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Like us on Facebook...Little Sprouts, LLC

815-493-8316

Parent Handbook

Hours of Operation

Monday – Friday 6:30 AM – 5:30 PM

Program Information

This handbook is designed to familiarize you with our policies and procedures to ensure open communication concerning your child’s growth, development and safety. It clearly defines the center’s responsibilities toward the parent and the parent’s responsibilities toward the center. These policies cannot be changed on a parent-to-parent basis. The policies apply to all parents and it is the responsibility of the Center Director to enforce these policies for the legal and financial protection of the center. Please review these policies and feel free to direct any questions, comment, and/or concerns to the Center Director. Your feedback is valued and appreciated.

While the handbook describes the current program, policies and procedures of Little Sprouts, the childcare business is complex and ever changing. With this in mind, there may be times when Little Sprouts has to change the policies, procedures, or programs with little or no prior notice. Little Sprouts’ reserves the right, in its sole discretion, to modify or change the policies, procedures or programs whole or in part, at any time. Nothing contained in the handbook shall be construed as a contract between Little Sprouts Daycare and Preschool, LLC and any one or all of its clients or students.

NON-DISCRIMINATION STATEMENT: This explains what to do if you believe you have been treated unfairly. “In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.”

Philosophy

We believe children need a relaxed and loving atmosphere in which to learn and grow. Little Sprouts Daycare and Preschool, LLC will provide that opportunity. Little Sprouts Daycare and Preschool, LLC will offer quality child care for infants, toddlers, and preschool aged children, that will facilitate and nurture the individual needs and abilities of each and every child. Daily activities will be based on the children's current interests and developmental levels.

Mission Statement

Little Sprouts Daycare and Preschool, LLC will provide a safe, developmentally appropriate environment for infants, toddlers, and preschoolers. Our focus is to provide a stimulating early care and educational experience to promote each child's social/emotional, physical and cognitive development. Our goal is to establish a desire in each child to be a life-long learner.

Goals

Little Sprouts Daycare and Preschool, LLC strives to meet these goals for each child:

- To strengthen the bridge between your work and family life by creating a special place that supports them both.
- Offer a curriculum which encourages social, emotional, physical and intellectual growth.
- Teach the child to relate to others, to value friendship, and to respect all people.
- Provide a safe, comfortable environment for these early learning opportunities and growth process.
- Help each child learn to develop self-discipline and independence and to deal with his/her emotions in an appropriate manner.
- Provide a well-balanced schedule of activities and quiet time.
- Provide nutritious breakfast, snacks and lunch that contribute to the growth and development of a happy and healthy child.

State Licensed

We are a private licensed Daycare Center through the Department of Children and Family Services (DCFS). They inspect our center without an appointment twice a year. The Department will also inspect if it receives complaint about the Daycare Center. Our current license is posted at all times in our office. A copy of the State Licensing Rules and Regulations governing

childcare and the toll-free number is available for review at any time and may be used to report a suspected violation of the licensing law or administrative rule.

Enrollment Paperwork and Registration

Little Sprouts Daycare and Preschool, LLC is licensed to accommodate 126 children. We accept children between the ages of 6 weeks and 5 years old. The Center has a policy of paying for all days that you are enrolled for even if your child does not attend. When enrolling your child be aware that signing the contract for specific days establishes what you will be paying on a weekly basis. If your child will be gone due to sickness, vacation, or just going to be gone you must call the Center to notify us. Part-Time and drop-ins enrolled are at the discretion of the Daycare Center's Director. **We require a child to be enrolled for a minimum of two days each week.**

Hours: The Center operates from 6:30 AM to 5:30 PM Monday through Friday. Please see the days the Center will be closed in the Holiday Schedule section.

Each child must arrive by 9 a.m. to be counted in attendance for the day or they will be considered absent for that day. If there are any changes, please call the Center. A list of individuals who are authorized to pick-up your child must be kept on file. If you have someone new picking up your child, we ask that you communicate with your child's teacher before the child is allowed to leave. A photo ID is required for individuals we do not know. Please do not give your family code to individuals other than the parents. Visitors may buzz to be allowed entrance.

All enrollment forms will be available through the HiMama app. To secure your child's spot you will pay a \$25 enrollment fee and fill out a confirmation form with the information needed to enroll your child onto Himama. After receiving an email from HiMama and creating a login, you will fill out all required enrollment forms.

Holiday Schedule

The Center will be closed for the following holidays:

New Year's Day

Memorial Day

Juneteenth- June 19th- Classroom Improvement Day

The last week of June-Center Maintenance

Independence Day-July 4th

Labor Day

Election Day (Nov.)- Classroom Improvement Day

The Week of Thanksgiving-Center Maintenance

Christmas Eve AND Christmas Day

New Year's Eve

For Christmas and New Year's Day - If the holiday falls on a Saturday, then the Center will be closed on Friday, if the holiday falls on a Sunday then the Center will be closed the following Monday. All closure dates will be posted with specific dates year to year as the actual dates will change.

Emergency Closing Procedure

In the event that the Center should have to close due to severe weather the announcement will be posted on our HiMama App and Little Sprouts Facebook page. We will be open for school snow days as long as travel is still reasonable for our staff and parents.

Admission

Little Sprouts Daycare and Preschool, LLC does not discriminate against children or parents from admission regardless of race, color, creed, sex, or religion. A child with special needs may be accepted based on the ability of the Center and the teachers to meet those needs. Little Sprouts Daycare and Preschool, LLC is a group child care facility and does not have sufficient and properly trained staff to provide individualized care.

Before a child is enrolled at Little Sprouts the following must be received by the Director:

- Signed Parent Handbook and completed application
- Child and Adult Care Food Program registration
- Up-to-Date Immunization Record and health history
- Emergency Authorization
- Parent permission form
- Payment agreement and Key Code agreement
- Media Release
- An official birth certificate – we will then make a copy for our files
- Child's anticipated schedule
- DCFS Daycare Brochure Receipt
- Transportation arrangements
- Child Care Assistance Certificate, if applicable

You will have access to your child's paperwork through the HiMama app.

It is preferable that the child and parent(s) have had a tour of the facility and prior meeting with the Director to answer any questions and explain material before attending.

Additional forms you may be asked to complete: Infant Feeding Schedule, Health Care Plan (if child has any health issues), Special Diet Request (signed by a physician) or a Request for Medication Administration form. It is vital to the safety and care of each child that you keep the Center Directors well informed on any address, telephone, or employment changes.

Tuition

Weekly tuition fees are due on Friday of the current week. Receipts are given upon request for cash, checks and money orders. **If tuition is not paid by Friday of the current week payment is considered delinquent and your account will be assessed a \$25.00 late payment fee.**

Families utilizing the Illinois Child Assistance Program are required to pay the monthly copay by the end of the month.

Childcare fees are subject to change. Written two weeks' notice will be given in case of any adjustments.

Little Sprouts Daycare and Preschool, LLC has the right to withdraw any child from our program for any unpaid tuition or fees on your account. Fees will not exceed more than two weeks past due or children will be withdrawn. A hold will be placed on county vouchers if applicable until the outstanding balance is paid in full.

Failure to make Payment

Failure to make payments may result in your child being removed from the roster at Little Sprouts Daycare and Preschool, LLC. If payment is not made in full, as outlined above, your account will be considered delinquent.

Forms of Payment

Little Sprouts accepts the following forms of payment.

- Cash
- Direct Deposit on HiMama
- Check (payable to Little Sprouts Daycare and Preschool, LLC.)

We will not accept any post-dated checks or temporary vouchers. Conveniently located just inside the office door is a locked tuition mailbox for you to place all your tuition and fees. Parent concerns, ideas, and thoughts are welcome in the box, for it is emptied several times throughout the week.

Returned Checks

There will be a \$25.00 service fee assessed to the account for any returned checks; you will have 24 hours to replace the payment with cash. Payment agreements will not be accepted to pay returned checks due to the insufficient funds or closed accounts. It must be paid in full within 24 hours! If there are repeated instances of returned checks, you will be required to make in the form of cash future payments.

Little Sprouts Rates

Room Rates	Full Time Rate (5-10hrs/day)	Part Time Rate (1-4hrs/day)
Infants-	\$43/Day	\$21.50/Day
Toddlers-	\$41/Day	\$20.50/Day
Two-year olds-	\$39/Day	\$19.50/Day
Preschool-	\$35/Day	\$17.50/Day

CCAP Program

Little Sprouts gladly accepts any family that is enrolled in the state CCAP program. We also allow families to enroll into the program once enrollment at Little Sprouts has been determined. If the family is not yet enrolled and accepted into the CCAP program, full payment is required until approval. 4-C has at least a two-week processing time. If more documentation from the parents is needed then the process takes longer. Once we receive determination letters detailing your copay and allowable days the payments already received will be credited towards your copay and cover any non-covered days. We will continue to credit your account until all previous payments have been used. Little Sprouts will charge the family the difference between the state reimbursement rate and our rate for private pay parents. **Co-payments are due by the end of the month.**

Late Pick-up

If your child has not been picked up by 5:30pm and we have not been notified that you would be late and given a reasonable reason, a late fee of \$1 will start to accrue for every 1 minute until the child has been picked up. You will receive a late fee payment notice that will need to be paid within the week. If you have not arrived by 5:40 PM, we will begin calling you (parent or guardian) at your contact numbers. We will try to reach you by phone for 10 minutes. If you have not been reached, we will begin contacting the people on your emergency contact list. If we fail to reach anyone on your emergency contact list, we will contact the local police for assistance locating you. We will keep the child until you, an authorized person, or police/DCFS has been contacted and retrieved your child. You will be charged for an extra day if we have to keep your child for more than one hour past contracted time. It is very important that at all times we have an up-to-date emergency contact list and numbers so that we can contact others in a timely and efficient manner. If and when this situation arises, we will only discuss matters with the parent and guardian and never the child. The child will never be treated unfairly or held responsible for the negligence of the parent.

Attendance Rate

Regular and consistent attendance is important for your child to receive the full benefits of participating in our program! Failure to maintain an 80% attendance rate may result in your child being dropped from Little Sprouts care.

Rotating Schedules

If your child's schedule changes weekly, you are required to provide us with at least 2 weeks of your work schedule at least 2 weeks in advance. A monthly schedule is encouraged but we understand that is not always possible.

Trial Period

There will be a two-week trial period during which the child and the Center will begin to bond. The owners will reach out to you to make sure you are happy with your decision on joining the LS team and make sure there is nothing more to assist you with.

Withdrawal Procedure

Two weeks prior notice in writing is required if your child is to be withdrawn from the Center. The payment for the last two weeks of care is due at the time of written notice.

Termination Procedure

We reserve the right to discontinue services for any reason by giving you two weeks written notice. The Center may terminate the contract without giving any notice if the parent/guardian does not make payment when due.

Maternity Leave

Families that are currently enrolled with Little Sprouts Daycare and Preschool are required to pay for days based on the following scale if they would like to hold your child's spot while you are on maternity leave. The child is still welcome to attend for those days or you can keep him/her home with you. But to secure your child's spot the weekly fees must still be paid. If you would like for your child to continue at his/her current attendance that is fine also.

Normal Attendance:

5 days/week

4 days/week

3 days/week

Maternity Leave Attendance or fee payment requirement:

2 days/week

2 days/week

2 days/week

Teachers/Summer Break

We ask that children who attend and have a parent or parents that are teachers and have the summer off still attend or pay for at least 2 days a week in order to keep their spot. This ensures that you can return to full time when the next school year begins.

Reporting Absences

If your child is going to be absent, please notify the center by 9:00 A.M. Payment remains the same regardless of your child being absent. If your child is ill, please notify us as to the nature of the illness, particularly if it is contagious. (See Management of Communicable Diseases for our policy on informing the parents of illnesses in the center.)

Supervision

Supervision of the children:

All children will be supervised at all times while in attendance at Little Sprouts Daycare and Preschool. No children are allowed in the building or on the playground without adult supervision. A staff member must accompany the children to the bathroom to ensure their safety. Group bathroom breaks are scheduled throughout the day and individual bathroom times are allowed to meet the individual child's needs.

Arrival and Departure

Arriving and departing the center is part of your child's daily routine. Little Sprouts opens at 6:30 A.M. and closes at 5:30 P.M. Children will be checked in by their teachers on the HiMama App. Please refrain from the use of cell phones when in the building. This inhibits the smooth transition of your child to or from the center and prohibits necessary communication about your child's care.

Arrival – We require all parents to escort their child/ren to their classroom, thus transferring custody from you to Little Sprouts.

If a child is not in attendance by 9:00 am, without a contracted drop-off after this time, or a noted appointment or reason for a later drop off, they will be considered absent for the day and can return the next day.

Departure – Like the arrival procedure, no child is permitted to walk out of the building without a parent or guardian being present. This means that all parents must pick up their child directly from their classroom or the playground, so the LS team may acknowledge them leaving.

WARNING: Be certain to properly restrain your child/ren as mandated by the State of Illinois while transporting your child/ren to and from Little Sprouts Daycare and Preschool, LLC. The staff is required by law to report any violations.

Release of a Child

If someone other than the child's custodial parents or guardian will be picking up the child from the center this must be documented on the child's release form. If an emergency arises the parent must provide a written, signed note, or a phone call to the Director giving the person permission to pick up their child. Staff will check ID's of anyone they do not recognize. Please let people know about this in advance so they bring a picture ID and they are not offended. The children's safety is our priority! No one under the age of 18 is permitted to pick up a child. The parent or guardian is the only person who can authorize the center to release the child to another individual.

Little Sprouts' reserves the right to refuse the release of a child to any parent, relative or authorized pick-up person who appears to be impaired by the use of drugs or alcohol. In the event of this occurrence the person in question can make a phone call to their emergency pick-up person or Little Sprouts will make contact with the local police department.

Little Sprouts' reserves the right to refuse the release of a child to any parent, relative or authorized pick-up person who is placing a child in a vehicle without the proper car seat. In the event of this occurrence the person in question can make a phone call to a different emergency pick-up person or Little Sprouts will make contact with the local police department.

Health and Safety

State law requires each child in daycare to maintain an up-to-date medical record including immunizations, physical exam, and a tuberculin skin test. Other medical requirements may be added at any time from DCFS.

To keep everyone healthy, parents will need to make alternative arrangements when their child(ren) is sick. When a child becomes ill while in our care, he/she will be isolated from the other children, and the parents will be notified to pick up the child within an hour. If the parent cannot be reached, we will contact the person indicated by you on your child's emergency care form.

A child should not be brought to the Center if they exhibit the following symptoms or a parent will be contacted to pick up a sick child when the child exhibits any of the following symptoms:

- Fever** of 100.4 degrees F. or higher
- Diarrhea** 3 loose stools in one day, or 2 in one hour
- Vomiting** 1 episode in one day
- Rash** that is unexplained, except for diaper rash

Pink Eye (conjunctivitis) when the eye is red or pink with white or yellow eye discharge. Other symptoms are matted eyelids, eye pain, and redness of the eyelid or skin surrounding the eye.

Irritability or listlessness which is not consistent with the child's temperament will be noted by the lead teacher and director who will call the parent. The child does not have to leave the center.

If your child contracts any of the following infectious diseases he/she must be excluded until:

- Chicken Pox** After ALL blisters have scabbed over
- Croup** After the cough has subsided
- Ear Infection** After three doses of medication or after 24 hours
- Fever** After the child's temperature has returned to normal without the aid of fever reducing medication (72 hours during COVID-19)

Head Lice	After one complete treatment and removal of ALL nits
Impetigo	After 24 hours of medication
Pink Eye	After the child has been on medication for 24 hours and has no matter in their eyes
Ringworm	After medical treatment with a fungicidal ointment
Roto Virus	After the child has had one formed stool
RSV	After the wheezing and coughing have subsided
Shingles	After all blisters have scabbed over
Strep Throat	After the child has been on medication for 24 hours
Thrush	After 24 hours of medication
Covid	Actions will be taken according to CDC guidelines at that time.

If your child contracts any communicable disease, please inform the Center. If your child is exposed to a communicable disease while at the Center, a notice will be posted.

Administration of Medication

Little Sprouts will administer the children in its care *prescription medication* as prescribed by a licensed medical doctor after securing instructions on the designated medication. All medication must be in its original container with the prescription label attached. The label must contain the child's full name, a current date (within the last twelve months), the exact dosage to be given and the means of administration placed in a baggie.

In addition, Little Sprouts will administer *non-prescription medication* including but not limited to such medications as fever-reducing medication (must not contain aspirin), cough and cold medications (must not include codeine) with a medical doctor's signature on the designated medication. Medication may not be given to mask any of the communicable disease symptoms as outlined under the management of communicable diseases. Medication must be in its original container with the original label attached. The label must specify appropriate dosages based on the child's age and weight. The full name of the child receiving the medication must be printed on the container. Little Sprouts will administer the medication for no more than *three consecutive days* at a time.

Non-prescription topical products or lotions will be applied after securing written instructions by the parent or guardian on the designated medication. Little Sprouts will follow the manufactures guidelines regarding application.

All medications are secured in the Director's office or refrigerator in the kitchen or child's room. Medications may NOT be stored in a child's cubby or book bag. No child may carry or administer their own medication; all medication will be administered with adult supervision.

Emergencies and Accidents

To create a safe and secure environment, we have established evacuation routes and procedures for any situation that poses a threat to the safety of children and employees. An evacuation and severe weather plan is conveniently located in every room. Each plan explains actions to be taken and staff responsibilities. In addition, we conduct monthly fire and periodic tornado drills to make sure every child and staff member know where and what they are supposed to do to ensure everyone's safety.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will; secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows.

All staff members present have received training in first aid, communicable disease and CPR. In the case of a minor accident/injury staff will administer basic first aid. If the injury/illness would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If staff member feels that the injury/illness is life threatening to the child EMS will be contacted first. No child will be left alone, a staff member will have cell phone or land line access whenever they are caring for the children.

If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

An incident/injury report will be completed, and given to the person picking up the child on the day of the incident/injury if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. The center shall also contact licensing personnel from the appropriate DCFS office within 24 hours when there is a "general emergency" or "serious injury or illness". The report will be provided to licensing staff within 3 days of the incident.

Center records including building, fire and licensing reports are available in the administration office. The laws and rules governing the center are also available upon request. It is imperative that in case of an emergency we are able to contact at least one parent or relative.

Custody Agreements

If there is custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation.

Field Trips/Transportation of Children

The center will not transport children in emergency situations. If a child requires transportation, the parent or 911 will be contacted. Written emergency transportation authorization forms must be filled out by a parent or guardian before admission to the center is granted. Little Sprouts will have walking field trips. During these trips state ratios will be maintained and all children will be supervised at all times. Written parent/guardian permission is required for all trips in order to participate. An attendance list will be given to the teacher verifying approval for the child to attend the trip. First Aid supplies will be available along with forms needed for children with health conditions. ID tags will be worn with the child's name and Little Sprout's Center information easily viewable. Upon arrival and before leaving any locations, teachers must perform a head count verifying all children are present and accounted for.

Meals and Snacks

Little Sprouts provides well balanced meals to help your child develop healthy eating habits by exposing them to a variety of foods. We serve breakfast between 6:30 A.M. and 8:00 A.M. every morning. Please provide your child with breakfast if you plan to arrive after 8:00. Please do not bring your child in with breakfast after 8:00 am. If you do so, you will be asked to stay with your child in the foyer until they have finished eating. In addition to breakfast, Little Sprouts provides each child with a well-balanced lunch, a nutritious morning and afternoon snack served with 1% milk (whole milk for 2 years old or younger) or 100% juice. All meals and snacks are nutritiously prepared according to State Licensing and the Child and Adult Care Food Program regulations.

Meals are prepared on site and served inside each classroom. We encourage our teachers to eat with the children as this is a teachable opportunity for all children to learn the fundamentals of good nutrition and manners.

Infants not ready for menu diets will need to be provided with proper nutritional requirements by the parents (formula, breast milk, and baby food).

Our menu is conveniently posted on HiMama. **We request that food not be brought from home or fast food establishments to avoid any difficult situations with the children.** If your child has food allergies, religious or special dietary needs requiring food to be provided by you it must meet nutritional guidelines provided by the state food program or be substituted by us. A Special Diet statement will be required and signed off by a physician. Please discuss any special requirements with the Center Director prior to your child’s first day. You will be asked to have the Special Diet form signed by a doctor prior to the first day.

Meal Time Schedule

Breakfast	6:30 A.M. – 8:00 A.M.
Morning Snack	9:30 A.M.
Lunch	11:00 – 11:30 P.M.
Afternoon Snack	2:00-2:30 P.M. and 3:30 P.M. for school age children

Formula

All formula must be provided by the parents before arriving at the center. Please make sure your child’s name and prepared date is on each bottle and the bottle has a lid. All bottles are stored within the refrigerator and warmed in warm water. A child’s formula canister can also be stored at Little Sprouts so staff can prepare bottles as needed. A labeled bottle can be left at Little Sprouts. Please have a small container with extra formula to be left at the center for emergency use only.

Curriculum

Each child participates daily in periods of group activities, individual play, outdoor play, and quiet times. All activities are developmentally appropriate and meet each child’s physical, emotional, social, and cognitive needs. The imagination and curiosity of every child is valued and contributes to our planned activities.

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. Children will go outside if the temperature is above 32 degrees. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside on days with a high heat index, or in inclement weather, such as rain, snow or lightening. Indoor large motor activities will be provided in the child’s classroom and in the hallway or gym on those days. Please send your children with the proper clothing so they may be comfortable

and safe whenever we are outside. This includes coat, snow pants, boots, hats, and gloves in the winter.

Rest Period

A rest period is part of the daily schedule for each age group. In accordance to DCFS Licensing Standards, all children enrolled in the 15 month to 5 year old program will be required to lie down for a nap not exceeding 2 ½ hours a day. The child is encouraged, but not forced, to sleep during this time. A cot and sheet are provided for each child. Cribs for infants are provided. Infants nap times will depend on each child's individual needs.

Guidance and Discipline

The staff strives to create an atmosphere of acceptance for and to enhance the self-esteem of each child. We never use any type of physical punishment. Discipline will use positive guidance, redirection, and limit setting. We will prohibit the use of humiliating and frightening punishment. We will also prohibit peers from administering discipline. The child will typically be separated from the group for a short Time-Out.

We believe that:

- All children need limits which are consistently enforced.
- Children need opportunities to learn to accept responsibility for the consequences of their actions
- Positive behavior should be reinforced in order to redirect inappropriate behavior
- Punishment is not to be used in connection with rest, food, or toilet training.

Little Sprouts Daycare and Preschool, LLC has a NO SPANKING policy.

These discipline policies apply to all employees and parents while they are at the center. When a specific behavioral problem has been identified at the Center, the Directors and primary teacher will bring this to the attention of the child's parents or guardians.

Suspension Policy

At Little Sprouts we strive to develop a positive relationship between the teacher and your child. We believe if an interesting and challenging program is offered to the child, then discipline problems are kept at a minimum. Positive reinforcement is the most effective method of preventing misbehavior. Our motivation is to make certain we provide a safe and loving environment where all children can achieve success to their fullest. Never should a child feel apprehensive about attending our center for fear of another child's behavior, be it hitting,

kicking, biting or bullying. It is our goal to communicate with all parents how aggressive and/or anti-social behavior will be handled. Aggressive behavior is defined as intentional hitting, biting, or kicking another child or teacher. Anti-social behavior is threatening, use of inappropriate language, inappropriate sexual behavior/comments or malicious teasing of another child or teacher.

If a situation arises where a child is consistently endangering himself, peers, or staff, it may become necessary to un-enroll the child.

The “Behavior Report” – to be filled out and turned into the office. Management will then give a copy of this report to the parent and a copy will be placed in the child’s file.

Complaint Procedures

We would like parents to follow certain procedures when a problem occurs within the classroom or the Daycare itself. Approach the persons in this manner if necessary.

- Lead Teacher in Child’s classroom
- Lead Teacher and Director
- Director

Items from Home and Personal Belongings

Little Sprouts will provide each child with his/her own locker area in which he/she can store personal belongings. Personal belongings need to be limited to a change of clothes, hats, gloves, snow pants, swim suit and travel bag.

Children may bring ONE soft naptime pillow and blanket with them to be kept at the center.

Our Center is equipped with appropriate toys; therefore, we request that playthings from home only be brought on Show and Tell Days (scheduled by the teachers). We also ask that children do not wear rings and necklaces as they are not safe on playground equipment or in the gym. If such items are brought to the Center we cannot be responsible for them.

We do not allow the children to play with guns or violent toys of any kind (even on Show and Tell Days). Never send your child with gum or candy.

It is our policy to not allow movies with inappropriate language and to only allow movies with a rating of “General” (Rated G) or “Youth” (Rated Y) in our Center. Therefore, we ask that parents not send movies with inappropriate language, and only send movies that are Rated G or Rated Y.

Child Abuse Reporting

All staff whom are employed at the Center are obligated under State Law to report all suspected child abuse directly to the Department of Family Services or Law Enforcement. Our staff is screened before they are employed at the Center.

If there is an incident of suspected in-house child abuse/neglect, we will ensure that further incidents cannot re-occur until the allegation is investigated. Upon results of investigation, the employability of any staff member involved will be evaluated.

Miscellaneous

Parent Participation & Communication

Parents are the most important influence in a child's life. Your input is important to us and we encourage parents to participate whenever possible in activities at the center. Parents may wish to attend our walking field trips, class parties, special luncheons or simply stop in to join the daily fun. At Little Sprouts we have an open-door policy for all parents. Open communication with all our parents is a top priority. Teachers are available to discuss a child's progress or needs at any time however the center will schedule parent teacher conferences once a year to keep you informed of your child's progress. Other ways we communicate with parents are through HiMama which inform you of activities they did that day, food they ate, if they took a nap, and what their mood was like for that day. As a parent or employee, if you ever have a concern or question regarding your child, the program, or activities we are readily available to talk to you. Please feel free to stop by or call the office to chat or set up an appointment to meet with your child's lead teacher or the director. Please do not hesitate to talk to us anytime!

Transportation:

We do not provide transportation for the children. Pre-School children attending the Eastland School District will be assisted in getting to and from the school bus stop to get on the bus for transportation to school.

Please **DO NOT, FOR ANY REASON** move your vehicle in any way (pass the bus, reverse, or drive away, no matter where you are parked) while the bus is picking up or dropping off children at Little Sprouts! The safety of your children is what is most important to us! Not following these safety guidelines may result in police involvement.

Birthdays:

Parents are welcome to provide treats (please no candy) for their child's birthday. If you do not choose to do this, the staff will still make every effort to make your child's day special. Please inform your child's teacher before you plan on bringing the treat in so it can be relayed to the

cook. Great snack ideas would be: cheese cubes and crackers, rice krispies, any type of cookie, cereal mix, or fruit bases popsicles.

Clothing:

Children should dress for the mess when coming to the center. Each day your child will have fun-filled hands on learning experiences. Please send your child in simple, washable, comfortable play clothes that are easy to manage. All children should have at least two seasonal changes of clothing. If an accident occurs during the day and we have no change of clothing or no classroom clothing is available, the parent will be called immediately to bring in clothing or pick up the child. Please send the children in play tennis shoes or other soft soled, closed toed shoes. Sandals and flip-flops are not recommended as they can lead to injuries. Infants and toddler children are not permitted to wear any small bead or barrettes in their hair for they are a choking hazard. If worn, we will remove them for the safety of all the children enrolled in our program. Little Sprouts is not responsible for any damage, spills, or wear and tear on items such as clothes, coats, shoes, etc. Please do not send your children in their “Sunday Best” to daycare as regular and messy play may cause these items to get stained. With our weather being unpredictable during certain parts of the year we ask that parents please plan ahead and dress their child appropriately for both indoor and outdoor play. During the winter we will be going outside when the temperature is above 32 degrees and it is decent to go out

Parents of Infants

Infants will be fed according to their individual schedule and will be held while bottle feeding.

Please remember to bring:

- A supply of baby food (unopened) and prepared bottles or breast milk (including plastic bottles and caps) labeled with the child’s name
- Disposable diapers and ointment (cloth diapers are allowed)
- Two extra sets of clothing to be left at the Center (appropriate for the season)
- Pacifiers if your child uses one
- Wipes

A daily record of you infant’s activities is kept on HiMama for your viewing at the end of the day. A note will be noted on HiMama and in the classroom (depending on the classroom) if you need to replenish any items and if there are anything special or of concern that occurred with your child that day.

Parents of Toddlers and Preschoolers

Please remember to bring:

- Disposable diapers, pull-ups or 4 pairs of training pants
- Two extra sets of clothing to be left at the Center (appropriate for the season)
- A special blanket or sleeping pal that is needed for quiet time

Please label your child's items clearly.

Double Preschool

We do allow for families to utilize our preschool program as well as the Eastland Preschool Program. The Eastland School District provides transportation to and from Shannon directly to Little Sprouts for both A.M. and P.M. Preschool. Children utilizing both programs will pay a full time rate at Little Sprouts as we have to be staffed for your child's return and stay within our teacher/child ratios. If your child will be utilizing the A.M. preschool at Eastland, please arrive at a times that will allow them to enjoy breakfast before getting on the bus. Bus times are given before the school year begins and we have a schedule on hand if you have any questions. Your child will be served lunch at Little Sprouts before leaving or upon returning from the Eastland Preschool Program. You are responsible for contacting the school in the event that your child is ill or will not be attending Eastland, as well as communicating to Little Sprouts if your child will not be returning to us for any reason after attending the Eastland Preschool Program.

Diapers

If Little Sprouts needs to provide a diaper for a child due to the lack of supplies provided by the parents there will be a \$1 charge per diaper. We will continue to charge you for the diapers from the center until your own diapers are brought to the center. The charges will be added onto the total at the end of the week.

Potty Training

We introduce potty training in Ms. Bobbie's 2-year-old classroom. We like to allow your child 2 weeks to settle into their new environment and schedule before starting to potty train. We ask that you be willing and ready to begin a potty-training schedule at home at the same time we begin it here, as consistency is very important. Pull-ups will be used during the potty-training process and you are asked to provide the classroom with them. Keep in mind that every child is different and potty training takes time, patience and effort from all! With communication, ideas, and teamwork, we will get it accomplished together!



I, (parent name) _____ have read over the Little Sprouts Parent Handbook and agree to all the information provided.

Signed

Date

Here are my questions and concerns regarding what I just read over....

