



Little Scholars Child Development Center, Inc.

"Where early development is fundamental to the growth of your child."

Parent Handbook

JULY 2022

***Welcome to Little Scholars Child Development Center.
We thank you for entrusting us with the care and well-being of your child.***

Welcome to LSCDC Family,

Thank you for allowing Little Scholars Child Development Center, Inc. to care for your children. Our programs will always reflect the needs of the communities which we serve. It is our goal to serve our community through affordable, high quality early childhood and school age education in a safe, warm, and nurturing environment. We know in these uncertain times it is important for us to be especially conscious of being flexible and striving to meet the ever-changing DCF and CDC Safety guidelines. Little Scholars has a staff of creative, knowledgeable individuals from diverse backgrounds who care! We invest in our staff by trainings, opportunities for professional growth and encouraging a healthy workplace environment. Parents are always welcome as we are partners in caring for your children. We invite you to share ideas, give feedback and get involved through volunteerism and participation in our school's events. Family celebrations, community celebrations and fundraising involvement are just a few ways in which families can contribute, when social distancing allows. It is my sincere hope that your experience with Little Scholars, will be as rewarding to you and your family as it has been for countless other families. Please read this handbook and sign and return the Acknowledgement & Waiver and the Center Policies Agreement, both located in the enrollment application. If you have any concerns, I ask that you directly contact the Director, Nattaisha Albury.

Sincerely,

Nattaisha Albury, Director

lscholarscdc@gmail.com

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ABOUT US

Welcome to the Little Scholars Child Development Center, Inc. Our program provides an environment that promotes learning, making healthy choices, expressing creativity, and age-appropriate social, emotional, and intellectual development.

MISSION STATEMENT

Little Scholars Child Development Center, Inc. is a charitable organization with an inclusive environment driven to enrich the quality of family, intellectual, social, mental and physical well-being for all.

PHILOSOPHY

Little Scholars Child Development Center, Inc. is designed to meet the developmental needs of children, to provide experiences that enhance and enrich each child's cognitive, language, social, emotional, physical, and creative development. Through program's daily schedule, each child has opportunities to create, to explore the environment, to develop problem-solving and personal interaction skills and to develop concepts through experiences. Children develop a positive self-concept through a balance of self-directed activities and teacher assisted activities. Opportunities for solitary play, as well as group activities, are provided. Staff serve as positive role models and provide care that is supportive, nurturing, warm and responsive to each child's needs. Parents are welcome visitors in the classroom and are welcome to be participants in our day as volunteers. See Director for more information.

GOALS

Little Scholars Child Development Center, Inc. strives to support and strengthen families by:

- Improving communication among family members and childcare providers
- Increasing a family's ability to work and play together
- Help families learn and share Little Scholars character values with other families
- Increase their sense of community with other families through Little Scholars events and activities
- Helping families improve their economic stability

PROGRAM COMPONENTS

Little Scholars Child Development Center, Inc. also wants to help children develop to their fullest potential; the program promotes children's growth and learning through these goals:

- Help children develop healthy self-concepts.
- Allow children to learn through play and discovery.
- Offer developmentally appropriate activities to help children develop physically, emotionally, intellectually, and socially.
- Provide space, equipment and teachers that aid the children's development.
- Help children to develop healthy relationship with respectful and positive adults.
- Involve children in some aspect of planning their own activities.
- Believe in the value of all children, and help children appreciate the diversity and uniqueness of their peers.
- Involve children in their community to develop their social and living skills; and
- Encourage expressions of feelings, whether sad, joyful, or otherwise and respond to those feelings.
- Help support academic gains through at home-work assistance.

CHARACTER DEVELOPMENT

Little Scholars Child Development Center, Inc. character development and values are a part of who we are. At Little Scholars that means more than just activities. We believe character development is an important challenge for all of us – staff, volunteers, members, participants, and parents – to accept and demonstrate the positive values of caring, respect, honesty, and responsibility. Little Scholars help young people make wise decisions, choose positives paths, and grow up competent, caring, and responsible.

STAFF & TRAINING

SELECTION OF STAFF

The quality of Little Scholars Child Development Center, Inc. is determined by the staff's approach to childcare and the effectiveness of the interaction with the children. Our staff members are selected based on their training, experiences, and their desire to work within our philosophy of childcare. We place high expectations on our teachers and encourage them to

further their professional development through continuing education. Our staff is encouraged to discuss any questions or concerns with the Director.

TRAINING/DEVELOPMENT

All team members, within or before the first 30 days of hire, go through an orientation that reviews:

- Program Policies, Procedures & Job Responsibilities
- Licensing Rules and Staff Requirements
- Confidentiality
- Daily Schedule and Activities (lesson planning)
- Child Abuse Recognition and Reporting
- Health Observation Precautions & Medications
- Universal Precautions, Infectious Disease Control & Recognition
- Level II Background Screening
- Child Accountability and Attendance (ratio and supervision)
- Emergency Action Plan Training
- Child Guidance and Behavioral Techniques
- Information on Children with Special Accommodations and Plan for Care
- Transition Techniques

Our team members are experienced and caring, trained in working with children and program safety including First Aid and CPR, Communicable Disease, Fire Extinguisher Use, Child Abuse Prevention and Developmentally Appropriate Practices. All team members must meet state of Florida, Department of Children and Families 45 hour continuing education training and provide documentation at completion.

All staff members are required to attend 15 hours of DCF training annually.

In addition to learning all the policies and procedures of the Little Scholars Child Development Center, Inc., they learn how important it is to apply sunscreen when needed, how to do head counts, how to check children in and out, and how the drop-off and pick-up procedures. They explore techniques of how to better interact with children, build other's self-esteem and confidence, and become experts in songs, games, skits, and arts & crafts projects. At the end of our training, they are ready to use their new skills and knowledge with students.

Monthly and weekly staff meetings are held to enhance our staff learning and communication. In addition to Holidays, and alignment with partnering school district schedules, Little Scholars Child Development Center Inc. may be closed two days per year for continuing education training for our staff. Please refer to the annual program schedule for dates. Little Scholars Child Development Center, Inc. may be closed for Transition days, especially when deep cleaning and upgrades are needed. These are days are reserved for the program staff to clean and prep for transition that select classes would not be in session. Examples of this include: Transition to new school year.

COMMUNICATING WITH THE STAFF

Exchange of information between parents and staff provides insights for both parties. The format may be formal or informal. It is vital that you inform us of changes happening in your family. Changes at home include moving, hospitalization of a sibling or parent, custodial issues in the parent's relationship, etc. These influence the way in which your child relates to others. Staff members can better provide for a child's needs if they are aware of the situation. We will treat this information in a confidential manner. Please also ensure the childcare director is informed.

RESOLVING CONCERNS

It is important that parents and staff familiarize themselves with the center and its programs. Parents and staff should discuss any concerns or suggestions about the childcare program with the Director. Concerns about program staff can be discussed with the Director at any time.

GENERAL INFORMATION

HOURS OF OPERATION

Little Scholars Child Development Center Inc. is open Monday through Friday from 7:30am to 5:00pm. We suggest the arrival of the children between 7:40am and 8:50am to allow for breakfast, with arrival no later than 9:00 am as instructional time will begin by 9:00 am. Families with continued late arrivals will need to meet with the Director to discuss and may be removed from the program.

See the Director for more information. Spots are filled on a first come, first serve basis as space may be limited.

Little Scholars Child Development Center, Inc. is closed for the following holidays: New Year's Eve, New Year's Day, Martin Luther King Jr Day, President's Day, Memorial Day, Juneteenth, Independence Day, Professional Development Days (TBA- July), Labor Day, Thanksgiving (both Thursday and Friday), Christmas Eve, and Christmas Day. If the holiday falls on a Saturday the

recognized day will be the prior Friday and should it fall on a Sunday, the following Monday will be the recognized day. Holidays are subject to change.

Little Scholars Child Development Center, Inc. may be closed for Transition days. The facility will have a minimum of a two-to-three-day period where care will not be provided before the first day of school (we normal schedule these days during our Professional Development days). This break is utilized to facilitate a safe and smooth transition from the end of the school year to the start of a new school year. In addition, adequate time is required to properly train new school year staff once school is in session in the fall.

An annual holiday schedule is published and provided to families, and includes adjustments for holidays that occur on weekends, and announces the dates of the two teacher in-service days. *Enrollment fees have been annualized to reflect holidays and staff in-service days the center is closed.

Little Scholars Child Development Center, Inc. reserves the right to limit slots and adjust fees due to state ratios and capacity. Fees are expected for weeks registered regardless of attendance to maintain your child's slot.

PERSONAL BELONGINGS

The center provides an ample supply of toys, learning tools, developmental materials, and food to meet your child's daily needs. Please leave all toys, food, gum, pets, and money at home. All children share the materials at the center as part of the learning experience. If it is necessary to bring items to the Little Scholars other than a change of clothes and bedding, please label items clearly. Little Scholars will do our best to help manage labeled items however it is not responsible for lost or damaged items.

CLOTHING

Dress your child for action! Clothing should be comfortable, easy for the child to manage (buttons in front, elastic waist bands, etc.) and appropriate for "messy" activities such as arts and crafts and outdoor recreation. Sneakers or other soft-sole shoes are advised for the prevention of injuries.

Infants and toddlers need to have two changes of clothing on hand. Infants will need 2 crib fitted sheets. Preschool and school age children need at least one change of clothing. Toddlers and preschoolers will also need a small (crib/toddler size) blanket for naps.

Please be sure that your child's name is clearly marked on all articles of clothing so that we can minimize the loss of personal belongings. In the event of missing items, please notify us

promptly. Unclaimed items are donated to families in need. Little Scholars is not responsible for lost or missing items.

FAMILY AND TEACHER CONFERENCES

Formal conferences are designed for our participants to help families and teachers share child's progress, plan goals together, and to communicate any challenges or victories. A family may ask for a meeting with the Teacher at any time. The formal conference will be scheduled at a time of convenience so that you and other significant people in your child's life can participate.

PARENT VOLUNTEERS

All parent volunteers must complete a Little Scholars volunteer form at least 2 weeks prior.

- Once the application has been reviewed and a background check has been passed, the Child Care staff will notify you.
- Parent volunteers will be placed in a group of children along with Little Scholars staff members but not counted in ratio.
- Volunteers are not to be left alone with children at any time.

Please contact the program's Director if you or someone you know would like to be trained as a volunteer for any of our programs. Each potential volunteer must go through an interview process which includes a background and reference check even if you are only volunteering one time. No one will be permitted to volunteer until the interview process is complete.

PARENT PARTICIPATION & VISITATION

Parents are an important part of our program. We encourage you to share your talents, hobbies, and/or profession with your child's group. Please contact the office to volunteer your services.

Parents of enrolled children may make unannounced visits at any time. All custodial parents have the right to enter the center at any time. We request, however, that visits of a lengthy nature are scheduled with the Director ahead of time so that there is ample time to fill out the volunteer application, and gain approval. Visitors other than parents are welcome to visit with the parent's permission such as grandparents but must make an appointment with the Director ahead of time. Visit length is at the sole discretion of the Director and may be limited. The wellbeing of all children in our care is our top priority and limiting program access helps us to ensure this standard.

Parents may check children out of the program at any time.

We would also like to invite all the parents to attend special events and shows put on by the children each session.

PARENT ADVISORY COMMITTEE

The committee consists of at least one parent from each age group.

The purpose of the committee shall be:

- To initiate suggestions and ideas for development and improvement of the Childcare Programs.
- To function as a channel for communicating with parents and the Childcare Program and its programs.
- To assist in organizing activities for the parents.
- To serve as a channel for hearing concerns on the program.

Any parent interested in serving on the committee should contact the Director.

NEWSLETTER

The program publishes a monthly newsletter to keep you informed of our activities and provide you with classroom news. Please refer to our monthly calendar for events in which you would like to participate. Little Scholars personnel may utilize electronic communications such as (ReadyRosie, Procare, Remind, Survey Monkey etc.) therefore a parent's valid email address and phone number must be on file. Consent form attached.

OUTSIDE CONTACT

To maintain professional boundaries, we prefer no outside contact between childcare staff and families may occur. This includes, but is not limited to, babysitting and birthday parties, as well as social media, such as Facebook, Instagram, Twitter, Snapchat, etc. Childcare staff members are not to accept babysitting opportunities, birthday party invites, or "friend/follow" requests on social media. If outside contact is made it is understood that Little Scholars Child Development hold no liability to any action. Please inform the Director if unwilling outside contact with you or your child has occurred.

BREASTFEEDING

In the event a mother wishes to nurse their child or pump milk, you are welcome to do so.

*See Director for locations if needed.

ENROLLMENT & TUITION

REGISTRATION & ENROLLMENT

Little Scholars offers childcare for ages 6 weeks to 12 years. Some restrictions may apply. Special accommodations are considered on an individual basis, licensing rules and classroom availability may hinder the ability to register all children. Pre-registration is strongly recommended.

Little Scholars reserves the right to determine eligibility in this program.

We have a limited number of slots, enrollment is taken on a first come, first serve basis. We are unable to accept phone, faxed or email registrations. Little Scholars reserves the right to limit slots and adjust fees due to state ratios and capacity. Availability may be limited due to current state ratio guidelines and capacity requirements.

Parents are encouraged to submit a packet to be contacted as state ratios increase or spaces become available.

Little Scholars offers year-round enrollment. Parents must complete the program enrollment application at least 48 hours before attendance. This includes proper review of documents, including medical forms and payment processing.

No child will be refused admittance to the program due to race, religion, gender, or gender identity.

A meeting will be scheduled after all paperwork, including IEP's when applicable are returned and reviewed by director.

For enrollment to be complete return the following items to the childcare program director:

- Enrollment Packet with immunization & physical records.
- Registration Fee (see below)
- EFT/automatic withdrawal form to authorize for weekly payments

Return these items as soon as possible to save your child a slot as we do have limited class sizes.

Please provide an up-to-date record of children's immunizations. We reserve the right to deny care for any child who is not immunized.

Parents and guardians are required to disclose all medical, physical, or behavioral issues at the time of the child's enrollment. For the safety of your child, and so current information is

always on file, any changes to registration or medical information must be immediately communicated to the Director. Families are required to share timely in writing with Little Scholars personnel if their child has had any direct exposures so appropriate steps can be taken. Parents will be notified in accordance with appropriate guidelines of any direct exposures in the program.

REGISTRATION FEE

To reserve your child's slot a \$100 per family and \$75 per single child registration fee is required at time of sign up. If the registration fee is not paid at the time of registration, it will be drafted at the same time as the first week's fees. Registration fees are non-refundable and annual.

Note: All payments must be made to authorize Little Scholars personnel at the program.

Authorized personnel include Little Scholars staff, billing specialists, or the childcare program Director. No cash payments will be accepted. Teachers are not able to accept payments or enrollment paperwork.

ANNUAL REGISTRATION FEE

An annual registration fee will be due by all families on the anniversary of the enrollment date or by August 15th of each year. \$100 per family or \$75 per single child registration.

LICENSING & POLICIES

Little Scholars abides by all standards regulating childcare centers as prescribe by the State of Florida Department of Children and Families (DCF). Ratios are maintained at, 1:4 for infants, 1:6 for toddlers, 1:11 for two-year-old or 1:15 for preschool programs depending on the age of the child.

To obtain a full compliance with these standards, parents must complete each enrollment form in its entirety and as necessary update the information throughout the year. It is your responsibility to keep your child's records up to date. Failure to keep records current could result in exclusion from care.

FULL TIME VS PART TIME

Full time status is described as attending 3-5 days per week with a maximum of 9 hours per day. Families are permitted to attend any days during operation. Part time is described as attending 1 to 2 days per week or half days per week. Families with part time status must confirm these days upon registration according to DCF guidelines. Days cannot alternate or change due to closure, holiday, etc.

Enrollment will be prioritized for families needing full-time care. Little Scholars reserves the right to offer a limited amount of part time slots.

WAITING LISTS

If a program fills prior to your registration, you may place your child on our waiting list.

You will be contacted if a slot becomes available 3-5 days prior to the session start date.

SPECIAL ACCOMODATIONS

Little Scholars is committed to living out our value of inclusiveness which promotes non-discrimination and equal access in our programs, services, and activities. We strive to provide the best childcare experience for your child, and ask that prior to registration, you consult with the childcare director regarding any special accommodations of your child. We will work to provide reasonable accommodations upon request and based on information provided. Ratios must be always maintained.

Inclusion information for children with special accommodations must be provided at the time of registration directly to the Director. After reviewing the information and a meeting with childcare director a decision will be determined if request is a reasonable accommodation. IEPs are especially helpful as they are useful in determining if the special accommodations fall in the typical scope of the program and how we might be able to accommodate the child.

MEDICAL TREATMENT

Since there are some medical treatments and procedures that legally the Little Scholars staff is not trained, nor qualified to perform, children will be enrolled on an individual basis. We will make every attempt to serve all children.

TUITION AND FEES

A current tuition and fee schedule is included with the parent handbook. Tuition is due on Friday, in advance for weekly program fees. Fees are scheduled as automated withdrawals. Little Scholars recommends a bank account to be used to avoid processing fees. Cash payments are not accepted. In the event you encounter a problem with your credit/debit card or bank account please notify the Director immediately or at minimum prior to the withdrawal schedule Thursday at 6am to avoid the return fees. Returns and unpaid balances are subject to late fees and may be turned over for further collection action. The legal parent/guardian who enrolls the child is responsible for tuition. If another party is assuming responsibility for payment, that individual will complete the EFT paperwork and submit a letter stating they understand they are responsible for the fees.

Special Court Ordered arrangements or Dual custody situations will be handled discreetly as it is Little Scholars policy to remain neutral in all custody matters. Please see the Director if special arrangements need to be considered for your family.

Little Scholars requires payment of full tuition even when children are absent as we do not pro rate fees. Full tuition is charged for weeks that include holidays. Permanent changes such as withdrawal must be made using a “no care form” two weeks prior to the EFT withdrawal date.

Little Scholars members who enroll multiple children in the same household will receive a multi child discount of \$40 to be applied to the oldest child. No other discount can be combined.

Official Annual tax statements are prepared and made available to families by January 31st. Tax statements are issued to the primary person listed on the Little Scholars account by email.

TUITION ASSISTANCE

Little Scholars Child Development Center, Inc. accepts payments made by third parties for tuition. Families are expected to maintain their agency assistance, authorization and attendance. Co-pay, if applicable is due every Friday via auto draft prior to care. When a family does not make their portion of the tuition payments in advance as required, Little Scholars staff reports the fees due to the Agency. Changes in authorization status or copays must be communicated immediately. Should the third party not pay the tuition due, the unpaid tuition is moved to the family’s account and is due immediately.

LATE PAYMENT FEE POLICY

A late charge of \$50 will be assessed for any payment not received. Payments are due prior to services being rendered. Children will not be permitted to attend if the following occurs:

1. Any outstanding balance is owed to Little Scholars; this includes childcare or any other program fees.
2. Account has been submitted to collections. Once an account has been sent to collections the Little Scholars is unable to register for any programming until balance is paid in full to the collection agency.

Payments at this point will not be able to be paid at Little Scholars.

RETURNED PAYMENTS

There will be a \$50 fee assessed for any and every returned payment.

REFUND POLICY

All withdrawals from Little Scholars and/or refund requests must be done in writing through Little Scholars.

Refunds/credits will be issued as follows:

- A full refund (less the deposit) will be issued if a written cancellation is received at least 2 weeks prior.

Payments were made through EFT draft from a checking or savings account, it takes 2-3 weeks from the date requested to receive a refund in the mail. If you paid by credit card or your childcare payments were made through EFT draft from a credit card account, it takes 1-2 weeks from the date requested to receive a refund on your credit card statement.

*Refunds will not be given due to illness or unearned vacation.

EXPULSION POLICY

Little Scholars Child Development Center, Inc. reserves the right to end your child's enrollment with or without refund if the staff deems in the best interest and/or safety of the child, other children, parents, or staff. If a child's enrollment termination is deemed necessary by staff, parents will be informed of reasons for termination.

Examples include but are not limited to:

- Tuition not paid
- Violation of Little Scholars Code of Conduct
- Criminal behavior
- Persistent lack of communication and/or collaboration between family and the Little Scholars
- Safety concerns

PROGRAM POLICIES

SEVERE WEATHER POLICY

In the event of severe weather, the center will make every effort to remain open. If conditions are deemed hazardous and become dangerous to be out, closing announcements will be provided through email and/or social media (Facebook).

If power is out or there is a loss of water, site will be closed.

LATE PICK-UP

When a child is not picked up by closing time 5:00pm, a late fee is charged to the family. At one minute after closing, a late arrival fee of \$5.00 is charged. Beginning at 5 minutes after closing each additional minute costs \$1.00. Late arrival fees are charged per child. Families with continued late pick-ups will need to meet with the Director to discuss and may be removed from the program. If Little Scholars has not been notified that the parent is running late, staff will begin to call parents and family members, or other persons listed on the enrollment form by the family. In the event no one on the list can be reached, the local authorities will be notified.

Note: Fulltime care is a maximum of 9 hours per day. Late fees will apply to care exceeding the timeframe.

CHILD ABSENCE

Please let the Little Scholars know if your child will be absent, or if your child is absent. Please inform childcare staff if your child will be absent by either calling the site directly at 772-934-6870 or email at lscholarscdc@gmail.com.

- We do not prorate based on attendance. We do not alternate days for part-time Full tuition is required even when children are absent – this allows us to maintain enrollment and ensure a child's slot will not go to the next family on the waiting list. If you have already paid for a week and your child was unable to attend that fee cannot be applied to a future week of care or refunded.

VACATION

As a courtesy to our long-term families, we are pleased to allow one week of vacation per year, without fee or penalties, after one year of enrollment in a full-time program. We require written notice at least two weeks prior to vacation (to properly credit your account) and your account must be current. For vacations extending beyond one-week, weekly tuition will be charged to maintain enrollment. This fee should be paid before the vacation begins. A No Care Form must be completed prior to your vacation, please see the Director to complete this form.

RECORDS

All student records are kept for five years.

BATHROOM PROCEDURES

No child is unsupervised, and no child is ever alone with a staff member. All children will go to the bathroom with the entire class and/or groups of children escorted by staff. All bathrooms are in the classrooms. All children over age 3 will be self-sufficient in taking care of personal

bathroom needs and changing when necessary. Little Scholars policy does not permit staff to touch children in "areas covered by a bathing suit". Children will only use bathrooms inspected for safety by staff.

SENSITIVE MATTERS

Little Scholars is aware that many children and families encounter sensitive matters or events. Sensitive matters are handled on an individual basis to the best of the staff's ability and training. Staff will involve parents in this process and provide resources for support.

Any problems your child may be having at home may affect their behavior at the Little Scholars. Please keep us informed so that we can be sensitive to your child's needs. We would like to work as a team with the family to provide the best environment for your child's growth and development. Regular, open communication between parents and staff is vital.

CUSTODY AGREEMENTS

To ensure that Little Scholars follows any court-order pertaining to the custody of your child, we require a certified copy of the custody order. We keep this information confidential and solely for the safety and well-being of your child. If a new custody order is issued or if a restraining order has been issued against either parent, we will also need certified copies of these on file. It is the policy of Little Scholars Child Development Center, Inc. to remain neutral in all custody matters.

Under the laws of the State of Florida, both parents may have the right to pick up their child unless a court document restricts that right. Nonresidential parents of an enrolled child shall be permitted unlimited access to the center and be afforded the same rights as the residential parents unless there is court documentation limiting access and conditions of the nonresidential parent. This court documentation must be on file at the Center. The parent or guardian shall notify the Director of their presence on site. Parent or guardian will notify Little Scholars of any changes in writing. Any further legal documents or requests for information must go through the Director.

TRANSITION OF CHILDREN

We feel transitioning takes time, preparation, planning and patience. Adults can help a child by supporting them before, during and after transitions occur. These transitions occur when starting at a new environment, everyday transitions from home to daycare setting, transitioning into a new age group and classroom, with a new provider, and transitioning to school. We are committed to assisting our families and children in making these transitions as seamless and comfortable as possible. The Director and Teacher, with parent, input will make the final determination on transitioning the child.

INDIVIDUALIZED EDUCATION PLANS

Prior to children with an IEP beginning our program we must have a copy of the IEP. Parents will be contacted to set up a meeting to ensure that the specific needs are understood and will provide those details in a letter to the Director. The parents and Director will agree on the accommodations that can be made based on the information provided, should the information change Little Scholars reserves the right to request a secondary meeting to review and update the changes to ensure the child's success in the program.

Parents and guardians are required to disclose all medical, physical, or behavioral issues at the time of the child's enrollment. For the safety of your child, and so current information is always on file, any change must be immediately communicated to the director.

FORMAL ASSESSMENTS

Little Scholars utilizes Learn Every Day, Creative Curriculum, and Teaching Strategies Gold which includes formal assessments. Child level data is reported for participants enrolled in outcome-based programs.

OUTDOOR PLAY

Florida requires that the program shall provide outdoor play each day in suitable weather for children in attendance. We know that vigorous physical activity and the ability to be loud boisterous are important for children. Children who spend time outdoors on a regular basis are healthier and less likely to have health related problems. When a child moves from house to garage to car to short walk to the program door, it is sometimes challenging to remember that they need to be dressed to be outdoors every day.

Sunscreen should be applied at home in the morning whenever the weather is expected to be sunny. Footwear for warm weather needs to be safe and comfortable on pavement, grass, pedaling a tricycle, and on loose wood chips.

During the winter months, children over 12 months of age will play outside provided the temperature with wind chill is not lower than 60° F. Low temperatures, precipitation, wind, amount of sunshine, temperatures not exceeding 90° F with humidity will all be considered, and outdoor time may be shortened in response. In the summer, children will remain indoors whenever there is a heat warning. Shade is available on all playgrounds and water is provided. Children will not go or stay outside when lightening is seen. Children will not go outside if there is precipitation. Parents should make sure that children are dressed for the weather. When outside play is not available it is required that children will have the opportunity for gross motor activities indoors.

LEAVING THE CENTER

FAMILY DEPARTURES

When planning to voluntarily withdraw your child(ren) from the program please notify the center as far in advance as you can, but at least 2 weeks ahead of the departure date. This allows us to process the paperwork to stop automatic drafts for fees and to enroll another child who is waiting for the empty space. In addition to the notice, a Change/Withdrawal form will need to be completed to conclude the process within 14 days to deem your status as officially withdrawn.

Normal program fees continue to accrue until written notification of withdrawal is provided to the Director.

PROGRAM REQUIRED DEPARTURES

Little Scholars reserves the right to terminate care to anyone at any time and for any reason. Please know that Little Scholars will work with every family to ensure that children thrive. On rare occasions, issues arise that the family and Little Scholars have not been able to resolve.

Examples include but are not limited to:

- Tuition not paid
- Violation of Little Scholars Code of Conduct
- Criminal behavior
- Persistent lack of communication and/or collaboration between family and Little Scholars
- Safety concerns or sense of unhappiness with services provided

PARKING

Please remember to drive slowly and carefully. During early morning/afternoon pickup, please note parking is limited, so please plan accordingly. There is no parking at the front entrance.

CODE OF CONDUCT

Our program strives to meet the needs of all children without ignoring the demands of any one individual within the boundaries of set guidelines and rules. Little Scholars Child Development Center, Inc. have established rules, consequences, and a zero-tolerance policy on specific behaviors. Little Scholars reserves the right to suspend or expel a child from the program at any time based on the severity of the actions of the child.

Little Scholars Child Development Center, Inc. Rules

- Keep hands, feet, body, and objects to yourself
- Show respect to staff, others, and self
- Speak for yourself, not others
- Do not willfully destroy Little Scholars property
- Do not go anywhere without a Little Scholars staff
- Always clean up after activities
- Have fun

BEHAVIOR MANAGEMENT POLICY GUIDELINES

Little Scholars provides a safe environment for children to develop, mind and body. The overriding principles of the Little Scholars behavior management policy are to help children become individuals who make their own choices and who take responsibility for their actions. One goal of Little Scholars is to engage children in meaningful and stimulating activities, focusing on positive role models, and promoting the core values of Little Scholars, including caring, honesty, respect, and responsibility.

Little Scholars promotes positive reinforcement and behavior guidance, rather than a negative consequences disciplinary policy. We encourage children to practice self-direction and conflict resolution. One technique staff may use to help children regain self-control is a staff member may hold a child for a short period of time, such as in a protective hug. Considering each child's age, developmental stage, and personality, we establish fair and reasonable expectations of behavior.

When a child's behavior needs guidance, the following steps will be taken:

- Verbal warning.
- Re-direction to another activity. In addition, appropriate behavior is encouraged by staff that model courtesy and respectfulness. With help from adults and peers, children learn and practice nonviolent forms of conflict resolution.
- Separation from the situation, if used, shall last no more than one minute per each year of the child's age, and shall not be used with infants. Upon the child's return to the activity, staff shall review the reason for the separation and discuss the expected behavior with the child.

Our goal is to help each child develop positive feelings of self-esteem while fostering growth towards self-direction.

- Parent notification at pick up time.
- Meeting with parent and behavior contract created.
- Notice of Suspension (1 Day), next day of care/without refund.
- Notice of suspension (2 Days), next 2 days of care/without refund
- Notice of suspension (3 Days), next 3 days of care/without refund.
- Behavior Management Plan

In the event a Behavior Management Plan would need to be implemented the program will communicate and consult with the parent prior to implementing a specific behavior management plan. This plan shall be in writing and shall be consistent with the above rule requirement. The specifics of these Child Behavior and Management Guidelines applies to all employees of the Center. The director and staff will protect children and remove them from any person or situation that is determined unsafe while on the Center premises.

- Behavior Notification: If a parent needs to be notified, a Behavior Notification Form will be completed (See next page). In addition to the form, we may call home, as well as a Parent conference will need to be scheduled. These conferences are used as an opportunity to identify ongoing concerns and provide support in the form of community resources. An agreed upon plan will

be developed to determine strategies for successful learning.

- Conference with Program Director/Parent/Child
- Removal from program.

*Little Scholars may deviate from these steps when the seriousness of the behavior deems necessary.

NON-VIOLENCE POLICY

Little Scholars strives to be a fun place that meets the needs of all children. However, “play” – action or words - that includes violence, aggressive behavior towards another person, or weapons play or talk, is not allowed.

ZERO TOLERANCE

The following behaviors will not be tolerated:

- Inflicting physical harm on another individual (including biting, kicking, spitting, and hitting)
- Verbal threats or activity that may cause physical harm to another individual
- Physical action or verbal outbursts that may destroy property or negatively impact another
- Possession of a weapon, controlled substance, or alcohol
- Use of foul language
- Inappropriate touching of another individual
- Child does not stay within the boundaries of the facility (runs out of the facility)

Little Scholars reserves the right to suspend or expel a child immediately for violation of the Zero Tolerance guideline without refund.

If after redirecting the child's activities, the child continues to speak or act violently or aggressively towards other people, a parent/director conference will be requested. Following the behavior, be advised that at the discretion of the staff a parent will be notified by phone and be requested to pick up the child for their dismissal from the program to maintain the safety of all within the facility. A conference will need to be conducted for the child to return.

Behavior Notification

Name of Child (print): _____ ☐Male ☐Female DOB: _____

Date of incident: _____ Time of incident: _____ ☐AM ☐PM.

Child's supervisor at time of incident: _____

Person Reporting Incident: _____

Location of the Incident/Room incident occurred: _____

This notice is to inform you of a situation in need of your immediate attention. The following behavior occurred today:

- ☐ Repeated swearing, teasing or other improper language or gesture
- ☐ Disruption of Little Scholars activities/talking back to or failing to pay attention to group leader or teacher
- ☐ Provoking or fighting with others or other inappropriate physical contact
- ☐ Failing to follow safety rules
- ☐ Leaving the premises without permission
- ☐ Possessing a dangerous item or controlled substance
- ☐ Misusing Little Scholars equipment or facilities
- ☐ Endangering others or self
- ☐ Unprovoked aggressiveness towards staff or students
- ☐ Theft/Tampering with someone else's belongings

Comments: _____

The supervising personnel have taken the following action:

- ☐ Redirected the child to another activity ☐ Removed the child from the current activity to a quiet space
- ☐ Discussed the behavior with the child ☐ Parent was called & ____child sent home
- ☐ Parent called to talk to the child
- ☐ Other _____

Follow up determined:

- ☐ None needed at this time ☐ 1 Day Suspension ☐ 2 Day Suspension ☐ 3 Day Suspension ☐ Parent conference
- ☐ Can return after intervention (TBD case by case)
- ☐ Please talk to your child about the following Little Scholars rules: _____

PARENT/GUARDIAN SIGNATURE: _____ **Date:** _____

DIRECTOR: _____ **Date:** _____

ADULT CODE OF CONDUCT

The following guidelines have been created to meet the standards, policies and procedures of the Little Scholars, and minimum standards for childcare centers. Little Scholars staff and volunteers are knowledgeable of these standards, policies, and procedures.

- Communicate with the site director or staff daily.
- Give detailed information to the Director if custody situations arise.
- People whose behavior and/or health status pose an immediate threat or danger to the health and safety of the child must not be present when children are in care.
 - Do not confront any child in a threatening manner.
 - Do not confront children from other families.
 - Using profanity in the presence of a child is prohibited.
 - Report concerns to the Director.
 - In the event of threatening behavior towards a Little Scholars staff member or child, 911 will be called.
- Consumption and/or possession of alcohol in any form are strictly prohibited by Little Scholars. Controlled substances/medications must be accompanied by a written doctor's prescription when used during childcare, during transportation, or on field trips. People must not be under the influence of or impaired by alcohol, illegal drugs, or controlled substances in the presence of children and staff.
- Childcare program, during transportation on fieldtrips:
 - Children will not be released to parents, guardians, or other authorized adults if the Little Scholars staff feels as though the individual is consuming, under the influence of or impaired by alcohol, drugs, or a controlled substance.
- People must not smoke, use tobacco products, E Cigs, or Vape Pens or any similar product at Little Scholars, on the premises, on the playground, in transportation vehicles or during fieldtrips.

CONSEQUENCES OF VIOLATION

Regarding the "Adult Code of Conduct" listed above, any parent misbehavior will result in the Childcare Director's decision ranging from a verbal warning to the maximum penalty being parent's removal from the building or the child's removal from our program.

Please be aware, if adult behavior is a concern Child Abuse Hotline may be contacted since the Little Scholars is a mandated reporter under Florida law.

PROGRAM SCHEDULES

ARRIVALS AND DEPARTURES

Attendance will be taken each day for safety and security. If your child is ill or will not be attending the program for any reason, please notify us. All children, staff, and parents are required to have a daily temperature check upon arriving. If children or staff have any COVID-19 symptoms, they must stay at home. Parents are expected to sign children in and out, as appropriate, at arrival and/or departure. Parent and guardians have the option of wearing face coverings during drop off and pick-up times. All children must be accompanied in and out of the program. A parent or guardian may designate another responsible adult, age 16 or older to pick up or drop off the child. Staff are expected to ask to see positive picture identification for any person picking up a child that they personally have not met. Children are only released to those designated by the parent/guardian at enrollment and not to anyone else.

TRANSPORTATION & FIELD TRIPS

Little Scholars staff members are prohibited from transporting participants in their personal vehicle at any time. When a trip is planned, the information provided to you will always include the means of travel, including walking, taking public transportation, riding in a Little Scholars owned bus, or riding in a school bus. Florida rules for child restraints will be followed, based on the children's age, weight, and vehicle type. On all trips a person trained in First Aid, Management of Communicable Disease, Child Abuse Prevention and CPR shall be present. The following will be available for all trips: first aid supplies, a completed Child Enrollment and Health Information form (except for routine walks), a completed Child/Medical Physical Care Plan, any emergency medications, a written record of which vehicle each child is being transported in and the cellular phone number of the adult in that vehicle who could be contacted in an emergency. The center will ensure that means of communication are available. Each child will have identification attached to them which states the center's name, address, and a contact telephone number in the event the child becomes lost.

TRIPS

Families will be asked to grant permission for the trip. The permission slip will include:

- Date of trip
- Destination

- Time of departure and of return
- Means of transportation (walking, bus)
- Child's Name
- Parent/Guardian Signature
- Date of Signature

During all trips, at a minimum a second adult will be present for every five or more children to meet required ratios.

ROUTINE TRIPS

If children regularly go on a routine trip, such as back and forth to school, to a nearby park, or for a walk around the block Little Scholars will ask parents to give permission for the trip. The permission slip will be labeled as permission for a routine trip and will include:

- Date of trip and destination
- Time of departure and of return
- Means of transportation (walking, bus)
- Child's Name
- Parent/Guardian Signature
- Date of Signature

Written permission shall be valid for the routine trip for one year or until withdrawn by parent. Please see the Director if you have questions.

SAFETY & HEALTH

SAFETY, HEALTH, AND SUPERVISION

- All common and reasonable efforts to ensure safety must always be made.
- When walking near the parking lot, extreme caution must be taken.
- Emergencies and accidents will be handled as requested by the parent(s) per emergency forms. Minor accidents (cuts, etc.) will be treated by staff trained in first aid.
- All children will always be supervised.

- There is a Fire Emergency and Weather Alert plan posted in each classroom which explains actions to be taken in case of fire emergency or weather alerts. The plan shall include a diagram showing evacuation routes. There is an emergency action plan at the center.
- When an accident or injury occurs, the center shall complete an incident report.

The center, at a minimum, observes Florida required staff to child ratios.

Ages of Children	Childcare staff member/child ratio
Young Infants (Birth to 12 months)	1:4
Young Toddlers (1 to 2 years)	1:6
Older Toddlers (2 to 3 years)	1:11
Preschool (3 to 5 years non-kindergarten)	1:15
School Age (Kindergarten to 12 years)	1:20

*Ratio and capacity are determined by State of Florida guidelines and may change at any time determined by the state.

EMERGENCY DRILLS AND EVACUATION PROCEDURES

Little Scholars has devised procedures to follow in the event of an emergency that would occur while children are in the programs care. In the event of a fire or tornado; staff follows the instructions that are posted in each classroom, describing emergency evacuation routes.

In accordance with Florida State Law and to prepare the students for emergency evacuation, the program conducts monthly fire and severe weather drills as well as quarterly safety drills. All drills are documented when they occur and are posted on parent information board. Parents will be notified if children are moved to another location.

Procedures for emergency situations:

Fire evacuation:

- Staff will take roster, secure the classroom, exit the building with the children designated meeting place, account for all children, and notify administration in charge whether all children are present. Staff and children are not to return to the classrooms until all clear is sounded.

Weather Alert:

- Staff will take roster and any emergency medication/supplies, secure the classroom, lead children to the designated “safe place, account for all children, have children assume the safe position-covering head and neck, if blankets or protective covering is available, cover children. Notify administrator in charge if all children are present. Staff and children will stay in designated “safe place” until all clear is sounded.

Emergency Evacuations:

- Staff will take roster and any emergency medication/supplies, first aid kit, emergency contact information for children, account for all children, exit building to the designated evacuation spot, account for all children with a name to face check off. Parents will be notified as soon as possible.

Threat of Violence:

In the unlikely event of a threat of violence near the center, upon notification by emergency, school district or Little Scholars personnel, the staff will secure the children in the safest location possible. Lockdown procedures are in place for the security and safety of the children and staff. All doors will be locked. No one (including parents) will be allowed to enter or exit the building. The center will remain on lockdown until the proper authorities have resolved the issue. In a lockdown situation, parents will be contacted as soon as possible. If a parent cannot be reached, we will contact the emergency contacts listed on the forms. Incident report completed and provided to parents. DCF will be notified within 24 hours.

Loss of Power, Water, Heat:

- Director will contact the utility company office to notify of outage and assess expected time of outage, evaluate factors, including safety, temperature, daylight, refrigeration requirements, and ability to follow sanitary hygiene practices. Director will make the determination whether the center needs to be closed or not.

During inclement weather, staff may stop the evacuation at the door to minimize exposure. Evacuation plans that include emergency evacuation routes and the procedures to be followed to assure the children have arrived at the designated area are posted in each classroom. A phone, attendance sheets, first aid kits, emergency records and medication will be taken to the evacuation site. If necessary, parents will be contacted as soon as possible. If a parent cannot be reached, we will contact the emergency contacts listed on the forms.

MEDICAL EMERGENCY PLAN

Emergency Phone Numbers: 911

In case of emergency the site administrator is to be notified immediately. If the administrator is not available, the next senior staff member must notify the parent(s) and contact the appropriate emergency number. If the parents cannot be reached, the requested adults will be notified. If necessary, the child will be transported to the hospital of their choice.

In case of illness of a child, he/she will be removed from the activity area (clothing changed if necessary) and will be cared for by the center Director or another staff member in an area away from the activity area while the parent or requested adult is notified and is in route to the center.

In case of a dental emergency, staff will follow procedures indicated in the Dental First Aid posted in each classroom. Responsible staff will be the same as in the case of other medical emergencies.

All other emergencies will be evaluated on an individual basis and a decision to remain open or closed will be made based on the information received.

In the unlikely event that the center is severely damaged or declared unsafe, the staff will evacuate all children by public transportation to the alternate designated area to await the arrival of their parents or guardian. If such an emergency occur the director will notify each child's parent. Little Scholars staff will notify parents as soon as possible should something like this occur—and it is likely that there would be an announcement on the radio or television news. During emergency situations all children will be supervised, and appropriate ratios will be maintained for each group.

WAIVER

I understand that Little Scholars Child Development Center, Inc. assumes no responsibility for injuries or illness which I or my family members sustain because of my physical condition or resulting from my participation in any athletic activities, sports programs, the use of any playground equipment, or other activities. I expressly acknowledge on behalf of myself and my heirs that I assume the risk for all injuries and illness which may result from my participation in these activities. I hereby release and discharge Little Scholars Child Development Center, Inc., its agents, and employees from all claims from injury, illness, death, epidemics, pandemics or quarantines, loss, or damage which I may suffer because of my participation in these activities.

Little Scholars does not incur the cost of medical treatment and it is imperative that you indicate on your child's health history/registration form what type of health insurance you carry. It is a requirement of the program that a family carry their own health insurance that covers the child enrolled in the program.

I understand that to maintain the new COVID-19 requirements all children and the family member dropping off will be required to have a temperature check prior to entering facility. If temperature is recorded at 100.0 degrees Fahrenheit or higher, they will not be permitted on premises. Each person will be required to answer questions regarding COVID-19 symptoms. Example - Have you been in close contact with a confirmed case of COVID-19?

Are you experiencing a cough, shortness of breath, or sore throat?

Have you had a fever in the last 48 hours?

I understand my children will be required to wash hands after every activity and upon arrival and departure for their safety. (Where necessary and age-appropriate hand sanitizer may be used)

ACCIDENTS/EMERGENCIES

All precautions will be taken to prevent serious health risks to all children. If a minor injury occurs, first aid will be administered at the childcare location by the staff. The following procedures will be followed:

- First Aid will be provided, and the incident recorded in the Center logs on and DCF form and with Little Scholars insurance carrier.
- The child will periodically be observed after First Aid has been applied.

In case of illness of a child, he/she will be removed from the activity area (clothing changed if necessary) and will be cared for by the center Director or another staff member in an area away from the activity area while the parent or requested adult is notified and is in route to the center.

In general, if a major injury or health problem arises, and professional medical care is required, the following steps will be taken: (may not be in this order)

- Immediate First Aid will be administered by the staff person until professional services arrive.
- You will be contacted. If you cannot be reached, the emergency contact person will be notified.

- 911 will be called.
- A staff person will accompany your child to the hospital and remain until you or your emergency contact person arrives.
- The incident will be described in writing on Little Scholars incident report (DCF & Insurance Carrier).

In case of a dental emergency, staff will follow procedures indicated in the Dental First Aid posted in each classroom or area that children are routinely using during program. Responsible staff will be the same as in the case of other medical emergencies.

Emergency information is very important for us to provide the safest possible environment for your children.

*** Please notify us right away when there is a new work or home phone number, or if you have moved and have a new address, if your child is sick or injured, it is important for us to be able to contact you right away. Please keep these accurate at all times. Also, please notify us if your child has started or is on a medication that has not been indicated on initial paperwork.

Additionally, to ensure the safety of our participants and staff, each child record must indicate permission to grant consent for transportation to the source of emergency treatment. Transportation will be through emergency service vehicles. Staff will not transport a child. During emergency situations all children will be supervised, and appropriate ratios will be maintained for each group.

Little Scholars Child Development Center, Inc. does not incur the cost of medical treatment and it is imperative that you indicate on your child's health history/registration form what type of health insurance you carry. It is a requirement of the program that a family carry their own health insurance that covers the child enrolled in the program.

Added Safety Protocols of Little Scholars Child Development Center, Inc.

- Continuous hand washing
- Stricter cleaning procedures in place
- Staff using PPE (optional)
- Keeping classrooms from mixing
- Temperature checks upon arrival and in the afternoon (as needed)
- Limiting staff and visitors entering buildings

HEALTH POLICY

Little Scholars Child Development Center, Inc. Health and Accident Policy abides by Florida Administration Code. A Communicable Disease chart is located at the Center on the information board which will assist you in determining whether a child should be excluded from the Center. When in doubt, the child will be brought to the office and the Director will assist with the decision.

Program staff who are ill are asked to leave the Center and a substitute is called.

ILLNESSES

Preventing illness and excluding children who may be contagious is important. Please recognize that most children experience illnesses throughout the year. Should your child become exposed to an infectious disease at the center, we will notify you within 24 hours. Parents should immediately inform the center of any diagnosed contagious condition so we can monitor any children who may have been exposed and inform parents appropriately.

Please note that Little Scholars will work closely with the Local Health Department in determining any program exclusions and parents would not be charged if their child were placed on a mandatory quarantine. Families are required to share timely in writing with Little Scholars personnel if their child has had any direct exposures so appropriate steps can be taken. Parents will be notified in accordance with appropriate guidelines of any direct exposures in the program.

The center will help to manage and prevent illnesses through proper hand washing techniques of both staff and children. Staff will wash their hands with children and will supervise children's hand washing after they use the toilet and before they eat, keep a stool by the sink so children can reach it easily, and use a means of timing to ensure the proper length of hand washing. All employees shall wash their hands upon entering a classroom and prior to leaving for the day. All children shall wash their hands upon arrival and prior to leaving for the day.

Little Scholars may use non-permanent sinks to meet the hand washing requirements.

With communication and extra protocols such as social distancing, added cleaning, washing of hands, and wearing of masks (when able) we hope to minimize any closures or interruption of services. Mask requirements for children will follow the school district policy while Little Scholars staff will follow added guidance from the Director. Little Scholars will not provide masks. Masks should be provided by the family to ensure proper fit and comfortability.

MONITORING OF ILLNESS AND CENTER PRACTICES

The program will notify parents or guardians when a child has been observed with signs or symptoms of illness described below and ask that an authorized adult come to the program to pick the child up within 30 minutes of notification. In case of illness of a child, he/she will be removed from the activity area (clothing changed if necessary) and will be cared for by the center Director or another staff member away from the activity area while the parent or requested adult is notified and is in route to the center.

- Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness
- Diarrhea (more than one abnormally loose stools within twenty-four-hour period)
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of eye or eyelid, obvious discharge, matted eyelashes, burning, itching or eye pain
- Untreated infected skin patch(es), unusual spots or rashes
- Unusually dark urine and/or gray or white stool
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestations
- Sore throat or difficulty in swallowing
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

Children may return to the program once they have been symptom free for 48 hours, without the use of medications that may reduce fever or other symptoms of illnesses. In some cases, it is necessary for the family to have a medical professional state in writing that the child can safely return to a group program. Little Scholars reserves the right based on each individual situation and the severity of the symptoms to determine best protocol.

In the case that your child becomes ill during the program, you will be contacted as soon as possible. If the parent or guardian is unable to be reached, the child's emergency contacts will be notified. It is the responsibility of the parents to arrange for the child to be picked up from the center within 30 minutes.

It is important for parents to maintain up to date contact information.

A child with any of the following signs or symptoms of illness will immediately be isolated from other children, but the program director will decide whether the child should be discharged immediately or later in the day:

- Unusual spots or rashes
- Sore throat or difficulty in breathing
- Elevated temperature
- Vomiting

*Additional screening and precautions when exposure to disease, including but not limited to COVID-19.

Staff will assess all administrators, employees, childcare staff, and children for disease/COVID-19 related symptoms listed below prior to or as soon as they arrive each day.

- A temperature of at least 100 degrees Fahrenheit
- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Anyone with a fever of at least 100 degrees Fahrenheit must stay home or be sent home.

Individuals who potentially have been exposed should follow quarantine and other recommendations from local public health officials. We will follow Little Scholars procedures in alignment with DCF and CDC guidelines.

IMMUNIZATION REQUIREMENTS

In accordance with state licensing requirements, the program requires that each staff member and parent submit immunization records upon hire or enrollment. These records are kept on permanent file at the center. Please bring a new record, in any format your medical care provider gives to you, when your child has been given another immunization. A medical statement (Florida physical form) and Immunization record (form 680) signed by a physician or certified nurse practitioner is required to be submitted within 10 days of admission. This medical statement (Florida physical form) must be updated every 12 months and include vision, lead, hemoglobin, dental, blood pressure, weight, and BMI results. We reserve the right to deny care for any child who is not immunized or provide completed records.

LICE/BED BUG POLICY

To limit the spread of lice within at Little Scholars, we take the following action:

We follow a nit-free policy. (Please note this may differ from your child's school policy.)

If a child is discovered to have nits or lice, program staff will handle the situation in a discreet manner. The child's parent/guardian will be contacted immediately and asked to pick up their child(ren) within 30 minutes. All other children are checked for nits or lice during that program time and may, if necessary, be checked through the following program time. All areas are cleaned and treated for lice before students are allowed to play with items that may be affected. An exposure notification will be available in the appropriate communication board for families. Any child who has been sent home due to nits or lice may not return until they have been professionally treated (proof of treatment) and are found by Little Scholars staff to be nit-free and lice free.

If a bed bug has been discovered at the site or on a participant or staff member, families will be notified. Similar procedures will be conducted as in the above-mentioned policy.

MEDICATION

If a child needs to be given medication, and it must be given during the time the child is at Little Scholars, please know that there are several rules to be followed and forms to be completed. The program will not administer medication, food supplement, medical food, or topical lotion until after the child has received the first dose or application, in case of an allergic reaction. **MEDICATION MUST BE ADMINISTERED PRIOR TO CHILD BEGINNING PROGRAM.**

Any medication that you wish to have us give to your child must:

- Be in the original container, with intact label, and labeled with prescription label and the child's first and last name, instructions that state exactly how much medication should be given, how the medication should be given, and under what circumstances. "As needed" is not an acceptable instruction. Please see the

Director to complete a Medical Authorization Form. If the medication contains nonspecific directions, you can explain how staff would recognize the "as needed" conditions and it can be documented on the Medical Authorization Form.

- Not expired
- Neither the form nor the medication can be older than 12 months.
- The "Medical Authorization Form" must be fully completed by the parent/guardian and signed.
- The form and the medication must be given directly to Director. Staff cannot accept medications. Forms can be found in the Director's Office.
- School age children who require the use of a life-saving medication, including but not limited to epi-pen or inhaler may carry and monitor their own medication provided that the parent/guardian reviews the procedure with the staff and child, and signs an agreement to allow the child to monitor his/her own use.
- When a child has chronic or longer-term health conditions such a significant allergy, asthma or eczema that requires ongoing treatment, a Medical Care Plan must be completed. Please see the Director to complete this process.

Little Scholars may administer nonprescription medications under the following conditions:

- Fever reducing medications that do not contain aspirin
- Cough and cold medications that do not contain codeine
- The manufacturers label includes the specific dosage for the child's current age and/or weight.
- The instructions on the completed "Medication Authorization Form" are consistent with the label.

Little Scholars may administer nonprescription topical products or lotions (sunscreen, diaper rash cream, protection or treatment of chapped lips or cheeks, etc.) under the following conditions:

- The substance's label does not indicate that it is expired

- The manufacturers label includes the specific directions for the child's current age and/or weight.
- The instructions given by the parent must be consistent with the manufacturer's guidelines.

BITING

Biting and chewing are very natural behaviors for infants and toddlers, both are a way to explore their environment and as a means of expressing strong emotion. Staff realize the potential for biting when very young children interact with one another, and they take continual, careful action to prevent biting incidents before they can occur.

Specific preventive actions might include stressing the importance of gentle and respectful play, providing distractions and safe objects to bite or chew, and encouraging other forms of expression. When a biting incident does occur, staff members take steps to address the problem immediately, document the incident, and provide a full report to parents of the children involved. Please see our biting policy attached.

CHILD PROTECTION

Little Scholars is mandated by state law to report any suspected cases of child abuse, sexual abuse, or neglect to the appropriate local authorities for investigation. The staff is trained each year on Child Abuse Prevention, Sexual Abuse Prevention, and Neglect Prevention. If abuse is reported to staff, or probable cause for abuse is discerned, staff will immediately notify the appropriate administrator. Little Scholars will not conduct the investigation; it will be handled by the appropriate authorities. Florida law mandates each teacher/coach or childcare provider to report information they have learned regarding suspected child abuse. Little Scholars will file a report in accordance with relevant state or local child abuse reporting requirements and will cooperate to the extent of the law with any legal authority involved.

CHILD ABUSE HOTLINE

1-800-962-2873

Florida Relay 711 or

TTY: 1-800-955-8771

Report Online

<https://reportabuse.dcf.state.fl.us/>

CHILDREN AT RISK

Parents who arrive at Little Scholars in an incapacitated condition (i.e. alcohol, drugs) present a risk to their child. The staff in charge will advise the parent of their options regarding the transportation of their child to his/her home.

Some options that may be exercised are:

- Call the other parent
- Call a Lift/Uber
- Call another person on the child's emergency contact list
- Call a nearby neighbor/friend

If a reasonable conclusion cannot be reached, the parent will be advised that either DCF or the Police will be called.

NUTRITION

Good nutrition is an essential part of Little Scholars. Food habits for a lifetime are usually formed in childhood so we stress a positive approach to eating. Little Scholars will participate in a free meal program provided by the CACFP food program. Each meal/snack is planned to meet a child's nutritional requirements. Parents are asked to check it daily to ensure that your child has no allergies. Please do not bring any food/drinks from home. Our goal is to be a **NUT FREE ZONE**. Please let us know ahead of time if your child is not permitted to have any type of foods due to allergies or religious beliefs.

In accordance with Federal civil rights law and U.S. Department of Agriculture civil rights regulations and policies, the USDA, its Agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted/funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

ANY QUESTIONS?

CHILDCARE QUESTIONS & CONCERNS

Questions or concerns about the policies and procedures or day to day operation of Little Scholars can be directed to the Center Director, Nattaisha Albury. All questions will be answered in a timely manner. Questions can also be emailed to lscholarscdc@gmail.com.

Thank you for choosing Little Scholars Child Development Center, Inc.!

Little Scholars Child Development Tuition & Fees

CARE LEVEL	Infant <12 MTH	Toddler 12<24 MTH	Toddler 2 24< 36 MTH	Preschool 36 < 48 MTH	School Age 60 < 72 MTH
Full Time Weekly Rate	\$260	\$250	\$240	\$230	\$200
Part Time Weekly Rates *M-F (8-11), M/W/F (8-12), Tu/Th (8-2)	\$210	\$200	\$190	\$180	\$150
Drop-in Care	\$65	\$65	\$65	\$65	\$65
EHS/HS Wrap (before/after)	\$80	\$80	\$80	\$80	N/A
Early Drop-off Late Drop off or Pick-up Fee (More than 5 mins late, fees include over 9 hours)	\$5- 1 st min \$1- each min after Per child	\$5- 1st min \$1- each min after Per child	\$5- 1st min \$1- each min after Per child	\$5- 1st min \$1- each min after Per child	\$5- 1st min \$1- each min after Per child
Late Payment Fee	\$50 per occurrence	\$50 per occurrence	\$50 per occurrence	\$50 per occurrence	\$50 per occurrence
NSF Fee	\$50 per transaction	\$50 per transaction	\$50 per transaction	\$50 per transaction	\$50 per transaction
Transaction Fee (Fees occur for each transaction)	ACH \$1	Debit 2% or \$4 min	Credit 3% or \$5 min		

*Annual (non-refundable) registration fee is \$75 per child or \$100 per family (all siblings)

* Mult-child discount credit of \$40 per account will be applied to qualifying accounts

Little Scholars Child Development Center, Inc

2721 NW Mall Cir

Jensen Beach, FL 34957

772-934-6870



Participation Agreement

to email and publish my child's work, photographs or videos via Procure Parent Engagement

To: Parent / Legal Guardian,

Please read this page carefully as it includes information about safety and security issues associated with privacy and behavior.

In the interest of safety and security we require parent permission for publishing children's work, photographs, or videos through a software program called Procure Parent Engagement (the "Program"). By signing this form you grant permission for us to photograph and/or video your child for the purposes of sharing this information with you through the Program. You will also receive updates and information about your child through the Program to the email you have provided herein.

Note that sometimes other children in the center may feature in photos, videos, or stories of your child. By giving your consent you agree not to share photos or video of any child, other than your own, outside the Program without permission. To learn more about the Program, visit procaresoftware.com/parent-engagement . Please complete, sign, and return this form to the center if you wish to participate. We encourage you to contact us if you have any questions.

I hereby acknowledge that I wish to voluntarily participate in the Program:

My Child's Name: _____

My Name: _____

My Email: _____

Signature: _____

Date: _____

Note: Please complete the Participation Agreement for each parent / guardian of the child requesting account access.

Little Scholars Child Development Center Inc.
Biting Policy

SUBJECT: Biting

PURPOSE: To Protect the children at the Center and to encourage children to behave in a socially acceptable manner.

POLICY: Staff and Parents shall follow the following guidelines when a bite occurs.

PROCEDURES:

1. Staff recognizes that at times some children, for a variety of reasons, attempt to bite other children. Some reasons for biting are as follows:

Infants	Experimental, sensory pleasure, teething
Toddlers	Frustration, fatigue, attention seeking, confined spaces, inability to communicate
Preschoolers	Aggression, deliberate
2. Staff will use age appropriate behavior strategies for children who are biting. Staff will attempt to keep frustration levels of children low by providing plenty of stimulation to engage children's interests, having smaller groups of children (e.g. inside group/outdoor group), and using distraction techniques to minimize incidents.
3. Staff and Parents should recognize that a human bite, which breaks the skin, brings great risk of infection (e.g. Tetanus, Hepatitis B, etc...) to the victim. Families are required to keep their children's immunization up to date.
4. When a bite does occur, staff will check for broken skin. All bites, whether the skin is broken or unbroken, will be washed with soap and water and be treated with a topical disinfectant. A cold compress will be applied to the bitten area. Staff will inform the family as soon as possible when a bite occurs. At that time, the family may decide upon follow up medical attention. If the biter is known to be an Infections Disease carrier, or can be seen to have facial herpes, the Director will convey this information to the Family.
5. A record of all biting incidents will be kept. This is especially useful in determining any patterns of biting behavior and in anticipating incidents and preventing them.
6. When a child bites three times on a given day, the child's parents will be called and the child must be picked up from the Center **immediately**. This is to prevent further incidences and to calm the biter.
7. Staff will develop a behavior management program for "repeat offenders" in conjunction with parents, the Director, or other Health Care Professionals.
8. If, at any time, child's biting behavior becomes especially excessive or hazardous to the children or staff, the Director will expel the child from the Child Care Center in accordance with the "Discharge Policy".

Florida Administrative Code **requires** providers to have policies in place regarding the expulsion of children in their care.



Little Scholars Child Development Center, Inc

My signature below verifies receipt of the Expulsion, Suspension and Dismissal Policy.

Name: _____

Child's Name: _____

Date Received: _____

Signature: _____

Please complete and return this left panel portion of the brochure to Little Scholars CDC to remain in your child's records.

EXPULSION, SUSPENSION, DISMISSAL POLICY

Unfortunately, there are sometimes reasons we must expel a child from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child (ren) to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from Little Scholars CDC.

IMMEDIATE CAUSES FOR EXPULSION

- The child is at risk of causing serious injury to other children or him/herself.
- Parent threatens physical or intimidating actions towards staff members.
- Parents exhibits verbal abuse to staff in front of enrolled children.
- Behavior or developmental delays that were not disclosed at enrollment which causes supervision issues.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records
- Habitual tardiness when picking up your child
- Verbal abuse to staff

CHILD'S ACTIONS FOR EXPULSION

- Failure to adjust in a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting

DISCIPLINE POLICY

No corporal punishment is used at Little Scholars CDC. We use redirection or positive reinforcement and/or reflection time. Our focus is to encourage and reinforce your child's positive behavior. If you are unfamiliar with this concept, please feel free to speak with the Director.

Thanks for allowing our staff to support your child's development. We are committed to each child's social emotional development to avoid dismissing children from our program because of concerns of behavior. Behavior concerns tell us that children need more time, support, and practice to develop their social emotional skills. When serious concerns arise, we will partner with parents and professionals who specialize in supporting children's social emotional health. On occasion, we may work with families to seek the best care for their child if we can no longer meet the needs of an individual child.

Prior to expulsion, suspension, or dismissal a parent will be called, and correspondence will be sent home indicating what the problem is, and every effort will be made by both Little Scholars CDC and the parent working together to correct the problem. If after one or two weeks, depending on the risk of other children's welfare or safety, behavior does not improve, and the center finds that they can no longer accommodate the child, the parent will be asked to seek alternate placement in another preschool setting. The parent will be given a minimum of one week's notice to find another will be able to provide care for this child.