

*Little Wonders Learning Center
&
Child Care Inc.*

Parent Handbook

About us

Little Wonders Learning Center is designed as a comprehensive child care/ child development center to serve children 6 weeks to 12 years old. We are a fully licensed and insured child care facility. We are a Keystone Stars 2 site and a member of REECHE (Recognizing Excellence In Early Childhood Education). All of our instructors are certified in early childhood development.

Our goals are to nurture self-esteem and self-confidence through secure relationships, and independence through successful and satisfying learning experiences.

- To encourage good work habits in caring for self and materials.
- To develop attitudes of caring, cooperation and sharing with children and adults.
- To foster awareness, understanding, and respect for themselves, family, peers, adults.
- To stimulate a curiosity for learning and the ability to be resourceful, to observe, think, and problem solve through developmentally appropriate hands-on learning experiences.

Hours of operation

6:30am-6:00pm Monday thru Friday

Please check our web page for center information and center closings.

littlewonderschildcenter.com

forms in enrolment packet: Parent Handbook, Enrollment Data form, Agreement, Food program enrollment form, Child health report

ALL FORMS MUST BE COMPLETED.

Age Requirements

For admission, children must be at least 6 weeks of age. Children may attend our program until they are 12 years old. We offer an infant program, a toddler program, a pre-school program and a school age program.

Enrollment

We do not discriminate on the basis of race, sex, gender, religion, or national origin. Upon enrollment, each child's family will receive several forms which will need to be completed and kept on file at the center before the child begins attending school. This includes a health form with record of recent physical examination, an up to date immunizations record signed by your physician, and a child food enrollment form. **AN ORIENTATION WILL TAKE PLACE WHEN ALL ENROLLMENT FORMS ARE RETURNED.**

Tuition

There is a onetime \$35.00 registration fee and a deposit equivalent to one week's tuition for each child to be admitted to the program. It is assumed that children will be enrolled for the entire semester, the deposit is non-refundable and will be applied to the last week of the semester. If your child is withdrawn from the program during or before the last week of the semester your deposit will be forfeited.

Weekly fees are due each Monday morning of the week services are provided.

Checks should be made payable to Little Wonders Learning Center/Childcare Inc. If paying by cash, please send payment in a sealed envelope with your child's name and amount enclosed.

PLEASE MAKE SURE ONE OF OUR STAFF GIVES YOU A RECEIPT.

Voucher payments are accepted from outside agencies offering assistance.

Adjustments to your fees will be made if the center is closed for the full day due to inclement weather.

If the center has a delayed opening of no more than 2 hours, normal fees apply.

Parents are responsible to keep up their payments as per the signed agreement upon enrollment. It is understood that a spot is being held in our program for your child as long as the weekly fees are kept up to date. *You are responsible for the fees weather your child is at the center on their scheduled days or not.*

The center has 10 scheduled closings per year. These days are paid holiday closings. Scheduled closings: Labor Day, Thanksgiving Day and day after, Christmas and day after, New Years Day, Good Friday, Memorial day, Independence Day, In Service Day in August.

Clothing and outdoor play

Children need to wear clothing and shoes that allow for easy movement. We spend a good amount of time cooking, painting and working in sand and water, washable clothing is advised. Shoes should be sturdy and soft soled and socks should be worn at all times. No sandals, slick soled or plastic shoes should be worn. Outdoor play is essential in building physical fitness and developing group play. Children play outside every day unless it is raining or very cold (less than 25 degrees) and should be dressed appropriately for the weather. Please have all outerwear marked for identification. Be sure boots are easy for your child to put on and take off.

Toys and articles to share

Frequently, children want to bring toys to school. For several reasons we discourage this practice. Activities are planned for the children and toys from home tend to get in the way of children participating in school experiences. We do plan days for sharing special toys such as book day or teddy bear day, similarly we ask that children do not bring videos to school.

Birthdays

Each child's birthday which takes place during the school year will be quietly celebrated at school. For celebrations you may want to send in a healthy treat, one example may be chewy

granola bars, teddy grahams, graham crackers, pre-packaged cheese and crackers, vegetables and dip or a fruit salad. Birthdays are celebrated during the 10:00 am snack time. Parents are welcome to join their children in celebration. If you wish to plan a party for your child outside of school and will not be inviting everyone from the class, to avoid hurt feelings, please send all invitations through the US mail. Please put invitations in the centers parent's pockets if you intend to invite all students in the classroom.

Food program

The centers food program is developed in accordance with the national nutritional guidelines and the PA Division of family and children services. The dietary needs are based on each child's age and the length of the child's daily attendance. If your child has any food allergies or other restriction, state law requires a note from the child's doctor as to such and to any substitutions that may be required. This will be kept on file.

Breakfast is served at 7:00am thru 8:00am. We will have a 10 minute snack about 10:00am. Lunch is served at 12:00pm. There is a pm snack served after nap time. Infant feeding schedules and dietary needs are determined on an individual basis. During bottled feedings, infants are held in the arms of an adult familiar to them, in a quit relaxed environment. Baby bottles are not propped nor are any children put to bed with a feeding bottle. If your child will be receiving breast milk, please speak to the staff for procedures to keep the milk from spoiling.

WE DO NOT SERVE LUNCH DURING OUR SUMMER PROGRAM. BREAKFAST AND SNACKS WILL STILL BE PROVIDED.

Discipline

Discipline policies in our program have been established to encourage and strengthen positive behavior through opportunities for the children to interact with people and materials. One of the primary goals of the program is to maximize the learning of appropriate social skills including safety and respect for oneself and others. Guidance is not punitive. Positive techniques include redirection, anticipation, and elimination of potential problems. Positive reinforcement and encouragement rather than competition, comparison, or criticism. Limits

are set for children and the environment is arranged so that a minimum number of "no's" are necessary. Clear consistent rules are explained to the children. When children exhibit challenging behaviors (including physical or verbal aggression to staff or children and disruptive behaviors) the following steps will be followed:

1. The problematic behavior will be documented
2. The classroom teacher will consult with the director to discuss ways to work with the child and improve the problematic behavior.
3. Our director or administrator will hold a meeting with the parents to discuss and consider solutions and establish a timeline.

If minor changes to the routine, environment, or behavior plan do not seem to be effective or if the parents are unwilling to work with us, the child will be removed from the program.

At any time in the process if the child's aggression seems to be dangerous to themselves, other students, or the staff the child will be withdrawn from the program.

Biting

Biting is behavior that is prevalent with one and two year old children because children of this age have very limited language ability. Biting can become a way of expressing their feelings. We have methods of dealing with this type of behavior and we will conference with parents should this type of behavior occur.

Helping your child adjust

We encourage you to visit our center with your child prior to his/her enrollment. Parents of non-English speaking children are encouraged to spend at least a portion of the child's first day at the center to explain our daily routines and answer their child's questions. This will help the child to get off to a secure start at the center. If the parent is unable to do so, a relative or neighbor capable of speaking the child's language may act on the parent's behalf.

- Some children have difficulty separating from their parents in the morning. We have found that parting comments such as "I'll pick you up right after nap time" or "you can tell me about your day tonight" are more desirable than "Mommy doesn't want to leave you, I just

have to go to work". Please feel free at any time to call the center if you have a concern about your child.

- It has been our experience that parents that have mixed or negative feelings about enrolling their child in a program such as ours, sometimes communicates (often non-verbally) these feelings to the child resulting in problems of separation, anxiety, and adjustment. Please speak to your child's teacher about these feelings and try to convey a positive "matter of fact" attitude about the daily separation.

Parent involvement

Parent conferences- Conferences are held throughout the year and help the parent and teacher to communicate and share in the child's progress. There need not be a problem situation for you to request a conference.

IEP's- If your child has an IEP or ISFP, Little Wonders, with permission would like to have a copy in order to better serve your child's needs.

Parent meetings- Meetings are held throughout the year and are designed to share information about goals and objectives of the center as well as provide social interaction between parents and school staff. Parents are encouraged to help in developing topics of interest.

Parent resource center-This is located at your local library and contains books, pamphlets, articles, and videos available for checkout.

Grievances- In the case of problematic situations or grievances, parents are encouraged to speak with the classroom teacher, then the director.

Daily program

Our staff plans daily activities designed to foster development in the areas of social, emotional, physical, and intellectual growth. There will be a choice of various activities such as art, science, dramatic play, language arts, and others. A small portion of the day is set aside for group activities such as music and storytelling, but for the most part the children are given the opportunity to interact with their friends and teachers individually and in small groups. We offer a variety of hands on experiences in which the children learn by doing. We are committed

to providing an anti-biased, multicultural curriculum. The children's developmental needs and interests form the basis for our program.

Supplies required

One plastic bag with an extra set of clothes (pants, shirts, socks, and under garments) all marked with your child's name. Infants and toddlers will need 2 sets. Please make sure your child has an appropriate set of clothes at all times that is in accordance with the season.

One small blanket, a toddler size sheet and/ or travel size pillow is required for nap time. Blankets and pillows are sent home each Friday to be laundered and returned each Monday.

One package of diapers for infants and toddlers and children not potty trained. Teachers will communicate with parents when their supply is running low. Parents are responsible for checking on their child's supply. If a child runs out of diapers, parents will be charged \$3.00 per diaper supplied by Little Wonders Learning Center (no exceptions will be made).

During cold weather please be sure to send a warm coat, hat, and gloves with your child each day.

Late pick-ups

A fee will be charged any time a child is picked up late. You will be charged \$10.00 from 6:01pm to 6:15pm, \$20.00 from 6:16pm to 6:30pm, \$30.00 from 6:31pm to 6:45pm and so on. If there is an emergency and you will be late we need you to call the center as soon as possible. If we cannot reach you or someone on your contact list by 7:00pm Children and Youth Services will be notified.

To check your child into the center

- Each day the parent should:
- Escort their child into the center

- Assist their child in hanging up his/her coat and putting belongings away
- Notify a member of the staff of the child's presence
- Insure the child's comfort
- Fill out the sign-in sheet

To check your child out of the center

Upon arrival to pick up your child, Please assist them with putting on their coat and collecting their belongings.

Notify the staff that you are taking your child.

Record the time your child leaves the center on the sign out sheet.

Mail boxes are located in each classroom, please check your mail box daily for receipts, notices, and daily reports that contain information on your child's day.

Authorized pick-up

No child will be released to a person not authorized by a parent to pick up the child (**no exceptions**). We must have written or verbal authorization and we will expect you to contact us if any changes are to be made on your list of authorized persons.

For your child's protection we will need to see a valid driver's license of any unfamiliar person who comes to pick a child. We will make a photo copy for our records. There are no exceptions to this rule.

Daily schedule Toddlers (this schedule is very flexible)

6:30am arrival: Staff and parents share information, help settle child in play activity. Parent fills out sign-in sheet

7:00-8:00am Breakfast time: No breakfast is served after 8:00am. Children's hands are washed before and after every meal.

9:00am activity/ center time: Fine motor; pretend play, cognitive, language skills are enhanced. Art experiences with crayons, markers, paint with fingers, brushes, sponges, wheels, Q-tips, objects, etc. play dough, shaving cream, and water.

10:00am clean up classrooms: Finish diaper changes. Snack will be given at this time. Prepare for inside or outside gross motor activities.

10:30am: Outdoor or lobby play

11:00am Inside: Drinks, music time: Tapes with a variety of children's songs and other types of music, nursery rhymes, favorite songs, simple music instruments, scarves and ribbons to dance with. Creative movement is encouraged.

11:30am Lunchtime: Hand washing, Children choose seats and plates are served with complete helpings of menu. Children are helped with eating if needed and encouraged to try everything. Seconds are available for everything.

12:00pm: Clean up from lunch, prepare for nap. Wash, change and potty.

12:15-2:15pm Nap time

2:15pm Change diapers and potty. Quiet activities- book, puzzles, manipulative skills

2:45pm Snack time

3:45pm outside or inside large muscle play.

4:45pm Prepare to go home. Quiet activities, parents and staff share information.

6:00pm close.

This is a typical days schedule and often varies from day today

The center follows the Delaware Valley School District calendar. In case of inclement weather, please call the center at 570-828-2500 for information.

Daily schedule for 2-5 year olds

6:30am arrival, Teachers and aides supervise combined age group of children, speak with parents, and note special messages and medical information into the staffing log.

7:00am-8:00am Breakfast is prepared and served. Teachers greet and speak with the children, discuss the day's events.

8:00am-9:00am other teaching staff arrive. Children separate into individual groups.

9:00am 3 and 4 year olds have group time (music, stories, discuss the day's activities)

9:15am-10:30am Activity time, children choose from a variety of activities planned by the staff and the children. These learning centers typically include art, writing, math manipulative, dramatic play, music, blocks, and language. Snack is served as a center where the children can help themselves.

10:30am-11:00am Outdoor play: Adults supervise and play games with the children.

11:00am-11:15am clean up time.

11:15am-12:00pm Short group time, manipulative, or games. Then prepare lunch for the 2-5 groups.

12:00pm Lunch

12:30pm Use bathrooms, wash hands and prepare for nap.

12:30pm-2:30pm Rest time for the 2-5 year olds. Staff helps make children comfortable, pat backs, help with daily reports for parents.

2:30pm-3:00pm quiet activity, movies.

3:00pm Snack time. Children use rest rooms and wash hands before eating.

3:20pm-6:00pm free play. Outdoor play, individual activities, teachers and assistants converse with parents as children are picked up.

This is a typical day schedule and often varies day to day.

The center follows the Delaware Valley School District calendar. In case of inclement weather, please call the center at 570-828-2500 for information

Health considerations

Pennsylvania licensing standards prohibit children from attending the program during contagious illness. It is also our belief that children need the quiet, individualized attention of a special adult when they are ill. Thus, children will be observed daily upon arrival for illness:

Symptom

Keep Child Home Until

Fever

Fever registers below 100 degrees without the use of
Fever reducers such as Tylenol and child is acting well

Runny Nose

Thick yellow or green discharge clears up

Earache

A physician examines the ears and recommends returning to
School.

Rash/drainings Sores

A physician examines the child and recommends returning to
school

Chicken pox

All sores are crusted over and the child is fever free

Red or watery eyes

Until symptoms' are gone or a physician examines and

Recommends returning to school

**Upset stomach,
Diarrhea, and/or
Vomiting**

child is eating normally without symptoms. Child should be symptom free for 24 hours before returning to school

Head lice

Director or lead teacher examines head and determines your Child is free of nits.

*A note from a physician may be required in order for your child to return to school.

If a child becomes ill while at the center the parent will be contacted and the child will be kept as comfortable as possible under supervised care until the parent arrives. Please notify the center if your child is kept home due to illness. A signed physicians release is required before a child can return to the center after experiencing any of the following: Impetigo, Scabies, Pink eye, Ring worm, and trench mouth.

Medication

There are only 2 types of medications which may be legally given by a child care employee. Those specifically ordered by a physician for the individual child in a prescription container. Those medications for which you have a written order from a physician for the child.

Please do not ask us to administer non-prescription drugs without a written order from your physician.

Immunizations

All children at the center must have up to date immunizations. Please check with your physician prior to starting school to make sure your child's records are up to date.

Allergies and food restrictions

If your child has any food allergies your physicians written instructions must be on file at the center. Please notify us if your child has any food restrictions due to religious belief.

Emergency Procedures

Emergency procedures for fire are posted in each classroom. Practice drills are conducted on a regular basis. Our office is equipped with a weather emergency radio that will alert us to any weather emergency related conditions. Our staff are all trained in all first aid procedures, and there is always at least one staff member trained in infant and child CPR on duty at all times. Children will evacuated and assemble outside the building in the event of a building emergency.

Please detach and return bottom portion to the center

Please sign below, indicating that you have read and understand the attached parent handbook

Parent/Guardian Signature

Date

NOTES:

