


little jan
LEARN & PLAY

J.K. COSGROVE

HANDBOOK

2019-2020 School Year



WELCOME

Dear Family,

First, we want to thank you for giving Little Jan Learn and Play the opportunity to be your child's early learning educators. It's an honor and privilege to provide your child a second home and a place where they are accepted and loved. Having you involved in your child's early learning, will make this experience long lasting for you and your child, so we will always work as a team to make them the best they can be and look forward to seeing your child develop physically, emotionally and academically. We promise to make your child's preschool experience fun and memorable.

Little Jan Learn and Play includes the child-initiated and teacher-directed activities and experiences offered to young children that support and enrich their development physically, emotionally, socially, and cognitively. We use inspired Montessori and S.T.E.A.M (Science, Technology, Engineering, Arts, Math) for Toddlers and Twos and Preschool as guides for planning the curriculum in each of its program rooms. These plans must contain many activities, designed to foster each child's development, and the development of the group. Lesson plans should be changed to accommodate the children's changing interests. Each classroom is set-up in centers, which include circle time, blocks, dramatic play, math, reading, writing, science, music and art. Outdoor play is important to a child's physical development and must be included in both the morning and afternoon schedule. "free-play" is a daily part of the curriculum and means a child can choose which center or activity he/she participates in; This promotes creative expression and development of important social skills.

Thank you for choosing Little Jan Learn and Play. We look forward to providing your child with a caring and enriching environment.

Sincerely,

Sincerely,
Little Jan administration

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ABOUT US

Philosophy

Our goal is to offer children a variety of opportunities to explore their world through active play and learn experiences. We strive to incorporate the arts in our school with a love for music, art, and even dramatic expressions. We want our students to meet intellectual, moral, social, emotional, physical and spatial needs for each of our students.

We will provide age appropriate curriculum that will promote that each of our students hit their developmental milestones in all four of the development domains. We want to guide them to follow their curiosity, to think creatively, and to work both independently and cooperatively with others.

In addition, we want to teach our students values such as honesty, trust, a passion for excellence and citizenship. We long to inspire our students to have a good moral character, with responsibility, respect and fairness. We need to impact our students which will encourage a positive change in our world. be the change you want to see in the world.

Mission

Our mission is to provide a safe, secure warm, familiar, stimulating, caring, and diverse learning environment for children ages 1 year old to school agers to explore at their own. Our focus is to provide an encouraging educational experience with skilled teachers helping reach each child's full potential with promoting social, emotional, physical, and cognitive development through learning and play. The environment will be clean, fun and safe where your child can be triumphant and succeed in the next step of life. we will inspire curiosity and the desire to learn. We are committed to the families we serve, we strive to give parents complete peace of mind, while being a shining example of what a quality childcare center should be.

Certification

- Little Jan Learn and Play is licensed with the state of Florida.
- Certified CPR and FIRST AID Staff.
- CDA certified staff.
- Early childhood Education.
- GOLD® Interrater Reliability Certification

Hours of Operation

Childcare services are provided from 7 AM to 6:30 PM Monday through Friday.

School age care will also be conducted at these times.

Early close days:

11/27/19 Day before Thanksgiving

12/24/19 Day before Christmas

12/31/2019 Day before New Year.

Holidays

We are closed for certain holidays:

7/4/2019 Independence Day

9/2/2019 Labor Day

10/14/2019 Columbus Day

11/28/2019 Thanksgiving

11/29/2019 Day after Thanksgiving

12/25/2019 Christmas Day

1/1/2020 New Year Day

1/20/2020 Martin Luther King

2/17/2020 President day and Washington's Birthday

5/25/2020 Memorial Day

There will be early closings (5:30pm) on

11/27/19 Day before Thanksgiving

12/24/19 Day before Christmas

12/31/2019 Day before New Year.

Admission & Enrollment

All admission and enrollment forms must be completed, and enrollment fee and first tuition payment paid prior to your child's first day of attendance.

An enrollment fee of \$130 is due at the time of enrollment. This fee is non-refundable.

Based on the availability and openings, our facility admits children from 1 to 6 years of age.

Children are admitted without regard to race culture, sex, religion, national origin, or disability. We do not discriminate based on special needs if a safe, supportive environment can be provided.

Inclusion

Little Jan Learn and Play believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in childcare. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

If your child has an identified special need,

1. Children with special needs will be accepted into our program under the guidelines of the Americans with Disabilities Act (ADA).

2. All families will be treated with dignity and with respect for their individual needs and/or differences.

3. Little Jan Learn and Play will be responsible for ensuring that confidentiality about special needs is maintained

for all families and staff in the program.

4. Little Jan Learn and Play will ensure that when a child with a special need is identified on the Child Care Application Form, the family will be given a Special Health Care Plan and Emergency Information for Children with Special Needs Form to be filled out by the family and health care provider collaboratively with a member of the child care program staff.

5. Children with special needs will fully be given the opportunity to participate in the program possible. Parents will provide IFSP/IEP papers if available to ensure the childcare program provides the most supportive environment possible.

6. All staff will receive general training on the benefits of inclusion of children with special needs and training on specific accommodations that any child in their classrooms may need. The knowledge of parents and health care professionals involved in the care of the child with special needs will be consulted to determine accommodations and or therapy requirements.

7. The individual written plan of care for children with special care needs will be followed in all emergency situations. Little Jan Learn and Play is responsible for making sure the plan shall be updated annually, at a minimum.

Non-Discrimination

At Little Jan Learn and Play equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Family Activities and parent involvement

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Parent Involvement encourages families to participate in the class activities and school events. Numerous studies document the academic benefits of children of a family-school-teacher partnership. When families are evolved, children do better. Family engagement in a child's early educational experience is important because it increases the parent's knowledge of their child's program and can demonstrate to the child the place on schooling. Ways for families to be involved: Sharing their culture, sharing a talent or a job, participating in the class activities, Proper communication between our parents and the teachers is extremely important.

You are welcome to call to arrange a meeting with your child's teacher if you have any concerns of your child's academic achievements.

Please see the list of Family Activities at the end of this booklet.

Confidentiality

Unless we receive your written consent, information regarding your child will not be released except for that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

Staff Qualifications

All staff we hire are warm and nurturing, who understand child's development, who can apply their knowledge in the classroom and who respect each child as an individual. we seek employees who value working as a team with parents, colleagues and volunteers. we select our staff carefully in order to provide the best possible care and education for the children. the teachers are available to parents by appointment. All teachers are trained with first AID and CPR certificate, our cook prepares all food on site, all staff members are background checked, all staff have training and recognizing certificates. All staff are trained to recognize and prevent child abuse and individual child develop; they will be screening each child daily.

Preschoolers are usually most responsive to activities in which they are involved in Hands-On activities.

Our Teachers are hired in compliance with the state requirements and qualifications as a base minimum. Typical staff certifications are as follows:

Position Title	Education/Certification	Experience
Teacher Lead	Bachelor Degree	3 Year
Teacher	CDA / Associate Degree in Early Childhood Education	2 years
Teacher Assistant/Aide	45 Hours DCF	1 year

Caregivers participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

We strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by Little Jan Learn and Play

Child to Staff Ratios

Children are always supervised. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

We maintain the following standards for child to staff ratios:

Age	Child to Staff	Maximum Group Size
<u>1 Year Old</u>	<u>1:6</u>	<u>12</u>
2 Year Old	<u>1:11</u>	<u>22</u>
3 year-olds	<u>1:15</u>	<u>30</u>
4 year-olds	<u>1:20</u>	<u>40</u>
5 year-olds	<u>1:20</u>	<u>40</u>
6 to 8 year-olds	<u>1:25</u>	<u>50</u>

Source: National Resource Center for Health and Safety in Child Care and Early Education.

Communication & Family Partnership

Daily Communications. Daily notes from center staff will keep you informed about your child's activities and experiences at the center. Notes will be placed into your child's cubby at the end of the day.

Bulletin Boards. Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

Newsletters. Newsletters provide center news, events, announcements, etc. These newsletters are available at Class Dojo App

Email. We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.

Parent Resource Room. Our parent resource room provides a learning environment for parents to share opinions, ideas and experiences and increase their understanding of learning and development.

Family Visits. Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child before 8:30am. Signing in is required for the safety and protection of our children. Each visitor must sign in while on premises and sign-out upon leaving on our visitor folder.

Family Night. Family nights are scheduled on a regular basis. These nights include snacks, drinks and fun filled age-appropriate activities for families. Family Nights allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child's learning experience and connect with other families.

Conferences. Family & teacher conferences occur at least every quarter a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

Open Door Policy Separation anxiety

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. The infant room welcomes parents/guardians to nurse or feed their infants.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will always be kept locked.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

Separation anxiety is very common for both parent and child. You play a critical role in helping your child to make this adjustment. Remember that your child looks to you for reassurance that he/she is safe and that you are confident about his ability to adjust to this new environment. We ask that you help us make this time less shocking by following this guideline.

Parents must always deliver the child directly to the teacher.

Publicity

Occasionally, photos will be taken of the children at the center for use within the center or on our website. Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity.

CURRICULUM & LEARNING

Learning Environment

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

Curriculum & Assessment

Little Jan Learn and Play uses:
Learn every day (Kaplan)
The Galileo Pre-K Curriculum
Brightstar (Nemours)
Bridging Grades

Thinking Kids
Gryphon Houses.

We are also inspired by STEAM and Montessori curriculum

As part of this curriculum, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom so as to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources.

All staff members are trained to evaluate and track each child's individual development during their time at Little Jan. teachers are continually watching, observing, and documenting each child's development. By tracking a child's development, we can identify any delay or concerns.

A permanent assessment portfolio will be kept for each child and passed to the next teacher when a child transition. Assessment portfolios will contain a variety of items, including examples of artwork, assessment profiles, and parent-teacher conference forms. When a child leaves the childcare, the assessment portfolio will be given to the family.

The goal of the parent-teacher conference is to gain insight into your child's development both in the center setting as well as the home setting. During conferences, your child's development and any goals you may have for your child will be discussed. Parents are encouraged to request conferences whenever they feel it necessary.

For information about your child's day, please see daily schedules, activities and lessons plans posted in Class Dojo app

Developmental Screening

Little Jan Learn and Play uses the ASQ assessments and Teaching Strategies to coincide with curriculum-based assessment(s), we monitor each child's achievement of developmental milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early intervention and treatment. The developmental screening process is a collaborative one, involving parents/guardians and done in conjunction with the child's primary care provider and health, education, and early intervention consultants. Developmental screening is conducted with written consent from the child's parent/guardian(s).

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Outings and Field Trips

Weather permitting; we conduct 15-30 minutes of supervised outdoor play and/or walking trips around the neighborhood twice times a day for all children. Children are always accounted for. A permission statement for participation in walking trips is included in the enrollment package.

From time to time, there will be supervised field trips, and we encourage you to join your child on the trip. *Permission Slips* for each trip must be signed by the child's family.

For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child.

The safety of children and staff will be guarded in all activities of childcare programs. Proper restraint systems (seat belts) and the correct use of them are critically important during travel to/from the childcare program as well as during field trips.

Florida State rules prohibit children under 4 years old from going on field trips or outings if transportation is needed.

Transitions

Your child's transition in childcare should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition from home to center

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you.

Transition between learning programs

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

Transition to elementary school

Transition activities such as a field trip to a local elementary school, creating a mural of special friends and special times at our center will be part of your child's education at our center. We will provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

Transition for before/after school care

Children who are of school age may continue with before/after school care at our center. The center will provide staff to ensure that your child arrives at the door pick up (before school) and drop off (after school) in a timely manner. The Supplemental Enrollment Form must be completed and on file with the center in order to be eligible for this service.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community.

Thanksgiving

Christmas and any holiday during Christmas

Rest Time

Little Jan Learn and Play provide the opportunity to nap for 2 hours.

School age children, although not required, shall be provided an opportunity for a regular rest period if the child desires and may be given quiet activities.

Toilet Training

The most important factor in making the toilet learning experience successful and as low stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

All children must be potty train to be able to transition to the 3-year-old classroom.

GUIDANCE

General Procedure

Little Jan Learn and Play is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Discipline Policy

Children will not receive physical punishment. children who have conflicts or problems with others while they are at our Center will be encouraged to verbalize their feelings and concerns, even infants without verbal skills will hear their caregivers describing problem Solutions and logical consequences. the role of

the adult at the school is to be a helper to positive problem solving. our staff members view discipline as a guidance, not punishment.

If 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. The child will be taken up to the office to sit with an administrator where he/she can gain enough self-control to rejoin the group. Any method of discipline which frightens, demeans, or humiliates a child is strictly prohibited.

If the situation can be resolved, the child may remain enrolled. If you are unable to resolve the issue, we can decide to suspend/expulse child or require professional help or other childcare arrangements.

Another approach to discipline is redirection. What this means is we will work to redirect the child's attention to a different avenue. If all attempts of redirection and problem solving are failed attempt, we then sit with the child in "safe place" in the classroom or director's office.

We foster unconditional love... this kind of love is very important to little Jan because children should not grow up feeling that to be loved and cared they must meet numerous conditions.

Communication is key to a successful childcare arrangement. Parents and provider need to have a good working relationship, so they can communicate and work together. Parents need to exchange information in child's life such as changes in routines, special events, activities, death, divorce, separation, moving, visitors, etc. all this information can be important in understanding the child's feelings, behavior and wellbeing. Be free to contact us at any moment.

Challenging Behavior

Children are guided to treat each other and adults with self-control and kindness.

Each student at Little Jan Learn and Play has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

Physical Restraint

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

TUITION AND FEES

Important Notice

All payment and fee processing will be completed by Friday before service. If you have a question or concern regarding a payment or fee, please contact Office Staff.

Tuition Rates

Toddler

Full-Time Rate (4-5 days): \$205 per week

Part-Time Rate (2-3 days): \$150 per week

2 Year Old

Full-Time Rate (4-5 days): \$195 per week

Part-Time Rate (2-3 days): \$140 per week

3 Year Old

Full-Time Rate (4-5 days): \$185 per week

Part-Time Rate (2-3 days): \$130 per week

4 Year Old

Full-Time Rate (4-5 days): \$175 per week

Part-Time Rate (2-3 days): \$120 per week

Families contract for a specific weekly schedule as indicated on the *Enrollment Agreement* Form. Payment for this contracted schedule is required every week year-round whether or not your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather.

Overtime Rates

Overtime rates apply only to part-time families and are contingent on prior agreement of hours or days of care needed. When your family surpasses 10 hours of childcare per day, a fee of \$1 will be charged to your account for each overtime minute of care.

Payment

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due Every Friday by 5pm AM before service, as outlined in the *Enrollment Agreement*.

A non-refundable registration fee of \$130 is due annually on every school year, this fee will not be prorated.

Methods of Payment

Families can pay by automatic electronic funds transfer or credit card. To set up automatic, reoccurring payments, please contact Office Staff.

Late Payment Charges

Late payments can pose serious problems for our programs and as a result, the business does not have the latitude to allow families to accrue a balance equal to more than one week of tuition. Late payments will result in the imposition of late payment fees. Failure to pay childcare payments will result in child care services being terminated.

If payment is not received on the day that it is due, a late fee of \$35 will be added to your next tuition payment for each day that it is late. Repeated late payments will result in your family being required to set up automatic payments or credit card payments.

Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date.

If payment is more than 5 business days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3rd party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee of \$20. This charge may be collected electronically.

Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence.

Part Time:

Monday to Friday: Before 8am - After 2pm pickup

2- or 3-day option: More than 10 hours per day.

Full time: More than 10 hours per day.

Late fees of \$1 per minute will be assessed and will be due upon arrival. Repeated late pick up may result in childcare services being terminated.

Other Fees

- From time-to-time there will be additional fees associated with special activities, or field trips. These fees are due prior to the event, activity or trip.
- A non-refundable enrollment/ registration fee of \$130 is due annually on every school year.
- Uniform T-shirt \$15
- Graduation fee on April. TBA. (usually is between \$30 to \$40 dollars)

- Late pick up will result \$1.00/ minute per child.
- Parents are responsible for the clock in and out of the child(ren), if parents fail to clock in and/or out their child(ren), a \$5 fee will be added to your bill per occurrence.
- Parents of children who are still in diapers, you are responsible for diapers and wipes for your child. If we need to provide diapers for your child, there will be a charge of \$3.00 per diaper. If wipes are needed, we will charge \$5.00 for the pack of wipes needed.
- If your child doesn't have blankets for nap time, we will add a charge of \$5.00 for the cleaning.
- We ask that you bring daily changes of clothes in case your child has an accident while here at school. If we need to provide clothing, we will charge \$10.00 for the clothing and you must bring it back clean.
- Vacation: at least 2 week's notice so that we can adjust payments, if not, payments will keep going.

Process for expulsion if necessary is:

First notice: verbal warning

Second notice: written warning

Third notice: suspension/expulsion decision.

Credits & No Credits

- Families contract for a specific weekly schedule as completed on the *Enrollment Agreement* Form. Payment for this contracted schedule is required every week year-round whether or not your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather.
- Credit may be given for Serious Illness/Injury – In the unfortunate event of extenuating circumstances such as your child is hospitalized, absent due to a serious contagious disease or serious illness or injury, credit may be issued. A written doctor's note is required to receive a credit.

ATTENDANCE & WITHDRAWAL

Absence

If your child is going to be absent or arrive after 9am AM, please call us at 407-2706234 or Class Dojo app. We will be concerned about your child if we do not hear from you.

If a school age child will not be attending before or after school care, please notify us at 4072706234 or Class Dojo App

Vacation

Vacation days only apply if your child is normally scheduled to attend on those days. Each child is given 2 vacation week each calendar year.

Withdrawal

A written notice, 2 weeks in advance, is required by the center when a child is being withdrawn. Failure to notify will result in paying Full tuition for those weeks.

Transfer of Records

Whether transitioning to the next program setting or to a new classroom, your child's records will be transferred internally.

If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required.

Closing Due to Extreme Weather

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced on Class Dojo App, and social media (Instagram, Facebook, other.)

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

DROP-OFF AND PICK-UP

General Procedure

We open at 7 AM. Please do not drop-off your child prior to the opening. Parents are expected to accompany their children and sign them in.

We close at 6:30 PM. Please allow enough time to arrive, sign your child out, and leave by closing time.

Cell Phone Usage

The times you spend in the center dropping off and picking up your child are the primary windows of time we must communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the center.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

In order to safeguard your child, we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after closing hours we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

PERSONAL BELONGINGS

What to Bring

We will be providing you a list of school materials to bring for the first day of school.

Always bring a backpack with blanket, crib sheets and pillow, extra clothing, sweater or jacket in case its cold and diapers and wipes as need for the toddlers and 2-year-old students.

- Infants: enough clean bottles for a day's use, at least 8 diapers per day, and at least 3 changes of clothes per day. All bottles must be labeled with First and Last Name.
- Toddlers: Water bottles for a day's use, six diapers and at least two changes of clothes per day. All bottles must be labeled and dated.
- Older Toddlers: at least two changes of clothes or more per day if going through the toilet training program.
- Preschoolers: at least one change of clothes, socks and shoes.
- Kindergarteners: at least one change of clothes, socks and shoes.
- After School Care Children: books for homework, appropriate play clothes

Please label all items brought from home with your child's name, first and last name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Sheets and soiled clothing will be sent home on an as-needed basis for laundering and return to the center.

Cubbies

Upon enrollment each child will be assigned a "cubby" or "Book back hanger". Cubbies are labeled with your child's name or photo. Please take your child belongings on Friday and bring them back on Monday of the next week. Please check your child's red pocket on a daily basis for items (HomeWorks or classwork) that need to be taken home.

Lost & Found

You can look for lost items and bring found items to the Lost-and-found Box located at the Hallway. Please note that we are not responsible for lost personal property.

Toys from Home

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity. Students are not allowed to bring toys to school as it is a distraction to learning and often results in lost or broken toys. Our school provides enough items for children to play with for both outdoor and indoor. Theft or loss of such items will not be investigated by school personnel. Neither the school will be held liable for any damage or loss incurred. Please instruct you child not to bring toys and leave them at home. Toys at bookbags or removed at school may cause disruption to the class.

NUTRITION

We provide fresh nutritional balance breakfast, lunch and pm snacks, every month we do a menu, and copies are made available to parents. We encourage children to have a bite and try to taste of everything. Birthday celebration you can talk to your teacher to know what you can bring to celebrate.

*In order to received free meals, you must fill a childcare food program (CCFP) form and be approved by this entity. Failure to be approved by the (CCFP) will result in parents to be responsible for meal payment which will be \$60 per week.

Foods Brought from Home

We request that you do not bring food from home into our center. To ensure the safety of the children and staff no outside food (breakfast, lunch, snack or others) or drinks are allowed at your center.

At this young age children get very close to one another and it is too easy for a child with a life-threatening allergy to be exposed to trace amounts of allergens on your child's breath or body.

[B] Food brought from home is permitted (only with medical form, if needed, ask at front desk) under the following conditions:

- Foods should be labeled with the child's name, date, and type of food.
- Leftover food will be discarded except for foods that do not require refrigeration and/or come in a commercially wrapped package that was never opened.

Good Lunch Box Suggestions for a Balanced, Nutritional Lunch.	
Bean & cheese dip Tortilla chips (crackers) Tropical fruit salad Broccoli Milk	Chicken strips Whole Wheat Roll Orange wedges Broccoli Milk
Cheese quiche Fresh fruit cup Broccoli Milk	Whole Wheat Macaroni & Tuna Salad Green Beans Carrots Milk

Food Prepared for or at the Center

Food prepared for or at the center will be properly planned, prepared and portioned according to the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service.

Food Allergies

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician. Please in the registration form explain what type of allergy does your child have (airborne, stings, latex, food and more...)

Meal Time

Occasionally at meal time the dining table is set with real plates and flatware, and the food is placed in small bowls from which the children can help themselves. Everyone sits at the same table. Children are encouraged to serve themselves from food passed around each table. Children will pick up their own plate. Good table manners are modeled and encouraged. Monthly menus are posted for viewing by parents/caregivers.

A caregiver who is trained in first aid for choking is present at all meals.

School Aged Participants

- Before and after school childcare participants will be offered a light snack at each session. These snacks are not a meal. If your child will be arriving before 8 AM, arrangements can be made to serve your child breakfast. Otherwise, please make sure your child has had breakfast before arriving at childcare and is supplied with an adequate lunch if required for school.

HEALTH

Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. Every month, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

All caregivers, teachers, and staff are required to be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC).

Physicals

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, www.aap.org. A copy of your child's physical should be received before but must be received no later than 10 days after your child begins the program. Families are responsible for assuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to the program.

Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable, but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Illness that poses a risk of spread of harmful diseases to others.
- Fever 100°F accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or more than 2 times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.
- Tuberculosis, until a health professional indicates the child is not infectious.
- Rubella, until 6 days after the rash appears.
- Mumps, until 5 days after onset of parotid gland swelling.
- Measles, until 4 days after onset of rash.
- Has a physician or other health professionals written order that child be separated from other children.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They can participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child's physician signs a note stating that the child's condition is not contagious, and;
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the main area and

kitchen. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Medications

- (A) Our center does not administer prescription or over the counter medication to children.
- (B) All medications should be handed to a staff member with Our medical form with written instructions for administration. It must specify the symptoms that child is having. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.
 - Prescription medications require a note signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.
 - Non-prescription medications require written permission and instructions signed by the child's primary care physician. The written permission must include your child's name, dosage, current date, frequency, and all medications must be in the original container. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received.
- (C) Non-prescription topical ointments (e.g., diaper cream or teething gel), sunscreen and insect repellent require a medical form signed by the family member, specifying frequency and dosage to be administered as well as the length of time the authorization is valid which cannot exceed 12 months.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness
- Tuberculosis

SAFETY

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside temperature is greater than 100 °F or less than 9 °F degrees.

Injuries

Safety is a major concern in childcare and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver if your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Little Jan Learn and Play is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

Biting Policy

Biting is, unfortunately, not uncommon for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. As a childcare provider, we understand that biting, unfortunately, does occur. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the

parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

When Biting Does Occur:

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.

For the child that was bitten:

1. The teacher will comfort the child. First aid is given to the bite. Ice will be provided and the area is to be cleaned with soap and water and covered with a bandage if needed.
2. The teacher will immediately notify office staff, at which time parents are notified.
3. An Incident Report will be completed, documenting the incident.
4. Parents may request a conference with the Director to discuss any concerns/questions.

For the child that bit:

1. The teacher will firmly tell the child "NO! DO NOT BITE!" and show the child how he/she hurt their friend.
2. The child may be placed in time out for no longer than the child's age (one year old, one minute) or removed from the situation.
3. The parents are notified.
4. An Incident Report will be completed, documenting the incident.

When Biting Continues:

1. If personnel is available, the child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.
4. The child will be provided a teething ring or other appropriate teething toy.
4. The Director will ensure the teacher has adequate resources and training necessary to keep the children active and engaged in supervised activities.
4. The Director will evaluate the biting log to determine the cause of the biting and make suggestions to the parent and teacher to stop the biting. The Director will provide literature to the parent and determine whether or not the teacher needs additional training. The Director will document all information.
5. The Director will schedule a conference with the parents of the child who is biting to develop

a plan for home and the center to stop the biting.

When Biting Becomes Excessive:

1. After all preventative steps have been tried by the staff members, if the child continues to bite routinely the Director will call the parent to pick up the child for the remainder of the day. Chronic biting may require that a child be suspended from enrollment for a period of time. If a child is suspended, the parent will be informed that the child may return to the center as soon as the biting is abated;
2. If the child returns to the center, continues to bite, and is endangering the other children, the child may be terminated from the program.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

Smoking

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are always non-smoking areas. The use of tobacco in any form is prohibited on the center's premises.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called, and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

EMERGENCIES

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 10 minutes, the family and the police will be notified.

Fire Safety

Our center is fully equipped with Fire System connected to the fire department.

Monthly emergency drills are held at varying times and documented by the Protective Services Department.

Fire drills: we rehearse with the children and staff members. We all remain calm and reassure the children go to the nearest safe exit. staff members take attendance forms which are compared to the Daily signing sheets to do a phase name count. the manager and coordinator checks classrooms, bathrooms, kitchen, playground, and all other areas to see if any child is missing. plans for evacuation are posted in each classroom.

We monitor Dangerous weather alerts, in case of a weather emergency, example, a tornado warning: the staff members remain calm and reassure children are escorted at the inner Hallway and away from potential flying Windows glass, things or places that may harm the child. If parents arrived to take their children, they must remain at the center until the weather alert has been lifted.

Lock down alert: we lock all classrooms and we turn lights off. We hide the children and the teacher remain in the class silent until the lock down is lifted.

Accidents with the first aid: first aid kits are kept in the office, kitchen and playground area. Staff has first aid and CPR training. In a serious emergency we call 911.

Our Facility Safety

Each classroom has a security camera system and there are visits by Protective DCF inspectors. telephones are located for emergency contacts in areas in which children play and adults work. Every classroom and Center area are cleaned daily during the evening hours.

We ask parents to closely supervise their children in parking lots and Drive slowly while getting into the driving station. children must be signed in and signed out each day in the front lobby. children are released only to persons that has written permission from parents. parents should provide us with a list of any person designated to pick up a child. We must see photo identification (ID) and release children

to either parents unless there is a restraining order or arrangement of which we have a copy. incident or injury reports are completed whenever first aid is given. We will call 911 when any one is in a danger, be aware of others at the door who may slip behind. Parents and employees are never to admit an unfamiliar person. there is always access to a phone at the center. telephones are in the lobby and office. everything is clean and disinfected every day in a daily basis. all staff members are required to report any suspicion of child abuse and child neglect. all teaching staff have training to recognize signs of neglect and abuse and will report any suspected child abuse or neglect to the appropriate authorities. Police are in place to suspend for investigation a staff member suspected of abuse in the unlikely event that occurs.

The front doors of the facility remain locked throughout the day.

For everyone's protection, parents are expected to pick up their child within 30 minutes of being notified of illness symptoms. we do not have the appropriate means to care for a sick child or administer medication of any sort. For this reason, we ask that you have an alternate care available when these issues arise.

TERMINATION AND SUSPENSION POLICIES

SUSPENSION OR TERMINATION OF CHILD CARE SERVICES MAY OCCUR IF:

- A child has developmental or serious behavioral issues that cannot be adequately met by our staffing plan. Example: children who continually place themselves, other children or staff at risk of physical harm. (Information and referral sources are available to parents upon request.)
- Parents consistently arrive late to drop-off child at preschool or picking-up child late.
- Non-payment of tuition. Verbal expression of concerns, written evaluation of issues, and Parent conferences will precede suspension.
- If you want to terminate at your will, Parent will give 2 weeks written notice, and 2 weeks full payment to terminate your child's enrollment in childcare regardless as to whether your child is present. If two weeks' notice is not given, you are still financially obligated for the 2 weeks of childcare fees and late payments.
- No money will be reimbursed if a child is terminated.

Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

These policies and procedures:

Provide and clarify those standards of behavior by and toward students that are necessary to support the Little Jan Learn and Play's educational mission and provide processes for addressing failures to meet those standards. The policies and procedures in this handbook apply to all students of the Little Jan Learn and Play unless the language of the handbook specifically indicates otherwise.

Little Jan Learn and Play publishes this handbook annually, but the policies and procedures may be subject to change during the academic year.

I have received the Little Jan Learn and Play Family Handbook, and I have reviewed the family handbook with a member of the Little Jan Learn and Play staff. It is my responsibility to understand and familiarize myself the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the Little Jan Learn and Play Family Handbook that I do not understand.

Recipient Signature

Date

Center Staff Signature

Date

FAMILY ACTIVITIES

We offer a variety of ways for families to participate in the growth and improvement of our program. We encourage families to take an active role.

Advisors:

- Parent Advisory Committee – meets 2 to 3 times a year to review progress toward annual goals.
- Classroom Representative – serves as a liaison between classroom parents and teachers

Family Events: We have several events throughout the year that bring our entire community together. Watch for the announcements!

- Open House
- Hispanic Heritage
- Art gallery night
- Holiday Gathering
- Reading Buddy
- Mom Day Spa
- Pumpkin Decoration
- Spring Musical

Classroom Activities: Enjoy and help your child's class with these special activities.

- Share a meal with your child
- Read to children at arrival or pickup
- Volunteer in the classroom
- Donate requested items
- Welcome new families
- Contribute to class Potluck Meal
- Family Teacher conferences

Family Resources: Below is a list of resources we typically offer

- Positive Guidance and Loving Discipline
- Toilet Training
- Safety in the Home
- Child Proofing Your Home
- Brain Development
- Nutrition and Exercise for Small Bodies
- Supporting Your Child in Times of Stress
- Food Allergies
- Warning Signs for Developmental Delays
- Value of Reading to Your Child
- Everyday Math