

PARENT POLICY & INFORMATION HANDBOOK



“...Where kids learn to shine!”

www.LittleLites.org

775-229-2675

...”Let your light shine before others, that they may see your good deeds & 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 & prepare our developmentally appropriate curriculum to engage your child physically, intellectually, emotionally, socially, & spiritually.

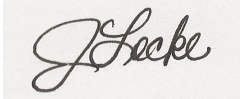
A typical day here includes outdoor activities such as climbing, riding bikes, ball play, obstacle courses, & group games. We provide intellectual challenges, giving opportunity for children to build, solve problems, learn to sequence (shapes, colors, sizes,) discover patterns, & to display creativity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

The heartbeat of our day revolves around developing emotional & social skills. We create a safe, accepting, & loving environment, while encouraging taking personal responsibility, respecting others, & 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, & 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, & we understand that open & ongoing communication is vital. We're happy to send you pictures & updates of your child's progress throughout the day as you request. Watch for our monthly family activities & our conference weeks in October & April.

If you have questions or comments, feel free to contact me via call or text at 775-229-2675.

Blessings to you-

A handwritten signature in cursive script that reads "J. Locke". The signature is written in black ink on a light-colored rectangular background.

Joni Locke
Little Lites Director
Joni@LittleLites.org
775-229-2675

Little Lites Tuition & Fees

New student registration:	\$50
Annual Supply Fee:	\$50 Due on anniversary
Drop-In: 3-5 years old:	\$50 full day

THREE TO FIVE YEAR OLDS

5 Full Days: \$170/week	5 Half Days: \$125/week
4 Full Days: \$155/week	4 Half Days: \$100/week
3 Full Days: \$125/week	3 Half Days: \$85/week

TWO-YEAR OLDS (& NON-POTTY TRAINED)

5 Full Days: \$200/week
4 Full Days: \$170/week

INFANTS TO 24 MONTHS:

5 Full Days: \$235/week

- Prices are set for 2018; if you are eligible for a price change due to age/toilet training, new pricing may be reviewed upon your request.
- Any schedule that is not set & preapproved will be considered at drop-in conditions & rates.
- All preschool & pre-kindergarten students must be dropped off no later than 10:30 a.m. to allow each child to acclimate to the school day before the onset of naptime. All infant/toddler students must be dropped off by 9:30 a.m.
- Adding an extra day to your schedule (drop in) when needed will only be available as space permits.
- Make of days (MUD) are available upon classroom availability.
- 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 LATE FEE of \$25/week** will be applied on unpaid tuition balances on Wednesday.
- **LATE PICK UP FEE of \$5/minute** will apply after 6 p.m. – to be paid in cash & given to caregiver upon pick-up.

Christian Education

Our mission is to provide a faith-based, fun, & hands on curriculum to fully prepare students, ages 2-6, for their next stage: academically, socially, cognitively, & 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 & 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. Payments should be placed in the black box marked "Little Lites" in an envelope with the student's first & last name. For your convenience, you can also pay online via our website, www.LittleLites.org

TUITION LATE FEE: Accounts not paid by 6 p.m. Wednesday evening will be charged a \$25 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.

LATE PICK UP FEE: It is expected that all children will be picked up at their designated time. When late, parents will be charged a late fee of \$5/minute. This applies to both half-day & 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 & 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 two months at Little Lites & tuition is current. For any vacations/time off requests past the one week, standard tuition will need to be paid for your student to maintain their spot within the Little Lites program. Another option is for parents to withdraw their student from Little Lites & then pay a re-registration fee of \$50 to re-enter the Little Lites program upon their return, *pending availability of space within the program.*

Holiday & Sick Days

Little Lites does not offer discounts, refunds, or credits to your tuition account for holidays & sick days. Standard tuition is due each week whether your child missed school during their established schedule due to sickness &/or holidays. Currently, our observed holidays are:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving & Thanksgiving Friday
- Christmas Eve
- Christmas Day

Snow Days & Weather

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

Please dress your student with appropriate shoes & 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 & 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 & 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 & 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 & a Little Lites Christian Learning Center representative.

Health

We strive to maintain a clean & healthy environment for our students & 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, &/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 & 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 & Custody

Little Lites gives either or both parents the right to observe the program, & facility, before enrollment & 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 & on file in order to enforce them.

Communication

We understand that your student is of utmost concern for you, & we hope & encourage communication between you, our staff, & our administration. Our director is available to answer questions & address concerns, & 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 This is in addition to communicating in person with our teachers. This ensures the proper follow up procedures are met & guarantees a better response time. Also, you can follow us on Facebook for updates on events & school activities.

Attendance/Sign In/Sign Out Procedures

It is a Washoe County & Little Lites policy that each child be signed in & 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 & 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 & Snacks

Each lunch should come with a cold pack, & 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 & 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 & 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 & (1) healthy afternoon snack. If your child arrives before 7:30 a.m., you may send a prepared breakfast with your student.

There is a \$4/meal & \$2/snack charge for students who come to school without food/sufficient amounts of food. Please label snacks & all lunch boxes & containers with your student's name.

Celebration Foods

Celebrating birthdays & holidays are exciting times for our kids. Per Washoe County Health Department regulations, any treats you bring must be store bought & 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 required to nap or rest quietly. At approximately 12:30pm all toddler, preschool & pre-k students will have this downtime. Please send a clean sleeping bag 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 & 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 & 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 & 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 & encourage them to problem solve with their peers as much as possible.

Please detach the previous papers & keep for your records. Complete the following forms & return to the Little Lites front desk with your registration & 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, & 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 & understand the emergency contact procedures & listed appropriate caregivers & 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 & 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 & 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 & understand the above:

Printed Name: _____

Address: _____

Date: _____

Signature: _____

Permission to Use Photographs

I _____ grant to Little Lites Christian Learning Center, its representatives, &/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 & transferees to copyright, use & publish the same on print &/or electronically. I agree that Little Lites Christian Learning Center may use such photographs of my child without child's name & for any lawful purpose, including for example such purposes as publicity, illustration, advertising, & Web content.

I have read & 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: _____

WASHOE COUNTY INFANT SLEEP POLICY SIDS PREVENTION

- Healthy babies always “BACK to sleep.”
- A physician’s note is required for non-back sleepers.
- Firm mattress with fitted sheet.
- “Feet to Foot Placement” in cribs if blankets are necessary.
- Babies ONLY sleep in cribs.
- CRIB: free of toys, stuff animals, & excess bedding.
- Only ONE baby per crib.
- Room temperature comfortable for lightly dressed adult.
- Monitor sleeping babies every 15 minutes.

Parent/Guardian Signature: _____

Date: _____

Little Lites Christian Learning Center

Parent Handbook Confirmation

I _____ have been give a copy of the Little Lites Parent Handbook. I have read & understand ALL of the policies & procedures set forth in this handbook. I understand that Little Lites may make changes to these policies at any time.

Please initial each item:

- | | |
|-------------------------------------|-------------------------------|
| _____ Fees | _____ Communication |
| _____ Christian Education | _____ Meals/Snacks |
| _____ Academics /Classrooms | _____ Toilet Training/Clothes |
| _____ Schedules | _____ Holidays/Sick Days |
| _____ Hours of Operation | _____ Abuse Prevention |
| _____ Payments | _____ Introductory Attendance |
| _____ Cancellation of Services | _____ Naps |
| _____ Schedules/Alt Schedules | _____ Discipline Policy |
| _____ Vacation/Time-Off | _____ SIDS Prevention |
| _____ Snow Days/Weather | |
| _____ Medication | |
| _____ Accidents/Emergency Treatment | |
| _____ Health | |
| _____ Visitation/Custody | |