

# LITTLE LITES PARENT POLICY AND INFORMATION HANDBOOK



Where Kids Learn to Shine

..."Let your light shine before others, that they may see your good deeds and glorify your Father in heaven." Matthew 5:16

Hello Potential Family,

Welcome to Little Lites Christian Learning Center. We are blessed to partner with your family to care for your child spiritually, socially, and academically.

As the director here, I will strive to be accommodating while providing your child with the highest academic gain throughout the school year. Our teachers undergo annual training and are continual learners themselves, so we remain on the cutting edge of our delivery in educating your child(ren).

We take our jobs here very seriously; we understand that we are the introduction to your child's academic adventure, and we want it to be a positive experience.

Thank you for your belief in us as we pair with you to provide a well-rounded education and faith-filled experience for your child.

Be Blessed,

Shontell Brewer

Little Lites Director

[Shontell@Hillside4.org](mailto:Shontell@Hillside4.org)

# Little Lites Tuition & Fees\*

New student registration discount: \$30

Yearly student registration fee: \$50

Yearly book fee for kindergarten: \$30

## Three through six year olds:

5 Full Days: \$145/week

5 Half Days: \$115/week

3 Full Days: \$115/week

3 Half Days: \$75/week

2 Full Days: \$80/week

2 Half Days: \$55/week

Drop-in prices: half-day \$35; full-day \$45

## Zero through Two year olds:

5 Full Days: \$175/week

5 Half Days: \$145/week

3 Full Days: \$135/week

3 Half Days: \$125/week

2 Full Days: \$90/week

2 Half Days: \$75/week

- Prices are set for each contract year; if you are eligible for a price change due to age your new pricing will begin the following school year.

- Hillside members receive a 10% discount on five-day tuition prices.

- Siblings receive a 10% discount on tuition.

- One discount allowed per child.

-Alternate schedules (including 4 days) are allowed with the director's approval.

-Any schedule that is not fixed, and preapproved, will be considered at drop in conditions and rates.

-ALL preschool and kindergarten students must be dropped off no later than 11a.m. to allow each child to acclimate to the school day before the onset of naptime. ALL early education students must be dropped off by 9:30am.

-Adding an extra day or half day to your schedule (drop in) when needed will only be available as space permits, and 24 hours notice is required.

-Two weeks' notice of a change of schedule is required.

-Complete weekly tuition is due on Monday of each week; monthly tuition is due on the first Monday of each month.

\*tuition and fees are subject to change

## Christian Education

Our mission is to provide a faith-based, fun, and hands on curriculum to fully prepare students, ages 2-6, for their next stage: spiritually, morally, cognitively, and relationally.

## Academics & Classrooms

Each student undergoes an in depth, yet age appropriate, assessment with our highly qualified staff in order to accurately place our students. Rather than ranging classes strictly by age, students will be placed on their abilities. For example, a three year old who reads fluently may be offered a more challenging curriculum based on his/her assessment findings. Our hope is that your student will arrive to kindergarten at the top of the class.

## Hours of Operation

Little Lites Christian Learning Center is open weekdays from 7a.m.- 6p.m. Our half-day hours are from 7a.m.-12:30p.m. Anything over these hours is considered full day. Early Ed. and preschool learning time is from 9 a.m.-12:30 p.m. Kindergarten and advanced-pre-k is from 9a.m.-3p.m.

## Payment

All payments are due on Monday of each week. Any account not paid by 6p.m. Wednesday evening will be charged a \$10 late fee. If payment is not received by Friday at 6 p.m., an additional \$10 will be charged to the account, and the child will not be allowed to attend the following week without full payment. Parents are welcomed to pay as far ahead as they like at a minimum of one week.

Payments should be placed in the black box marked Little Lites in an envelope with the student's first and last name.

LATE PICK UP: It is expected that all children will be picked up at their designated time. When late, parents will be charged a late fee of \$1/minute. This applies to both half-day and full day schedules.

## Cancellation of Services

A two-week cancellation notice is required for any child on a full- or part-time schedule. Tuition is due during the two-week cancellation period regardless of whether or not the student is attending. We are unable to refund tuition payments in the event of a cancellation of services.

## Schedules/Alternate Schedules

It is our hope to be able to accommodate families with special scheduling requests of days and times. Please let us know if you have need for a special arrangement.

## Vacation/Time off

Each child is allowed one week (Monday through Friday) off per year, at no charge, once the student has attended a consecutive six months at Little Lites and tuition is current. A break longer than one week requires a re-registration fee.

## Holiday and Sick Days

Holiday and sick days are included in your tuition. Standard tuition is due whether your child was sick during their established schedule, or there was a holiday. We do not offer make-up days at this time.

Currently, our observed holidays are New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Nevada Day, Veteran's Day, Thanksgiving and Thanksgiving Family Day, Christmas Eve, and Christmas. Additionally, we have two scheduled staff development days per year. Each of these closures is calculated into the tuition.

## Snow Days & Weather

Little Lites does not follow Washoe County School District closure procedures for snow days. Our Facebook and website page will be updated as soon as possible to inform you of closures.

Please dress your student with appropriate shoes and outerwear. All children will be playing outside daily unless it is snowing, raining, excessively hot, or blowing dirt.

## Medication

All medications needing to be administered during preschool hours must be labeled and in their original container. The medication MUST be accompanied by written instructions from a doctor, as well as a note from the parent. Dosage instructions on the label will be adhered to, unless otherwise instructed by the doctor, on the prescription or on physician's letterhead.

## Accidents & Emergency Medical Treatment

Parents are required to sign and have a notarized emergency release form for each child. Parents are responsible for keeping all emergency records up to date. In the case of a minor accident, a Little Lites employee will administer first aid, according to the employee's training and expertise. Little Lites will contact a parent immediately, if necessary, or send notification at the end of the day.

In the case of a serious accident, or the need for emergency medical treatment, Little Lites will abide by the following procedures:

1. administer first aid- if possible,
2. call 911,
3. call an ambulance to transport the child to the emergency room, and
4. Stay with the injured child until the parent or appointed contact person arrives.

In all cases of accident or injury, Little Lites will fill out an accident report form which is to be signed by both the parent of the child involved and a Little Lites Christian Learning Center representative.

## Health

We strive to maintain a healthy environment for our students and staff. To do so, children with obvious symptoms of illness will be sent home. If a child becomes ill at Little Lites, a parent or contact person will be called to pick up the student. Please keep these contacts current as any child not picked up within what Little Lites deems a reasonable time frame will not be allowed to return to the program.

A full 24 hours, medically free and free of the following symptoms is necessary for a student to return to school:

sore throat	excessive coughing
chicken pox	diarrhea
rash	fever
vomiting	illness related blisters on face, hands, and/or feet
pink eye	

All students must have a yearly wellness check conducted by a physician. Students must also be up-to-date on their immunizations or have an appropriate waver on file. Little Lites' staff works hard to create a clean and healthy environment. Please keep your child home if any illness is present.

## Visitation and Custody

Little Lites gives either or both parents the right to observe the program, and facility, before enrollment and at any time after the enrollment of the child. If there is a custody or visitation policy set by the courts, a copy of the orders must be up-to-date and on file in order to enforce them.

## Communication

We understand that your student is of utmost concern for you, and we hope and encourage communication between you, our staff, and our administration. Our director is available to answer questions and address concerns, and our staff is equipped to answer most questions. Please direct your communication via email when possible at [Shontell@Hillside4.org](mailto:Shontell@Hillside4.org) as well as communicating in person with our teachers. This ensures the proper follow up procedures are met and guarantees a better response time. Also, you can follow us on Facebook for updates on events and school activities.

It is a county and center policy that each child be signed in and delivered to the teacher with some form of communication. Please sign your child in and out each day. Never drop your student at the front doors of the building or in the lobby. Little Lites is not responsible for your child until the teacher knows your student is in his/her care. **Failure to comply with this will terminate services.**

## Meals and Snacks

Currently, we do not refrigerate student lunches or snacks. Each lunch should come with a cold pack, and snacks should be non-perishable, as they are placed in a basket in the hallway. Additionally, all snacks and foods should be healthy as our focus is to maintain an academic setting throughout the day. A small treat for after lunch is fine, but please do not send your student with soda.

**Morning only students:** Parent/guardian will provide one (1) healthy snack and a healthy cold lunch each day. If your child arrives before 7:30 a.m., you may send a prepared breakfast with your student.

**Full-Day students:** Parent/guardian will provide two (2) healthy snacks and a cold lunch. If your child arrives before 7:30 a.m., you may send a prepared breakfast with your student.

Please label snacks directly, and label all lunch boxes and containers with your student's name.

## Toilet Training & Clothing

Little Lites employees will assist in toilet training as much as we are able. We hope to partner with you as your student seems ready to begin exploring this. We reserve the right to decide if your student qualifies for the lesser, potty-trained pricing.

Please send a change of clothes with your child each day in case of an emergency. This can be a bathroom accident, spilled food, injury, etc.

## Naps

All Little Lites students are encouraged to nap or rest quietly following lunchtime. At approximately 1 o'clock each afternoon students will have this down-time. Please send a clean blanket and sheet each Monday (or first day of your school week). A small noiseless toy or stuffed animal is welcomed for naptime as well. Please be sure to write your child's name on everything that comes to school. Nap supplies are sent home every Friday (or on your child's last day of his/her school week) to be washed.

## Abuse Prevention

At Little Lites, we strive to provide the safest environment possible. Because of this, our teachers undergo extensive training and background checks. In order to prevent child abuse, the following policies are strictly adhered to:

- All Little Lites employees are fingerprinted
- All employees submit to a federal background check
- All employees attend a county-approved class on recognizing child abuse and neglect
- Students are always attended by a Little Lites teacher
- As children enter or exit the bathroom, they are always in view of a staff member
- Any bruising, scratches, or bumps (obtained either at school or at home) will be reported to the parent or caregiver
- All staff of Little Lites Christian Learning Center are mandated to report any suspected child abuse

## Discipline

We believe the goal of discipline is to help young children gain self-control and be considerate of others. When a child exhibits unacceptable behavior, or behaves in a way that is harmful to him/herself, another student, or a teacher teachers will step in with a consequence. This may include a "time-in" where the student may not interact with the other children but only with the instructor, a loss of free or fun time (time off of recess, water play, game time, etc.), or simply a redirection of the student.

Under no circumstances will a child be spanked, excluded in an unsupervised room, ridiculed, or chastised for his/her behavior. If you see or witness a situation that you do not understand, please contact the director immediately.

It is our belief that busy hands get into less trouble. We set clear expectations with our students and encourage them to problem solve with their peers as much as possible.