

PARENT POLICY & INFORMATION HANDBOOK Kindergarten & First Grade 2024-2025



“...Where kids learn and shine!”

www.LittleLites.org

775-229-2675

3200 Sutro Street
Reno, NV 89512

Center Director – Joni Locke
Co-Director – Danielle Sparks
Infant-Toddler Director – Addie Goings

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



Little Lites Christian Learning Center



Little Lites CLC

Welcome to Little Lites Kindergarten and First Grade program!

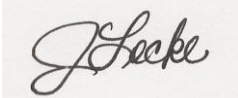
Little Lites is a private Christian Kindergarten and First Grade program where your child will learn and shine! Daily, we plan, prepare and develop Abeka Book curriculum to engage your child intellectually, emotionally, socially, and spiritually.

The heartbeat of our kindergarten and first grade class revolves around education, developing emotional & social skills while creating a safe, accepting, & loving environment. We teach 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 desire is to appropriately challenge your child so they can master skills, which provide the building blocks for a love of life-long learning.

We are privileged to care for and educate your child, and we understand that open and ongoing communication is vital. 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 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 background.

Joni Locke

Little Lites Director

Contact@LittleLites.org

775-229-2675

Little Lites Tuition & Fees 2025

Supply Fee due the first week of school:	\$150
New Student Registration Fee:	\$100

Elementary Programs & Hours of Operation

Full Day Kindergarten & First Grade: \$240/week

Kindergarten & First Grade Learning Hours: 9:30am-3:00pm

Includes before & after school care 7am-5:30pm

- Kindergarten and First Grade Curriculum will closely follow WCSD Balanced calendar, however both programs first day will be on August 19th
- Pre-arranged Optional attendance available during extended WCSD breaks
- Weekly tuition is due by Friday for upcoming week.

Tuition Payment

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

All payments are due by Friday for the upcoming week's attendance.

-Declined payments will result in a \$25.00 fee.

-Accounts not paid by 2pm on Friday will result in a \$25.00 fee.

-If payment in full is not received by Sunday, your child will not be eligible 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 children will be picked up at their designated time. Late parents will be charged a cash late fee of \$5/minute.

Cancellation of Services

A two-week cancellation notice is required. Semester 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.

Facility Staff Training

All Little Lites staff are trained in pediatric CPR and First Aid, which is renewed every two years. All staff go through a background check and TB test. All Little Lites staff complete at least 24 hours of Nevada Registry approved continuing education per year. In addition, our staff also completes the following initial classes: Signs and Symptoms of Illness with Bloodborne Pathogens, Recognizing and Reporting of Child Abuse and Neglect, Sudden Infant Death Syndrome, Child Development, Lifelong Wellness, Prevention of Shaken Baby Syndrome, Building and Physical Premises Safety, Emergency Preparedness, Medication Administration and Food Allergies.

Christian Education

Our mission is to provide a faith-based early education. During class students will be introduced to the Bible, devotions, biblical principles and application of God's Word in their life.

Academics

Little Lites early education curriculum includes: (* indicates 1st grade focus)

Reading and Phonics

- Vocabulary Development and Comprehension
- Story Telling and Poetry
- Journal Writing
- Daily Writing Reflections
- Language Diversity
- Reading and Oral Reading*
- Spelling*
- Handwriting and Penmanship*
- Creative writing*

Spiritual Development

- Daily Worship
- Bible Stories
- Monthly Bible Verses
- Daily Meal time prayer

Mathematic Skills and Concepts

- Mathematical Practice

- Problem Solving Skills
- Geometry
- Currency Identification
- Telling time
- Logical thinking
- Fractions*
- Measurements*
- Temperature*
- Multiplication*

Physical Science

- Predictions, Measurement and Data
- Geography- Earth Science and Location
- Theme based experiments

Creative and Free Art Expression

- 3D Building, Sculpture, and Construction
- Artistic Freedom to express individual ideas

Social Studies

- Community Awareness
- Weekly Reader
- US History
- Current Events
- Community Helpers
- Safety and Manners

Physical Education and Development

- Nutritional Education
- Outdoor recess to facilitate Strength, Balance and Dexterity
- Weekly P.E classes

Performing Arts

- Dramatic Play
- Christmas Program
- Graduation Ceremony

Progress Reports and Private Education

As a private, homeschool program, the Little Lites Early Education program is designed with each child's unique learning style in mind. Little Lites students will master and exceed the state of Nevada's Kindergarten and First Grade standards. Students will be assessed using ASQ's and Progress Reports twice per school year. The progress report overviews Phonics, Number Skills, Handwriting, Reading Fluency, Social Studies and Citizenship. Students will participate in hands on experiences, learn through play and fun interactive learning programs. As a center, Little Lites will integrate Christian values throughout daily activities.

Kindergarten Requirements:

Upon completion of the kindergarten program, students will receive a certificate of completion, progress reports and a Little Lites Letterhead of the kindergarten education plan. These documents may be needed to enroll your child within the WCSD for first grade.

First Grade Requirements:

To attend First grade within the private, homeschool program, each child is required to submit a *Notice of Intent to Homeschool and Education plan* to the county of which they reside. Upon completion of the registration packet, Little Lites Admin will submit your required forms to the appropriate county.

Closed Holiday's & Sick Days

Little Lites does not offer discounts, refunds, or credits to your tuition account for holidays or sick days. Standard tuition is due each week whether your child missed school during their established schedule due to sickness &/or holidays. Our 2024-25 holidays and school wide closures in **RED** print.

- **Labor Day- Monday, September 2nd**
- Fall Break-M-F, October 7th-11th
- Nevada Day-Friday, October 25th
- Veterans Day-Monday, November 11th
- **Thanksgiving & Family Day- Thursday/Friday 28th & 29th**
 - **We will close early Wednesday, November 27th @4pm**
- Winter Break-December 23rd through January 3rd
- **Christmas Eve close early 4pm -Tuesday, December 24th**
- **Christmas Day- Wednesday December 25th- Friday December 27th**
- **New Years Day- Wednesday, January 1st**
- Martin Luther King Jr. Day- Monday, January 20th
- **President's Day- Monday, February 17th**
- Spring Break- March 17th-28th 2 weeks
- **Memorial Day- Monday, May 26th**
- Last Day of School- Friday, June 6th

Transportation Policy & Field Trips

Little Lites does not provide transportation. Little Lites does not host field trips off-site.

Emergency Evacuation

Little Lites has two evacuation sites (near site, and far site). The near site is the first row of parking lot lines. The far site is the fence at the far end of the parking lot. Children who are able to walk, will evacuate safely by walking on a rope with their teacher(s) and lining up on their line outside. Non-mobile children will be safely placed in portable cribs and evacuated by their teachers outside. Their teacher(s) will do multiple attendance counts during and after evacuation. Center directors will do a final attendance count.

Emergency Drills

Little Lites conducts monthly fire drills, and quarterly disaster drills.

Special Needs

Little Lites Facility is not equipped to care for children with special needs. IEP must be reviewed prior to enrollment.

Snow Days & Weather

Little Lites does **NOT** follow Washoe County School District closure or delay procedures for snow days. Our Facebook and Instagram page & website will be updated as soon as possible to inform you of closures. When Washoe County School District closes school due to inclement weather, Little Lites will be on a two-hour delay. We will open at 9am and allow drop offs until 11am. Our hours will NOT be affected by WCSD for snow delays or closures for smoke. To check for closure info, visit the WCSD website at www.washoeschools.net. Our Facebook, Instagram and website will be updated as soon as possible to inform you of delays and 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 and in their original container. All medication must be accompanied by written instructions from a doctor (prescription label is sufficient). Dosage instructions on the label will be adhered to, unless otherwise instructed by the doctor, on the prescription or on physician's letterhead. Due to the risk of an allergic reaction or onset of fever, if a child starts on any new medications & OR receives vaccines, they must remain home the following day.

Returning to Care After Vaccines

Due to the risk of a reaction or onset of fever, if a child receives vaccines, they must remain home the following day. We suggest scheduling vaccines on the last day of care during the week.

Accidents & 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 & 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 within 60 minutes. Parents or contact person are expected to return communication within 15 minutes of initial contact. 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 day of recovery at home without **ANY** of the following symptoms is necessary for a student to return to school:

- sore throat
- chicken pox
- undiagnosed rash
- vomiting (even once)
- pink eye/conjunctivitis
- excessive coughing
- diarrhea
- axillary fever >100,
temporal fever >101
- illness related blisters on face,
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. Waivers are required to be updated annually.

Behavior Guidance and Discipline

At Little Lites we will enhance a child's behavior with positive guidance, redirection, and the setting of clear boundaries. We believe that children engaged in activities and learning, will gain confidence and learn healthy social and emotional interactions.

When a child behaves in a way that is harmful to him/herself, another student, or teacher, a caregiver will intervene with a solution. This may include a "time-in" where the student may not interact with the other children but only with the instructor, or simply a positive redirection.

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.

Introductory Attendance & Your Child's Adjustment

We know starting school or changing to a new school can be challenging for children. In order to ensure that we are a great fit for your family 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.

Little Lites takes steps to help with children's and families' adjustment to being in school. We provide text updates to parents and believe communication and partnership is very important. We encourage parents to develop a goodbye routine in class when they drop-off and discourage parents from leaving without their child knowing/seeing. For more individual adjustment concerns we will communicate and partner with families to find solutions.

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.

Parent Involvement

Parents can observe the program their child is participating in and participate in program activities. Little Lites welcomes parents to observe and/or participate during operating hours. Please refrain from being on a phone call in the classroom.

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: contact@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.

Celebration Foods

In accordance with 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.

Meals and Snacks

Each lunch should come with a cold pack. All food should come prepared and ready to eat (ie: cut to size, or in container ready to heat).

Full-Day students: Parent/guardian will provide two (2) healthy morning snacks, a cold lunch and (2) healthy afternoon snacks. 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.

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.

NEED NAME LABELS?

1. Visit www.campaigns.mabelslabels.com
 2. Search for "Little Lites"
 3. Shop and your order will ship directly to you
- 20% of sales will support Little Lites! Thank you!

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

No Smoking

Smoking is not prohibited anywhere on the facility grounds.

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: _____

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 _____

Best way to contact you (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 Friday each week. Tuition Contract and Payment Agreement is for One Complete Semester. Cancelling services would require Semester balance due in full.

Further, I understand & agree that if my child's tuition charges are not paid by 2:00 p.m. Friday evening of that week, I will be assessed a \$25 late fee. Finally, I understand & 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 & understand the above:

Printed Name: _____ 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: _____

Little Lites Christian Learning Center

Parent Handbook Acknowledgement

I _____ have been given 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:

_____ Programs and Hours

_____ Tuition

_____ Cancellation of Services

_____ Facility Staff Training

_____ Christian Education

_____ Academics

_____ Progress Reports & Private Education

_____ Holidays/Days Off

_____ Transportation & Field Trips

_____ Emergency Evacuation

_____ Emergency Drills

_____ Special Needs

_____ Snow Days/Weather

_____ Medication/Immunizations

_____ Returning after Vaccines

_____ Accidents/Emergency Treatment

_____ Health

_____ Behavior Guidance/Discipline

_____ Introduction & Adjustment

_____ Visitation/Custody

_____ Parent Involvement

_____ Communication

_____ Attendance/Drop-off

_____ Celebration Foods

_____ Meals/Snacks

_____ Abuse Prevention

_____ No Smoking

Parent/Guardian Signature

Date

PERMISSION TO RELEASE INFORMATION

I understand that the time my child, _____ is in the facility, that the director may be asked for information regarding my child.

_____ I hereby give permission to release information to official persons only, who identify themselves, such as schools, health care personnel, welfare or other government officials.

_____ I do not give permission to release information about my child as set forth in the aforementioned statement. I understand that Child Care Licensing has access to my child's record as the licensing agent and may view the record upon Child Care Licensing facility inspection.

Signature of enrolling Parent/Guardian

Date



Parent/Guardian Notification of NRS.178:

I, _____, (Parent/Guardian) am aware that I have the right to request and review any complaints the facility has received within the last 12 months of my child's(ren's) enrollment.

Signature of enrolling Parent/Guardian

Date

LITTLE LITES CHRISTIAN LEARNING CENTER

3200 Sutro Street
Reno, NV 89512
775-229-2675 - Call/Text

Automated Recurring Billing (ARB) Authorization Form

Schedule your tuition payment to be automatically charged to your credit or debit card. Just complete and sign this form to get started!

Automated recurring billing will make your life easier:

- It is convenient (saving you time and postage)
- Your payment is always on time, which keeps your child's tuition account up-to-date and current

Here's how automated recurring billing works:

You authorize regularly scheduled charges to your credit/debit card. You will be charged the amount indicated below, each billing period. A receipt for each payment will be emailed to you and the charge will appear on your bank statement as an "ACH Debit." You agree that no prior-notification will be provided unless the date or amount changes.

Please complete the information below:

I _____ authorize Little Lites CLC to charge my credit/debit card indicated

below for \$_____ on the FRIDAY of each WEEK for payment of my child's Little Lites Christian Learning Center tuition.

Email address for receipt _____

Credit/Debit Card

Cardholder Name _____

Card Number _____

Expiration Date _____

I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify LITTLE LITES CLC in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the payment date falls on a Friday/weekend or holiday, I understand that the payment may be executed on the next business day. In the case of an ACH Transaction being rejected for Non Sufficient Funds (NSF) I understand that LITTLE LITES CLC may at its discretion attempt to process the charge again within 30 days, and agree to an additional \$25 charge for each attempt returned NSF. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I certify that I am an authorized user of this credit/debit card and will not dispute these scheduled transactions with my bank or credit card company.

SIGNATURE _____ DATE _____