



Parent Handbook

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PARENT HANDBOOK ACKNOWLEDGEMENT

Little Learner's Preschool parent handbook is used to outline the school's expectations, policies, and procedures that all families must understand and comply with. You have received this handbook as a partner in your child's development at Little Learner's Preschool. After reviewing this document, the consent form on the last page must be completed and handed back to the administration. This consent form states that you understand and adhere to all expectations, policies, and procedures of this learning environment. This handbook will be updated from time to time, and the most up-to-date copy will be made available to you. Thank you for being a part of the Little Learner's Family!

WHO ARE WE?

MISSION STATEMENT

At Little Learner's Preschool, we believe that every child has the potential to offer something unique and special. With respect and dedication, we form a special bond with our students and their families to create a strong foundation for a wonderful early childhood experience. Through active exploration of the world around them, your child will experience memorable interactions with others as they learn and grow. We are proud to offer a curriculum that is fun and exciting with lots of hands-on activities! Our mission is to provide a safe and nurturing environment that will excite our students throughout these fundamental years. Our caregivers are dedicated to the families we serve and treat every child with love, compassion and respect. We understand that all children deserve to feel special and accepted. Little Learner's Preschool is committed to offering exceptional childcare that you can trust!

OUR VALUES

Our vision is a community where all children feel loved, respected, and encouraged to develop to their fullest potential. Our teachers and supporting staff will set a standard for quality performance, inspiring others. It is our goal to expand our program into other communities throughout Florida where a preschool that inspires excellence is needed.

Our values consist of the following but are not limited to:

- Quality – We believe every child deserves excellence in early learning programs and services to make a difference in their lives and our community.

- Inclusion – All students are included in our learning environment. We welcome all with open arms and love in our hearts.
- Respect – Respect is essential in building relationships with our students and families that last a lifetime. Respect is a key component of our work as it helps to optimize the talents and diversity we bring into the school as partners in the child’s growth and development.
- Accountability – We pride ourselves on providing open communication with all our business partners. This allows us to be transparent, open, and honest with one another and, in turn, provides the best environment for our students at home and at school.
- Partnership - Respectful relationships are very important and on which our organization operates. We believe that the quality of care we provide is measured by the quality of relationships we have with children, families, and employees. We are committed to ensuring these relationships are respectful, warm and caring, honest and open, fair and equitable. By acting together as a team, we are working toward the best interests of our common cause, which is our little ones!
- Life-Long Learning – At Little Learner’s we believe that we all share a responsibility to support and nurture the children’s and our own natural desire to be lifelong learners. We put ourselves and our learning on the same level as the child’s and commit to our own professional development and personal growth. We learn alongside the children and their families and embrace the opportunity to learn and grow with them each day.

OUR GOALS

Little Learner’s sets goals to provide a path to our desired outcomes for our students. These goals provide direction and motivation for the quality of care and education we provide.

1. To provide a wide variety of developmentally appropriate practices that children learn and develop from and enjoy.
2. To provide a flexible, calm, and nurturing environment where affection is given freely and from the heart.
3. Independence is encouraged, and expectations are clear for all students.
4. To meet the physical, emotional, and social needs of our students.
5. To provide an atmosphere of respect for self and one another.
6. To provide opportunities for cooperative play.
7. To create a happy, warm, and exciting environment that is inviting, comfortable, and manageable for the children.
8. To support a caring staff who show genuine respect, love, and encouragement for the children.

9. To offer children individual guidance based on careful observation of each child's needs and keeping with parent/guardian direction.
10. To ensure the safety and welfare of all children.

A LOOK INTO OUR PROGRAM

WHAT WE DO AND WHAT WE BELIEVE

At Little Learner's Preschool, we believe each child has the potential to bring something unique and special into the world. By having a respectful and caring bond with both the student and the family, we can create a strong foundation for learning and wonderful early childhood experiences for our students. Through active exploration of the world around them, play, interaction with others, memorable experiences, and hands-on learning activities, our student's development and growth occur every second of every day. We strive to have the utmost respect and love for all children who walk through our school's doors. We are a family!

INFANTS

This age group begins at 6 weeks to 12 months old.

Your baby's first year of life is an amazing time, filled with discovery and enormous growth. Our nursery is designed to create a warm and secure environment for your infant. From the peaceful sleeping alcove to the big rocking chairs where babies are held and fed, your child is in a very loving place when they arrive at Little Learner's. Your baby will build early language skills through playful songs, rhymes, conversation, imitation, and stories. Recognizing voices, associating actions with sounds and movement, and making their own special sounds will all be a part of their development and growth. Our low ratio between teachers and infants ensures that your baby will have the most personalized care, attention, and opportunities for development. Tummy time with other babies will give each little one an opportunity to play with others and find friendships at an early age. Our teachers will provide you with daily communication about your baby's day. Our daily reports include your baby's eating, sleeping and diapering schedule, and special comments from the teachers on your infant's needs.

TODDLERS

This age group begins at 12 months to 24 months old.

What an exciting time for your little one! Your child will be exploring the world on their own: crawling, climbing, walking, running, pushing, pulling, and learning about potty-training! Little Learner's teachers will be there to provide support for your child's progress in a fun and active

learning environment. Your toddler will practice hand washing, putting on a coat, picking up toys, and sharing with friends. The curriculum in our Toddler program is used to develop language skills and vocabulary, and to provide activities of cooperative group time to promote socialization among the children. We teach basic facts such as colors and shapes, we also introduce the alphabet and numbers. Toddlers will have a consistent program and daily schedule to help promote a child's feeling of security and self-confidence. Life skills of sitting, self-feeding and clean-up will all be introduced and worked on. Each skill will increase and develop throughout the program.

OLDER TODDLER

Ages 2 to 3 years old

Our Two-year-old program emphasizes the development of the whole child, by focusing on both education fundamentals and social skills. Our caring teachers keep small hands busy and young minds engaged through activities designed specifically for this age group. Daily small-group instruction and a variety of activities promotes skill development and learning concepts that is the perfect balance of nurturing, learning and playtime. Encouragement and support that lead to confidence, self-esteem, and a love of learning for your child while they begin to exert their independence. Your child will also build skills and confidence through games, songs, movement, and art, as our experienced teachers provide an outlet for creative expression and group play. By encouraging child-directed play, we ensure that your child develops at his or her own pace. Sharing, cooperating, and taking turns teaches your child the importance of being a team player. In this stage we attempt to finalize potty training. Although children potty-train at their own pace, you and your child's teacher will work together at the right time to provide the best environment for success.

PRESCHOOL AND PRE-K

This age group starts at 3 years old and prepares the students for kindergarten.

A preschooler's world opens in new ways as children improve coordination, learn complex games, and begin to interact more with others. Our private VPK program focuses on kindergarten preparedness, social finesse, and a mastery of gross motor skills. Each day, Little Learner's teachers balance skills that lead to your child's school's readiness by incorporating opportunities for independent discovery, cooperative learning, and generous outdoor playtime. Our preschool classroom is divided into academically based learning centers including Language & Literacy, Science, Math, Blocks & Transportation, Dramatic Play, Art, Music and Movement, and Fine Motor/Manipulatives. These centers are set up for independent and small group activities where the children have ample time for hands-on exploration. During center time,

teachers interact with the children, ask questions, set up learning experiences, encourage higher level thinking skills, and inspire creativity.

OUR CURRICULUM

DEVELOPMENTALLY APPROPRIATE CURRICULUM

At Little Learner's Preschool we provide our students with "FrogStreet", a developmentally appropriate curriculum based on Florida standards. NAEYC, the National Association for the Education of Young Children, defines developmentally appropriate curriculum as follows: "NAEYC defines "developmentally appropriate practice" as methods that promote each child's optimal development and learning through a strengths-based, play-based approach to joyful, engaged learning." We believe this to be the heart of our curriculum. Our weekly lesson plans are developed through our students' interests and what grabs their attention. We love to study themes that get them excited, interested and progress their natural cognitive development. We try our best to meet every child's individual cognitive and development level and encourage and inspire them to continue to advance this growth.

LANGUAGE DEVELOPMENT

Our developmentally appropriate experiences and activities, such as book reading, singing, art activities, games, and journaling, represent meaningful learning opportunities that incorporate early literacy concepts and handwriting in various forms. Language development skills are developed through exposure to letter-sound connections, combining those sounds into meaningful words, and putting words together into sentences to communicate our thoughts, feelings, and ideas. Our language activities foster your child's handwriting abilities, phonological awareness, vocabulary, alphabet letters knowledge, and narrative skills.

COGNITIVE DEVELOPMENT: SCIENCE, MATH, AND SOCIAL STUDIES

Cognitive development is how children explore, think, create answers, and figure things out. It is the development of knowledge, skills, and problem solving that helps children think about and understand the world around them.

Math

Early math skills involve children learning the basic concepts of numbers, counting, simple addition, and subtraction. We begin with learning how to count one by one using manipulative materials. We also learn how to recognize single and double-digit numbers, and once this skill is

mastered, we learn how to add and subtract numbers. Visual representation is key as children build relationships between written numbers and represented items. Children also learn to construct simple patterns and sort objects by color, shape, and size.

Science

Science helps children develop an understanding of scientific concepts and develop inquiry skills. Scientific development in young children consists of children using their senses to observe, compare, measure, make predictions, classify, and construct hypotheses. Students are born natural scientists. Students are eager and curious to explore the world around them. At Little Learner's Preschool our job is to nurture their scientific spirit and provide students with the opportunity to enhance their scientific exploration experiences in and out of the classroom!

Social Studies

Social studies learning begins as children make friends and participate in decision-making in the classroom. Then it moves beyond the school into the neighborhood and around the world. Here at Little Learner's Preschool, we explore different cultures, places, foods, music, and backgrounds of people around the world. We take virtual trips to other countries, where we interact with people who share insight into their traditional customs and culture. We love exploring the world and opening our eyes to the many different beautiful people and places on this planet!

SOCIAL-EMOTIONAL

Children's emotional well-being during their early years has a powerful impact on their social relationships. Emotionally healthy children can better establish and maintain positive relationships with adults and their friends. In our classrooms, children are learning to talk about their feelings and the feelings of others. We feel social-emotional development involves more than just expressing emotions. Social-emotional development involves the act of taking turns, learning to become independent, following routines, interactions with both verbal and nonverbal peers, controlling and managing emotions, and developing a positive and loving self-image. These skills are crucial for children's successful participation in all aspects of life, school, and home experiences, and their overall positive self-growth.

PHYSICAL DEVELOPMENT: FINE AND GROSS MOTOR

Fine Motor:

Fine motor skills involve the movement of the smaller muscle groups in your child's hands, fingers, and wrists. While hand-eye coordination comes far more naturally to some, this is not true of all. Children must learn how to control muscle movement in their hands to obtain hand-

eye coordination and more. There are specific ways we do this in the classroom such as having your child use scissors, color, play with Legos, draw pictures, and more. These skills can later become more advanced as your child decides to knit, play the guitar, or type on the computer!

Gross Motor:

Gross motor skills involve movements of the large muscles of the arms, legs, and torso. Kids rely on gross motor skills for everyday activities at school, home, and in the community. It's these larger muscle groups that allow babies to sit up, turn over, crawl, and walk. By playing actively indoors and outdoors, each child develops muscle strength, endurance, agility, coordination, balance, and flexibility and builds confidence and social skills.

SENSORY EXPLORATION

Sensory exploration is a child's way of examining, discovering, categorizing, and making sense of the world, and it is beneficial to provide them with opportunities for sensory play. Here at Little Learner's Preschool the student participates in activities that allow them to explore different types of materials and enhance their senses, such as music and dance games, sensory bin exploration, and playing with a variety of materials that smell, feel, and taste very different!

ART, MUSIC, DANCE, AND CREATIVE EXPRESSION

At Little Learner's Preschool we encourage and provide opportunities for our students to explore creative expressions such as art, music, dancing, and drama. The creative arts engage children's minds, bodies, and senses and allow them to explore their imagination, sense of movement and rhythm, and their ability to express themselves through art. Teachers plan activities to introduce children to different kinds of art media, music, culture, and dance to encourage the student's development of creativity and imagination. Many opportunities are presented for exploration by playing with water, dirt, kinetic sand, many seasonal nature items, and various food items in the sensory table. The arts allow students to dive into different means of expressing themselves and have fun while doing so!

OUR STAFF

STAFFING AT LITTLE LEARNER'S PRESCHOOL

Little Learner's Preschool always provides enough staff for the capacity of each classroom. This means that student to teacher ratios required by the State of Florida is always followed. A detailed staffing plan is maintained and kept in the office. If Little Learner's Preschool should

ever become understaffed, we will only accept the number of children that keep us compliant with DCF guidelines. Students will be accepted on a first-come basis. Any children that must be turned away for that day will receive a reimbursement added to their account for that day's tuition.

WHAT MAKES OUR STAFF SPECIAL?

Our staff can demonstrate the skill and competence necessary to contribute to each child's physical, intellectual, personal, emotional, and social development. Factors contributing to the attainment of this standard include:

- Emotional maturity when working with children.
- Cooperation with the purposes and services of the program.
- Respect for children and adults.
- Flexibility, understanding, and patience.
- Physical and mental health that do not interfere with childcare responsibilities.
- Good personal hygiene.
- Frequent interaction with children.
- Listening skills, availability, and responsiveness to children.
- Sensitivity to children's socioeconomic, cultural, ethnic, religious backgrounds, and individual needs and capabilities.
- Use of positive discipline and guidance techniques.
- The ability to provide an environment where children can feel comfortable, relaxed, happy, and are involved in play, recreation, and other activities.

GENERAL EMPLOYEE CLASSIFICATIONS

Little Learner's Preschool has the following employees on staff to ensure proper supervision and learning environment.

- **Owner:** The owner oversees all program elements. The owner handles all business concerning the city and state. The owner manages the business finances and the staff.
- **Director:** The childcare director shall be responsible for the planning and supervision of the program and activities of the children. This includes DCF, ELC, Health Department, Fire Department, and Food Program Compliance. The director is also responsible for childcare billing.
- **Assistant Director:** The assistant director is responsible for overseeing the staff, orientation of newly employed staff, on-site supervision of all staff, and in-service training.
- **Lead Teacher:** A lead teacher is responsible for the academic, social-emotional growth, and development of children in their care. The focus for our lead teachers is to work with

parents, administrators, and other teachers to improve students' experience and meet teaching goals. Additionally, lead teachers plan, evaluate, and improve the physical environment of the classroom to create opportunities that meet the changing needs of their students.

- **Assistant Teacher:** The assistant teacher will support the lead teacher in general supervision of the class and the overall classroom management. The assistant teachers' duties are the following but not limited to assisting in planning and implementing activities to meet the physical, emotional, intellectual, and social needs of students, assisting in teaching social-emotional management and independence, assisting in creating and planning activities, class project, field trips, and other program activities, staying on task and following the daily schedule, and helping to communicate with parents.
- **Floater and Substitute:** The floater/substitute position supports all teachers in the classroom. This person is required to have all the same qualifications as an assistant teacher and have the correct paperwork on file.

ADMISSIONS

ENROLLMENT REQUIREMENTS

To enroll your child at Little Learner's Preschool your child must be between the ages of 6 weeks and 5 years old.

REGISTRATION REQUIREMENTS

The following must be completed to reserve your child's spot at Little Learner's Preschool:

- Enrollment Application & Registration Fee (Online through ProCare)
- Annual Supply Fee
- First Week's Tuition Payment
- Signed Tuition Agreement
- Signed Parent Handbook
- Signed Release of Liability
- Child's Medical Information and Health Examination (Form 3040)
- Florida Certification of Immunization Form (Form 680 or 681)
- Child's Birth Certificate
- Signed COVID-19 Policy
- Completed Food Program Application
- Signed Acknowledgement that you were provided a copy of "Know your Childcare Facility" also found online at:

<https://eds.myflfamilies.com/DCFFormsInternet/Search/OpenDCFForm.aspx?FormId=860>

SIBLING ENROLLMENT PROGRAM

Little Learner's Preschool requires advance notice of three months for the placement of a sibling into our program. Siblings are given priority enrollments but are not guaranteed a spot. Families will receive a \$5 discount per child per week on the tuition when two or more siblings are enrolled.

WAITLIST INFORMATION

To join Little Learner's Preschools waitlist, parents/guardians must complete an interview and tour with the director. Once accepted on the waitlist by the director, a \$100 waitlist fee will be collected. This fee will be applied to the registration fee once a position for that child becomes available.

SCHOOL VISITATION AND VOLUNTEERING

Parents are encouraged to volunteer and become involved with the program. Little Learner's Preschool honors the important role of parents and has an open-door policy allowing every parent to call or visit at any time. Current research shows that children enjoy a more enriched learning experience when their parents take an active role in their education. All volunteers must complete CF-FSP Form 5217 and are required to Submit a Level 2 Background Screening if they volunteer 10 or more hours per month. The CF-FSP Form 5217 can be found: <https://www.myflfamilies.com/service-programs/child-care/docs/20170713/CF-FSP%205217%20August%202017.pdf>

INTERNAL CAMERA SYSTEM

Little Learner's Preschool has an internal camera system that is utilized for the monitoring of classrooms by administration. Administration is the only staff that have access to view camera recordings. As childcare personnel, our staff and administration are required to sign a confidentiality statement. This means that Little Learner's Preschool staff and administrators are not, under any circumstance, able to discuss another child, staff member, or family with other people. Parents may request to view a "particular" situation on the camera recordings as long as the situation does not include another child. Viewings of the recordings cannot be guaranteed. Little Learner's Preschool follows Florida Statue 1003.574 that states:

- a. The release or viewing of any video recording under this section must comply with s. 1002.22.
- b. A school or school district shall:
 1. Conceal the identity of any student who appears in a video recording, but is not involved in the alleged incident documented by the video recording, which the

school allows to be viewed under subsection (9), including, without limitation, blurring the face of the uninvolved student.

2. Protect the confidentiality of all student records contained in a video recording in accordance with section 1002.22.

ANNUAL SUPPLY FEE

Little Learner's Preschool requires a \$120 supply fee due on the first of August each year. This confirms your child's spot for the upcoming school year and provides new learning supplies for that year. If you are enrolling your child mid-year the supply fee will be pro-rated and due upon enrollment at the rate of \$10 per month until next August. For example: If your child joins Little Learner's Preschool during June, you will owe, upon enrollment, \$10 for June and \$10 for July (\$20 total).

ITEMS TO BRING ON THE FIRST DAY OF SCHOOL

Your child must have the following on their first day of school:

- Closed-toed shoes.
- Extra sets of clothes in a Ziplock bag labeled with your child's first and last name.
- Proper outdoor wear.
- Formula & Bottles if required.
- Pacifier (infant room only).
- Spill proof sippy cup for water.

ITEMS PROVIDED TO YOUR CHILD

Little Learner's will provide the following for your child:

- Diapers and Wipes (For all newborn through 2-year-old classes)
- Cot
- Cot Sheet
- Blanket
- Meals (Breakfast, Lunch, Afternoon Snack) *If location is participating in the Food Program.

UPDATING FORMS FOR YOUR CHILD'S FILE

Little Learner's Preschool requires all parents/guardians of enrolled students to keep their child's forms up to date with their current medical and emergency forms. It is the parent's responsibility

to ensure all school forms are current and updated. The administration has the right not to allow the student into the school if any forms are missing from their file after two notices from the administration.

PAYMENT POLICIES

WEEKLY TUITION FEE

All families must elect to either advance pay tuition for childcare services or enroll in our automatic electronic payment option. Invoices will be sent out on Wednesday and payment will be due by Friday for next week's childcare services. Payment can be made by Debit Card, Credit Card, or ACH Payment through your ProCare account. Payment may also be made at the center by cash or check and must be placed in a payment envelope provided by Little Learner's Preschool and dropped in our Locked Payment box.

LATE PAYMENT FEE

A late payment fee of \$25 will be automatically billed on Tuesday for any accounts that are past due. Little Learner's Preschool reserves the right to terminate your child's enrollment if two or more weeks of tuition is missed. There will be a re-enrollment fee of \$50 charged to your account in addition to applicable late fees. The new balance, including all fees, must be paid in full in order for your child to return to Little Learner's Preschool.

RETURNED PAYMENTS

A return payment fee of \$35 must be paid for each attempt a payment is made which fails. The returned payment amount and associated returned payment fee is due within 2 business days of notification from Little Learner's Preschool that payment has failed. Failure to bring account current within 2 business days will result in the application of the late fee policy. Little Learner's Preschool reserves the right to require cash payments if two or more payments are returned.

EVALUATION OF TUITION RATES

All families will be notified of any changes in tuition rates 30 days prior to when they become effective. By notifying our families well ahead of time, it helps prepare them for the changes in pricing, and allows time to contact administration with any questions. Most tuition changes will happen at the beginning of the school year.

ABSENCE FEE

Little Learner's Preschool does not offer tuition refunds or make-up days. The parent is responsible for submitting an excuse note for all days missed. For parents using the ELC subsidy, please see "<https://www.flrules.org/gateway/ruleno.asp?id=6M-4.500>".

VACATIONS

As a courtesy to our long-term families, we are pleased to allow one week of vacation, per child, per year to families who have been enrolled in our program for a year or longer. This will be without weekly tuition or penalties. We require at least two weeks of written notice prior to vacation to properly credit your account. Your account must be current and in good standing to qualify. For vacations extending beyond one week, tuition for the following weeks will be charged at full price to maintain enrollment. An email must be completed prior to the vacation.

LATE PICK-UP CHARGE

When a child is not picked up by 6pm a late fee will be incurred. The late fee is a flat fee of \$25 for the first 15 minutes and \$10 for every 5 minutes after that. Please call the school and notify the teacher if you will be late. If no notification has been made by 6pm the teacher will begin to call the authorized members on the pick-up list. In the event that no one can be reached, the local authorities will be notified. Families with constant and continued late pick-ups may be removed from the program.

WEATHER POLICY

Little Learner's Preschool may close due to harsh weather conditions. No discounts are given. Little Learner's Preschool will follow St. Lucie County School District for weather related closures. The owner/director of the school will monitor local news to address when the school must close early or cancel operations for that day, and the parents will be notified through email, text message alerts, or a direct phone call. Little Learner's Preschool will make every effort to remain open, however will close if conditions are deemed dangerous or hazardous. If power is out or there is a loss of water, Little Learner's Preschool will close until those are restored.

ARRIVAL AND DEPARTURE

ARRIVAL PROCEDURE

Upon arriving at the school, parents must pull up in the designated parking area in front of the building. Parents must walk their child to the front door and use their access code to enter the building. Parents must sign their child(ren) into the front desk kiosk. The teacher at the reception area will walk the child(ren) to their class and assist the child with putting away their belongings. Drop-off time is between 7 a.m. and 9 a.m. If you choose to have your child eat breakfast at the school, please arrive no later than 8:30 a.m. as teachers are to be fully prepared to start learning circles at 9 a.m. If you arrive after 9 a.m. please bring a doctor's note or excuse note. Students will not be accepted after 11:30 a.m. as it interrupts the classroom nap time.

DEPARTURE PROCEDURE

The allocated pick-up time is from 4 p.m. to 6 p.m. daily. If you plan to pick up your child earlier, please notify the administration two hours prior by email. Upon arriving at the school, parents must pull up in the designated parking area in front of the building. Parents must walk up to the front of the building, use their access code to enter the building, then check their child out using the kiosk. Parents will pick up their children from their student's classroom or from the playground. Upon picking up your child, you are responsible for grabbing their belongings. This includes nap time items, artwork, and other personal items. If you arrive during nap time to pick up your child a staff member will collect your child from their classroom so that nap time is not disrupted.

PICK UP AUTHORIZATION

For the child's safety, the only people authorized to pick up a child are those designated by the parent/guardian on the child's approved pick-up list. If a child is to be released to anyone other than the person(s) listed, a written note authorizing pick-up must be received prior to pick-up time. Identification must be shown at pickup time before the child will be released.

Pick-Up Authorization Process:

- Parents/guardians must inform Little Learner's in writing of the name of the person who is picking up their child on any day when they themselves are not.
- The "Authorized Pick-Up Person" **must be at least 18 years old** and will be asked to provide photo ID to the staff.

- This authorization shall remain in force until it is edited or rescinded in writing by the signer of this authorization.

GENERAL SCHOOL POLICIES

HOLIDAYS

2025-2026 Holiday Closures	Date	Day
Independence Day	July 4, 2025	Friday
Labor Day	September 1, 2025	Monday
Thanksgiving Day	November 27, 2025	Thursday
Thanksgiving Day (Observed)	November 28, 2025	Friday
Christmas Eve Day	December 24, 2025	Wednesday
Christmas Day	December 25, 2025	Thursday
Christmas Day (Observed)	December 26, 2025	Friday
New Years Eve Day	December 31, 2025	Wednesday
New Years Day	January 1, 2026	Thursday
New Years Day (Observed)	January 2, 2026	Friday
Good Friday	April 3, 2026	Friday
Memorial Day	May 25, 2026	Monday

STATE REGULATIONS AND LICENSING

All Little Learner's Preschool employees must be knowledgeable of the state's childcare licensing rules and regulations. They must be certified in Child Care by the State of Florida within a year of employment, per State of Florida regulations. A copy of the state and local guidelines is always kept in the school. Parents may find these regulations on the DCF website.

SMOKING POLICY

Marijuana, cigarettes, and other smokeless tobacco products are not allowed at Little Learner's Preschool. Parents/guardians who smoke are strongly encouraged not to do so before dropping off their child to school, as smoke stays on clothing and hair for some time. All parents and guardians must wash their hands after smoking before arriving at school. Children's belongings may not smell of smoke as it may cause an allergy issue for another child, items with a strong odor may be refused.

ALCOHOL POLICY

If at any time we feel that a parent, guardian, or anyone authorized to pick up or drop off the child is under the influence of alcohol and or any other substance, the school may refuse the release of the child, and the school will contact another authorized person to come and collect the child, explaining the circumstances. In some cases, an incident of this nature could lead to involving law enforcement and a call to social services.

EQUAL EMPLOYMENT

Little Learner's Preschool provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

NON-DISCRIMINATION POLICY

At Little Learner's Preschool, we value all children and families as unique individuals, and we welcome everyone to our school. As such, we have a strict non-discrimination policy. We believe everyone should be treated equally regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, genetic information, pregnancy, or other characteristics protected by law. If you feel that you have been discriminated against, please let the administration know immediately. Every complaint will be appropriately investigated.

SEXUAL HARASSMENT

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling, or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Little Learner's Preschool encourages reporting of all perceived incidents of sexual harassment regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with the director, DCF, and Law enforcement.

CHILD NEGLECT AND ABUSE

All Little Learner's Preschool employees undergo a level 2 Background check through the Florida Department of Law Enforcement and the Department of Children and Families. Adults will never be alone with children on premises unless others can observe them.

While in childcare, at the first reasonable cause to believe that child abuse exists, the reporting adult will immediately inform the director, who will make an immediate phone call to the local law enforcement agency. As a backup to the phone report, a written report will be completed and filed with the Director, DCF inspector, and Law Enforcement if necessary.

If a parent suspects child abuse or neglect, they should speak with the Director, DCF, and Law Enforcement.

SOCIAL MEDIA

Social media includes online electronic tools to help students, parents, teachers, and staff communicate effectively. Specific examples of popular social media tools include Instagram, Facebook, and other communication apps.

Upon enrolling a child into the center, all parents and guardians must complete the photo release form. This form is used as approval for allowing a parent's or guardian's child to be seen on our social media platforms.

Please be aware that social media is a powerful platform that can build or tarnish a company. We ask that you seek resolution of any problem or disagreement with the director then owners instead of social media. Defamatory statements that tarnish a company's reputation are considered libel or slander and can be prosecuted under Florida Statue 770.01.

CONFIDENTIALITY

Childcare programs maintain confidentiality on a "need to know" basis. This information is shared only when it is necessary. This is important, especially when there are specific health and

safety concerns. State and Local Laws prohibit the sharing of information about children or employees without written approval from the parent, guardian, or individual.

HAZARDOUS ITEMS

Little Learner's Preschool has clear guidelines on identifying, using, and storing dangerous products, plants, and objects. This policy aims to protect the employees, children, families, and visitors from the risks associated with chemical products, medicines, other dangerous substances, and dangerous equipment used in the school's outdoor and indoor environments.

BITING

Biting is a behavior that is often unexpected and can harm and frighten others. Biting is a natural developmental stage that many children go through. Most times, it is temporary behavior and one that is seen between the ages of 11 and 24 months. Toddlers bite others for many different reasons. A child might be teething, feel tired, angry, frustrated, or even bite when they are overly happy and excited. Biting may also be a way for a child to get attention from other adults or friends. Toddlers do not have strong verbal skills, are impulsive, and lack strong self-control, and it is important to remember that they are developing these abilities at their own pace. Biting can also occur for no apparent reason, happen quickly, and be shocking to observe. Our primary concern at Little Learner's Preschool is the safety and health of the children and our staff. We take all biting situations seriously and use our knowledge as educators to handle these tough situations in positive, constructive, and meaningful ways to stop them from occurring.

When it comes to a biting incident, our goal is to help identify what is causing the biting and resolve it immediately. The school will encourage the children to "use their words" if they become angry or frustrated. **The staff members will always maintain close and constant supervision of the children.**

If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. The names of the children are not shared with either parent. **For every biting incident, two actions will occur:**

- 1. Parents will be contacted via ProCare message or phone call.**
- 2. An accident report will be completed and signed by the parent/guardian at pick up for the child who bit and the child who was bitten.**

If the biting becomes excessive and the school's techniques have been exhausted, Little Learner's Preschool has the right to discharge the student. Please note, many measures will be taken to help the student prior to it getting to this point. These measures are outlined as follows:

Procedure Employees will follow if Biting Occurs:

We do not use techniques to alarm, hurt, or frighten children. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior.

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified via ProCare or phone call. If a parent cannot be reached, an email will be sent, attempts for contact will continue until a parent is reached.
3. An accident report form is filled out documenting the incident for both children involved.
4. Parents/guardians will sign the form at pick-up.
5. This form is stored in the child's file. Parents/Guardians can receive a copy of the form if asked.

For the child that bit:

1. The teacher will firmly tell the child, "NO! DO NOT BITE!"
2. The child will be brought to an area of the classroom where they can talk with the teacher.
3. Parents are notified via ProCare message or a phone call. If a parent cannot be reached, an email will be sent, attempts for contact will continue until a parent is reached.
4. An accident report form is filled out documenting the incident for both children involved.
5. Parents/guardians will sign the form at pick-up.
6. This form is stored in the child's file. Parents/Guardians can receive a copy of the form if asked.

Procedure if Biting Continues:

1. The child will be shadowed to help prevent any biting incidents. This includes the teacher remaining close to the child and holding the child's hand in moments where there is free play, outside time, high energy activities, or times where the child has bitten in the past.
2. The classroom staff will observe the child to determine what is causing the child to bite (teething, communication, frustration, etc.)
3. The director and administrative staff will also observe the child if the classroom staff cannot determine the cause.
4. The child will be given positive attention, praise, and approval for positive behavior.
5. The teachers will also support the learning of appropriate behaviors with books, short acceptable educational video clips, puppet shows, and modeling interactive games and activities.

Procedure if biting becomes excessive:

1. If a child inflicts three bites in one week, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. The administration, teachers, and parents will create an action plan, which will be followed immediately in the classroom. This action plan can consist of shadowing and mirror techniques, half-day exposure to school, or an agreed-upon disciplinary approach.
3. At the end of the one-week action plan, if the child has two incidents of biting, suspension or discharge from the program will be decided by the administrator if they feel the behavior is disrupting the classroom, cannot be controlled, or is harming others.
4. Recommendations for therapy, alternative schooling, and other ideas will be provided to the parents.

Please note, Little Learner's Preschool will do its best to integrate and teach appropriate behavior choices for children who bite or harm others, but in some situations, the environment may not be the best for this child, and the teachers may have exhausted all resources.

POTTY TRAINING

Children must be potty trained before they can enroll or move into the 3-year-old classroom. There will be a two-week grace period when we will allow a currently enrolled child, who should move up, to remain in the two-year-old classroom.

Stages of Potty Training

Little Learner's Preschool believes there are three steps to potty training or toilet learning. These stages are:

First Stage: Interested in the Potty!

This stage occurs when the child communicates that they have gone potty in their diaper. They show interest in the potty by pointing, saying potty words, and being uncomfortable in their diaper. This is a great phase to start reading books about going potty and watching videos!

Second Stage: Toilet Trained with Adult Support

This occurs when the child can use the toilet, but it is the adult who gets the child to the bathroom on a set schedule. In summary, the adult initiates the use of the toilet by the child. During this stage, the child is fully assisted by the adult. The adult walks the child to the toilet, sits them down, pulls up and down their pants, and helps with wiping. Accidents do frequently occur in this stage. This stage focuses on getting the child used to going to the bathroom, being aware of this new and exciting adventure, and assisting them to do it correctly!

Third Stage: Potty Training

The student can use the toilet, mostly independently, and express the need to go potty on the toilet. The child shows signs of readiness and feels independent to use the potty. Accidents occur very infrequently at this stage! They still may occur, so do not get discouraged.

Signs of Readiness

Verbal Signs:

- The child can speak in three-to-four-word sentences.
- The child can speak when their diaper is wet.
- The child can say they need to go potty or is wetting their diaper.
- The child tells you that they need to go to the bathroom.

Physical/Psychological Signs:

- The child stays dry for longer periods of time.
- The child can hold urine or bowel movements.
- The child has a somewhat consistent bowel movement schedule. This means their bowel movements are at somewhat regular times.
- The child can pull down and pull up pants and underwear.
- The child asks and wants to wear underwear.
- The child initiates using the toilet by walking to it.
- The child can learn and initiate the following actions of going to the bathroom, pee, wipe, flush, and wash hands.

General Notes on Potty Training

The following notes are important to remember while potty training your child:

1. Make potty training a POSITIVE EXPERIENCE for everyone!
2. Never make the child feel bad for having an accident. Remember, it is a process!
3. Positive reinforcements are beyond helpful in training.
4. Make sure to pay attention to the child's signs of readiness and be ready yourself!
5. Remember that all children potty train at their own speed.

The Potty-Training Process at Home and School

Little Learner's Preschool requires the potty-training process to begin at home. The process should begin when the parents and child can be dedicated, and there are not many changes in the child's life.

The Process at Home:

1. Notify the teacher of a scheduled weekend you plan to start the process. Ensure that the teacher is aware and can start working with your child at school around the same time.
2. We recommend your child stay in underwear for two to three consecutive days. This is because underwear feels different than a diaper on a child. They start to realize that the underwear cannot hold their urine/poo, and they feel uncomfortable. Underwear helps produce the sensory signs of going to the bathroom on the toilet to maintain dry and clean underwear!
3. It is important that parents stay close to home and keep the child close to the bathroom while playing or participating in activities to ensure ease of use.
4. We recommend your child wear comfortable, easy-to-remove clothing during this process.
5. Take your child to the bathroom every 2 hours and reward them with cheering or other positive reinforcement techniques even if they are just sitting on the toilet.
6. Read books throughout the process and watch clips to support this new and exciting milestone.
7. Staying consistent with the procedure at home is the most important step in this process.

The Process at School:

A successful weekend at home is defined by the child having three or fewer accidents and remaining excited about the process. If your child uses the toilet more times during the weekend than in their underwear, this is a sign of success!

1. Notify the teacher that it was a successful weekend through a note in the app or face-to-face conversation.
2. Bring extra clothes and underwear in case of accidents.
3. Walk the child to the bathroom and show them how it looks, just like the one at home. Stay a minute at the school to have the child sit down and become comfortable with a toilet outside their home.
4. Talk with the child about how excited you are for them to use the potty at school.
5. The teachers will take the student to the bathroom every 1 to 2 hours.
6. Notes on the potty-training process at school will be provided to the parents.

The following Guidelines must be followed when children are potty training at school/wearing underwear:

- No overalls, pants with a belt, pants with a difficult snap or button, or any clothing that is hard to remove quickly.
- If possible, bring an extra pair of shoes as they can get wet too.
- ALWAYS have extra clothes and underwear onsite at the school.
- Inform the teacher if your child prefers to sit or stand when using the toilet.
- It is the Parents responsibility to take home any soiled clothes to be cleaned and sanitized.

NAP AND REST TIME

Little Learner's Preschool makes every effort to provide an environment that is quiet enough for those who need to nap yet not too restrictive for those who do not.

Little Learner's Preschool will provide a cot, cot sheet, and a blanket for each child to use during naptime. Little Learner's Preschool will wash these items weekly, unless they become soiled, then would wash them immediately.

Teachers assist children in resting by reading stories, providing soothing music, and rubbing backs. Children are not required to sleep but are expected to rest quietly on their mats during this time, except to use the restroom. Children who do not nap will be given a book, toy, or other quiet item to keep them occupied while on their cot. Parents may be called to pick up their child if the child will not rest quietly and continues to wake up the other children in the classroom. Infants follow a BACK to sleep policy, requiring all infants to be placed in a crib on their back with only a tight fitted crib sheet. Bottles, toys, mobiles, bumpers, blankets, or other items that could pose a safety risk are not permitted in the crib. The only exception is a light blanket for swaddling when medically necessary and documented by the child's pediatrician.

TRANSITIONING A STUDENT TO THE NEXT AGE GROUP

Students will transition to the next age group when they are age-appropriate, there is space available, and all parties, including parents, teachers, and administration agree it is the right time for the child. We transition our students to the next age group in chronological age to make it fair for everyone. Most transitions occur at the start of the new school year, which is in August, but some may occur during the school year if a space becomes open.

Little Learner's Preschool transitioning schedule is based on how the students react to the new environment. On the first day, one of the students' current teachers will walk the student over to explore their new classroom, see their new friends, and meet their new teachers. On the second day, the student will be walked to the next classroom by the same teacher but will have more time to explore independently. If the child does well, the teacher will observe and allow more time in their new classroom. If we see the child is having a hard time, they will be taken back to their current classroom and discuss how exciting it was in their new classroom. The next day, the teacher will walk the student over again to see any progress. This will continue until the child is in a place where their current teacher is no longer needed by their side in their new classroom, and they feel comfortable and positive!

Parents will be notified with detailed messages through the school's ProCare app on the students' progress. We believe that slow and steady wins this race, and positive energy by both the new

and the old teacher will help the student feel comfortable and confident in this exciting new adventure!

SCREENS AND MEDIA

The use of visual media, such as television, films, and videotapes, shall be limited to developmentally appropriate programming. Media may be used as a special event or to achieve a specific goal but not as a regular daily routine. TV, video, internet, or DVD viewing shall not be allowed during meal or snack time.

The director must approve all videos, and all screen time must be related to educational programming developed by the center.

ATTIRE FOR CHILDREN

Your child must wear clothing that is easy to manage and safe for the activities they will be participating in while at school. Dressing your child in simple, comfortable clothing that is washable is preferred. Please remember in choosing their clothing that children paint, glue, and participate in large movements daily. Children must also be dressed appropriately for the weather. Children must wear comfortable, closed-toed shoes. No flip-flops are allowed for safety reasons.

Don't forget to include a change of clothing to be left in your child's backpack in case of emergency. All clothing items must be labeled with the child's name. The school is not responsible for any lost or damaged clothing items.

SPECIAL EVENTS

Little Learner's Preschool hosts special events throughout the school year as an opportunity for our families to get together with our staff and have a wonderful time. You will be notified by email or by a letter sent home with your child, two weeks before the event. Please note alcohol and smoking are prohibited at all Little Learner's Preschool events.

Parents are welcome to attend Mother's Day, Father's Day, and Thanksgiving parties. Your participation in these events brings a feeling of connectedness and collaboration to our school, and we always hope to see you there.

Other special occasions we celebrate with a party in the classrooms are Valentine's Day, Easter, Mother's Day, Father's Day, Halloween, Thanksgiving, and Christmas. Your supply fee covers these parties. Although not required, you are welcome to send your child with classroom treats if you choose to do so. Please make sure that all food is store bought, unopened, and labeled with ingredients for food allergies. Please coordinate with the classroom teacher if you plan to bring something.

MEALS

LUNCH AND SNACKS

Little Learner's Preschool is a proud partner of the USDA Food Program. Through this program we provide a nutritious Breakfast, Lunch, and Afternoon snack for your child. Milk is provided twice a day during Breakfast and Lunch. Infants will be provided with formula and pureed foods.

WATER AND MEALTIME FLUIDS

Drinking water is always freely available to all children at Little Learner's Preschool. The water that is supplied is filtered and purified. Parents are asked to bring a spill-proof sippy cup, labeled with the child's first and last name, daily for their children's water.

CHILDREN WITH SPECIAL DIETS

If a student has allergies or dietary restrictions, please inform the school immediately. Parents/guardians must provide a doctor's note, this is kept in the child's file. This information is also posted in the children's classroom and kitchen for all staff to be aware of. Students will be served a substitute meal if they have an allergy to the menu items. You may also be asked to bring an Epi Pen if your child has severe reactions.

SCHOOL CELEBRATIONS

Little Learner's Preschool loves to celebrate your little one during the school day! Parents/guardians must notify the administration or the classroom lead teacher one week prior to the celebration to discuss the classroom and school's food restrictions and policies for bringing in outside treats and snacks. Any food brought in must be store bought, sealed, and in its original packaging. If you choose to bring a food item, we ask that you limit the amount of sugar when considering treats.

ILLNESS & MEDICATIONS

ILLNESS POLICIES

At Little Learner's Preschool we understand that work is a priority for your financial stability. We care tremendously about the children and staff in our care and take illnesses very seriously, their safety is our top concern. We also understand that children can sometimes suffer from recurring non-viral issues including allergies, constipation, and symptoms from teething. For these reasons you may provide a doctor's note and have your child return to school. We will keep this note on file. You will be asked to pick up your child from our care if new symptoms occur.

The following criteria will be considered in determining if your child must be sent home:

- Running a fever – 101.0 degrees F or above
- Severe coughing
- Difficult or rapid breathing
- Stiff neck
- Abnormal discharge from the nose, eyes or ears
- Diarrhea (more than one abnormally loose stool within 24-hour period) See Bristol Stool Chart Below.
- Vomiting
- Pink Eye
- Exposed, open skin lesions
- Unusually dark urine and/or gray or white stool
- Yellowish skin or eyes
- Has symptoms of possible communicable disease

If your child is sent home due to illness, he cannot return to preschool until he has been free from symptoms for 24 hours without using a fever reducer. This allows your child time to recover and stop the spread of illness to the other children and staff.

After your child has been ill, it is important to adhere to the following guidelines when determining if your child is ready to return to school.

- Mood, appetite, behavior, and activity are again normal
- No fever for 24 hours without a fever reducer
- Antibiotics (have been used for a full 24 hours)
- Vomiting cleared for 24 hours
- Diarrhea cleared for 24 hours
- Frequent coughing excessive nasal discharge resolved
- Pain resolved

It is your responsibility to notify the school if your child has a communicable disease or infestation such as measles, mumps, chickenpox, or head lice. A child may be readmitted without a statement from a physician only if the child has been absent for a period equal to the longest incubation period of the disease as specified by the Department of Health and Social Services. The local Health Department will immediately be notified of all infectious diseases, and a note will be posted in the parent information center when there has been exposure to a communicable illness in the center, along with a message sent home through the ProCare Parent Portal.

Children returned to the center with signs of illness, or communicable disease will be refused entry into the preschool.

Please consult with your director if you need additional information.



MEDICATION POLICIES

This policy was written to encourage communication between the parent, the child's healthcare provider, and the childcare provider to assure maximum safety in the giving of medication to the child who requires medication to be provided during the time the child is in childcare.

Important General Notes:

- Whenever possible, medication should be given at home. Dosing medication should be done so that the child receives medicine before going to childcare and again when returning home and or at bedtime. The first dose of any medication should always be given at home and with sufficient time before the child returns to childcare to observe the child's response to the medication given. The parents must notify the childcare provider that a dosage at home was given and at what time it was administered to the child.
- Medication will only be accepted into the school if the proper documentation is completed and all policies and procedures for accepting medication are followed.
- Medication will only be used for the student whose name is documented, and the medication has been approved for.
- Medication will not be shared.

- Medication will always be kept in a locked container.
- Medication will be administered in a manner that protects the child's safety.
- Medications given in the Center will be administered by a staff member designated by the Center Director and will have been informed of the child's health needs related to the medication and will have had training in the safe administration of medication.

Communication Agreement Between Parents and School Regarding Medication

Information exchange between the parent/guardian and childcare provider about medication that a child is receiving should be shared when the child is brought to and picked up from the Center. Parents/guardians should share with the staff any problems, observations, or suggestions that they may have in giving medication to their child at home, and likewise with the staff from the center to the parent/guardian.

The Director or Director Designee is authorized to refuse medication that seems tampered with.

Accepting Medication

- All medication will be accepted in its original container. Medication that is not in its original container will not be accepted.
- Medication will not be used beyond the date of expiration.
- Consent forms from parents and doctors will be completed prior to arriving at the school.
- The child's name must be written on all items.

Storing Medication

- Medications will be safely stored away from children and in a locked container/storage area.
- Medication containers must have child-protection caps.
- Medications will be kept in a well-lit area.
- Medication will not be kept in rooms where food is prepared or stored unless refrigerated in a separate locked container.

Empty/No Longer Needed Medication

- When a child no longer needs medication, the unused portion or empty bottle will be returned to the parent.
- If the medication is near expiration, the director will notify the parents to bring in new medication prior to the official expiration date.
- If the medication is empty, it will be discarded in a room where children are not present.
- All medication lids will be closed and locked, whether the medication is empty or full.

PRESCRIPTION MEDICATION

Forms Required to Administer Prescription Medication

- Parents must complete a consent form to allow the school to administer medication to their child.
- The school must receive a doctor's note. This can be in a letter, labeled on the container/bottle, or labeled on the packing.
- Medication administration will be recorded in a log with the date, times administered, dosage given, prescription name, and signature of the person who administered medication.

Receiving the Prescription Medication:

- Prescription medication will ONLY be accepted only in its original container.
- Prescription medications will be labeled with the full pharmacy label. This label must be on the packaging of the medication or attached directly to the medication bottle.

The pharmacy label must clearly state:

- physician's directions for use
- physician's name and phone number
- child's first and last name
- the date the prescription was filled
- The expiration dates
- specific instructions for storing the medication

Administering Prescription Medication:

- Only the designated staff member will administer medication
- Prescription medication will be administered as required by a physician
- Prescription medication will be used only for the child named on the label
- The administration of all medications will be recorded in a medication administration log.

EMERGENCY PREPAREDNESS

EMERGENCY CONSENT FORMS

Emergency consent forms are completed by the parents or guardians upon enrolling their child(ren) at the center. A copy of these forms is in every classroom and always available on ProCare, to all teachers and staff.

EMERGENCY HANDBOOK ONSITE

Little Learner's Preschool has an emergency procedure handbook to define policies and protocols in emergencies. This handbook is reviewed often, and all staff will be trained on these procedures upon hire.

EMERGENCY PROCEDURES

MEDICAL ATTENTION

Should a child or a staff member receive an injury while at school, an accident report will be completed. The report will include information regarding the time and date of the injury, what happened, how it was treated, and the signature of the witnessing teacher. This report is provided to parents before the child leaves the center and recorded in the center's medical logbook.

- In case of a **minor injury** such as a bump, scrape, or small cut, staff members are limited to treatment using ice, washing the injured area with soap and lukewarm water, applying a bandage, and giving a hug.
- In case of a severe **or life-threatening injury**, staff members will follow established First Aid emergency procedures, and parents will be contacted as soon as possible.
- If hospitalization is required, emergency personnel will take the child to the nearest emergency room.
- A staff member from the center will accompany the ill or injured child to the hospital and stay until a parent or an authorized person arrives.

FIRE

Fire drills will be practiced at random times of the day. The drills will occur one to two times each month. Evacuations maps are posted throughout the school and easy to access and always see. All employees and students will be prepared for the drills and will review drill procedures often so that all are prepared! It is essential that all remain calm and keep their heads clear during any emergency drill!

1. The Director/Owner will inform the staff in advance that a drill will occur later in the week.
2. The staff will talk to their students about the alarm, rules, and procedures to follow while evacuating the building.
3. The Director/Owner will sound the alarm, and the school will act and do the evacuation procedure.
4. Children will proceed immediately to their designated safe outside school meeting spot.

5. The Lead Teacher, if able, will grab the classroom tablet and a cell phone. The Assistant Teacher, if able, will grab the first aid kit.
6. The Lead Teacher will take the students' attendance and check off their attendance through ProCare.
7. The Director/Owner will quickly check hiding spaces in the school for any lost children or staff. They will also check for any sources of smoke or fire during an actual emergency fire situation.
8. The Director/Owner will then meet the rest of the students and employees at the designated safe area.
9. The Director/Owner will review attendance by checking the ProCare App.
10. The Director/Owner will time the drill to see how long it took to evacuate the building.
11. The Director/Owner will confirm when it is safe to return to the building with local law officials. The Director/Owner will assist children who need support to return to the building like children of younger ages.
12. The Director/Owner will complete the first drill log with the following information: date and time of the drill, number of students, number of teachers, and the length of time it took for the students and teachers to evacuate the building.
13. The Director will notify the parents by an Email blast through the ProCare App that a drill occurred on this day.

TORNADO

Tornado drills will occur twice a year, most times during the spring and summer as tornadoes occur during the warmer months. Evacuations maps are posted throughout the school and easy to access and always see. All Little Learner's Preschool employees and students will be prepared for the drills and review what happens during a drill often so that all are prepared! It is important that all remain calm and keep their heads clear during any emergency drill!

1. The Director/Owner will inform the staff in advance that a drill will occur later in the week.
2. The staff will talk to their students about the alarm, rules, and procedures to take during a shelter-in-place.
3. The Director/Owner will sound the alarm, and the school will act and do the shelter in place/lockdown procedure.
4. Children will proceed immediately to the designated lockdown site/shelter-in-place designated spot.
5. The Lead Teacher, if able, will grab the classroom tablet and a cell phone. The Assistant Teacher, if able, will grab the first aid kit.
6. Students will take the safety position by kneeling on their knees and elbows with their foreheads on the floor and covering their heads with their hands.

7. The Lead Teacher will take the students' attendance and check off their attendance through ProCare. The Assistant Teachers and Floaters will comfort students and keep them in the proper safety position.
8. If safe, the Director/Owner will quickly check hiding spaces in the school for any lost children.
9. The Director/Owner will meet at the shelter-in-place designated spot to review attendance by checking the ProCare App.
10. The Director/Owner will time the drill to see how long it took the students to take shelter.
11. The Director/Owner will confirm when it is safe to leave the shelter-in-place designated spot. The Director/Owner will assist children who need support.
12. The Director/Owner will complete the first drill log with the following information: date and time of the drill, number of students, number of teachers, and the length of time it took for the students and teachers to evacuate the building.
13. The Director will notify the parents by an Email blast through the ProCare App that a drill occurred on this day.

MISSING CHILD

If a child is not accounted for at any time, the staff member responsible for the child should:

1. Double-check to confirm the child's location by checking the sign-in and sign-out log.
2. Search the immediate area for missing child.
3. Contact the Director onsite.
4. The Director will get each available staff member to search the premises. Each area that a child could potentially hide should be searched as well as the outdoor areas of the facility. The Director will review the security system starting from the time and location that the teacher last saw the student to help locate the missing student.
5. If the child is not located after all potential hiding spots and immediate outdoor areas have been searched, the onsite Owner/Director should begin lockdown procedure. Employees must monitor all exits, allowing no one in or out of the facility.
6. The staff member responsible for the child will call 911 since they will have the best knowledge of what the child was wearing that day, along with other distinctive features, and the last known location.
7. The facility Director will notify the child's guardians that the child is missing from the facility.
8. While the police are enroute to the facility, the staff will continue to search the facility for the missing child. Each staff member will search in a different location from where they previously searched. The staff should look in every cabinet, closet, cubby, and other location where a child may hide.

9. The facility Director or designee will remain on the facility premises to be the contact person for the police department and the missing child's guardians.
10. The police should be asked to activate Amber Alert by the facility Director.

POISON PROCEDURE

- Poison emergencies or requests for poison information will be made by contacting the Poison Control Center Hotline at 1-800-222-1222 or 1-800-252-2022 first unless the person who has been poisoned is unconscious, not breathing, having trouble breathing, or is having convulsions. If any of these conditions are present, we will call 9-1-1 first.
- Chemicals, medications, pesticides, paints, cleaning agents, and other potentially harmful substances will be stored in locked areas inaccessible to children.
- Toxic substances will be stored away from food and food preparation areas.
- All chemical products and medications shall be stored in their original containers with intact labels.
- Poisonous plants are not permitted in the center.
- Staff must identify plants and determine "safety" before bringing them to the facility. If the plant is not on the poisonous plant list, please contact the poison control center (1-800-252-2022 or 1-800-942-5969) for guidance.
- Food-handling staff will be trained in and follow Pest Management practices to prevent pests.
- Only a licensed exterminator will apply pesticides if additional pest control is necessary.
- Pesticides must be EPA-approved with natural pesticides that are non-toxic to humans.
- Pesticides and other potentially toxic chemicals will not be applied while children are present. The application shall be in a manner that prevents skin contact and other exposure and minimizes odors. A staff member will observe the application of the chemicals and verify that they are applied according to instructions on the label.
- The Program Director will notify parents and staff before using pesticides.
- Following the use of pesticides or other potentially toxic chemicals, the treated area shall be ventilated for the period recommended on the product label or by a nationally certified poison control center before being reoccupied.
- All staff purses and personal belongings will be securely stored to prevent access by children.

ASSESSMENTS, OBSERVATIONS, EVALUATIONS

ASSESSMENTS AT LITTLE LEARNER'S PRESCHOOL

Little Learner's Preschool reserves the right to conduct developmental assessments of children's growth and progress to determine appropriate placements and programming. Such evaluations are necessary to report milestones.

PROFESSIONAL EVALUATIONS

Little Learner's Preschool offers Occupational Therapy. All students are evaluated and may be re-evaluated as they age. We may ask parents to share professional evaluations with the necessary staff when necessary to determine how best to meet their child's needs. This information helps us provide the best care possible for your child's unique growth and development.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences may occur multiple times throughout the year. These meetings provide parents with insight into their child's growth and development while enrolled at the school and what parents can do at home to support what is occurring at school. Parent-Teacher conferences also allow the teacher and the parents to form a more personal relationship to ensure the school is meeting the family's standards and so that the teacher can understand the family setting the child has outside of the school's doors.

Parents will be aware of their scheduled Parent-Teacher Conference time two weeks before the scheduled meeting and may also ask to schedule a Parent-Teacher Conference if they feel that something needs to be addressed with their child's teacher. The Teacher may ask the director to sit in on a Parent-Teacher Conference.

PARENT-DIRECTOR CONFERENCES

The director may ask to schedule a conference with a parent for any issue that cannot be resolved with a parent-teacher conference. This includes billing, parent-teacher disagreements, and student evaluation. The director may ask a teacher to attend a conference if necessary. If a resolution can be not reached with the director, please contact the owners at LittleLearnersPreschoolFlorida@gmail.com. Owners should always be contacted if there is reason to believe a staff member has broken a law, neglected, or abused a child.

DISCIPLINARY POLICY

Little Learner's Preschool uses praise and positive reinforcement as effective behavior management methods. When children receive positive feedback, they develop problem-solving abilities, self-discipline strategies, and a stronger sense of self-love. Based on this belief, the school uses a positive approach to discipline.

WHAT WE DO!

- Communicate to children using positive statements.
- Communicate with children on their level.
- Talk with children in a calm, quiet manner.
- Explain unacceptable behavior to children. Give attention to children for positive behavior.
- Praise and encourage the children. Reason with and set limits for the children.
- Apply rules consistently.
- Model appropriate behavior.
- Set up the classroom environment to prevent problems.
- Provide alternatives and redirect children to an acceptable activity.
- Give children opportunities to make choices and solve problems.
- Help children talk out problems and think of solutions.
- Listen to children and respect the children's needs, desires, and feelings.
- Provide appropriate words to help solve conflicts.
- Use storybooks and discussions to work through common conflicts.
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WHAT WE DO NOT DO!

- Inflict corporal punishment in any manner upon a child, which includes any physical force on the body.
- Use any strategy that hurts, shames, or belittles a child.
- Use any strategy that threatens, intimidates, or forces a child.
- Use food as a form of reward or punishment.
- Use or withhold physical activity as a punishment.
- Shame or punish a child if a bathroom accident occurs.
- Embarrass any child in front of others.
- Compare children.
- Place children in a locked and/or dark room.
- Leave any child alone, unattended, or without supervision.

- Allow discipline of a child by other children.
- Criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic groups.

WHAT WE DO WHEN PROBLEMS OCCUR

When a more serious or consistent disciplinary problem occurs, a conference will be scheduled with the teachers of the classroom and the students' parents. Observations, accident reports, and other important documentation relating to these events will be presented and used as evidence.

WHAT WE DO WHEN PROBLEMS CONTINUE

Little Learner's Preschool has found that consistent behavior concerns can cause stress and disruption to the classroom. Consistent behavior concerns also indicates that the student needs support to grow their social and emotional skills.

In the case of serious concerns that may arise, Little Learner's Preschool staff will work with the students, parents, and other support professionals who specialize in supporting a student's social emotional development.

Methods and procedures we use to help students with behavior concerns:

- ❑ **Safe or quiet space:** When a student displays emotions and actions that show they are upset, angry or are disruptive to the class, they will be encouraged and asked to go to a dedicated space in the classroom to help calm them down and control their behavior. In this space teachers supply calming tools like calming sensory bottles, breathing technique tools, and books to help refocus their behavior to a more positive one. The teacher's role is to talk with the students about their behavior after they have calmed down and show them that they are there as support and to give love and care through these emotions. After the student is calm and a discussion has occurred, the student will return to the classroom setting.
- ❑ **Walk or change of environment:** If a student's behavior continues, they will be encouraged to join a teacher on a walk or participate in an activity that helps to change their emotions and behavior to a more positive experience.
- ❑ **Office Visit:** If the disruptive behavior continues, a visit to the office to see the administrative team will occur. The director will decide on the next course of action based on the student's current state.
- ❑ **Notifying Parents:** Parents will always be made aware of the student's day through the daily reports. If there is a time when the student had an emotional breakdown, or moments where the staff could not calm the student and the director feels the students

need other support or a discussion with their parents at home, the director will call to notify the parents and provide as much detail as possible.

If further support is needed, actions will be taken that are individualized to the child's needs. These actions will be implemented quickly, consistently, and appropriate to the age of the child and their level of understanding.

If the behavior continues to be disruptive to the classroom, constitutes immediate danger to the staff or other students, or is considered uncontrollable and the school's techniques for behavior management have been exhausted, the following steps will occur:

- ☐ A meeting with the students' teachers and administration will occur to discuss the school's needs to help the child and steps the parents must take to support the school and the child with challenging behavior.
- ☐ Special education services in the local area will be called by the parents with the school's support.
- ☐ If a child's behavior is such that it necessitates temporary removal on a repeated basis, there should be sufficient documentation for consideration of special education services.
- ☐ Maintain documentation on file of the outcomes of the incident, subsequent parent conference, and plan developed that includes appropriate intervention strategies. The purpose of the parent conference is to develop a plan jointly with the family and available resources, to address the specific behaviors which constitute an imminent danger (recurring violence, behavior, or aggression).

After 3 months of continuous outside support for the child, if the school does not see any progress in the child's behavior, discharging the family may occur under the director's decision

WITHDRAWAL AND DISCHARGE POLICY

WITHDRAWING FROM THE CENTER

Parents must provide a minimum of 30 days written notice for the withdrawal of a child for any reason. Parents will be responsible for tuition payment for these 30 days if sufficient notice is not given.

DISCHARGE POLICY

Little Learner's Preschool has the right to terminate a child's enrollment under specific circumstances. These circumstances include any child who, after many attempts, does not progress in their behavior and whose behavior affects the large group. This also includes any

child whose needs cannot be met by the school's philosophies or if we feel that a child is not thriving in our environment, as we feel that the child's emotional well-being comes first. Before termination, many attempts will be made to help the child thrive in our environment. These attempts include observation notes, therapy, and tactics to be used at home and onsite at the school.

The following measures will occur prior to dismissal of a student from the school:

1. The teacher will document the student's behavior by providing detailed notes with dates and other insights into why the situation occurred and what happened.
2. The director, parents/guardians, and teachers will meet to discuss any behavior concerns.
3. A Behavior Plan for the Individual is created and agreed upon by all parties, including staff, parents, and administration. Behavior therapists and consultants may be used to support the staff when working with the child.
4. Staff and parents/guardians will have frequent communication to evaluate the success of the behavior plan.

When the efforts to bring about change have been exhausted, parents/guardians and the director and owner will meet to determine the next course of action. The school and its staff reserve the right to determine any disputed factual matters regarding termination of enrollment.

Also, if a parent or family member displays inappropriate behavior, either physically, verbally, or sexually, toward any staff member, child, or parent, then termination/referral procedures can be initiated.

ACKNOWLEDGMENT OF RECEIPT OF PARENT HANDBOOK

I/We _____ the parent(s) of
_____ have received a copy of the Little Learner's
Preschool Parent Handbook.

_____ I have received a copy of Little Learner's Preschool Disciplinary Policies. Pg. 36

_____ I have received a copy of Little Learner's Preschool Expulsion Policy. Pg. 38

_____ I have received a copy of Little Learner's Preschool Illness Policy. Pg. 27

_____ I have received a copy of Little Learner's Preschool Biting Policy. Pg. 19

_____ I understand I may use Parent-Staff/Director Conferences to resolve issues. Pg. 35

_____ I have received a copy of the Child Care Facility Brochure titled "Know
your Child Care Facility".

_____ I have received a copy of the "Distracted Adult" Brochure.

_____ I have received a copy of the "Influenza Virus" Brochure.

_____ I have received a copy of the "Florida Abuse Hotline" Brochure.

_____ I have received a copy of the "Rilya Wilson Act" Brochure.

_____ I have received a copy of the "Safe Baby" Brochure.

I agree and understand the policies and procedures listed in this handbook
and comply with the school's rules and regulations. I also understand that the policies
and procedures listed in this handbook are subject to change to reflect the programs
and students' needs. I understand I will be made aware of these changes in a timely
fashion, and I will always adhere to the most up to date handbook.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date