



# Little Learners

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## Preschool & Daycare

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Director Susan Shreve

Little Learners is a registered  
childcare ministry of  
The Compass Church-Selma

## INTRODUCTION

We believe children learn best through play, interaction, love and active participation. We will strive to provide a loving, Christian environment that allows opportunities for each child to experience social, spiritual, emotional, intellectual and physical growth. It is vital to provide a curriculum that considers each child's individual needs, learning styles and stage of development. Also, we feel it is necessary to foster an atmosphere of teamwork between school and home that allows the child to smoothly make the transition to school and keeps the family involved in each step along the way.

### PRESCHOOL CLASSES

<u>Pre-K Class</u>	<u>3 &amp; 4 Class</u>
4&5 year olds (Must be 4 by Aug. 1) Monday, Wednesday, Friday 8:30-11:00 a.m. 12:00-2:30 p.m.	3&4 year olds (Must be 3 by Aug. 1) Tuesday & Thursday 8:30-11:00 a.m. 12:00-2:30 p.m.

### PRESCHOOL ENROLLMENT AND TUITION FEES

	<u>Enrollment</u>	<u>Tuition</u>
3&4's Class	\$65.00	\$95.00/month
Pre-K Class	\$65.00	\$118.00/month

These rates are effective for the 2016-17 school year.

An annual enrollment fee for each child enrolled in Little Learners Preschool is due upon enrollment. All tuition is due by the 10<sup>th</sup> of each month. Checks are made payable to The Compass Church-Selma. Receipts are available upon request. If paying in cash, please be sure to place it in an envelope with your child's name on it. Tuition may be given to your child's teacher or placed in the drop box. **If a child misses any portion of the month or a full month, tuition must still be paid in full.**

**LATE FEE:** A \$15.00 late fee will be added for payments that are paid after the 10<sup>th</sup> of the month, and will increase by \$10.00 every 5 days thereafter. Example: Payments received on or after the 15<sup>th</sup>: add \$25.00; on or after the 20<sup>th</sup> add \$35.00, etc.

## DAYCARE RATES

### Infant (0-12 months)

Part-Time (25 hours/week or less)	\$116.00/wk
Full-Time (over 25 hours/week)	\$142.00/wk

### Age 1 yr.-5 yr.

Part-Time (25 hours/week or less)	\$106.00/wk
Full-Time (over 25 hours/week)	\$131.00/wk

### School Age

Daily rate	\$25.00/day
After school rate	\$10.00/day

## DISCOUNT RATES

If your child is enrolled in preschool and daycare, the rates are as follows: (2016-17 school year)

Full-time daycare & TTH preschool	\$152.00/wk
Part-time daycare & TTH preschool	\$127.00/wk
Full-time daycare & MWF preschool	\$157.00/wk
Part-time daycare & MWF preschool	\$132.00/wk

## MULTI-CHILD DISCOUNTS

If you have more than one child enrolled in pre-school the rates are as follows: (2016-17 school year)

2 children	\$190.00/month
3 children	\$215.00/month

If you have more than one child enrolled in daycare, the rates will be calculated as follows (example only):

<u>Full-time Rate</u>	<u>Part-time Rate</u>
1 <sup>st</sup> child \$131.00/wk	1 <sup>st</sup> child \$106.00/wk
2 <sup>nd</sup> child \$121.00/wk	2 <sup>d</sup> child \$96.00/wk
3 <sup>rd</sup> child \$121.00/wk	3 <sup>rd</sup> child \$96.00/wk

## ENROLLMENT FORMS

All daycare **and** preschool children must have the Information Sheet, Medical Release Form (must be notarized), and a copy of current immunization records on file by the child's first day. In addition, all daycare children must have a signed Parent Notice on file.

**ONLY** those listed under Authorized Persons on the Information Sheet will be allowed to pick-up your child. We reserve the right to check identification on any person. You may add to the authorized person list at any time.

## PRESCHOOL TUITION PAYMENTS

Tuition is due no later than the 10<sup>th</sup> of each month. If tuition is paid later than the 10<sup>th</sup> of the month, a \$15.00 late fee will be added, with increasing late fees every 5 days (see Preschool Enrollment and Tuition Fees). Non-payment will result in your child losing his/her spot at Little Learners. If paying in cash, please be sure to place it in an envelope with your child's name on it. If paying by check, write your child's name in the memo section.

Tuition may be handed to your child's teacher or placed in the black drop box. Receipts are available on request. Monthly preschool tuition is due even if your child misses days and/or the preschool is closed due to inclement weather. All checks are to be made payable to The Compass Church-Selma.

## DAYCARE TUITION PAYMENTS

Tuition is due on the first day of the week your child attends daycare. Payments are to be made on a weekly basis unless you make arrangements to pay bi-weekly. Late payment will result in a \$15.00 late fee. Non-payment, with no payment arrangement, will result in your child losing his/her spot at Little Learners. If paying by check, please write your child's name in the memo section of the check. If paying by cash, place the payment in an envelope with your child's name on it.

Tuition may be placed in the black drop box. All checks are made payable to The Compass Church-Selma.

## DAYCARE HOLIDAYS and CLOSINGS

The daycare will be closed on the following holidays:

New Year's Day  
Memorial Day  
Fourth of July  
Labor Day  
Thanksgiving Day  
Friday after Thanksgiving Day (no tuition due)

\*When one of these holidays falls on a weekday, tuition is due in full for that week.

In addition, the daycare will be closed one week around the Christmas holiday.

**Tuition will NOT be due for this week.**

## DAYCARE DROP-OFF and PICK-UP

An adult must accompany your child(ren) into the daycare and an adult must come into the building for pick-up. **THERE ARE NO EXCEPTIONS TO THIS RULE.** In addition, an adult must sign in your child on the SIGN-IN SHEET upon drop-off and sign out your child on the SIGN-IN SHEET at pick-up. If it is necessary for anyone listed on the enrollment form as an authorized person to pick up your child (other than the parent or guardian), **PLEASE NOTIFY YOUR CHILD'S TEACHER.** All daycare children must be picked up **NO LATER THAN 5:30 PM** each day. A \$15.00 late fee will be added for every fifteen minutes the child remains in the daycare.

Example: \$15.00 fee 5:31-5:45 p.m.

\$30.00 fee 5:46-6:00 p.m.

**The daycare reserves the right to check I.D. or question any person during pick-up for the safety and well-being of your child.**

## PRESCHOOL DROP-OFF and PICK-UP

**DROP-OFF:** Teachers will be ready to accept children at 8:30 a.m. for the morning classes and at 12:00 p.m. for the afternoon classes. A sign located at the first set of double doors inside the building will indicate when it is time for you to walk your child down to preschool. Please do not bring your child in to preschool before the designated time. **AN ADULT MUST ACCOMPANY** your child into the classroom every day.

**PICK-UP:** Children in all classes will be dismissed by teacher at 11:00 a.m. (morning classes) & 2:30 p.m. (afternoon classes). Please pull your car up to the first set of doors so that the doors will be on your right side. A staff member will load your child into your car while another staff member supervises the other children. Each car will take turns loading at the doors.

## DAYCARE PERSONAL DAYS

Each daycare child will receive 12 days (for full-time), 8 days (for part-time and children that attend 2 days/wk) per year in which tuition will not be due. These days may be used for illness, vacation, etc. These days may only be used when your child is **NOT** at daycare. Tuition **WILL BE** due for any additional days missed.

## DAYCARE EXTENDED ABSENCES

If your child will not be attending daycare for an extended period of time, (summer break, birth of new baby, surgery, job loss, etc.) you may hold your child(ren)'s spot \$100.00/family. You will begin paying your normal tuition rate upon their return.

## PRESCHOOL WEATHER CLOSINGS

In the event of bad weather, it may be necessary for the preschool to close. We will follow the Liberty-Perry School Corporation for closings and delays. If Liberty-Perry is closed, then the preschool will be closed. If Liberty-Perry has a one-hour or two-hour delay, the preschool will have a one-hour delay for the morning classes and afternoon classes will meet as usual. Liberty-Perry delay and closing announcements can be heard on WLBC (104.1 FM).

Little Learners uses a texting notification system to communicate daycare delay and closing announcements. You will receive instructions on how to receive the text alerts upon enrollment to Little Learners. You may also "like" us on Facebook or follow us on Twitter (@LLday\_pre) for preschool information.

## DAYCARE WEATHER DELAYS and CLOSINGS

The daycare will close only in a very severe situation. Examples of this include, but are not limited to: a state of weather emergency for Delaware County or the facility is without power. A delay or closing announcement will be communicated to you via our texting notification system. You will be instructed on how to receive the text alerts upon enrollment at Little Learners. You may also "like" us on Facebook or follow us on Twitter (@LLday\_pre) for daycare information.

## DISCIPLINE PROCEDURE

When needed, the preschool and daycare teachers will use time-out as a disciplinary technique. If behavior problems continue to persist, the teacher will then contact the parent. Together the teacher and parent will work towards improving the behavior.

AT NO TIME will corporal punishment, such as hitting or spanking be allowed in the preschool or daycare.

## NAP TIME PROCEDURE

Naptime will be approximately 2 hours each afternoon for those children enrolled in daycare. All daycare children are required to rest during these hours unless they are enrolled in an afternoon preschool class. Each child will have his/her own cot to use, provided by the daycare. Parents are responsible for providing a blanket and/or a small pillow. PLEASE BE SURE TO LABEL ALL ITEMS WITH YOUR CHILD'S NAME OR INITIALS! All bedding will be sent home on Friday to be laundered by the parent and will need to be returned on Monday.

## VISITORS POLICY

No person(s) other than a parent or a guardian may visit the preschool or daycare at any time unless accompanied by a parent/guardian or approved by the director.

## FIRST AID and INJURY

All daycare employees and preschool teachers are certified in CPR, First Aid and Universal Precautions. In the event of a minor injury that needs treatment, Little Learners is equipped with the following First Aid supplies:

Hydrogen Peroxide	Ipecac Syrup
Antibiotic Ointment	Band-Aids & Bandages
Vaseline	Antiseptic Wash

## SICK CHILD POLICY

We are concerned about the health and safety of every child. We ask that you do not bring your child to school if one or more of the following symptoms are present within the previous 24 hours:

Coughing	Pink Eye
Fever	Impetigo
Runny nose and/or eyes	
Inflamed mouth or throat	
Vomiting and/or diarrhea	
Unusual fatigue or irritability	

If a child is being treated with antibiotics, he/she should be on the medication for at least 24 hours before returning to preschool or daycare. If it is necessary for your child to take prescribed medication at preschool or daycare, please obtain the Medication Policy Form from your child's teacher.

If a child is found to be ill, he/she will be isolated from the other children and a parent will be called. An authorized adult must pick up the ill child within 1 hour from the time the call is made. For each additional 15 minutes the child remains at Little Learners, a \$15.00 fee will be charged.

### PRESCHOOL SNACKS

Parents are responsible for providing snacks and juice for your child's class on a rotating basis. A snack schedule will be sent home at the beginning of each month indicating the day in which you will need to provide the snack. Please be sure to provide enough snack and juice for the entire class. All snacks must be store bought and sent in their original container. There will be examples of snacks that the children enjoy listed on the snack schedule.

### DAYCARE MEALS and SNACKS

Two snacks per day are provided by the daycare. Children have juice with the morning snack and milk with the afternoon snack. Lunches are included in the weekly tuition. A lunch menu will be available to pick up at the sign-in table every month. If you prefer to send lunch with your child, please put it in a lunchbox with your child's name on it. Your child's lunchbox will be kept in the refrigerator until lunch time. The daycare will provide milk and silverware for lunch packers. Parents are welcomed to pack items that need to be warmed up.

**IF YOUR CHILD HAS A FOOD ALLERGY,  
PLEASE LET THE DIRECTOR KNOW SO THAT  
ALL NECESSARY PRECAUTIONS MAY BE  
TAKEN!**

### SCHOOL AGE CARE

Little Learners offers school age care during Liberty Perry snow days, breaks, and holidays in which the daycare is scheduled to be open. Tuition rates are as follows:

Daily Rate \$25.00

Spots are limited. Please call in advance if you are planning for your school age child to attend.

### ATTIRE

Please dress your child in comfortable clothing and keep in mind that daycare and preschool can be a messy place! Also, be sure to dress your child for outdoor play. This includes tennis shoes and cold weather gear (hats, mittens, extra sweatshirts, coats) when appropriate. Please label all items with your child's name. Children in the daycare will go outside once the temperature reaches 45 degrees unless it is raining, muddy, or too windy.

### ITEMS NEEDED FROM HOME

#### PRESCHOOL

Preschool children may ONLY bring toys when authorized by a teacher (ex: show and tell). It is an excellent idea for each preschool child to bring a backpack to preschool each day. This is good practice for kindergarten (and beyond) and gives your child's teacher a place to put important papers. Please check your child's backpack each day. **BE SURE TO LABEL YOUR CHILD'S BACKPACK, JACKETS, HATS, ETC. WITH YOUR CHILD'S NAME OR INITIALS!**

#### DAYCARE

Children enrolled in daycare may bring only a soft naptime toy. Also bring all bedding on Monday or on your child's first daycare day for the week. **BE SURE TO LABEL ALL ITEMS WITH YOUR CHILD'S NAME OR INITIALS!** Do not allow your children to bring valuable or sentimental items. Although we will do our best to keep track of your child's items from home, the daycare is NOT responsible for missing and/or broken toys.

In addition, all daycare children will need to have a change of clothes, including underwear and socks, to leave at daycare. Please check these clothing items periodically for size and weather appropriateness. Parents will be responsible for providing diapers or pull-ups for any child not potty trained. The daycare will provide wipes.