Parent Handbook

Revised 12/30/2011

Vision
Children will enter elementary school with a solid set of skills, talents and knowledge to prepare them for a successful educational career.

Mission
Little Scholars will prepare your child for elementary school by providing experienced teachers, an excellent curriculum, and high-quality care.

Philosophy
A quality educational experience involves exceptional teachers and a strong connection between school and home.

Hours of Operation
Downtown: Monday-Friday 7:30am-5:30pm.
North Campus: Monday-Friday 7:00am-6:00pm.
Pick up must be made on time to avoid a late fee. Late fees are generated in $25 increments every 15 minutes past pick up time (refer to payment agreement).

Holidays
For 2012, Little Scholars will be closed on:

- MLK Jr. Day (1-16)
- President's Day (2-21)
- Memorial Day (5-28)
- July 4 (7-4)
- Labor Day (9-3)
- Thanksgiving (11-22)
- Day after Thanksgiving (11-23)
- Holiday Break (12-21)
- Christmas Eve (12-24)
- Christmas Day (12-25)
- Week between Christmas and New Year's (12-26 THROUGH 1-1)

Absences
Tuition remains unchanged regardless of your child's attendance. There is no credit or refund for absences.

Severe Weather Conditions
In the rare case of *extremely* severe weather, Little Scholars will close for the safety of the staff, students and their families. In these cases, we will notify parents via email as soon as the decision is made (no later than 6am). There is no credit or refund for days closed due to severe weather.

Admission
Students may begin our program as early as 6 weeks of age. You may, however, place your child on the waiting list before then. On your child's first day we must have the following: **tuition for the first 2 weeks, completed emergency contact card, & immunization records**. Within 30 days of their first day of attendance, we require a

physical evaluation from your child's doctor. This physical is to be updated yearly for infants and toddlers; and every 2 years for preschoolers. You will receive reminders for when the next physical is due.

Withdrawal

At any time, you or the director may choose to withdraw a child from the program. A 2-week written notice is required should you decide to withdraw your child. You are responsible for paying these 2 weeks whether your child is in attendance or not. 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 Rates

Tuition is a flat-rate based the payment agreement. There are no extra fees for supplies or curriculum. A 10% discount will be applied to the tuition of one sibling.

Payment Policy

We do not accept DHS payments. Tuition is always due **every other Monday morning** starting **January 2, 2012**. If payment due dates fall on a holiday, payments will be due the following school day's morning. Holidays are already allotted into the tuition price so payments remain unchanged throughout the year.

Late Tuition/ NSF

Payments are due every other Monday morning. If payments are not received by Thursday morning (3 days past due) a $30.00 late fee will be added to your account. If the full payment is not received by the following Monday, an additional $30.00 late fee will be added to your account and your child will not be able to attend until your account (including fees) is brought current. All bounced/returned checks will be charged a $35.00 fee.

Nutrition

Little Scholars will provide a healthy morning snack, lunch, and an afternoon snack to all children who are capable of participating in our menu and are 15 months or older. This is included in the tuition fee; no extra amount is charged for food. Children under 15 months will need to have all of their food supplied from home.

We are a peanut-free center.

- **Morning snack** (assorted cereals, milk or juice)
- **Lunch-** Lunches include the daily recommendations as determined by the USDA. Menus will go home on a monthly basis.
- **Snack** (milk, granola bars, yogurt, string cheese, graham crackers, etc.)

What you are responsible for keeping at the center

Infants (6 weeks – 12 months)

- Diapers
- Wipes
- Diaper cream
- 2 changes of clothing
- Bottles (bring prepared daily)
- Pacifier (if needed)
- Baby food (when applicable)
- 2 Portable-sized crib sheets
- Crib toys/mobiles – must be attached to the crib.

Toddlers (12 mos.-30 mos.)

- Diapers
- Wipes
- Diaper cream
- Pacifier (if needed)
- 2 changes of clothing
- All food (at 15 months, you may opt to have the center provide food if they are able to participate in the center's menu)
- Cot blanket for napping

Preschool (30 mos. +)

- 1 change of clothing
- Diapers or Pull-ups (if needed)
- Wipes (if needed)
- Cot blanket

Health Care Plan

It is the policy of Little Scholars Preparatory School to maintain a safe and healthy environment. All employees are required to wash their hands after using the restroom, changing diapers, having any contact with bodily fluids, both before and after handling foods, and whenever soiled. All children will be assisted in washing their hands both before and after eating, after playing outside, after using the restroom, after having contact with any bodily fluid, and when visibly soiled.
Both staff and children will use warm water and soap to wash their hands by:

- rubbing hands together for 20 seconds
- washing all surfaces well (including wrists, palms, backs of hands, fingers and under fingernails)
- rinsing hands thoroughly
- dry using a paper towel and using that paper towel to turn off the faucet
- disposing of dirty paper towel into the trash can.

Diapering areas:

- The changing table will always have a hard, non-porous plastic cover.
- Using only their hands, the child is picked up and placed on a paper liner on table.
- Soiled diaper is removed (and clothes if necessary).
- Diaper folded inward and placed in covered trash receptacle (soiled, unrinsed clothes are placed in a sealed plastic bag).
- Disposable wipes are used to clean the diapered area.
- A new diaper is placed under the child and a dry tissue is used to apply any topical creams if necessary.
- The clean diaper is fastened and the child is redressed.
- After the child is diapered, the caregiver is to immediately wash their hands and the hands of the child.
- Any visible organic matter will be removed from the surface of the changing table area using gloves and paper towels and discarded in a covered trash receptacle.
- The changing table will be disinfected after each use by using a three-step process of spraying soapy water and wiping, spraying clear water and wiping and following with Clorox Anywhere Hard Surface Spray to the area and allowing it to air dry.

Toileting areas:

- Toilet seats, lids, backs and hand washing sinks will be disinfected daily and when visibly soiled using the three-step process.
- Interior surfaces of the toilet will be cleaned daily and when visibly soiled using the three-step process.

Food prep/consummation areas:

- Will be cleaned and disinfected both before and after each use by removing any large waste with paper towels and using the three-step process.

Infant Room:

- Toys, door knobs, high chairs, swings and other hard surfaces will be cleaned and disinfected daily using the three-step process.
- Plush toys will be machine washed daily in hot water to disinfect.
- Each toy will be used by only one child at a time. After the child is finished playing with that toy it will go in a separate bin, out of the reach of other children, to be disinfected using the three-step process.

Toddler/Preschool Rooms:

- Toys, door knobs, high chairs, swings and other hard surfaces will be cleaned and disinfected daily using the three-step process.
- Plush toys will be machine washed weekly (or when visibly soiled) in hot water to disinfect.

- Any other surfaces or equipment shall be cleaned/disinfected using the three-step process as needed to maintain a safe and healthy environment.

Bodily Fluids:

- Caregiver will separate non-affected children from the contaminated area and wear protective gloves.
- If a child is soiled with bodily fluids, they will be taken to the restroom and have all soiled clothing removed and placed in a plastic bag without rinsing.
- The child will be cleaned with soap and water and redressed.
- The contaminated area will be cleaned by using paper towels to remove any organic debris. Paper towels will be placed in a plastic bag and discarded into a covered trash receptacle.
- Non-porous surfaces will be cleaned using the three-step process.
- Washable surfaces will be placed in a plastic bag and machine launder using hot water.
- Carpeted areas will be soaked using diluted bleach water and a carpet cleaning machine to soak up excess liquid then rinsed multiple times until water being vacuumed is clear.

All bottles, bottling equipment, and/or home prepared foods shall arrive at LSPS already sanitized and ready-to-feed, including breast milk. All containers must include the child's full name, contents of container, and date of intended consumption. Breast milk must also include the date of collection. Bottles shall be refrigerated as soon as they arrive at LSPS. After feeding, all foods are to be discarded. At the end of each day, any unused bottles/food shall be returned to the parents.

When children arrive at Little Scholars, their primary caregiver will take a few moments to welcome the child and take note of their general appearance and check for any indicators of ill health. If any indicators exist, the primary caregiver will discuss it with the parent/guardian before he/she leaves.

Children who have exhibited the following symptoms will not be allowed to return to LSPS until they are free from symptoms for 24 hours *(without the aid of fever-reducing medicine)*:

- fever over 100 degrees Fahrenheit
- sore throat
- rash
- vomiting
- diarrhea
- contagious infections
- unable to function normally without pain reliever

Children who have persistent thick and/or colorful mucus must be taken to a physician for an examination. They may return to school when their physician deems they are not/no longer contagious.

Furthermore, if a child forms these symptoms while in the care of LSPS, their parents/guardians will be notified so the child may go home and recuperate. Minor

injuries will be attended to by the staff at LSPS and parents/guardians will be notified when picking up their child. Should serious injuries occur at LSPS, the child will be taken to the nearest Emergency Medical facility and parents will be notified immediately. A staff member from LSPS will remain with the child until their parent/guardian arrives.

If any child is on medication while under the care of LSPS, their parents/ guardians must sign a Medication Permission Form. All medications will be stored in the upper level of the facility in the kitchen area where children do not have access. Medications will be returned to the parents/guardians ONLY.

A current immunization record shall be on file for each child at all times. An initial copy of the record will be collected at time of enrollment. If a child is not to be immunized, a copy of a waiver addressed to the Department of Community Health and signed by the parent stating immunizations are not being administered is required.

Little Scholars Preparatory School requires physicals on each enrolled child before their first day of enrollment, but no later than 30 days after initial enrollment. Parents will be given 60 days notice of when their child's physical requires updating to allow for time to meet with their physician. Immunization records will also be checked for currency at this time so that parents may discuss additional immunizations with their Pediatrician.

If a staff member suspects that any child under the care of LSPS is suffering abuse or neglect, they are to report their concerns according to the direction given in The Child Abuse/Neglect Policy. All staff is required to receive this training before having contact with children and to understand their responsibilities as a Mandated Reporter.
Resources for additional Health Care information:
www.michigan.gov/michildcare
www.pandemicflu.gov
www.cdc.gov/vaccines

Curriculum
We are an elite program that does not use a published, mass-produced, pre-packaged preschool curriculum. Rather, our certified teachers prepare students academically for elementary school by adhering to the State of Michigan's guidelines. We provide lesson plans individually tailored to meet the needs of each student.

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 needed for children ages 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.

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, another pre-authorized person, or other written permission is obtained from the parents/guardians).

Security
Exterior doors are locked at all times, and are only opened to let staff and parents inside. The children are never left unsupervised while playing outside.

Potty Training
Potty training will be a collaborative effort. Parents and the primary caregiver will decide a time for training to begin and a strategy. Students can attend in underwear only when the primary caregiver determines the child is ready.

I have read and understand the policies and procedures outlined in the Little Scholars Preparatory School, LLC Handbook.

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(Parent Signature) Date