

# PARENT POLICY AND INFORMATION HANDBOOK



***“...Where kids learn to shine!”***

**[www.LittleLites.org](http://www.LittleLites.org)**

**775-229-2675**

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

Welcome to Little Lites!

Little Lites is a Christian learning center where your child will learn to shine! Daily, we plan and prepare our developmentally appropriate curriculum to engage your child physically, intellectually, emotionally, socially, and spiritually.

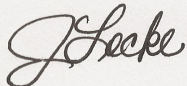
A typical day here includes outdoor activities such as climbing, riding bikes, ball play, obstacle courses, and group games. We provide intellectual challenges, giving opportunity for children to build, solve problems, learn to sequence (shapes, colors, sizes,) discover patterns, and to display creativity with arts and crafts.

The heartbeat of our day revolves around developing emotional and social skills. We create a safe, accepting, and loving environment, while encouraging taking personal responsibility, respecting others, and using polite, kind words so everyone has a happy day. Spiritually, we teach children of God's love for them, through Bible memory, stories, prayer, and songs. Our very creative staff is always introducing new activities. Our desire is to appropriately challenge our kids so they can master skills, which provide the building blocks for a love of life-long learning.

We are privileged to care for your child, and we understand that open and ongoing communication is vital. We're happy to send you pictures and updates of your child's progress throughout the day as you request. Watch for our monthly family activities and our conference weeks in October and April.

If you have questions or comments, feel free to contact me via call or text between the hours of 8:30-5 p.m. at 775-229-2675.

Blessings to you-



Joni Locke  
Little Lites Director  
[Joni@LittleLites.org](mailto:Joni@LittleLites.org)  
775-229-2675

# Little Lites Tuition & Fees\*

New student registration:	\$30
Yearly student supply fee:	\$50 (due June 1st)
Drop-In: 3-6 years old:	\$35 half day, \$45 full day
Drop-In: 2 years, non-potty trained:	\$45 half day/\$55 full day
Drop-In: 0-24 months	\$65 full day only

## THREE-SIX YEAR OLDS

5 Full Days: \$160/week	5 Half Days: \$115/week
4 Full Days: \$145/week	4 Half Days: \$90/week
3 Full Days: \$115/week	3 Half Days: \$75/week
2 Full Days: \$80/week	2 Half Days: \$55/week

## TWO-YEAR OLDS (& NON-POTTY TRAINED)

5 Full Days: \$190/week	5 Half Days: \$165/week
4 Full Days: \$160/week	4 Half Days: \$140/week
3 Full Days: \$135/week	3 Half Days: \$110/week
2 Full Days: \$100/week	2 Half Days: \$75/week

## INFANTS TO 24 MONTHS:

5 Full Days: \$225/week
4 Full Days: \$190/week
3 Full Days: \$150/week

- Prices are set for each contract year; if you are eligible for a price change due to age or toilet trained your new pricing may be reviewed upon your request.
- Any schedule that is not set and preapproved will be considered at drop-in conditions and rates.
- All preschool and pre-kindergarten students must be dropped off no later than 11 a.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 9:30 a.m.
- 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: academically, socially, cognitively, and spiritually

## **Academics & Classrooms**

Each student undergoes an in depth, age appropriate, assessment with our highly qualified staff in order to accurately place 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 be able to start Kindergarten at the top of their 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., preschool and pre-kindergarten learning time is from 8:30 a.m.-12:30 p.m.

## **Tuition Payment**

All payments are due either on Monday of each week or the first day of the week of your child's attendance. Accounts not paid by 6 p.m. Wednesday evening will be charged a \$10 late fee. If payment in full is not received by Friday, the child will not be allowed to attend the following week until payment is received. Parents are welcomed to pay as many weeks ahead as they'd 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. For your

convenience, you can also pay online via our website, [www.LittleLites.org](http://www.LittleLites.org)

**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 special arrangements.

## **Vacation/Time off**

Each child is allowed one week (Monday through Friday of the same week) 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. Currently, our observed holidays are:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Nevada Day
- Thanksgiving and Thanksgiving Friday
- Christmas Eve – 3 p.m.
- Christmas Day/Day after Christmas



## **Snow Days & Weather**

Little Lites does **NOT** follow Washoe County School District closure procedures for snow days. Our Facebook page and website 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 if the air quality index recommends staying indoors.

## **Medications**

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
4. Stay with the injured child until the parent or appointed contact person arrives.

In all cases of accident or injury, a Little Lites representative will complete 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 clean and 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.

After an illness, a full 24 hours without **ANY** of the following symptoms is necessary for a student to return to school:

- |                          |                                    |
|--------------------------|------------------------------------|
| -sore throat             | -excessive coughing                |
| -chicken pox             | -diarrhea 3x + in 24 hours         |
| -rash                    | -fever >101*                       |
| -vomiting (even once)    | -illness related blisters on face, |
| -pink eye/conjunctivitis | hands, and/or feet                 |

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 waiver on file.

## Introductory Attendance

We know that every facility will not be right for every family. In order to ensure that we are a great fit for you, we offer an introductory attendance period for you to try us out and us to help your student adjust. If at any time we find we are not the best fit for your family, we reserve the right to dismiss a student. Reasons for dismissal could be excessive violence or anger, unwillingness to comply with school rules, etc.

## 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 phone to **775-229-2675**, or email when possible to: [Joni@LittleLites.org](mailto:Joni@LittleLites.org) This is in addition to 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.

## **Attendance/Sign In/Sign Out Procedures**

It is a Washoe County and Little Lites policy that each child be signed in and delivered to the teacher with some form of communication. 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.

At pick up time, please sign out your child and take them by the hand. This “hand-to-hand” policy states the parent/person picking up the child is now responsible for the child. Failure to comply with sign in/sign out procedures could result in termination of services.

## **Meals and Snacks**

Each lunch should come with a cold pack, and snacks should be non-perishable, as they are placed in a basket in the classroom. If snacks are perishable/need to be refrigerated (e.g. yogurt,) please leave them in your child’s lunchbox.

Per Washoe County Health Department regulations, Little Lites staff may heat food you send for your child’s consumption, although Little Lites is not held to the food safety standard of heating food to 165. 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 (2) healthy morning snacks 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 morning snacks, a cold lunch and (1) healthy afternoon snack. If your child arrives before 7:30 a.m., you may send a prepared breakfast with your student.

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

## **Celebration Foods**

Celebrating birthdays and holidays are exciting times for our kids. Per Washoe County Health Department regulations, any treats you bring must be store bought and in individual packaging (e.g. cracker jacks, mini-muffins, cookies, etc...) If you choose to bring items from a bakery, you must bring them directly from the store to the school.

## **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, bathroom accident, spilled food, injury, etc.

## **Naps/Rest Time**

All Little Lites students are encouraged to nap or rest quietly following lunchtime. At approximately 1 o'clock each afternoon students will have this downtime. Please send a clean sleeping bag or padded bedding along with a large pillowcase with your child's name on it 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 by state law to report any suspected child abuse/neglect

## **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, 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.

Please detach the previous papers and keep for your records. Complete the following forms and return to the Little Lites front desk with your registration and tuition.

# Little Lites Christian Learning Center

## Registration Information

Child's Legal Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Childs Preferred Name: \_\_\_\_\_

Childs Allergies/Health Concerns: \_\_\_\_\_

Any known special needs? \_\_\_\_\_

Has your child ever had an assigned IEP? YES/NO (If one is currently used, please provide a copy to our teachers)

Mother's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Work Phone #: \_\_\_\_\_

Company Name: \_\_\_\_\_

Work Address: \_\_\_\_\_

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

Father's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Work Phone #: \_\_\_\_\_

Company Name: \_\_\_\_\_

Work Address: \_\_\_\_\_

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

Mom & Dad      Split Custody      Mom Only      Dad Only  
Other \_\_\_\_\_

**1. CHOOSE PRESCHOOL PROGRAM:**

Choose number of days you'd like your child to attend:

- 5 days \_\_\_\_\_
- 4 days \_\_\_\_\_
- 3 days \_\_\_\_\_
- 2 days \_\_\_\_\_
- 1 day \_\_\_\_\_

Circle Days: M T W Th F

Half-Day \_\_\_\_\_ Full Day \_\_\_\_\_

Please note approximate hours of attendance:

From: \_\_\_\_\_ To: \_\_\_\_\_

\*Full Day hours are within 7a.m.- 6 p.m.

\*Half-day hours are within 7am-12:30pm

**Best way to contact you for info/child updates (circle one):**

Home number    Cell number      Work number    Text

**Best way to contact you for Little Lites' news (circle one):**

Home number    Cell number      Work number    Text

**Are there any known/planned upcoming vacations/time-off before you enter in to this program contract? YES NO**

**If so, please provide dates:** \_\_\_\_\_

\_\_\_\_\_

## Child Release Policy

- Children will be released only to an adult, age 18 or older. Children must be supervised by an adult while walking from the door to the car.
- Names of those permitted to pick a child up from our care should be stated on the Contact Information form.
- Anyone picking a child up from our care should bring photo ID with him or her.
- Parents should make Little Lites personnel aware in advance of any alternate pick up arrangements. If arrangements are not made in advance, a parent or guardian will be contacted before the child can be released to anyone who is not pre-authorized.

The following people are permitted to sign out my child using the hand-in-hand policy from Little Lites Christian Learning Center (for the child's protection, anyone picking up the child must be on this list, and should bring photo ID):

Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
Phone #: _____	Phone #: _____
Alternate #: _____	Alternate #: _____

If parents/guardians cannot be reached in an emergency, the following people should be contacted:

Name: _____	Name: _____
Phone #: _____	Phone #: _____
Alternate #: _____	Alternate #: _____

I have read and understand the emergency contact procedures and listed appropriate caregivers and contacts for my child.

Parent's Signature: \_\_\_\_\_

# Tuition Payment Agreement

I \_\_\_\_\_ acknowledge that the weekly tuition for my child, \_\_\_\_\_, comes to an amount totaling \_\_\_\_\_. I hereby agree to pay this amount on each Monday/or \_\_\_\_\_, the first day of the week of their attendance at Little Lites Christian Learning Center. I plan on paying my child's tuition via: (Circle one:)

**CHECK    CASH    ONLINE (website/Authorize.Net)    OTHER**

Further, I understand and agree that if my child's tuition charges are not paid by 6 p.m. Wednesday evening of that week, I will be assessed a \$10 late fee. Finally, I understand and agree if payment in full is not made by Friday at 6 p.m. my child will not be allowed to attend Little Lites Christian Learning Center until payment in full is received.

I have read and understand the above:

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Signature: \_\_\_\_\_



## Permission to Use Photographs

I \_\_\_\_\_ grant to Little Lites Christian Learning Center, its representatives, and/or employees the right to take photographs of my child, \_\_\_\_\_ in connection with the above-identified subject. I authorize Little Lites Christian Learning Center, its assigns and transferees to copyright, use and publish the same on print and/or electronically. I agree that Little Lites Christian Learning Center may use such photographs of my child without child's name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content.

I have read and understand the above:

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Signature: \_\_\_\_\_

# Little Lites Christian Learning Center Emergency Release Form

I hereby give my consent to Little Lites Christian Learning Center to authorize medical treatment for my child, \_\_\_\_\_ should it be necessary while my child is in the care of Little Lites.

In case of emergency, my child's physician/health insurance contact info is:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_

Hospital Preference: \_\_\_\_\_

Health Insurance Carrier: \_\_\_\_\_

\_\_\_\_\_

Insured's Name: \_\_\_\_\_

Policy #: \_\_\_\_\_

Group #: \_\_\_\_\_

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

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