

# Little Learners

## Early Childhood Center, Inc.



## Parent Handbook

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Principal: Blake Schaefer

# **Table of Contents**

Mission Statement/Philosophy of Education.....	3
Enrollment Checklist.....	4
Financial Agreement.....	5
Debit Authorization Form.....	6
Safe Transportation of Food Responsibility/Publicity Release.....	7
Over the Counter Drug Medication Form.....	8
Information/Authorizations Form.....	9
Release for Emergency Care.....	10
All About My Child Form.....	11
Little Learners Policies.....	12
* Admission.....	12
* Confidentiality.....	12
* Program Description.....	12
* Drop off/pick up/late fees.....	13
* Meal Plan.....	13
* Emergency Closings.....	13
* Court Orders.....	13
* Holidays.....	14
* Clothing.....	14
* Withdraw.....	14
* Medical Requirements.....	14
* Illness.....	14
* Parent-Teacher Conferences/Communication.....	15
* Birthdays.....	15
* Reporting Abuse/Alcohol/Tobacco.....	15
* Discipline Policy form.....	16
* Transportation Policy.....	17
* Master School Calendar.....	18

## **Mission Statement:**

Little Learners is a private school that provides a safe and caring learning environment for children to reach their highest potential when building the essential early stepping-stones of their education. It is our goal to nurture, encourage, and challenge your child to become the best little learner he or she can be.

## **Philosophy of Education:**

It is our goal at Little Learners to ensure that your child is provided with the best quality education and care that each child deserves. We strive to develop each child's physical, cognitive, and social development in a safe and happy environment.

Each day, your child will be encouraged and challenged to meet his or her highest potential as a little learner. Our curriculum is designed to raise the bar for preschool and pre-kindergarten in order to ensure each student will be fully confident and ready for kindergarten. Our kindergarten and first grade curriculum follow the Indiana academic standards.

Our curriculum features early reading, writing, math, and science lessons that follow the ISTAR-KR (Indiana Standards Tool for Alternate Reporting of Kindergarten Readiness) for schools. Our daily curriculum also incorporates working on large and fine motor skills. Weekly music, art, and Spanish classes are integrated into our lesson plans as well. We feel it is extremely important that all children are given the opportunity to express themselves creatively, as well as academically.

It is also our goal at Little Learners to instill good manners and morals. All children will be encouraged to act as little ladies and gentleman and will be learning proper etiquette each day.

*Ms. Blake A. Schaefer*

Little Learners Early Childhood Center

Principal

## **Enrollment Checklist**

We are very happy you have chosen Little Learners for your child's school! The following pages of this handbook will include the necessary enrollment papers, and a brief overview of our policies. Once you have carefully reviewed this handbook, please fill out and return the following papers:

- Voided check (for ACH) and Registration Fee (\$75)
  - Registration fee can be paid by check, or can be taken from ACH account with 1<sup>st</sup> month's tuition
- Financial agreement form
- Debit Authorization form (for ACH)
- Safe transportation of food/Publicity release form
- Over the Counter Drug Medication Form signed by doctor (if applicable)
- Information/Authorizations form
- Release for Emergency care form
- Copy of birth certificate/immunization records/latest physical signed by doctor
- Food allergies/dietary requests if applicable (signed by doctor)
- All About My Child form
- Discipline form (signed by parent/guardian)
- Transportation Policy (signed by parent/guardian)

**Along with the required paperwork, please submit the following items with your child.**

- Backpack
- Lunch in a lunchbox with child's name on it
- Extra clothing to be stored in child's cubby (bring in plastic sack labeled with child's name)
- Tennis shoes for outdoor recess/gym activities
- Sunscreen (We have community SPF 50, or you can bring your own)
- Medication (renewed annually and **MUST** be in child's medication form)
- 24 pack of crayons
- Small package of glue sticks
- Package of dry erase markers
- Box of Kleenex
- Package of Clorox wipes
- **Small** travel sized pillow, blanket, and **ONE** stuffed animal for nap time. Must all fit in top section of cubby. All other toys must be left at home. (Not required for kindergarten and first grade)

# Financial Agreement

I am enrolling my child \_\_\_\_\_ in the Little Learners Early Childhood Center program on this \_\_\_ day of \_\_\_\_\_, 20\_\_\_. I understand that I am registering my child for \_\_\_ days per week and that the fee I will be paying is \$\_\_\_\_\_ each month. This payment will be taken out on the first day of each month. Payment will be set up through ACH accounts for your convenience. Payments will be taken directly from your account each month. Checks, cash, or cards are not accepted as forms of monthly payment.

Little Learners Early Childhood Center is open Monday through Friday 7:00am to 5:00pm. **A late fee of \$5 per minute will be charged for any child picked up after 5pm if enrolled in the after-school enrichment program. Please refer to page 13 for further late fee/early fee details.**

We are closed for one week of spring break, Memorial Day, the week of July 4<sup>th</sup>, Labor Day, the week of Thanksgiving, and the two weeks of Christmas and New Year's. I understand that there are no tuition credits for absences due to illness. However, there are tuition credits for the weeks Little Learners is closed, and if your child will not attend school during Southern Hancock school breaks. We require one weeks' notice prior to your account being deducted for personal vacations or breaks other than the weeks our school is closed.

A non-refundable registration fee of \$75 is required when enrolling a student.

I will be responsible for the payment of the monthly tuition and related fees for my child. In the event that my account becomes delinquent, and is turned over to a collection agency, I agree to pay all late and legal fees resulting from this course of action.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please check the boxes of your specific enrollment:

Tuition Options	Monthly Rate	Total
<input type="checkbox"/> 3 Half Days <i>(1<sup>st</sup> month only)</i>	\$320	
<input type="checkbox"/> 5 Half Days <i>(1<sup>st</sup> month only)</i>	\$395	
<input type="checkbox"/> 3 Full Days	\$420	
<input type="checkbox"/> 5 Full Days	\$595	
<input type="checkbox"/> Early Drop Off	\$55	
<input type="checkbox"/> After School Enrichment	\$95	
Total Amount:		

***\*If you choose the 3-half day or 3 full day option, your days MUST be consistent.***

***\*There are NO make-up days.***

***\*Kindergarten and 1<sup>st</sup> grade \$420 per month for 5 full days.***

## Debit Authorization

I (we) hereby authorize Little Learners Early Childhood Center, Inc., herein after called COMPANY, to initiate debit entries to my (our) account indicated below and the financial institution named below, hereinafter called FINANCIAL INSTITUTION, to debit the same to such account for (Application). I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

---

\_\_\_\_\_

(Financial Institution Name)

\_\_\_\_\_

(Branch)

---

\_\_\_\_\_

(Address)

\_\_\_\_\_

(City/State)

\_\_\_\_\_

(Zip)

\_\_\_\_\_ Type of Acct: \_\_\_\_\_ Checking \_\_\_\_\_ Savings

(Routing Number) (Account Number)

\$ \_\_\_\_\_ on the 1<sup>st</sup> of the month

(Amount)

This authority is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and manner as to afford COMPANY and FINANCIAL INSTUTUTION a reasonable opportunity to act on it.

\_\_\_\_\_

(Print Individual Name)

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Print DLN)

\_\_\_\_\_

(Date)

*\*\*Invoices will be sent by email unless otherwise indicated. Please write preferred email address for monthly statement communication:*

Email: \_\_\_\_\_

**PLEASE ATTACH A COPY OF VOIDED CHECK TO THIS FORM!**

**SAFE TRANSPORTATION OF FOOD RESPONSIBILITY**

Food must be brought to Little Learners in clean, insulated, sanitizable containers, which keeps cold food at 41° F or below and hot food at 135° or above. Containers and lunch boxes must be clearly labeled with the child’s name and/or date of preparation.

Upon receiving the food from the parent/guardian, Little Learners shall verify the temperature of the food.

When potentially hazardous food temperature is not correct, Little Learners will not accept the food.

**If you are packing a hot lunch for your child, it must be pre-cooked. (Able to heat for 30 seconds or less and serve). Items that need to be assembled and cooked will not be accepted. (Easy mac, soup in a can, etc.)**

Upon accepting the food, Little Learners shall maintain correct food temperatures until served.

**PARENT/GUARDIAN AGREEMENT**

I, \_\_\_\_\_ (Parent/guradian’s name) will

provide food for \_\_\_\_\_ (Child’s name).

I take full responsibility for the safety of my child’s food during preparation, storage, and transportation to school.

(Parent/guardian’s Signature): \_\_\_\_\_

(Date): \_\_\_\_\_

**PUBLICITY RELEASE**

**My Child \_\_\_\_\_ does/does not have my permission to be photographed for publicity. (Little Learners website, New Palestine Press, classroom bulletin boards, etc.)**

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent or legal guardian signature)

## Over the Counter Drug Medication Form (Fill out if Applicable)

All medications including medical products, cough drops, or skin care products given or used at Little Learners must include the exact name of the medication, dosage and time to be given, and reason for use. A physician's order is valid for one year.

1. \_\_\_\_\_ may have \_\_\_\_\_

(Name of Child)

(Name of medication)

\_\_\_\_\_ every \_\_\_\_\_

(Dosage)

(Frequency)

for \_\_\_\_\_

(reason)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Physicians Signature)

2. \_\_\_\_\_ may have \_\_\_\_\_

(Name of Child)

(Name of medication)

\_\_\_\_\_ every \_\_\_\_\_

(Dosage)

(Frequency)

for \_\_\_\_\_

(reason)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Physicians Signature)

3. \_\_\_\_\_ may have \_\_\_\_\_

(Name of Child)

(Name of medication)

\_\_\_\_\_ every \_\_\_\_\_

(Dosage)

(Frequency)

for \_\_\_\_\_

(reason)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Physicians Signature)



# Information Form

## Child's Information

Name:	Date of Birth:	Gender:
Address:		

## Primary Contact Information

Name:	Relationship to child:
Primary Phone#: <input type="checkbox"/> Mobile <input type="checkbox"/> Home <input type="checkbox"/> Work	Secondary Phone#: <input type="checkbox"/> Mobile <input type="checkbox"/> Home <input type="checkbox"/> Work
Email:	Employer/Work Hours:
Home address (if different than child):	

## Secondary Contact Information

Name:	Relationship to child:
Primary Phone#: <input type="checkbox"/> Mobile <input type="checkbox"/> Home <input type="checkbox"/> Work	Secondary Phone#: <input type="checkbox"/> Mobile <input type="checkbox"/> Home <input type="checkbox"/> Work
Email:	Employer/Work Hours:
Home address (if different than child):	

## Authorizations

The individuals below are authorized to pick up my child, \_\_\_\_\_ or to assume responsibility of him or her in case of an emergency, accident, or illness. If the individuals listed below are not available, I give permission to Little Learners Early Childhood Center staff to make a plan to care for my child. **Someone other than a parent must be listed in case of emergency.**

\_\_\_\_\_  
(Signature of primary contact)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of secondary contact)

\_\_\_\_\_  
(Date)

First Contact Name:	Relationship:
Primary Phone#: <input type="checkbox"/> Mobile <input type="checkbox"/> Home <input type="checkbox"/> Work	Secondary Phone#: <input type="checkbox"/> Mobile <input type="checkbox"/> Home <input type="checkbox"/> Work
Second Contact Name:	Relationship:
Primary Phone#: <input type="checkbox"/> Mobile <input type="checkbox"/> Home <input type="checkbox"/> Work	Secondary Phone#: <input type="checkbox"/> Mobile <input type="checkbox"/> Home <input type="checkbox"/> Work
Third Contact Name:	Relationship:
Primary Phone#: <input type="checkbox"/> Mobile <input type="checkbox"/> Home <input type="checkbox"/> Work	Secondary Phone#: <input type="checkbox"/> Mobile <input type="checkbox"/> Home <input type="checkbox"/> Work

## Release for Emergency Care

In the event I cannot be reached or make arrangements for emergency medical attention for my child at the time of accident or illness, I hereby authorize Little Learners staff to take my child \_\_\_\_\_ to:

Physician \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Dentist \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Hospital \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

I hereby give my consent to the physician and/or hospital to administer any necessary treatment to my child. I give consent to transport my child by ambulance if necessary.

Child's DOB \_\_\_\_\_ Date of last DPT or Tetanus \_\_\_\_\_

Allergies \_\_\_\_\_ Chronic conditions \_\_\_\_\_

Name of insurance company \_\_\_\_\_

Policy \_\_\_\_\_ Group number \_\_\_\_\_ Date of expiration \_\_\_\_\_

Signature or parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

**\*Little Learners requires a copy of your child's immunization records, birth certificate, and latest physical signed by your child's doctor within the first 30 days of enrollment! \***

## All About My Child!

Dear Families,

Welcome to Little Learners! We are excited to have your child join our school! We would like to have you take some time to fill out the following questions so we can know a little more about your child. Please fill out the bottom of this page and return with the rest of your enrollment papers. Below are some tips for your child's first day of school. We are looking forward to an exciting year!

Here are some ideas that will help you and your child adjust to the new routine of school:

1. Talk positively about school. Stress the fun of learning and making new friends. If your child sees that you like school, your child will be more apt to develop positive feelings about school too.
2. Always reassure your child that you will be back at the end of the day. By saying something as simple as, "Have fun today, and I'll be back soon so you can tell me all about your day," you can make the transition of leaving much easier.
3. During the first few days of school, plan to stay a few extra moments to help your child adjust.
4. And finally, even if your child is tearful, keep the goodbye cheerful! The transition will only last a week or two. They will love coming to school before you know it!

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My Child's name/nickname: \_\_\_\_\_

1. Does your child have any siblings? \_\_\_\_\_
2. Do you have any pets? If so, list the types of animals and their names.  
\_\_\_\_\_  
\_\_\_\_\_
3. What helps your child fall asleep during nap time? \_\_\_\_\_
4. What are your child's favorite toys, activities, and games?  
\_\_\_\_\_  
\_\_\_\_\_
5. Does your child have any special fears? (e.g., clowns, thunderstorms, things that might happen while your child is at school) \_\_\_\_\_
6. Does your child have any favorite books? \_\_\_\_\_
7. What comforts your child when they are upset? (Please let us know if something is going on at home that may cause your child to be upset at school) \_\_\_\_\_
8. Please use the back of this paper to provide us with any extra information that you think will help us better understand your child.

Thank you very much for taking the time to fill out this form. It will help us get to know your child faster! We are looking forward to a wonderful school year!

## **Little Learners Policies**

### **Admission:**

Little Learners Early Childhood Center will accept children between the ages of 3 and 7 regardless of race, religion, sex, color, national origin, or disability. Little Learners is committed to ensuring the full participation of all students in its programs, and will work with the families of children with disabilities and/or special needs to implement reasonable accommodations where such accommodations are necessary. Parents must receive the parent handbook and have read, filled out, and signed the appropriate documents. All necessary paperwork in case of an emergency must be filled out and on file. Little Learners reserves the right to refuse the admittance, or expel any child whose presence would be threatening or dangerous to other children in the school, or for any other reason not inconsistent with the law.

### **Confidentiality:**

Little Learners will respect the privacy of children and their families, while insuring they receive high quality education and care at our school. All parents and caregivers can share their information in the confidence that it will only be used to enhance the welfare of their children. All personal records, including registration and admission forms will be securely stored in our office files. Each child will have a developmental portfolio including samples of their work for the duration of their time at Little Learners. These will be kept safely in classroom files and can be accessed or added to by staff or parents of the child.

### **Program Description:**

Our curriculum at Little Learners focuses on the development of the whole child intellectually, physically, emotionally, and socially. We offer various hands-on activities for children to explore and engage their learning. Our classrooms are arranged to promote each child's academic success as well as encourage independence, responsibility, and confidence.

Preschool: Little Learners preschool program is designed to introduce early reading and math skills, as well as develop large and fine motor skills. Weekly lesson plans will include individual and group activities that will allow each child to grow, learn, and challenge themselves each day.

Pre-Kindergarten: Little Learners pre-kindergarten program is designed to fully prepare your child for kindergarten. They will be introduced to math, reading, science, and handwriting. Weekly lesson plans will provide group lessons as well as individual activities to promote the child's independent learning.

\*Kindergarten and first grade classes follow Indiana Academic Standards\*

All programs will include weekly music, art, science, and Spanish classes, as well as outdoor/indoor physical fitness activities.

### **Drop Off and Pick Up:**

Little Learners will be open Monday through Friday from 7:00am to 5:00pm. AM preschool and pre-k shall be from 8:30am-11:45am. Full day school shall be from 8:30am to 3:30pm. Early drop off is available between 7:00am and 8:30am. After school enrichment is available from 3:30pm to 5:00pm. Parents or guardians should bring their child into the school building, sign them in, and make sure they are under the supervision of the classroom teacher before leaving.

Each child should be picked up by 11:45 am for the morning classes and 3:30pm for the afternoon and full day classes. Children should be picked up no later than 5:00pm if enrolled in the enrichment program. Parents or guardians must come into the building and sign their child out before leaving. Children will only be released to a parent/guardian, or someone named by the parent, or named on the authorization form.

### **Late Fees:**

A charge of \$5 per minute will be made for each minute the child is in the building past 5:00pm for the after school enrichment program. If any child is left in the building 30 minutes after pick up time and a parent/guardian has not called, child services will be contacted to pick up the child. A fee of \$1 per minute will be charged if your child is dropped off more than 10 minutes earlier than the drop off time you pay for, (i.e. if you pay for the regular school day, and drop your child off at 8:00am, a \$20 fee will be charged for that day). A fee of \$1 per minute will be charged if your child is picked up more than 10 minutes later than the pick-up time you pay for, (i.e. if you pay for the regular school day and pick your child up at 4:00pm, there will be a \$20 fee charged to your account).

### **Meal Plan:**

Children are expected to arrive at Little Learners Early Childhood Center with a healthy breakfast in their stomachs. Little Learners will provide a morning snack between 9:30 and 10:00am. Little Learners will also provide an afternoon snack around 2:00pm. Parents/guardians may pack the child's snacks if the child has specific dietary requirements, and must fill out the safe transportation of food form on page 7. Children enrolled in full day school **must** bring their lunch to school each day they come to Little Learners.

Children enrolled in the early drop-off will be provided with a cereal breakfast. You may pack a **disposable** breakfast for your child if you would like. **No sippy cups please!**

### **Emergency Closings:**

In the event of an emergency that would keep Little Learners from opening, (including 2-hour delays and snow days) parents will be notified in the following ways:

1. A call or text to the parent or emergency contact by the principal or teacher.
2. Notification will be made on WTHR. Look for "Little Learners Early Childhood Center" under school closings.

**\*It is the responsibility of the parent/guardian to keep all emergency contacts up-to-date. It is also the responsibility of the parent to have a back-up plan for childcare in case of emergency.**

### **Court Orders:**

If a court order exists preventing a particular individual from having contact with a child, Little Learners shall comply with that order. There shall be a copy of the court order in the child's file.

## **Holidays:**

Little Learners Early Childhood Center is dedicated to your child's learning, and will be open all year including summer school, with the exception of a few holidays/breaks that are listed below so you can plan accordingly:

- \* Spring Break (1<sup>st</sup> week of the Southern Hancock school schedule)
- \* Memorial Day
- \* Week of July 4th
- \* Labor Day
- \* Thanksgiving week
- \* Two weeks of Christmas and New Year's (follows the Southern Hancock winter break)

**Little Learners will be open during Southern Hancock school calendar fall break, second week of spring break, and summer (except the week of July 4<sup>th</sup>) for enrichment and review opportunities.**

## **Clothing:**

Please send a complete change of clothing including a pair of tennis shoes labeled with your child's name to keep in their cubby. We also ask that you dress your child appropriately for the weather. They will be going outside most days, weather permitting. Please dress them in safe and comfortable clothing.

## **Withdraw:**

If you wish to withdraw your child from school, you must give notice at least one week prior to the first of the month in order to ensure next month's payment will not be deducted from your ACH account. Little Learners reserves the right to terminate any child for a high absentee record, failure to pay tuition, or severe problems with behavior towards other children or staff.

## **Medical Requirements:**

All children enrolled at Little Learners are required to have a physical examination within 12 months prior to admission, or one month after admission into the program. All children must also have up-to-date immunization records on file.

## **Illness:**

Children should not be sent to school if he or she seems ill in any way. If your child has a fever, or any contagious symptoms, you will be notified to pick up your child. The child will be isolated from the rest of the class until picked up. If you cannot be reached, someone from your emergency contacts will be contacted. Due to scheduling conflicts, sick days cannot be made up.

### **Parent-Teacher Conferences/Communication:**

Little Learners encourages parents to be aware and involved in their child's learning. Parents are always welcome at the school, and encouraged to provide input. The principal and teachers are always available to discuss any concerns or questions you may have. Parent-teacher conferences can be arranged at any time per request, but will also be held bi-annually. Little Learners will notify parents of any significant problems or occurrences affecting your child. We will also notify you for outstanding efforts or behavior displayed by your child in the classroom.

Each student will be provided with a folder and parent-teacher communication notebook paper upon enrollment. Parents should check your child's folder and notebook daily to read notes from your child's teacher, and see the work your child completed in school each day. Please remember to return the folder and notebook in your child's backpack each day they come to school!

Each week, a "Sneak a Peek at the Week" document will be sent home in your child's folder that explains the weekly learning concepts your child will be working on in school that week. This way, you can discuss with them and reinforce at home. A monthly newsletter is sent home that includes upcoming events and learning themes for each month.

### **Birthdays:**

Due to food dye sensitivities and allergies, we ask that you **do not bring in birthday treats** or presents of any kind for your child's birthday. We provide a treat for all student birthdays, and will sing "Happy Birthday" to them. We will also take a picture of your child and send it to you via text message.

### **Reporting Abuse/Alcohol/Tobacco:**

Little Learners is required by law to report to child protective services any suspected child abuse, neglect, or maltreatment on the part of an employee, parent, or volunteer. All staff is trained in detecting and preventing any kind of abuse, neglect, or maltreatment. Any abuse or maltreatment of a child, either as an incident of discipline or otherwise is prohibited. Any means of corporal punishment will not be tolerated. Additionally, withholding or using food, rest, or sleep as punishment is prohibited at Little Learners.

The use of tobacco, and use or possession of alcohol, illegal substances, and firearms is prohibited. If an authorized intoxicated or impaired person insists on removing children from the center, Little Learners shall immediately report the incident to the local police department.

## Discipline Policy of Little Learners Early Childhood Center

At Little Learners, we feel it is extremely important that all children's development is nurtured through caring, patience, and understanding. Children may not get along with each other, and may not agree to follow our classroom and safety rules designed for their best interest. Children may display unfavorable behaviors that will need immediate response by employees. Hitting, kicking, spitting, hostile verbal behavior and other behaviors that will hurt another child are not permitted.

In response to a child's misbehaviors, your child's teacher will not use:

- Threats or bribes
- Humiliation or isolation
- Physical punishment of any kind
- Deprive your child of food or other basic needs

In response to a child's misbehavior, your child's teacher will:

- Respect your child
- Establish clear rules and give clear choices to the child
- Be consistent in enforcing rules
- Use positive language to explain desired behavior
- Speak clearly and calmly while bending down to your child's eye level
- Redirect your child to a new activity
- Each classroom implements a "green, yellow, red" classroom management system. If your child is on red, we will move your child to a time-out chair for no longer than one minute per year of the child's age for the child to regain control of his or her behavior. A note will also be sent home.

In the event that your child's behavior is very disruptive, or harmful to himself or other children, we will discuss the issue with you in private. If the situation improves, the child may remain enrolled at Little Learners. If we are unable to resolve the issue, you may be asked to withdraw your child.

As a parent, you may have some concerns, or wish to offer suggestions pertaining to your child's specific behaviors and/or needs. Using the lines below, we may modify the above plan with agreed upon suggestions.

Child's name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Additional techniques to be used with my child:

\_\_\_\_\_

**I have read the above Discipline form and understand disciplinary techniques used at Little Learners. I have also read through all the policies of Little Learners and fully understand the contents of this Parent Handbook.**

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



## Transportation Policy of Little Learners Early Childhood Center, Inc.

### **Procedures and practices, including responsible person(s):**

- A field trip permission slip will be signed by a parent or guardian for each child being transported
- Children will be transported properly in a seat belt, car seat, or booster seat according to the current Indiana regulations. Parents will be required to supply a booster or car seat as needed for activities involving transportation. Staff will insure that each child is properly secured before setting the vehicle in motion. All adults in the vehicle will use seat belts.
- The number of passengers in the vehicle will not exceed the manufacturer's state capacity for the vehicle.
- Children will be prohibited from eating, drinking, standing, or other dangerous activities during transportation.
- Children will never be left unattended in a vehicle. All children will be accompanied by an adult to/from the vehicle to insure safety.
- All children will be accounted for before leaving the facility and again before returning.
- All travel routes will be planned in advance.
- Smoking is prohibited in vehicles used to transport children.

### **Vehicle Requirements:**

- Only insured, licensed, well-maintained vehicles will be used to transport children.
- A first aid kit and list of emergency contacts for all children and adults will be in the vehicles during transportation of children.
- A cell phone will be available in case of emergency.

### **Driver Qualifications:**

- Driver's will be legally licensed and shall not be under the influence of any chemical substance that may alter their ability to drive safely.
- Drivers will meet staff qualifications including a criminal history check.
- Drivers will obey all traffic regulations.
- Drivers will have evidence of a safe driving record.
- All drivers of Little Learners vehicles will be 25 years or older.

**This policy is in effect anytime children are transported by Little Learners. I have read this policy and understand all of its contents.**

**Child's name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Little Learners Early Childhood Center

## 2018-2019 Master Calendar

August-18							August	February	February-19						
S	M	T	W	TH	F	SA	6: First day of fall semester	14: Valentine's Day Party	S	M	T	W	TH	F	SA
			1	2	3	4	9: Welcome back cookout							1	2
5	6	7	8	9	10	11	20-24: Career Week		3	4	5	6	7	8	9
12	13	14	15	16	17	18			10	11	12	13	14	15	16
19	20	21	22	23	24	25			17	18	19	20	21	22	23
26	27	28	29	30	31	1			24	25	26	27	28	1	2
September-18							September	March	March-19						
S	M	T	W	TH	F	SA	3: Closed for Labor Day	15: St. Patricks Day Party	S	M	T	W	TH	F	SA
2	3	4	5	6	7	8	13: Preschool Grandparents Breakfast	18-22: Closed for Spring Break	3	4	5	6	7	8	9
9	10	11	12	13	14	15	14: Pre-K Grandparents Breakfast		10	11	12	13	14	15	16
16	17	18	19	20	21	22			17	18	19	20	21	22	23
23	24	25	26	27	28	29			24	25	26	27	28	29	30
30									31						
October-18							October	April	April-19						
S	M	T	W	TH	F	SA	18: Fall Festival	4: Open House	S	M	T	W	TH	F	SA
	1	2	3	4	5	6	31: Halloween Party	12: Donuts w/ Dad		1	2	3	4	5	6
7	8	9	10	11	12	13		19: Easter Egg Hunt	7	8	9	10	11	12	13
14	15	16	17	18	19	20			14	15	16	17	18	19	20
21	22	23	24	25	26	27			21	22	23	24	25	26	27
28	29	30	31						28	29	30				
November-18							November	May	May-19						
S	M	T	W	TH	F	SA	12: Veteran's Day	10: Muffins w/Mom	S	M	T	W	TH	F	SA
				1	2	3	16: Thanksgiving Feast	13-17: PT Conferences				1	2	3	4
4	5	6	7	8	9	10	19-23: Closed for Thanksgiving Break	16: Pre-K Graduation	5	6	7	8	9	10	11
11	12	13	14	15	16	17		24: Tricycle Race	12	13	14	15	16	17	18
18	19	20	21	22	23	24		27: Closed Memorial Day	19	20	21	22	23	24	25
25	26	27	28	29	30	1		28: Summer session begins	26	27	28	29	30	31	1
December-18							December	June	June-19						
S	M	T	W	TH	F	SA	4: Christmas Extravaganza TBA	Summer themes begin	S	M	T	W	TH	F	SA
2	3	4	5	6	7	8	10-14: PT Conferences		2	3	4	5	6	7	8
9	10	11	12	13	14	15	Spirit Week		9	10	11	12	13	14	15
16	17	18	19	20	21	22	24-31: Closed for Christmas Break		16	17	18	19	20	21	22
23	24	25	26	27	28	29			23	24	25	26	27	28	29
30	31								30						
January-19							January	July	July-19						
S	M	T	W	TH	F	SA	1: Closed for New Years Day	2-5: Closed for 4th of July	S	M	T	W	TH	F	SA
		1	2	3	4	5	2: First Day Spring Semester			1	2	3	4	5	6
6	7	8	9	10	11	12			7	8	9	10	11	12	13
13	14	15	16	17	18	19			14	15	16	17	18	19	20
20	21	22	23	24	25	26			21	22	23	24	25	26	27
27	28	29	30	31					28	29	30	31			

No School
Little Learners Events
First Day of Semester