

Parent Handbook





Student Handbook

The purpose of this Parent Handbook is to outline the policies and procedures under which we operate.

Little FUNdamentals Mission Statement

To bestow an educational environment of encouragement, kindness, laughter, patience, and love. Inspiring impressionable minds to allow students to flourish and become lovers of learning for many years to come.

Registration Checklist

Children may be enrolled from three years of age through five, regardless of race, creed, or religious beliefs. The following forms are required by the state of Arizona and need to be read, completed and/or signed prior to enrollment:

1. Parent Handbook (read/sign/date)
2. Admission Application (complete/sign/date)
3. Deposit & Start Date (complete)
4. Emergency Medical Form (complete/sign/date)

Termination Policies

Trial Period

The first 30 Days will be regarded as a trial period, in which case either party may terminate the contract without notice. **After the first 30 Days of enrollment, a 30-Day written notice from parent or provider is required to terminate the contract**, with the exception of gross misconduct on part of the provider, parent, or child. This is grounds for immediate discontinuation of service. In cases of non-payment, legal action may be taken, and the parents will pay all legal fees.

Advance Notice

Routinely it will not be necessary for either party to give notice; but given the unique nature of our Kinder Prep program we are limiting our class size to 4 children and will provide prospective families the opportunity for a waitlist. This being said, if the unexpected were to happen prompting you to no longer need our kinder prep program, **30 Days advance notice needs to be given.**



Attendance Policies and Procedures

Our Kinder Prep Hours

The program hours are Monday through Friday **8:30am to 11:30am or 1:00pm-4:00pm** with the following holiday exceptions:

Holidays

In observance of the following holidays Little FUNdamentals will be closed:

- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Break follows Peoria Unified School District Calendar
- Martin Luther King Day
- President's Day
- Spring Break follows Peoria Unified School District Calendar
- Good Friday
- Memorial Day
- Summer Break Week of July 4th

Communication hours – Monday through Friday 7:00am-5:00pm.

Vacations

Vacations are built into the schedule, throughout the calendar year. If your family wants or needs to take additional time off, ample notification is required.

Child's Absences and/or Vacations

If your child will not be attending due to illness or other, **please let us know as soon as possible so the day's activities won't be held up waiting for your child to arrive.** No discounts will be given for your child's absences due to illness or vacations. If your child will not be attending for any reason, you are still required to pay.

Health Policies and Procedures

Sick/Personal Days

As strong as our immune system has become over the years, we unfortunately still get sick from time to time. Due to the nature of staffing at Little FUNdamentals, if the staff should become sick it may be necessary to make a last-minute call to cancel. We will provide as much advance notification as possible.

Health Matters

For the health and safety of your child and all of the children in our program, **please do not bring your child sick.** In which case we in turn may become sick making it difficult to care for the children at the high standards that we have set for ourselves. We can only care for children with mild cold like symptoms that are otherwise feeling and acting well.



Mild cold like symptoms are clear runny nose, slight cough, and a slight or no fever. If you are not sure if your child should be brought on any given day, then please call and check with us. If a child becomes ill during program hours the parents will be contacted to pick up their child. Parents need to pick up their children within one-half hour of being notified. If parents are not available, the emergency contact person will be notified.

Note: Once the child is removed from our program due to illness, **they may not return until symptoms requiring removal are no longer present.** The child must also be void of any contagious disease, unless accompanied by a doctor's note stating the illness in question is not contagious, and the child is otherwise feeling well enough to participate in our daily schedule.

Guidelines for Children Requiring Exclusion from the Program

A child with any of the following illnesses must be completely free of any symptoms before returning. If the child is taking antibiotics for an illness, the child may return after the initial 24 hours of beginning antibiotics as long as he or she has no fever, no longer contagious, and is otherwise feeling well enough to participate in our daily schedule. Signs of illness include the following; unusual lethargy, irritability, persistent crying for no reason, runny nose (more than clear), cough (more than slight), difficulty breathing, diarrhea, vomiting, mouth sores, rashes (note from doctor stating non-contagious is ok), pink eye, chicken pox, mumps, measles, roseola, hepatitis A, impetigo, lice, ringworm, scabies, strep throat, scarlet fever, tuberculosis, shingles, and any other contagious disease or rash. **Any child with a fever of 100 degrees or above may not attend the program.** State law requires that we notify parents of children who have been exposed to certain contagious diseases. Please notify us if your child becomes infected, so a note can be posted.

Medical and Dental Emergency Procedures

Emergency information is kept on file at Little FUNdamentals. In case of illness or injury this information will be used to notify you, or the person designated by you, of your child's status. If your child is injured while in our care, first aid will be administered. If treatment by a doctor is necessary, we will make every effort to contact you or the doctor you have chosen to treat your child. In all cases, an injury report is completed, and a copy is given to the parents. Authorization for emergency treatment must be signed at the time of enrollment to ensure that in the event of an emergency, we can make sure your child receives the necessary emergency treatment he or she needs. **It is very important that all emergency contact information is kept up to date and correct. Please inform us immediately of any changes to keep your information current.** Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

Note: In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed.

1. A phone call to 911 is made.
2. Child's parents (or emergency contacts) are called.
3. Child is separated from the other children and appropriately cared for.
4. Parent, provider, or ambulance takes the child and health records to the doctor or hospital.



Medication

Due to the short number of hours students are attending Little FUNdamentals, **we will not administer any medications to children.**

Payment Policies

Deposit

A nonrefundable deposit of \$150 is due at time of enrollment. However, do not give us the deposit until you have signed the Parent-Provider Contract/Enrollment application and thoroughly read the parent handbook. Your child's spot is not secured until we have received both the deposit and the signed Parent-Provider Contract/Enrollment application.

Pricing

Monday – Friday 8:30am-11:30am or 1:00pm-4:00pm is \$150 per week. Annual vacation weeks will not have tuition due. If families wish to take additional time off within the school year other than the scheduled vacation weeks – they will be required to pay. Holiday and sick days are included in the weekly M-F rate and will not be excluded.

2020-2021 Payment Schedule			
AUG	SEP	OCT	NOV
1 Week Month Total payment: \$150	5 Week Month Total payment: \$750	4 Week Month Total payment: \$600	4 Week Month Total payment: \$600
DEC	JAN	FEB	MAR
3 Week Month Total payment: \$450	4 Week Month Total payment: \$600	4 Week Month Total payment: \$600	4 Week Month Total payment: \$600
APR	MAY	JUN	JUL
4 Week Month Total payment: \$600	4 Week Month Total payment: \$600	5 Week Month Total payment: \$750	3 Week Month Total payment: \$450



Payment Policy/Attendance

Payment is due on the first business day of each month. In extreme situations you will be given the flexibility of a 7-day grace period. If the tuition is not caught up with 10 days you will be disenrolled until tuition becomes current. In addition, a \$50 late fee will be charged. **It must be understood that to hold your child's space, payment must be paid whether your child attends or not. Payment is based on contract, not attendance.** Your tuition will remain the same throughout the school year.

Late Pickup Policy

If your child is picked up after 11:30am or 4:00pm depending on program schedule there will be a late charge of \$5.00 for every 10 minute increment (unless prior arrangements have been made). **Please be courteous and arrive on time.**

Child Expectations and Management

What Is Asked of the Children

1. No playing in the bathroom.
2. No coloring on anything but paper.
3. Name calling and foul language or yelling is not allowed.
4. No hitting, kicking, pushing, pinching, biting, spitting or pulling hair.
5. All kitchen and bathroom cupboards are off limits to school children.
6. Take turns and share.
7. Help clean up.
8. Good manners, politeness, and kindness (via daily encouragement/teaching).
9. Laugh, smile, play, and be happy.

Toys

We have a wide selection of well organized, age appropriate toys for our students. **Please do not bring your child's toys from home.** As much as we try to encourage sharing, this seldom works when it is the child's own personal toy. It only causes problems between them and the other children.

Behavior Management and Guidance

We believe that the guidance of a child is achieved through patience, consistency, and positive reinforcement. We also try and teach the children in our care manners, kindness and to be respectful to others. One of the ways in which we do this is by the example we as providers set. We understand that our actions and reactions speak much louder than our words. The children are explained and shown the rules frequently, so they know what's expected of them. Once a child is old enough to understand the rules and disobeys them, by exhibiting inappropriate behavior (hitting, aggression, etc.), hurts others, or property, the following developmentally appropriate guidance techniques will be used. These techniques are as follows:

1. **Positive Reinforcement:** The child will be encouraged when he or she is demonstrating acceptable behavior.
2. **Redirection:** The child is redirected to another activity and given an opportunity to try again at another time.
3. **Time-Out:** A child will be separated from the group for an appropriate amount of time (one minute per one year of age). This technique is only used as a last resort,



when a child repeatedly will not follow our directions or listen to our words, is exhibiting temper tantrum type behavior, or hurting one's self, others or property. When the child shows that he or she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group.

4. **Parent Pickup:**

5. **Last Resort:** When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents. If the problems cannot be resolved, arrangements will have to be made for the child to go elsewhere for care.

Note: **Sometimes if both a parent and a provider are both in the same area (examples would be during drop-off and pick-up times) a child may forget the rules or test the boundaries.** Please help show your child that you respect us, the rules of our house, and our property by reminding them that the rules still apply when you are around. **We will also remind them of the rules and correct them if needed.**

Cleaning Policies

Cleanliness

We take the well-being of your child very seriously and work hard to provide an environment that is as healthy as possible. We are committed to keeping our facility and the children in it as clean as possible, in order to help minimize and/or prevent the spread of germs. Our classroom is kept clean and disinfected at all times. We thoroughly clean surfaces that children come in close contact with using soap and water, or Lysol, etc. Toys are cleaned and disinfected often. Hand washing is the single most effective practice in preventing the spread of germs. We wash our hands many times throughout the day, as well as the children's hands before and/or after engaging in a thorough list of activities.

Nutrition Policies

Meals/Snacks

Each day we will provide a quick and easy to serve snack.

Special Diets

If your child has any particular dietary needs due to allergies, please let us know. These needs will be addressed in a case-by-case manner.

Parent Requests

Arrival and Departure

Please send your child clean, dressed, fed and ready for the day, as well as all of your child's necessary supplies needed for that day's care. Please do not send food i.e. (half eaten breakfasts, breakfast bars, candy, etc.) or gum with the children. Please make your goodbye brief (no more than a couple minutes): the longer you prolong departure the harder it gets for both parent and especially for your child. Never leave without telling your child goodbye. **Please be in control of your child during drop-off and pick-up times.** No one other than the parent or person designated by you will be allowed to



pick up your child without **advanced written permission indicating the person's name and relationship to your child**. If there is a court order keeping one parent away from the child, we must have a written note from the custodial parent in our file to that effect. Otherwise, we cannot prevent the non-custodial parent from picking up the child.

Open Door Policy

We have an open-door policy at Little FUNdamentals, but I highly recommend you limit your visits. We will contact you to be involved in special classroom projects or for special events. Being a parent myself I understand how important it is to feel the involvement in your child's learning environment. I assure you there will be a comfortable amount of interaction for this to occur. I like to refer to the classroom as a child's free zone, where they are allowed to grow and to become confident in a setting away from home, with their peers, and under the watchful eye of another adult, encouraging them to find their way to becoming a happy, responsible student.

Field Trips

Little FUNdamentals will have several off-site field trips per year. They will be parent driven due to not being equipped to transport children. Advance notice will be given with the required permission form. They will be educational opportunities for families, students and their teacher to have fun in a non-classroom setting. The cost of these events will be subject to the field trip location's going rates and will be a separate cost from weekly tuition.

Communication

So, we can provide the best possible care, please feel free to communicate any needs, wants and/or concerns regarding your child. **It is only through good parent/provider interaction that good quality nurturing care can be achieved.**

Contract Adherence

Contract adherence is not only expected but required to maintain the success of our learning environment. Please be respectful of our policies and procedures to minimize the necessity of requiring your individual attention to specific items. We realize this is a lot of information to absorb. Because of this, **please keep your parent handbook accessible so you can periodically review our policies and procedures as necessary**. We reserve the right to amend any portion of the Parent-Provider Contract/Enrollment Application, and Parent Handbook at any time. If and when we do make a change to the contract you will be given a copy.

A Final Note

It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures it is important that you express that to us before enrolling your child. We are always open to suggestions and feel communication is a very important part of a quality organization. If there are any problems or concerns in the future, we encourage you to talk to us about them. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled, as the other children still need our attention during business hours. **Thank you for the opportunity to work with you and care for your little one. We look forward to a future of keeping your child smiling and safe.**



Handbook Acknowledgment

Note

By signing the Parent-Provider Contract/Enrollment Application, it is understood that all of the policies and procedures of the Little FUNDamentals handbook are understood and agreed upon.

Legal Guardian Printed Name

Legal Guardian Signature

Date

Little Fundamentals Representative Signature

Date