

## PARENT INFORMATION BOOKLET



# My Little Planet

Learning Center LLC.

**Welcome statement:**

Welcome to My Little Planet Learning Center, Where We Play to Learn, and Learn to Play. We provide care without concern to race, color, religious beliefs, sexual orientation, or special needs. My little planet has been providing care to children and their families since 2012. This center is Directed by Ana Samaniego who has been in the field of Early Childhood Education for more than 16 years.

**Director: ANA E. SAMANIEGO**

Thank you for choosing us to care for your child!

My Little Planet Learning Center  
316 S. Auburn St.  
Kennewick, WA 99336

**Hours** 6:00am-7:00pm  
**Phone:** (509) 582-7301  
**Email:** mylittleplanetdcc@gmail.com

*We do not teach or practice any religion or do religious activities. We are an equal opportunity employer and care provider.*

## Center Philosophy

Our goal at My Little Planet Learning Care center, is to offer your child a warm, safe, and nurturing environment, where they can realize their learning potential, finding the elements that help you learn. We believe that early learning and stimulation is essential for the development of children, and that they learn best through play and active involvement. We strive to create a safe learning community.

## Curriculum Philosophy

The curriculum used follows the Washington State Guidelines for Early Learning. We offer a variety of learning activities including literacy engagement in English and Spanish, as well as math and science. The children participate in daily routines such as calendar, snack, circle time, active and dramatic play and guided movement. In addition, we learn about and celebrate American and World holidays through art, music and literature.

1. **Emotional and Social Development:** We assist the child in establishing their own individuality, developing a sense of self-reliance, and a positive self-image. We facilitate the child engaging in group activities, learning to work and play successfully with others.
2. **Intellectual Development:** We strive to help children learn necessary problem-solving skills, explore the natural world around them and understand how things work based on cause and effect relationships.
3. **Physical, Health and Well-Being:** The children learn how important self-help skills and about what people need to develop and grow. We encourage this through structured and free play times as well as balanced meals and snacks.
4. **Dual Language Development:** Our language and literacy activities are design to help children comprehend and speak English and Spanish. Language is practiced through daily social and academic conversation, as well as specific literacy instruction of environmental vocabulary, letter sounds and names.



## In the Classroom

Children need variety in their lives, as well as consistency and routing. Each age group's routine includes activities that focus on the skills and interests of that developmental stage.



**3's Room:** Children enter this classroom, often as the first exposure to structured childcare. In this class children work on basic skills of following routine, having circle time and getting prepared for the next step; all formed around a central themed curriculum.

**Preschool:** Our curriculum and class activities are structured around central themes. They offer a variety of activities that support pre-kindergarten skills development, structured outings, language learning and a whole-child approach that facilitates character growth as well as academic learning.

## Rest Time

By law, we must provide supervised rest periods to the children who are five years or younger and in care for more than six hours; or are showing a need for rest. All children are required to participate in rest-time by laying down on their individual mats. 45 minutes into rest time, children who have not fallen asleep are invited to engage in alternative quiet activities.

## Early Achievers Participation

Families deserve to know their children are in quality child care environments that foster a love of learning, promote each child's unique skills and cultures, and support the development of the whole child. My Little Planet is a part of the Washington State Early Achievers Program which was created for this purpose.

Early Achievers rates the quality of child care and early learning programs on a point scale of 1 to 5. These points are earned through on-site evaluations conducted by the University of Washington on quality of care. My Little Planet has been evaluated through this process and is currently rated at 3, but we are working hard to better our program for our next rating! By participating in this program, we receive free resources and training to improve the quality of their programs and there is no additional cost to families.

\*Level 3 programs demonstrate supporting and nurturing interactions with children, developmentally appropriate practice and view parents as partners in their children's learning. These programs may be implementing some best practices in early childhood education and working toward implementing others to help prepare children for kindergarten. Some staff may have early childhood education-specific degrees and credentials. (<https://www.del.wa.gov/care/qris/families>)

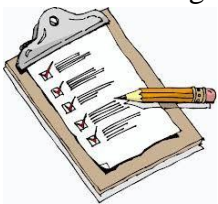
## Quality Developmental Learning

### **Screenings:**

- In the first 90 days after registration, parents are required to complete the age specific *Developmental Screening Tool*; a simple at-home screening of your child. This tool will be discussed with your child's classroom teacher in a One-on-one meeting within 30 days to provide us with a basis for developmental standing.
- If a classroom teacher, parent, administrative staff is concerned about a child's development, additional screenings may be considered and the parents will be notified. Early identification of potential developmental delays is critical to helping ensure that children get the resources they need to support positive development. We are knowledgeable about developmental milestones and use screening tools to evaluate children's development and facilitate early identification of delay. My Little Planet is a part of the Benton-Franklin Counties screening referral program, and can share information with families and connect them with services and/or formal evaluation.

### **Assessments:**

- On-going Developmental assessment is conducted throughout your child's care in both formal and informal ways. These assessments are used to create individual developmental learning goals; plan for individualized and group instruction that meets the unique needs of each child in care; inform program development; communicate and partner with families to support their child's growth and progress; and identify children who may need specialized services.



- Developmental learning goals are individual to your child and are used by the classroom teacher to plan for individualized curriculum. These goals are created collaboratively by you and your child's classroom teacher during parent-teacher conferences that are conducted 4 times a year. These conferences are used to communicate your child's progress in reaching his/her developmental Goals.

## Discipline Policy

We believe that each child is a special and valuable individual and we will give them the opportunity to develop positive behaviors that support learning. We do not view discipline as a means of punishing a child who has acted inappropriately but rather to teach a child how to problem solve for themselves in the event of conflict. The following methods are used:

- 1. Preventative Actions:** If you spot it early enough, sometimes inappropriate behavior can be stopped before it has a chance to spiral out of control. Our approach focuses a great deal on prevention. We also, maintaining a child-friendly environment to encourage positive actions.
- 2. Expectations and Consequences:** Every action must have a concrete consequence, and expectations must be clarified within the classroom. This prevents "chaos and confusion" for the children who are focused on learning and fun. We work through consequences for the child's actions to encourage different choices.
- 3. Positive Guidance:** It's hard to prevent children from having bad days or displaying inappropriate behavior and young kids are still learning right from wrong. When something arises, our teachers provide positive guidance and help them to realize how to make safe, healthy choices.
- 4. Redirection** Our teachers can redirect a child's attention, offering a different age-appropriate activity than the one they are struggling with, or having trouble cooperating with peers on. Children feel empowered when they make the right choices, and this encourages them to keep on trying.
- 5. Time In** Time-In is used when redirecting a child or offering positive guidance fails. Children who need a time in are sent to a quiet area of the classroom where they can be supervised always, but still have privacy to cool down, reflect, and redirect. The child determines the time of their Time-In. Before rejoining the group, the teacher comes down to the child's eye level and begins a discussion on the reason for the Time-In, alternative solutions if it happens again, the emotional state of the child, and determining the effect on the others. Through this process every negative misbehavior moment becomes a positive learning moment.
- 6. Communication** Parents are notified of their child's daily behavior in the Weekly Behavior Report located in the attendance binder. Parents will be notified immediately in case of major or reoccurring behavioral challenges.
- 7. Physical Punishment** We will not use physical punishment of any kind, humiliation, or any form of isolation for punishment. However, if the child poses a danger to his/herself, or the children and staff around them, by throwing, kicking, thrashing, etc. then the teacher or administrative staff will remove the child from the situation in the safest manner possible. An incidence of this kind will be explained to the parent as soon as possible. We ask that parents also respect our discipline policy while on our property. Our teachers are mandated by law to report any suspicion of neglect or abuse to the authorized agencies.
- 8. Parent-Teacher Collaboration** We ask that parents take an active role in their child's behavioral learning. Assessments and instructional strategies will be used to identify, teach and support everyone in setting and reaching goals. In cases where a child has many documented incidents of challenging behaviors where they are harming themselves, teachers or other children, and they are not responding to the program and families' coordinated attempts to modify the behavior, a special meeting will be called to discuss next steps and the implementation or update of a behavior plan. This plan will include types of redirection, consequences, and skills the child needs to work on. If, after three weeks' behaviors have not improved, an evaluation will be scheduled with an education expert. Once this has taken place, another meeting will be scheduled where families, teachers and a member of the education department (preferably the person who conducted the evaluation) will reevaluate the situation and go over next steps for the child. In most cases, this will result in a revised behavior plan.



## **Childcare Termination Policy**

Should we feel a situation is beyond our expertise and it is found that the behavior of the child has requires supervision and expertise beyond our scope, a final meeting will be set up with your child's teacher and the executive director to come up with solutions for the care of your child. This can include a referral to a local developmental preschool or other programs that may better meet the needs of your child.

If at any time a child's behavior is too disruptive to the classroom environment and/or infringes on the wellbeing and safety of the children/teachers around them, the Director will surpass the steps described above and contact the parent/guardian for immediate pick-up and arrange to end childcare. This only occurs in extreme cases.

**We also reserve the right to terminate childcare services for the following reasons (but not limited to):**

- \*Failure to pay or continuous late payments.
- \*Lack of parental cooperation.
- \*Child's inability to adjust after a reasonable time.
- \*Physical or verbal abuse of any person or property by parent or child.
- \*Consistent discipline problems that do not improve.
- \*Lack of compliance with handbook regulations.
- \*Continuous late pick-ups.



## **Health Policy**

Your child's health is very important to us. To keep our center clean, we clean and sanitize the tables before use, wash our toys daily, and promote frequent hand washing. Your support in following these health guidelines will help insure a healthier child and center. Please do not bring your child to our center if he or she has any of the following symptoms.

**Children with the following symptoms will be excluded:**

- Diarrhea (increased fluidity and/or frequency of bowel movements relative to the person's usual pattern) occurring 3 or more times within 24 hours; or any bloody stool
- Vomiting ( 2 or more times within the past 24 hours)
- Open or oozing sores, unless properly covered with cloths or bandages
- For suspected contagious skin infections such as impetigo and scabies: The child may return 24 hours **after** starting antibiotic treatment
- Fever of 100° F under arm (axillary) or 101° F orally AND who also have one or more of the following:
  - earache
  - headache
  - sore throat
  - rash
  - fatigue that prevents participation in regular activities, such as sleeping or resting more than usual for that child, not wanting to eat, or multiple cold symptoms that keep the child from regular activities

If symptoms occur, your child needs to be symptom free for 24 hours before returning to daycare. If your child becomes ill at our center, we will contact you to pick up or make other arrangements. If the child is not pick up in a timely manner and the illness is severe, we will call the ambulance to take the child to the hospital and make a report to Child Protective Services. If your child has any of the symptoms due to a non-contagious problem, a note from your doctor will be required to allow attendance. When your child returns to our center, they **must** be able to participate in our normal daily routines including outdoor play.

### **Head Lice**

If live lice are found on children, parents will be contacted for pick up immediately and child will need to stay home for at least 48 hours after starting lice treatments. They may not return until there are no more live lice and will be rechecked by our staff for a week once they return. All toys, mats and blankets will be cleaned and disinfected per our health plan guidelines. Activities will be modified to prevent head-to-head contact. Combs, brushes and hair accessories will be tossed for any children found with lice, at which time the parents will need to bring new items to use with their child. Families are encouraged to keep long hair tied back at all times. If an outbreak occurs, we will advise all parents to be on the lookout at home.

### **Personal Items**

Personal items such as blankets and stuffed animals will need to remain at home unless it is an item that stays at our facility indefinitely. They will be washed here and kept away from children at all times with the exception of nap time.

### **Medications and Injuries**

***Medications will not be provided or administer by childcare staff, except in cases of Asthma management.***

Asthma medications are provided only to those children with a healthcare provider's prescription. Parents are welcome to administer all non-asthma related medication before, during and after care is provided. If a child has a condition where the Americans with Disabilities Act (ADA) would apply, reasonable accommodations will be made and the child will be given medication.

Minor injuries will be treated by our staff. In case of a serious injury, we will immediately contact a parent as outlined in your personal emergency plan. In case of life-threatening injuries or illnesses, we will call 911 for emergency treatment.

***All injuries are reported to parents daily by phone call, Ouch Report, or Sick Child Report.***

### **Disaster plan**

We hold monthly fire drills to ensure a safe evacuation in case of fire or disaster. We keep a 3 day supply of food and water on hand as well as a first aid kit, battery operated radio, and emergency booklet, in the premises at all times. If a major disaster occurs we will transport the children to the TRIOS Women & Children's Hospital at 900 S Auburn St, Kennewick, WA 99336 or any location suggested by city officials on the radio.

### **Emergency Comfort Kits**

Thinking about things such as natural disasters or crisis can be frightening but it helps everyone feel more secure knowing that we are well prepared and equipped to care for and protect your child if you are unable to get to him or her right away. In order to make that happen, My Little Planet requires each family to provide their child with a comfort kit to be with our center's disaster supplies. The purpose of a comfort kit is to keep your child comfortable and reassured in the event of an unexpected occurrence such as an earthquake, storm, power outage, crisis or other emergency.

***This kit is due during the first week your child attends & the list of items is a part of your enrollment pack.***

### **Transition Policy**

Transitions are one of the most challenging concepts for a child. For a child, the idea of changing routine, trying something new, and moving to a new place can be scary. Difficulty with transitions can manifest in several ways depending on the child and the setting. It can take the form of resistance, avoidance, distraction, negotiation or a full-blown meltdown. That is why it is very important that our teachers and parents work together in creating the best environment for change.

Through one-on-one meetings, phone calls, and parent-teacher conferences, our teachers work hard to share your child's progress and work on transitions. There are several scheduled transitions that take place at My Little Planet and we want you to be involved!

These transitions include:

- Transition into Program
- Transition of Classrooms
- Transition to Out of Program: Kindergarten
- Transition to Out of Program: Behavioral

With each transition mentioned above, we will send you information via letter as they approach in your child's care, at least one month in advance. The letter will detail the developmental expectations for transition, expected date of transition, tips for making the transition as smooth as possible, and details for the opportunity to discuss the transition with staff.

### **Transition into Program**

Before care begins, parents and child are invited to visit the program at least twice. The first time would be a "get-acquainted" visit to look at the place and ask questions about the program, without your child; next you may make an appointment with your child for observing and interaction. If you are interested, we will give you the proper forms to fill out. Please limit your visits to no more than one hour. Upon acceptance into our program you will receive a welcome letter detailing all requirements and tips for transition.

*All children need to be toilet trained to start Preschool, but we can help if they need a little more time.*

In the event that your child is not able to settle in comfortably in our program, I will give you one month's notice to find a new day care provider. If I feel that the behavior is too disruptive to others, I reserve the right to allow 10 days' notice only. There will be no refund.

### **Parental Requirements**

You have put your trust in us to give your child the best possible care. However, this is not a home; we are a professional business. It is important for everyone to know and follow simple guidelines. In order for us to provide an organized and fun program for your child, we depend on cooperation from everyone involved; parents, children and staff. As a team we make it work, and make it special. Please do your part by observing the following:

1. Prior to your child attending, you must fill out all required enrollment paperwork and make payment arrangements at least 24 hours before the date that you would like to start. We also require that your child visit our school before being left here for the first day.

### **Signing In and Out**

2. As a state requirement, and for our nutrition program, please sign your child in and out, even for appointments. The time and your full signature are needed, both for security reasons and determining the overtime fees for those of you who use the center part-time basis. The sign in sheets are located near the front entrance counter for each age group. We cannot allow the kids to arrive or leave by themselves.

### **Schedules**

3. Provide us with an accurate schedule each week. We need to be able to plan and staff for your child. Please call if your child will be absent, or has a change in arrival or departure time.

*You may be refused care if you don't inform us of a schedule change.*

4. Your child may not be in our care for more than 10 hours each day unless required for work or travel time to and from work and proper state approval has been made.
5. Check your child's cubby for artwork and soiled clothes daily, and read the parent board in your child's classroom to keep aware of upcoming events.
6. Be as involved as you can in your child's classroom. We encourage parents to visit and observe the activities we have for the children.
7. Read all paperwork that is sent home and respond in a timely manner as needed.

### **Things From Home**

8. ***Outside food, drinks and toys are not allowed inside the center.*** We will not be responsible for lost or broken items. We serve the children many nutritious snacks and meals. If you would like to bring in a treat for your child to share with their whole class, please let us know ahead of time.
9. No smoking is allowed on our property. We also do not allow inappropriate discipline of your children i.e. spanking, yelling, shaming etc.
10. Support our teachers by talking with your child about his or her day and understanding and supporting our discipline techniques.
11. Talk with the management staff if you have a concern. Most worries can be easily taken care of. If you feel like an issue is left unresolved, you can phone our licensing representative, Blanca Smith at 544-5710.
12. Pay your bill on time so that we can continue to provide quality care for your child.
13. PLEASE, if your Child Doesn't know how to tie his/her own shoe laces, please do not send them with shoes that have shoe laces. We recommend that children under 5 years old should know how to put on their shoes before they start wearing shoes with laces or hard zippers.



### **Referrals**

We also have a referral program. If you refer us to friends, family, or a co-worker, and they enroll with us, *you will receive a \$50 credit to your account.* There is no limit to this.

### **Outdoor Play**

We play outdoors everyday in most types of weather. Please be sure that your child come to daycare with weather appropriate clothing. This means cool clothing during the summer, sweaters in cooler spring and fall, hats and jackets for breezy and chilly fall days, and warm coats with hoods, hats, gloves or mittens during the winter. Please label all coats, hats, gloves etc. Children may not use gloves or mittens attached to a string because this is a hazard. ***Children must have coats to participate in Outdoor Play during winter. If your child is not dressed appropriately, they will stay indoors during that time.***

Please keep children home if they are sick. We do not have enough staff to keep children indoors while the other children are outside. If your child can not go outside due to the weather and illness, please keep them at home where you can regulate that.

We are required by the Washington Administration Codes (WAC) to “provide the child with morning and afternoon outdoor play,” except “during extreme temperatures that put children at risk for physical



harm,” (WAC 170-295-2130, WAC 170-295-5150). We do not take the children outdoors in the pouring rain or bitterly cold weather below 20 degrees. We will also limit the time children are outdoors during cold weather.

### **General Daily Schedule**

We believe that children react best to a flexible schedule. They need to know what happens next, and they need a routine, but they are too young to be expected to follow a time guideline. So, it should be noted that each class in each of our centers has their own schedule that they plan their day around. This schedule is more of a guideline to assist parents in learning about our center.

#### Preschool

6:00 am	Center opens
6:00-8:00	Children arrive/quiet choices
7:30- 7:55	School age kids Breakfast
8:20-9:00	Breakfast (all ages)
9:00-11:00	Preschool Activity time (see posted schedule)
11:00-11:30	Story Time/Hygiene
11:30-12:15	Lunch
12:15-2:15	Rest Time
2:15-2:30	Wake up/Clean up Mats/Hygiene
2:30-2:45	PM Snack
3:15-4:00	Outdoor Play (Preschool)
4:15-5:45	Learning Center choices
5:45-6:00	Dinner
6:00-7:00	Children Depart/quiet choices

*Please consult the posted schedules in each classroom for more detail.*

#### **\*Typical meals and snack served:**

**At My Little Planet we pride ourselves in serving healthy, home style meals!**

**We serve hot breakfast and lunch and two snacks every day.**

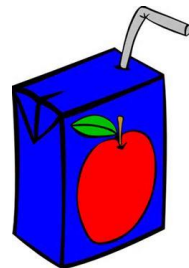
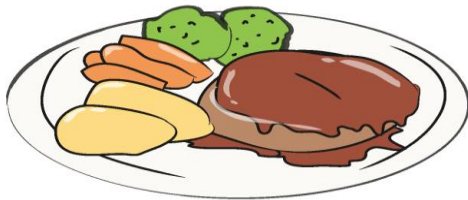
**We follow a Nutrition Program, assuring for good balanced meals.**

**A sample menu would be:**

**Breakfast: Toast, pears and milk**

**Lunch: Chicken, broccoli, celery and White rice, milk**

**Two PM snack: cereal, oranges.**



## **Fees and Payment Plan**

In order for us to provide quality care for your child, we depend on you to pay your fees in a timely manner. The following guidelines will promote effective payment and collection of those funds. Please read this policy carefully and be sure to ask if you have a question, or if you wonder which fees apply to you.

The tuition that you pay goes directly into our payroll fund so that we can hire qualified Early Childhood Educators who work directly with your child. Your tuition and adherence to these guidelines also ensures your child's space in our program.

<b>PRESCHOOL:</b> 30 month to 6years (must be potty trained)	
Weekly:	\$180
4 Days per Week	\$160
3 Days per Week	\$150

<b>SCHOOL AGE:</b> 6-12 years	
AM & PM	\$90 per week
AM Only	\$60 per week
PM Only	\$70 per week

### **Please observe the following policies carefully:**

1. A \$75 registration fee is due at the time of enrollment. A \$50 enrollment fee is charged each September after that.
2. A two week deposit needs to be paid before entering, and deposit money will be used towards the last two weeks of childcare. This is only after a written two week notice is given to the director.
3. A \$50 dollar fee will be charged once a month if an account is left delinquent until sent to collectors.
4. All payments must be made using check or money order. Cash is not accepted. There will be a \$40 fee if a check is returned.
5. All fees are paid weekly. You may pay for more than one week at a time, but all fees are prepaid. Payment can be made Friday for the following week, or Monday for the current week.
6. Minimum payment plan is for 3 days per week, no exceptions. This is the only way that we can ensure your child's placement in our center.
7. We do not give credit for absent days. If your child is sick for an excessive number of days, the director may discuss different billing options with you.
8. When your child is absent for **any** reason, you are responsible to call and inform us of the absence. After your child is 1 hour late for daycare, with no phone call, they will be marked absent. If a continued pattern of neglecting to call develops, your child care privileges may be suspended. **If you fail to call for 3 days in a row, we will consider your enrollment terminated, and your child's spot will be filled from our waiting list immediately.**

9. If you receive governmental assistance for child care, your co-pay is due by the 5<sup>th</sup> of each month. If you cannot pay your co-pay by the 5<sup>th</sup>, you must speak with the director regarding when you will be able to make your payment ahead of time.
10. If you must leave our care for any reason, we do require that a written two weeks' notice be given. This allows us adequate time to fill your spot with someone on our waiting list. If you neglect to provide us with two weeks' notice, your account will be charged.

### **Vacation Time**

Families are allowed two weeks' vacation per calendar year, that ensure we hold space for the child's return. Vacation will only be granted if taken a week at a time, not a day here and there. Families also have the option of taking the entire summer off, if arrangements are made in advance. Vacation requests must be in writing, and given to the Director two weeks in advance.

### **Late pick-up**

If you do not pick up your child by 7:00 pm, Or pick up after 10 hrs you will be charged a late fee of \$2.00 per minute.

### **Late Fees**

A \$25 late fee will be charged every 16th of the month if payments are not made by then.  
A \$50 fee will be charged once a month if an account is left delinquent until sent to collections.

### **Transportation and field trip arrangements:**

We do not drive the children on field trips. All field trips are done using public transportation or parent volunteers. Parents must fill out a volunteer application, pass a background check and show clean driving record before you will be allowed to transport students.

### **Weather Related Closures:**

My Little Planet will be opened on all regularly scheduled business day, with the exception a Black Ice forecast. In the event of snow, and icy rain, if Kennewick Public School District announces a school delay or closure, My Little Planet will have a 2-hour delay, opening at 8:00 am instead of 6:00 am.

### **Pesticides**

We follow the guide for WSDA pesticide use. We use natural chemicals that will be used in times where there are no children or employees.

### **Holidays & Closures**

We are closed on the following holidays:

- **September:** Labor Day weekend
- **November:** Veterans day, Thanksgiving and the day after Thanksgiving
- **December:** Christmas  
*\*Christmas Eve and New Year's Eve: We will have parents sign a list for the kids that will be here on these days. If on these day we have a 98% absences, we will be closed and we will let you know in advance.*
- **January:** New year's day and M.L King Jr. Day
- **February:** Presidents Day.
- **May:** Mother's day weekend- and Memorial Day weekend.
- **July:** Fourth of July (*and weekend day always this close to Friday or Monday*)



- **We have parent-teacher conferences days 3 times a year. We will be closed for childcare during those days. You can see in the calendar for the year.**
  - **We have Staff Professional Development Days 3 times a year. We will be closed for childcare during those days. You can see in the calendar for the year.**
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### Statement of Understanding

I, \_\_\_\_\_, have read and understand all policies and procedures outlined in the parent handbook, including the payment policy, parent requirements, arrival and departure procedures, health policy, and reporting child abuse, Pesticides and disaster plan. I agree to abide by these stated policies and procedures. I understand that if I have any questions regarding any policies I should speak with a management staff.

I also agree to pay the tuition fees as described in the parent handbook.

Signatures:

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**\*Please sign and return this form with your registration materials.**

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### Parental Consent for Screening and Evaluations

I, also consent to my child, \_\_\_\_\_ screened within the first 90 days of enrollment as a basis for development tracking.

I, \_\_\_\_\_, agree to my child, \_\_\_\_\_, being evaluated three times in a year for academic and learning development followed by Parent/Teacher Conferences.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_