agreed to the Toilet training policies.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **HANDWASHING PROCEDURE**

All child care providers, staff, volunteers, and children shall wash their hands at the following times:

### **Before and After:**

- Preparing or handling food or feeding a child
- Administering medication
- Playing in water used by more than one person (i.e., water table)
- Eating a meal or snack

### **After:**

- Handling bodily fluid (mucus, blood, vomit, feces or urine) from sneezing, wiping and blowing noses, from mouths, or from cuts or sores
- Before engaging in any activity related to serving food, including, without limitation, setting the table, handling uncooked food, especially raw meat and poultry, dispensing snack
- After using the toilet or helping a child use the toilet
- Changing a diaper with or without gloves (Hands must be washed after EVERY diaper change)
- After attending to an ill child
- After handling an animal
- Cleaning or handling the garbage

The staff of the facility shall ensure that each bathroom has running water, soap and paper towels.

All child care providers, staff, volunteers, and children shall use the handwash procedure:

1. Check to be sure a clean, disposable paper towel is available
2. Turn on WARM water to a comfortable temperature
3. Moisten hands with water and apply liquid soap to hands
4. Rub hands together vigorously until a soapy lather appears and continue for at least 10 seconds. Rub areas between fingers, around nailbeds, under fingernails, jewelry, and back of hands.
5. Rinse hands under warm running water until they are free of soap and dirt. Leave the water running while drying hands.
6. Dry hands with the clean, disposable paper towel
7. If taps do not shut off automatically, turn taps off with a disposable paper towel
8. Throw the disposable paper towel into a lined trash container. Use hand lotion to prevent chapping of hands, if desired.

HAND SANITIZERS OR PREMOISTENED CLEANING TOWELETTES DO NOT SUBSTITUTE FOR HANDWASHING. THEY MAY BE USED AS A TEMPORARY MEASURE WHEN RUNNING WATER IS UNAVAILABLE, SUCH AS DURING AN OUTING, UNTIL HANDS CAN BE WASHED UNDER RUNNING WATER.

NAC 432A.412.2 requires that child care providers instruct, monitor and assist the children being cared for to ensure that the children follow the handwash procedures.

Caregivers shall provide assistance with handwashing at a sink for infants who can be safely cradled in one arm and for children who can stand but not wash their hands independently. A child who can stand shall either use a child-size sink or stand on a safety step at a height at which the child's hands can hang freely under the running water. After assisting the child with handwashing, the staff member shall wash his or her own hands.

If a child is unable to stand and is too heavy to hold safely to wash the hands at the sink, caregivers shall use the following method:

- Wipe the child's hands with a damp paper towel moistened with a drop of liquid soap. Then discard the towel.
- Wipe the child's hands with a clean, wet, paper towel until the hands are free of soap. Then discard the towel.
- Dry the child's hands with a clean paper towel.

### State of Emergency

During any and all pandemics, natural disasters, or any other situation that may result in the declaration of a state of emergency, Little Steps Early Learning Academy

Will remain open unless otherwise ordered by a government entity to close, or is directly effected by the event ( i.e destroyed by the natural disaster, has a substantiated case of extreme illness)  
All tuition, attendance, and vacation policies will remain in effect. There will be exceptions.

a. If a parent is directly impacted by the natural disaster, pandemic, or state of emergency. For instance, if the child is diagnosed with the illness which caused the state of emergency these policies will be waived and we will work with the parents regarding enrollment. Enrollment would resume once the child is released by his/her doctor. If the child will not be returning, a two weeks notice will still be required. Parents will be responsible for any tuition incurred after doctor's clearance.

b. If a parent is laid off, without pay, Little Steps ELA will work with parents to reserve enrollment and Suspend tuition costs for a period of time. Written acknowledgement from your employer will be required. This is also the policy should a parent be displaced or must move out of state due to a natural disaster or pandemic. Regular tuition policies will apply to parents who continue to receive their regular salary or hourly wage.

c. Vacation time of 5 days per year may be used during this time with at least a 3 day notice.