

**Little Scholars**



# **Parent Handbook**

Revised 01/2019

## **Contact Information:**

Website: [www.littlescholarsprep.com](http://www.littlescholarsprep.com)

### **Little Scholars Downtown**

416 W. Ottawa  
Lansing, MI 48933

**(517) 580-3292**

**Hours:** Monday-Friday, 7:30am-5:30pm  
Tours by appointment only

**Directors:**

**Ms. Taylor Siebecker**

[taylor@littlescholarsprep.com](mailto:taylor@littlescholarsprep.com)

**Ms. Audrey Pallone-Bugeja, M.A**

[audrey@littlescholarsprep.com](mailto:audrey@littlescholarsprep.com)

### **Little Scholars North Campus**

1754 E. Clark Rd.  
Lansing, MI 48906

**(517) 993-5195**

**Hours:** Monday-Friday, 7am-6pm  
Tours by appointment only

**Directors:**

**Ms. Rose Castro**

[rose@littlescholarsprep.com](mailto:rose@littlescholarsprep.com)

**Ms. Audrey Pallone-Bugeja, M.A**

[audrey@littlescholarsprep.com](mailto:audrey@littlescholarsprep.com)

### **Program Philosophy**

Little Scholars Preparatory School is a licensed Childcare Center that serves children ages zero through six years of age. Play-based learning paired with caring teachers who deliver a developmentally-appropriate curriculum, will prepare children for elementary school (and beyond) by gaining the social, emotional, and intellectual skills needed to become lifelong learners. We welcome you to be a part of our Little Scholars Family!

### **Holiday Closures**

(Please refer to your annual payment agreement, which has specific dates of our holiday closures. As a rule a thumb, we usually follow the State's holidays.)

### **Unforeseen Closures**

We make every attempt to stay open even in severe weather. However in the rare case of extremely severe weather, we will close if any of the following instances occur: State of Michigan offices close due to weather, City of Lansing offices close due to weather and/or City of Lansing declares a snow emergency. If we close, you will be notified as soon as possible by phone, text, or email. This policy is for the safety of our students, families and staff. In the event of a building issue that is beyond our control (Wind blows power out for example) we will close if it affects the safety and/or well-being of the children in care.

### **Admission**

On your child's first day we must have the following: **tuition for the first 2-weeks of care, completed child information card, immunization records.** Within their first 30 days of attendance we must have a physical evaluation signed by their doctor. This physical is to be updated yearly for infants/toddlers, and every 2 years for preschoolers.

### **Withdrawal**

At any time, you or the Director may choose to withdraw a child from the program. A 2-week written notice in the form of an email is required should you choose to decide to withdraw your child. You are responsible for paying these 2-weeks, regardless of attendance. On the rare occasion that the Director chooses to withdraw your child, the withdrawal will be effective immediately and the 2-week notice fee will be waived.

## **Tuition**

- Tuition pays for your child's spot; therefore, **tuition payments remain the same throughout the year, regardless of attendance.** There is no credit or refund for sick days, holidays, vacation, or unforeseen closures.
- For part-time students, switching days must be requested with as much notice as possible and are not allowed on weeks with holidays. Switching days can only be granted if there is open availability on the day(s) desired.
- You have the choice to pay tuition either biweekly or monthly. You will be emailed an invoice 3 business days before your tuition is due. A link to pay your invoice will be in the email. Payment is due on the morning of the first day in the billing cycle. For those paying on a biweekly schedule, payments are due every-other Monday morning by 11am. For those paying on a monthly schedule, payments are due on the first of the month by 11am. Please note that if you post-date the payment for after the due date, you will be assessed the applicable late fees.
- Tuition payments must be submitted online using the Quickbooks Intuit secure website, unless an alternative payment arrangement has been made with the Director. We do not accept checks.
- We do not accept State DHS payments.

## **Late Tuition Payments**

A late fee of \$15 per day will be assessed if payment is not made on time. This does include Saturday and Sunday. If payment is not received by 7 days past the due date, your child(ren) will not be able to attend until the account, including all fees, is brought current.

## **NSF/Returned payments**

If a payment is returned for any reason, your account will be assessed a fee of \$35. The full tuition payment, including fee, must be paid immediately.

## **Late Pickup Policy**

A \$25 fee will be assessed if your child is picked up anywhere from one to ten minutes past closing time. Your account will continue to be assessed \$25 per increments of 10 minutes until your child is picked up.

### **Sample Daily Schedules**

Infants and young toddlers eat and sleep on demand. There is no “set schedule” for eating and sleeping times. Infants and young toddlers will have a curriculum that consists of **indoor and outdoor play**, music, stories, and art.

For older toddlers and preschoolers the following is a typical day:

7:30-9:00 Arrival, free play

9:00-9:30 Snack

9:30-11:00 Morning curriculum, centers

11:00-11:30 Outdoor play

11:30-12:15 Lunch

12:15-2:15 Nap or quiet activities

2:15-3:45 Afternoon curriculum, centers

3:45-4:30 free play

4:30-5:30 Outdoor play

### **Nutrition & Labeling of food**

Parents are responsible for providing all meals and snacks. All food/containers must be labeled with child’s name, date, and contents.

### **Discipline Policy**

At Little Scholars, the teachers and staff will help your child learn to make good decisions. We follow-through with redirection and positive reinforcement. Occasionally, a time-out may be necessary for children aged 3 and older. Time-outs will be no longer than 1 minute per age of the child. Little Scholars does not tolerate or accept the use of corporal punishment.

### **Parent-notification for accidents, injuries, illnesses**

If your child is injured or becomes ill and requires professional medical attention, you will be notified immediately. In emergency situations, 911 will be called. A written incident report will be completed by the caregivers.

### **Facebook Group**

We welcome you to join our closed Facebook group, which is only accessible by current parents and teachers. Under groups, look for Little Scholars North Campus (or Downtown)!

### **Visits/Volunteers**

Parents are always welcome to stop in and visit their child. It is the policy of Little Scholars that children will not be left with volunteers unsupervised (unless that volunteer is the child’s guardian or another pre-authorized person.)

### **Licensing Notebook**

All licensing reports, inspections, and documents are available for parents to review during regular business hours.

## **Parents are responsible for providing:**

### **For Infants** (13 mos. & younger)

- All bottles, meals & snacks. Food must come daily, ready-to-feed, and labeled with name, date, and contents.
- Diapers
- Wipes
- Diaper cream
- 2 changes of clothing
- 2 Portable-sized crib sheets
- Sleepsack (wearable blanket) if needed
- Pacifier if needed
- Appropriate seasonal outdoor gear

### **For Toddlers** (13 mos.- 36 mos.)

- All meals, snacks, and drinks labeled with contents and date (I.e- AM snack, 1/1/19)
- Sippy cup for water each day
- Diapers
- Wipes
- Diaper cream
- 1 change of clothing
- Blanket for cot
- Appropriate seasonal outdoor gear

### **For Preschoolers** (3-5 year-olds)

- All meals, snacks, and drinks labeled with contents and date (I.e- AM snack, 1/1/19)
- Sippy cup (or water bottle) sent daily
- Diapers and/or pull-ups (if needed)
- Wipes if needed
- Blanket for cot
- 1 change of clothing
- Appropriate seasonal outdoor gear

## **Outdoor Policy**

It is the policy of Little Scholars that children will have daily outdoor play. Exceptions are extreme weather such as rain, hail, extreme snowfall. As long as the “feels like” temperature is above 25 degrees, children will go outdoors for play.

## **Health Policy**

It is the purpose of the health policy to prevent the spread of disease, promote better health and to ensure each student has a healthy environment to grow and thrive.

Children who have exhibited any of the following symptoms will not be permitted to return to school until they are free from symptoms for 24 hours or have a note from their physician stating when it is appropriate to return to school. (Children must be without the aid of fever-reducing medicine for 24 hours as well):

- Fever over 100 degrees Fahrenheit
- Vomiting
- Sore throat
- Diarrhea
- Rash of any kind
- Contagious infection

A note from the child's doctor may be requested to determine an appropriate date to return to school. Children are not required to stay home if they have a cold. However, if students are clearly miserable, consider keeping them home for their own comfort.

Parents will be notified right away if their child develops any of these symptoms while in the care of Little Scholars. Children should be picked up as soon as possible and taken home so they can see a physician and/or recuperate.

It is the responsibility of every parent to notify the staff of Little Scholars when their child has any of the symptoms listed above whether they attended school during the contagious stage. As soon as Little Scholars is aware of any contagious situations, parents will be notified with a posting or via electronic message.

If any child requires medication while under the care of Little Scholars, their parents/guardians must fill out and sign a Medication Permission Form and Little Scholars staff will administer medication according to the directions on the form.

The staff at Little Scholars is committed to providing superior care for each of our students. Adherence to these policies and guidelines will deter the spread of germs and keep days missed due to illness at a minimum.

# Annual Parent Handbook Review

Name(s) of child(ren): \_\_\_\_\_

I have read and understand all policies and procedures outlined in the parent handbook; Including, but not limited to:

- Admission & withdrawal
- Holidays & closures
- General tuition (refer to your individual *payment agreement* for specific details)
- Nutrition
- Licensing notebook
- Discipline policy
- Program philosophy
- Typical daily routine
- Parent notification plan for accidents, injuries, illness
- Outdoor play policy
- Health policy

\_\_\_\_\_  
Parent Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## **Permissions** (Please initial next to each statement.)

\_\_\_\_\_ I give permission for Little Scholars to take **photographs and/or videos** of my child(ren) for art projects, class photos, etc.

\_\_\_\_\_ I give permission for Little Scholars to use **photographs and/or videos** of my child(ren) on the Little Scholars group facebook page. Note this group is set to private and only current parents and staff can see the content.

\_\_\_\_\_ I give permission for Little Scholars to dispense **diaper cream** for my child(ren) in accordance with the labeled instructions, from the original container, at the discretion of my child's primary caregiver.

\_\_\_\_\_ I give permission for Little Scholars to dispense **sunscreen** for my child(ren) in accordance with the labeled instructions, from the original container, at the discretion of my child's primary caregiver.

\_\_\_\_\_ I give permission for Little Scholars to take my child(ren) off the premises. (Fire drills, walks, etc.)