

Little Footprints Handbook

Philosophy

Little Footprints...a childcare facility dedicated to providing quality care for our children, where in today's fast-paced society, parents can leave their little ones, confident that they will be safe, and happily cared for in a professional manner.

Staff

All Staff members at LFLC have had FBI fingerprint checks and Child Abuse Registry checks and are safe and clear to work with our children. Also, every employee within the first 90 days of employment receives First Aid and CPR training. Additionally, all staff members will get 15 hours of continuing education throughout the year. If you have any concerns, please talk to management immediately.

Hours of Operation

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

Late Pick - up

There will be a \$25 late pick up charge after 6:00 pm for the first 15 minutes. An additional \$25 charge will accrue for every 15 minutes thereafter. This fee goes directly to the staff member waiting with your child. Our office clock is the official time clock. Please contact the Madison County Sheriff's Department if your child has been left after closing for an extended period of time.

Ages

Little Footprints provides childcare for infants through four year olds.

Requirements for registration

1. Annual Registration Fee is \$75 for your first child \$65 for each additional child in your family. The supply fee and first week tuition are also due at the time of registration. **These are nonrefundable.**
2. Completed Signed Enrollment Form.

Requirements for First Day

1. Form 121 Certificate of Immunization Compliance_____
2. Baby Food, rice cereal_____
3. Labeled & prepared bottles_____
4. Diapers_____
5. Wipes_____
6. Pull-ups_____
7. Extra change of clothes in a Ziploc bag/ with child's name on it_____
8. First weeks tuition \$_____
9. Supply Fee \$_____
- 10 Signed handbook form

Two-Week Withdrawal Notification

A two-week notice is required prior to withdrawal of a child from the center for any reason. We always have a waiting list.

Rates

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

-Infants \$150

-Toddlers \$140

-Twos \$130

-Threes and Fours \$120

-Drop In (ages 2 - 4) if space is available. \$40 a day - cash only

Summer Activity Fee varies each year for 2-4 yr. olds.

Workbook Fee varies (depending on age group) for Twos, Threes, and Fours.

Supply Fee of \$30 for all ages will be due twice annually.

Tuition Policy

Tuition is due each Monday, even if your child is absent. A late fee of \$25 is charged to each account with a balance on Tuesday mornings. Childcare services will be interrupted for accounts with a balance on Wednesday mornings.

A service fee of \$30 will be charged for returned checks. Money orders will be required as payment on all future payments after a check has been returned. We do not accept cash. This is for the safety of your child.

Weather Closings:

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

Holidays

Little Footprints will be closed for the following days:

New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Thursday & Friday, Christmas: We will close 3 days at Christmas.

We will give advanced notice for holiday closings.

Tuition is charged during holidays and is due in advance.

Arrival & Departure

Parents are always welcome to come inside our center. Please park in a parking space. Do not leave your car in the driveway. For your protection, never leave children and or keys in car. Please turn car off when leaving it in our parking lot. Escort your child to their classroom and leave them with a staff member. **Never leave your child in our foyer unless a staff member is there to receive them.** Parents are not allowed to drop off their children between **10:00 and 2:00** each day as it disturbs the other children sleeping in the classrooms.

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

Please leave us a note in our office if someone other than yourself is picking up your child. A picture ID will be required from the adult picking up your child before we will release your child.

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

Health

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

Every child must have a Certificate of Immunization Compliance (form 121) before entering our center. You may obtain this from the State Health Dept. or your child's pediatrician.

Be sure to notify our center of any special medical conditions which warrants medical attention. This is especially true of allergies.

Little Footprints will need a written statement from the pediatrician if your child is well enough to attend the center but needs to remain indoors.

If your child runs a fever of 100 degrees or above under the arm, has loose bowel movements, vomiting, tearing matting, or draining from the eye, severe coughing or wheezing, you will be notified immediately to pick up your child.

All children must be fever free (without fever-reducing medication) for Twenty-four hours before returning to the center. Any child sent home with excessive diarrhea must be diarrhea free for twenty-four hours before returning to the center.

Contagious conditions such as head lice, ringworms, impetigo, etc. require treatment before the child will be allowed to return to the center.

A new Health Dept. Regulation states there can be no smoking on the premises.

Medication

We will not administer medications such as antibiotics, anti-nausea, or fever reducers. However, we will give gas drops or put teething gel on their gums.

Sunscreen

You will need to sign a waiver to give our staff permission to spray sunscreen on your child for afternoon outside play. You will need to apply the first coat in the morning. We will only use spray sunscreen. It needs to be labeled with your child's name on the sunscreen. Updated 3/30/09

Injuries

We will administer first aid for minor injuries. Treatment is limited to cleaning and bandaging. All staff members have been trained in first aid. An accident form is sent home for each injury, no matter how minor. For serious injuries you will be notified immediately while the child is taken to an emergency facility. We must have the most current telephone numbers where you can be reached in case of emergency. We also need at least two alternate numbers in case you cannot be reached.

Meals and Nutrition

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

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

Clothing and Belongings

Our daily program includes activities that may allow your children to be messy, so they need to wear suitable clothing. It should be comfortable, weather-appropriate, easy to clean, and easy to change. We move around a lot, work with paste, paint, water, mud, dirt, sand, etc. In case of accidents please be sure to provide a complete change of clothing in a labeled Ziploc bag. Children should wear shoes that tie or buckle (no flip flops, crocs, etc) so your child can play safely while climbing, running, etc... Shoes must be worn at all times.

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

Nap Time

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

Playground

Outdoor play is essential to the healthy development of children. Little Footprints has a great playground fenced in for safety with age appropriate activities and equipment. Your child will go outside daily, except under extreme weather conditions. Please make sure that he or she is dressed appropriately for each season.

Discipline

Little Footprints uses the following methods of discipline:

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

As you know we use redirection and timeout for discipline here at Little Footprints. We have entirely too many children biting and being disruptive in the classroom. We have decided to put a new policy into place for these reasons. We will determine ourselves which measures need to be taken due to different developmental stages and ages of the children. We will follow our policy once we feel like we have tried everything else.

1st Offense:

Call the parent and have them discipline over the phone.

2nd Offense:

Have the parent come and remove the child from the premises and discipline them and then bring them directly back to school.

3rd Offense:

Have the parent come and pick the child up and one-day suspension.

4th Offense:

Three-Day Suspension

Final Offense:

Expulsion

We reserve the right to expel the child immediately if we feel it is necessary.

Preschool

We believe that our center is the ideal environment in which to begin a lifetime of learning. Our school recognizes children as individuals with their own capabilities and limitations. Beginning in our Two Year Old classrooms, we use the A Beka Preschool Curriculum along with other and fun activities for learning. We want to create an environment conducive to the development of the whole child.

Two-Year-Old Curriculum:

Language Arts: Recognition of name, sound and picture for short vowels. Recognition of name and picture consonants.

Numbers: simple counting 1 to 10. Recognition of numbers 1 to 10

Recognition of shapes and alphabet, Nursery Rhymes, and Bible stories.

Three-Year-Old Curriculum:

Language Arts: Recognition of name sound, and picture for short vowels and consonants. Formation of vowels and consonants in upper and lower case.

Numbers: Simple counting 1 to 50, number concepts 1 to 15, Nursery Rhymes, and Bible Stories.

Four-Year-Old Curriculum:

Language Arts: Phonics and Reading, recognition of name, sound and picture of long and short vowel words.

Reading of sentences and stories with one and two vowel words.

Numbers: Recognition and counting 1 to 100, number concepts 1 to 20, numbers before and after 1 to 20.

Manuscript Writing: Formation of letters, blend words and sentences. Writing of first name. Numbers Largest and Smallest 1 to 20. Simple Addition. Nursery Rhymes, Bible Stories.

Potty Training

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

Field Trips

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

Insurance

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

Emergency

If for some reason we have an emergency with our center and need to relocate, our relocation site will be:

Madison United Methodist Church

Main St. Madison, MS.

St. Columb's Episcopal Church

Sunnybrook Rd.

Ridgeland, Ms.

Handbook Receipt Form

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

Date_____ Parent's Signature_____

Sunscreen Waiver

I, _____, parent of
_____, give permission to the staff at Little
Footprints Learning Center to apply sunscreen to my child when needed.

Date_____ Parent's Signature_____

Addendum to Little Footprints Learning Center Handbook
Effective 1/1/12

Two-Week Withdrawal Notification

A two-week notice is required prior to withdrawal of a child from LFLC for any reason. This must be done in writing.

If a child leaves LFLC with a balance on his/her account, the parents have 2 weeks to get their account to zero. After 30 days, your account will be turned over to the Madison County Justice Court. LFLC will file judgement against you until your account balance is zero.

Tuition Policy

Tuition is due each Monday, even if your child is absent. A late fee of \$35 is charged to each account with a balance on Tuesday mornings. Every week your account is not current, a late fee will be assessed to your account in the amount of \$35. Childcare services will be interrupted for accounts with a balance on Wednesday mornings.

A service fee of \$45 will be charged for returned checks. You will be required to pay by Money order for six months. After six months, you may start writing a check again. If your check is returned for the second time, you will be required to pay your child's tuition only by money order from then on. **We do not accept cash.**

Best Regards,
LFLC
11/1/11

I have read LFLC's addendum to their handbook and understand their policies.

_____ Child's Name

_____ Signature

_____ Date