

# PARENT POLICY and INFORMATION HANDBOOK 2020



***“...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**



Little Lites Christian Learning Center



Little Lites CLC

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.

If you have questions or comments, feel free to contact me via call or text 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 and Fees 2020**

New student registration: \$75

Annual Supply Fee: 1<sup>st</sup> Monday in March \$75 (\$200 cap)  
Drop-In: 3-6 years old: \$50 full day  
Drop-In: 2 years, non-potty trained: \$60 full day

### **THREE-SIX YEAR OLDS**

5 Full Days: \$180/week	5 Half Days: \$135/week
4 Full Days: \$165/week	4 Half Days: \$110/week
3 Full Days: \$135/week	3 Half Days: \$95/week

### **TWO-YEAR OLDS (and NON-POTTY TRAINED)**

5 Full Days: \$220/week  
4 Full Days: \$200/week

### **INFANTS TO 24 MONTHS:**

5 Full Days: \$245/week  
4 Full Days: \$210/week

- Prices are set for 2020; if you are eligible for a price change due to age/toilet training, new pricing may be reviewed upon your request.
- Child must be fully potty trained by fourth birthday to advance in our program. No exceptions.
- 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 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 up days (MUD) are available upon classroom availability.
- Two weeks' notice of a change of schedule and vacation is required.
- Complete weekly tuition is due by Friday for upcoming week.

## **Christian Education**

Our mission is to provide a faith-based, fun, and hands on curriculum to fully prepare students, ages birth to 6 years, for their next stage: academically, socially, cognitively, and spiritually

## **Academics and Classrooms**

Each student undergoes a Brigance 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.-12:15p.m. Anything over these hours is considered full day. Early Ed., preschool & pre-kindergarten learning time is from 8:30 a.m.-12:15 p.m.

## **Tuition Payment**

All tuition payments will be processed by Automated Recurring Billing (ARB). Contracted parent by ARB will be responsible for tuition payments.

Without a 2 weeks written notice a \$25 fee will be applied for

- Change of Bank Account Number
- Day or Date Change on ARB
- Declined Funds

*All payments are due by Friday for the upcoming weeks attendance.*

Accounts not paid by 6 p.m. Friday evening will be charged a \$25 late fee. If payment in full is not received by Sunday, your child will not be allowed to attend the upcoming week until payment is received and/or you may risk termination of childcare.

**LATE PICK UP:** It is expected that all half-day students will be picked up by 12:15pm and full day students by 6pm. Late parents will be charged a cash late fee of \$5/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.

## Vacation/Time Off

Each child is allotted one week (5 consecutive days) off per year, once the student has attended 90 days 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 \$75 to re-enter the Little Lites program upon their return, *pending availability of space within the program*.

## Holiday and Sick Days

Little Lites does not offer discounts, refunds, or credits to your tuition account for holidays and sick days. Standard tuition is due each week whether your child missed school during their established schedule due to sickness and/or holidays. Our 2020 holidays are:

- New Year's Day-Wednesday, January 1<sup>st</sup>
- Teacher Development Day-(President's Day) Monday, February 17<sup>th</sup>
- Memorial Day- Monday, May 25<sup>th</sup>
- Labor Day- Monday, September 7<sup>th</sup>
- Thanksgiving & Family Day- Thursday/Friday 26<sup>th</sup> & 27<sup>th</sup>
  - We will close **early** Wednesday, November 25<sup>th</sup> @4pm
- Christmas Eve & Christmas Day-Th/F December 24<sup>th</sup> & 25<sup>th</sup>
  - WE will close **early** Wednesday, December 23<sup>rd</sup> @ 4pm

## **Snow Days and Weather**

Little Lites does **NOT** follow Washoe County School District closure procedures for snow days. Our Facebook, Instagram 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 actively 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 and Emergency Medical Treatment**

Parents are required to sign an 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 by call or text.

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 employee will contact and report to parent. Upon request a written report can be given.

## 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, &/or feet                   |

All students must have a 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 & all lunch boxes & 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 and 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 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: \_\_\_\_\_

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

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

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

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

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

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

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

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 \_\_\_\_\_

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-12:15pm

**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

## 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.

Further, I understand and agree that if my child's tuition charges are not paid by 6 p.m. Friday for the upcoming week, I will be assessed a \$25 late fee. Finally, I understand and agree if payment in full is not made by Sunday 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: \_\_\_\_\_

## **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

\_\_\_\_\_ Christian Education

\_\_\_\_\_ Academics /Classrooms

\_\_\_\_\_ Schedules

\_\_\_\_\_ Hours of Operation

\_\_\_\_\_ Payments

\_\_\_\_\_ Cancellation of Services

\_\_\_\_\_ Schedules/Alt Schedules

\_\_\_\_\_ Vacation/Time-Off

\_\_\_\_\_ Snow Days/Weather

\_\_\_\_\_ Medication

\_\_\_\_\_ Accidents/Emergency  
Treatment

\_\_\_\_\_ Health

\_\_\_\_\_ Visitation/Custody

\_\_\_\_\_ Communication

\_\_\_\_\_ Meals/Snacks

\_\_\_\_\_ Toilet Training/Clothes

\_\_\_\_\_ Holidays/Sick Days

\_\_\_\_\_ Abuse Prevention

\_\_\_\_\_ Introductory Attendance

\_\_\_\_\_ Naps

\_\_\_\_\_ Discipline Policy

\_\_\_\_\_ SIDS Prevention