

## **Little Smiles Christian Learning Center Parent Handbook**

### **A Note to Parents:**

Dear Parents,

Choosing childcare for your child is one of the most important decisions you can make as a parent. We are thrilled that you have chosen Little Smiles Christian Learning Center to care for and nourish your child. Below, you will find our policy statement. The information that follows will help you to understand the goals of Little Smiles and to help you decide if the care we offer is a good fit for your child.

### **Purpose and Philosophy:**

Little Smiles Christian Learning Center is a Christian learning center and preschool that not only lovingly cares for your child, but also fosters intellectual growth in a Christ-centered environment. At Little Smiles Christian Learning Center, there is no shortage of love for your child. Your child will feel safe in the environment we provide. You can rest assured that your child will be loved and appreciated for who they are. At Little Smiles Christian Learning Center, we work to understand your child and nourish his/her individual needs. We understand that no two children are the same and will do everything we can to meet the specific needs of your little one.

### **Preschool Program:**

Little Smiles Christian Learning Center offers a full Preschool program that meets national standards. We use the High Scope Curriculum and incorporate Bible stories as well as prayer at opening, closing, and lunch. Your child will learn everything necessary to ready him or her for Kindergarten.

### **Special Needs Plan:**

At Little Smiles Daycare we accept children with special needs and work in coordination with parents and health care providers in order to ensure that each child is treated according to his or her potential. Children with special needs will be assigned a primary caregiver, regardless of age and goals will be set in coordination between parents and caregivers, who will communicate between each other both formally and informally.

We have two children with severe food allergies. Because of this, Little Smiles is a nut free center. In the event of evacuation, epi pens must be brought for OW.

### **Serious Illness Procedure**

In the event of a serious illness, the following procedure will be followed:

- Assess the situation; if child is in immediate danger call an ambulance
- If child is stable call parent or emergency contact person first
- If emergency contact person is reached, wait for their arrival unless child becomes unstable. If child becomes unstable, call an ambulance
- If emergency contact person cannot be reached, proceed with calling an ambulance
- Take child information card

### **Serious Injury Procedure**

In the event of a serious injury, the following procedure will be followed:

- Assess the situation; if child is in immediate danger call an ambulance
- If child is stable call parent or emergency contact person first
- If emergency contact person is reached, wait for their arrival
- Administer first aid
- If child becomes unstable, call in ambulance
- If emergency contact person cannot be reached, proceed with calling an ambulance
- Take child information card

### **Evacuation Procedure**

If the children need to evacuate the building for any reason, the meeting place is Bowen Station Park, located next to the center. If evacuation occurs during times of inclement weather, our plan b meeting place is McDonalds. You will be notified in the instance of evacuation.

### **Our Staff:**

Every individual who assists us in caring for your child is a carefully selected, trained, experienced caregiver. All caregivers have passed various background checks and completed CPR, First Aid, Bloodborne Pathogens training and twelve training hours of child education per year. If any of our primary caregivers is unable to provide services for any period, a substitute caregiver of equal training and experience will provide services. In the event that a substitute caregiver will be providing services for any period, we will notify you at least two weeks in advance.

### **Volunteers:**

If anyone wishes to volunteer, including parents, background checks will be run. We will not accept volunteers, including parents, who have any history of child abuse or neglect, or a felony involving harm or threatened harm to an individual within 10 years preceding the date of offering to volunteer at the center.

### **Releasing a Child from Care:**

Unless we are instructed in writing to do otherwise, Little Smiles Daycare will only release a child to the following persons: (1) the child's parents or legal guardians, (2), the parent's emergency contact person, (3) another adult to whom the parent, by way of written authorization, allows us to release the child. If I do not recognize the adult picking up your child, I will ask for a photo id. I reserve the right to keep your child in my care if I am not completely certain of the identity of the adult who has come to pick up your child. You will be notified immediately if this happens. For the safety of your child, I will also not release a child to a parent/guardian who appears intoxicated or does not have the proper child restraint seats in their vehicle.

### **Abuse:**

It is our legal and professional responsibility to report any suspected child abuse or neglect to Child Protective Services.

**Meals and Snacks:**

At Little Smiles Daycare, we are committed to providing healthy meals and snacks to the children in our care in accordance with the Child and Adult Care Food Program guidelines. At Little Smiles Daycare, we will provide the following: breakfast, lunch, and two snacks. We will provide all food with the exception of formula and special dietary food. Please inform us if your child has any allergies. We do not offer foods high in sugar unless it is a special occasion. We ask that you avoid sending your child to daycare with any food other than formula, baby food, or special dietary food. We finish serving breakfast at 8:45 a.m., so if your child arrives after this, please make sure they have food in their tummy!

**Field Trips**

Little Smiles does not take the children on field trips.

**Sleeping/Resting**

Little Smiles is required to offer all children the opportunity to rest regardless of the number of hours in attendance. Little Smiles is also required to permit children under the age of eighteen months of age to sleep on demand.

**Nondiscriminatory Statement**

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the bases of race, color, national origin, sex, age, or disability. To file a complaint alleging discrimination, write USDA, Office of Adjudication, 1400 Independence Avenue, SW, Washington D.C. 20250-9410 or call toll free (866) 632-9992. Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

**Supplies and Equipment:**

Little Smiles Daycare will provide everything your child needs, with the exception of the following: diapers, wipes, and a change of weather appropriate clothing. Each child must have a change of weather appropriate clothing and may choose to bring this change of clothing each day, or leave the change of clothing at Little Smiles Daycare. Please provide warm coats, hats and mittens each day of the winter. Please note that per licensing requirements, your child will be checked every hour and changed at least every 2 hours or more if needed. If your child runs out of diapers and you use a daycare diaper, you will be charged \$1 per diaper.

**Outdoor Playtime:**

Your child will be taken outside to play daily, except in the cases of extreme weather conditions. Your child will be regularly taken to the attached fenced in play area with our staff. When going on walks, children will be signed out and signed back in and walk either holding onto the walking rope, or in the strollers, depending on age.

**Primary Caregivers:**

Each child under the age of three will be assigned to a primary caregiver. This will be the person primarily responsible for your child. This helps ensure a feeling of stability and bonding for your child.

**Before/After School Care**

Little Smiles does offer before and after school care. While we don't provide transportation, we do facilitate transitions between programs, agencies and schools and we are a bus stop for a handful of schools in the area.

**Signing in and Out:**

Upon drop off, your child will be checked into the building on the iPads by your child's teacher. Upon pickup, your child will be checked out of the building on the iPads by your child's teacher. If I bill DHS for your child, you must also record and initial on the DHS clipboard at drop off and pick up, as I use these pages to bill the state.

**Discipline Policy:**

At Little Smiles Christian Learning Center, we believe in positive reinforcement. Your child will be praised when they behave appropriately. They will be encouraged each time they make good choices. At Little Smiles Christian Learning Center, we have three simple rules to be followed: (1) you may not hurt yourself, (2) you may not hurt others (3) you may not hurt things (furniture, toys, etc). Redirection will first be used. If redirection does not work, our staff will work one on one with your child on calming techniques.

**Licensing Notebook:**

A licensing notebook containing all inspections with licensing consultant will be kept on file and accessible to parents at all times. This licensing notebook contains all licensing inspections, special investigations, and related corrective action plans.

**Parent Participation:**

At Little Smiles Christian Learning Center, we have an open door policy. Parents are encouraged to drop in at any time. We will gladly welcome any parent or legal guardian to join us in our activities. Little Smiles Christian Learning Center values parental feedback and encourages and takes seriously the suggestions of our parents. We also support breastfeeding and will find a quiet place for you to nurse your baby should you wish to during a work break.

**Little Smiles Daily Schedule**

7:00am: Arrival and free play

8:00am: Breakfast

9:00am: Craft

9:30am: Circle Time

10:00am: Snack

10:15am: Outdoor play

11:45am: Lunch

12:15pm: Quiet/Rest Time

3:00pm: Snack

3:30pm: Bible Stories and Devotions

4:00pm: Outdoor play

5:30pm: Cleanup and goodbyes

\*Outdoor play will vary based on the weather

