



Little Dreamers

"Fulfilling Dreams & Building Futures"

PARENT'S HANDBOOK

LITTLE DREAMERS CHILDCARE CENTER

PARENT'S HANDBOOK

(June 2016)

PURPOSE AND PHILOSOPHY

Little Dreamers Childcare Center recognizes each child's need to grow and develop at his/her own pace. We believe children learn best through hands-on activities encouraged by the warm and nurturing ability of their childcare provider. Our program is developmental by nature and is based on the theory that it is what we do with children before we present the "basics," of formal education, that will create success or failure for them as they learn.

We feel that young children function best in a consistent program with a familiar caregiver. Warm positive relationships with adults help children develop a sense of trust and feeling of worth. Because a child's experience at Little Dreamers is a supplement to their home experience, we feel very strongly that staff and families must work together in order to provide for optimal development of the children. When we are all working toward a common goal, the children's sense of security, self-confidence and individual worth can't help but blossom.

We strive to provide the highest quality program possible for young children and their families by giving careful attention to details - which means that your child's well-being is exceptionally looked after.

EDUCATIONAL PROGRAM

The Curriculum used at Little Dreamers covers the Mississippi State Department of Education Common Core Guidelines and Standards that will help children meet their developmental needs in the areas of:

- Communication and Early Language Skills
- Creative Vocal Expression
- Physical Motor Skill Development
- Conceptual and Cognitive Development
- Fostering Emotional Skills
- Socialization Skills

Each student will be taught through group, individual instruction, and with a thematic approach to achieve these goals.

Two Year Olds

Our two-year old program is designed to introduce important preschool fundamentals through a variety of different activities. The program consist of playtime and teacher directed activities.

Three Year Olds

Emphasis is on desirable social and emotional development with recognition of colors, shapes, sizes, and beginning number and letter recognition. These activities are adjusted to each child's abilities and interests. Music and rhythm activities, group games, and creative artwork help achieve these goals. Language development is taught through reading, finger play, rhyming, and word games.

Four/Five -Year Old Class

The program for this age group focuses on personal maturation, appropriate classroom behavior, following directions and mastering the developmental tasks that will prep the child for successful kindergarten work. Relationships are expanded through social interaction with peers. Fundamental skills include name writing, number skills and consistent exposure to letters and their sounds. Language development is expanded from that of the three year olds. Other areas of concentration include:

- **Language Arts:** stresses the four communication skills of listening, speaking effectively, writing, and reading and its readiness areas, including phonics. The one hundred (100) DOLCH basic sight words are also introduced.
- **Math Readiness:** is approached through set theory and the teaching of problem solving and pattern recognition.
- **Social Development:** aims for a strong self-image and the ability to work with and understand others. This teaching includes character education and good manners.

Each student will be taught through group, individual instruction, and with a thematic approach to achieve these goals.

GENERAL INFORMATION

Hours and Days of Operation:

The Center is in operation from 6:30 a.m. to 6:30 p.m. Monday through Friday. To promote quality time with parents and child(ren), it is SUGGESTED that your child spends no more than **10 ½ hours daily** at the Center. **Any time that exceeds 11 hours will be chargeable.**
(Emergency contact after-hours - Jackie L. Smith (601) 942-8742 cell)

Procedures for Admission and Registration:

1. The Admission and/or Readmission form, plus other necessary forms, must be properly signed and returned prior to your child starting at Little Dreamers Childcare Center.
2. A Non-refundable (**annual**) registration fee of \$90.00 per child must be paid in full prior to admission.

FEES & TUITION POLICY

Payments for **ALL** accounts are due in advance on *Mondays*. **ALL** co-payments for the month are due on the first day of each month. Any and all accounts not paid by close of business on Wednesday will be charged a \$20.00 late fee. Tuition plus the late fee of \$20 must be paid on Thursday morning or services will be denied. Any account not current by Friday will result in services being terminated. **THERE WILL BE NO EXCEPTIONS.**

TUITION POLICY

Registration Fees Yearly:	\$90.00 <i>per child</i> (<i>Every August 1st of each year</i>)
Weekly Tuition:	INFANTS: \$120 CREEPERS/ONE'S: \$110 TWO'S: \$105 THREE'S - (<i>Potty-Trained only</i>): \$100 FOUR'S/FIVE'S: \$95 FULLTIME SCHOOLAGE: \$95 PART-TIME SCHOOLAGE: \$60
Daily Drop-In Care:	\$30.00 per day (<i>Payable in <u>CASH ONLY</u> at the time of drop-in</i>)
Extra/Extended Hours:	\$7.00 per day for School-Agers

PAYMENT POLICY

1. **You must give a two (2) week notice before withdrawing from the Center.** If no notice is given you will be responsible for payment equal to two (2) weeks tuition. *All non-payment of services are turned over to Madison County Justice Court for collection.*
2. Child care tuition is due in advance on or before each Monday, Tuition is considered delinquent if not paid by close of business on Wednesday. Should an emergency arise causing you to be unable to pay, please call the office and make other arrangements. If payment is not received and arrangements are not made a **\$20.00 late fee** will be charged on Thursday. Services will be denied if tuition plus the \$20.00 late fee is not paid on Thursday morning. Arrangements are made on a case- by-case analysis. Arrangements will not be made for consistent circumstances.
3. Make all checks payable to the Little Dreamers Child Care Center. Please place the child(ren) name for which you are paying tuition for in the **memo section** of your check. A check box is available inside the front office for your convenience. **Do not** give payments to staff members. Any cash payment **must** have a receipt.
4. After you complete your first year of continuous service at Little Dreamers, *fulltime* children will be eligible for one-week vacation. Your child must be absent and you must notify the Center in writing one week prior to taking your vacation time. **This is for fulltime students only.** *School-age care is part-time care and is only eligible for vacation credit during the Spring Break, Thanksgiving and Christmas Holidays.*
5. **There will be no deductions for days missed i.e. illness, holidays, or severe weather days. We do however; make a (one time) 50% tuition adjustment if the child is hospitalized for a certain illness. You must present the hospital admission information in order to receive the adjustment.**
6. There will be a \$30.00 service charge on all returned checks. The second time a check is returned, **all future payments must be made in cash or money order.**

We hold high regards for each family's right to confidentiality therefore; we **do not** give personal information on children or families without consent.

GUIDELINES

All Children: Upon bringing your child to the Center, please make sure you follow these guidelines.

*** NO COWBOY BOOTS OR FLIP-FLOPS ARE TO BE WORN ***

1. Please note your child's schedule and follow it as closely as you can. It is not fair to bring your child at different times throughout the day. Please try to keep your child on a daily schedule with your child's teacher. All children must be present on or before 9:00 a.m. unless accompanied by a doctor's excuse.
2. Be certain your child has an extra change of clothes placed in a zip-lock bag with

his/her name marked on it. Also make sure all jackets, book bags, supply containers, etc. are marked with each child's name.

3. If there is a need for someone other than the person specified on the pickup/drop-off authorization list to pick up your child, you must send a note to the office prior to this taking place. It is understood that emergencies arise, and a phone call may be necessary for someone not listed to pick up your child. If this is the case, an authorization note **MUST** be submitted the following day prior to dropping off your child at the Center. The party who will pick up your child must come by the office and show proof of identity before they will be allowed to pick up your child.

PLEASE NOTE: Little Dreamers **WILL NOT** be placed in the middle of domestic disputes. You are not permitted to continuously change the pickup/drop off authorization form on file at the Center due to problems/situations with spouses or significant other(s). No phone calls will be accepted requesting restrictions involving other parties picking up the child if he/she is listed on the authorization form. If this becomes a problem, Little Dreamers reserves the right to drop name(s) from attendance at the Center.

4. Please be sure to write a note to your child's teacher regarding any change in scheduling or concerning anything she should know about your child.
5. **PLEASE NOTE:** Make certain to let us know if your child is going to be absent especially if they are picked up at designated schools.
6. Let us know if your child should be counted for lunch, but is coming in late with a "valid excuse." We need to have this information by 9:00 a.m.

Nursery:

1. Each child will have a space in the cabinet for a supply of clothes, diapers, and food. Please mark all items clearly.
2. Daily report sheets will be kept on your child to let you know about their activities and needs. **Please check this sheet daily to see what items may be needed.**
3. Bring at least two changes of clothes. Please label them clearly.
4. You are responsible for baby wipes, ointments, formula, baby food, Kleenex, "gallon Ziploc bags, etc.
5. Childcare regulations **prohibits** giving juice to infants under 12 months of age or including cereal mixed in the baby bottle.

Creepers/Toddlers:

1. Each child will have a space for a supply of clothes and diapers. Please label all items clearly.
2. Please be sure that your child always has at least one change of clothing labeled with their name.
3. Daily report sheets will be provided to let you know about your child's daily activities and needs. Please check this sheet daily.
4. Breakfast is served to the Toddlers from 8:15 a.m. – 8:50 a.m. Lunch is served from 11:00 a.m. – 11:45 a.m. and snacks are served from 2:30 p.m. – 3:00 p.m.
5. You are responsible for sending wipes, ointments, diapers, Kleenex, Ziploc bags, etc.

Two-Year Olds:

1. Each child will have a space for a change of clothes and training pants. Please be sure to label each item clearly.
2. We will begin potty training at this stage. Please be aware that we need your help in potty-training your child.
3. If your child is beginning to potty-train, he/she will need at least **three (3-5) pull- ups (which fasten on the side)** and three (3) pair of cloth underwear, and several change of clothing labeled with the child's name.
4. Please keep in mind that your child is being trained and needs clothing that is easily removed. Clothing easily pulled up and down is preferred. No belts, overalls, etc.
5. Breakfast is served to the Two's from 8:15 a.m. – 8:50 a.m. Lunch is served from 11:00 a.m. – 11:45 a.m. and snacks are served from 2:30 p.m. – 3:00 p.m.

Preschool:

1. Each child will be provided with a cubby. A listing of school supplies will be given at the time of enrollment.
2. Please be sure that your child always has at least one change of clothing labeled with their name.
3. Breakfast is served from 8:15 a.m. – 8:50 a.m. Lunch is served from 11:15 a.m. – 11:45 p.m. and snacks are served from 2:30 p.m. – 3:00 p.m.

Promotions:

During the year we promote our children accordingly to new classes. Our children are promoted *developmentally*; that is as they develop the appropriate skills to function in these rooms.

INSURANCE COVERAGE

Individual coverage of children is the responsibility of each child's parents or guardians. However, Little Dreamers Childcare Center does have coverage for General Liability/Student Accident Policy, which is where ALL registration fees are used to help defray costs.

ARRIVAL AND DEPARTURES PROCEDURES

A daily sign-in and sign-out roster will be REQUIRED. All children must be present by 9:00 a.m., unless presented with a valid excuse (*doctor's visit*). We have on file the names, addresses, and telephone numbers of the individuals permitted to pick up children. These persons must present proper identification with a photo ID. If an individual arrives to collect a child and his/her name is not in our file, we **CANNOT** allow your child to leave.

FIELD TRIPS

Children (*older*) Two-Years and older go on field trips. Each child is buckled into a safety belt and or safety seat. A permission form is sent prior to each trip. Please, do not send any extra money for field trips.

PHOTOGRAPHING

Parents are asked to sign a Photograph Permission Form for purposes of classroom activities and limited newspaper publicity.

MEDICATION

The Center Director or Assistant Director and/or will administer **NO MORE THAN TWO (2)** - *doctor prescribed/pre-measured medications and/or over-the-counter medications* with a signed consent from the parent/guardian. **If there multiple dosages or (breathing treatments) required during the course of the day, you will be required to administer the medication personally.** (*It sometimes becomes extremely difficult to remember how many times per day to administer medication to several children in a group setting on a daily basis*).

SICK CHILD POLICY

Any child showing symptoms of illness should be kept at home. The child must be symptom free for 24 hours without the use of Tylenol or Ibuprofen before returning to the Center.

Conditions for sending child home:

Some important symptoms to look for:

- Fever of 101.2 degrees (*under-arm*) on second reading at least one hour from first reading
- Diarrhea (more than one abnormally loose stool.) If a child has only one loose stool, observe the child for additional loose stools or other symptoms. After the third loose stool, parents will be called.
- Severe coughing (the child gets red or blue in the face or makes high-pitched, “croupy” or “whooping” sounds after coughing.)
- Labored or rapid breathing (this is especially significant in infants less than six (6) months old.)
- Yellowish tint to the skin or eyes (jaundice.)
- Tearing, irritation, and redness of eyelid lining, followed by swelling and discharge of pus (conjunctivitis, also called “pink-eye”).

EMERGENCY MEDICAL CARE, ILLNESS AND ACCIDENTS

Little Dreamers caregivers, teachers, and assistants are CPR and First Aid certified.

All parents are required to sign an Emergency Medical Treatment Authorization. In case of a medical emergency, and the parent *cannot be* contacted immediately, children will be taken to the MEA Medical Clinic on Old Canton Road.

All children are carefully observed for symptoms of illness. Any child showing symptoms of illness will be separated from the group and his/her parents will be notified and EXPECTED to pick up the child within thirty (30) minutes.

CHILD ABUSE

The Mississippi Child Abuse law mandates that suspected cases of child abuse or neglect are reported to the Department of Human Services or the Child Abuse Hotline.

LICENSE TO OPERATE A CHILDCARE CENTER

The Mississippi State Board of Health, whose inspections are based on specific standards relating to health, safety and proper child care, as well as definite personnel requirement, licenses Little Dreamers. The Ridgeland Fire Department, as well as our Liability Insurance carrier (Marchetti Robertson & Brickel, Ridgeland, Mississippi) also inspects it.

BITING

The purpose of this section is to provide information to help you understand why children bite. Children may bite for different reasons under different circumstances and understanding the reason for your child's biting is the first step to changing his or her behavior. Biting is an age/stage related concern, meaning that it happens at a specific developmental period. Biting usually occurs during the toddler years, and occurs for many reasons, including the following.

I. WHY CHILDREN BITE IN CHILDCARE

- a) Toddlers are oral beings and put everything into their mouths. This may include another child's finger.
- b) Toddlers do not have the cognitive ability to discriminate between animate and inanimate objects. A toddler may not be able to tell the difference between a soft, plump teething ring and a soft, plump arm.
- c) Toddlers often bite because they are frustrated, tired or hungry. They do not have the vocabulary to say, "I am hungry," "I am tired," "I want that toy: or "Leave me alone," so biting is often the basic response.
- d) Toddlers bite when there are too many children in close proximity. If another child is too close, too rough or too intimidating, a toddler will often bite to move them out of the way.
- e) Some toddlers will bite for the attention they receive from caregivers. Caregivers frequently give a great deal of attention to biters, even if it is negative. Children in need of attention will bite to get negative attention over no attention at all.
- f) Toddlers tend to be territorial in their behavior. In other words, they need a certain amount of space around them and their toys and usually do not want another child intruding on what they are playing with or doing. When another child comes too close, they may bite that child to remove them from their "space" or to keep them from taking their toys.
- g) Toddlers have very limited, if any, social skills. For this reason, they cannot talk out their problems with other children. As a result, they often act first because they have not learned to discuss their problems or feelings. Biting happens as an immediate reaction because they have not learned self-control or social skills.
- h) Many toddlers are teething and biting helps relieve the pressure resulting from new teeth breaking through the gums.
- i) Some children bite often and some not at all. In addition, some children seem to be victims more frequently than others.

II. WHAT ACTIONS WILL BE TAKEN BY THE CAREGIVER WHEN A BITE OCCURS

- The caregiver will focus their attention on the victim, rather than the child who bit. *By doing this, they will avoid reinforcing negative behavior (biting) with attention.*
- The caregiver will clean the bite with antiseptic and apply a bandage, even if the bite does not break the skin. Applying an ice pack for a few moments will also be done.
- The caregiver will allow the biter to gently stroke the victim so both children learn about appropriate ways to touch and relate to each other.
- Parents will be notified if the bite has broken the skin or is in a prominent place, such as the cheek.
- An injury report will be completed on every biting incident.
- A logbook will be kept on the biter, and then a notation will be made into it.

III. HOW WE COMMUNICATE WITH THE PARENTS

Our goal is to communicate with every parent to inform them that biting is quite common among young children.

- Literature dealing strictly with biting will be given to every parent as soon as a child is promoted to the toddler room.
- The center director will plan a meeting with parents of toddlers to discuss toddler developmental issues, which will include biting.

IV. TECHNIQUES USED TO PREVENT BITING IN THE CLASSROOM

- Our toddler group size will be kept as low as possible to help prevent biting incidents.
- Toddlers will have appropriate toys on which to bite, such as tethers, thick rattles, etc.
- Caregivers will work with toddlers to give them the words to express their frustrations; such as “I don’t like that!”
- Children who bite will be “*shadowed*” by a caregiver. This means the caregiver will stay in close proximity to the child and quickly intervene when a biting situation presents itself.
- Frequent biters will have a tether attached in a safe manner to their clothing as an alternative to biting.
- Caregivers will keep a log of biting incidents that records the time of day a bite occurred, the activity engaged in, and who the child bit. By logging the bites, a pattern will sometimes emerge as to when or who the child is most liable to bite. Intervention is then easier to plan.

V. WHAT WILL NOT BE DONE CONCERNING BITING

- Parents **will not** have knowledge of, nor access to biting logs. *It is a breach of confidentiality to tell parents about the behavior of children other than their own.*
- Director or the caregiver will **never** physically hurt a child to punish them for biting.
- Caregivers will **never** put anything into a child's mouth, withdraw love or food, or keep them in isolation.
- We recognize that each case is different, and after meeting with parents and working with the toddler we find no improvement in the situation, there may be a time when we decide that a biting child cannot remain in the center or should be taken out temporarily.

We at Little Dreamers Childcare Center understand that biting is a difficult and uncomfortable issue to deal with as a parent and as a caregiver. If your child is the victim, you may feel angry and outraged. If your child is the biter, you may feel embarrassed and frustrated. Take heart! Most toddlers who bite do so only a short while. Paying close attention to the reasons will help you support us in coming up with useful solutions. Soon your toddler will have learned important new skills for communicating and getting along with others.

DISCIPLINE

We at Little Dreamers Childcare Center believe that developing a relationship of trust with a child is essential in cultivating a caregiver-child alliance. Holding attitudes of genuine care and concern for the needs of each child and focusing on what is best for him/her is fundamental here at Little Dreamers. We hope this Discipline Policy gives you an understanding of the many techniques we use to “teach” children acceptable behavior.

I. THE DIFFERENCES BETWEEN DISCIPLINE AND PUNISHMENT

The word discipline and punishment are often used interchangeably to mean the same thing, but in fact, they are very different concepts. The word discipline is derived from a Latin root work, which means, “to teach.” Discipline actually means teaching children acceptable behavior. Appropriate discipline gives children the reasons behind behaving a certain way. By understanding the reasons behind the behavior, good discipline techniques give children the opportunity to gain self-control, the ultimate goal of discipline.

Punishment refers to inflicting negative consequences to control behavior through fear and intimidation. Not only does punishment cause poor self-esteem, it does not teach children acceptable behaviors or self-control. Children learn what they are not to do, but not what an acceptable alternative is.

II. HOW WE COMMUNICATE WITH THE PARENTS

When parents enroll their children at Little Dreamers Childcare Center, they enter into a partnership with the center. This partnership is based on shared responsibility and mutual respect. Our aim is to achieve effective learning and good discipline so that the center's environment is both productive and harmonious. This partnership exists to create in children an understanding of appropriate behavior.

- For children who repeatedly demonstrate unacceptable behavior in the program, a meeting will be scheduled with parents to discuss the behavior, why it is unacceptable, and what can be done on both fronts to help the child gain better self-control. This may involve weekly meetings until the behavior improves.
- Information will also be communicated when a child demonstrates appropriate behavior at the center.
- Parents may be asked to remove a child from the facility if serious behavior problems occur which cannot be handled. All decisions are in the best interest of the child.

III. APPROPRIATE TECHNIQUES USED FOR DISCIPLINE

PRESCHOOLER

- Separation of Child from the Behavior
Discipline involves separating the child from the behavior, whether the behavior is acceptable or not. This concept will provide unconditional love for children, as adults accept them and love them no matter what they do.
- Redirect Behavior
If a child is acting inappropriately in one area, he will be directed to another.
- Acceptable Choices
When giving children choices, we make sure to give two choices that are acceptable to the adult.
- Use of Positive Language
Caregivers will turn repeated phrases around to use positive language. Example: "Quit screaming!" can be changed to "Use your quiet voice inside."

SCHOOL-AGER

- Involve Children in Making the Rules
Children are more likely to follow rules they have created, especially if they understand the reasons behind them.
- Involve Children in Curriculum Planning
Children who are engrossed in enriching activities are much less likely to misbehave. They need more control and freedom in planning and selecting activities.
- Plan for Cooperative Games
Games are planned where children work together rather than competing.
- Model Appropriate Ways to Communicate Negative Feelings
By modeling suitable behavior, we teach children how to respond when these feelings become overwhelming.
- Teach Children Conflict Resolution Techniques
Teaching children to discuss their problems and brainstorm for possible solutions gives them skills that will last into adulthood.

IV. TYPES OF PUNISHMENT NOT ALLOWED AT LITTLE DREAMERS CHILDCARE CENTER

- ✓ No form of physical abuse (spanking, swatting, hitting, grabbing, shaking, squeezing, biting, pinching a child, etc.) will be used by any adult in the facility.
- ✓ No form of mental abuse (shaming, humiliating, or frightening the child) will be used by any adult in the facility.
- ✓ There will be no punishment of children in association with food, rest, or toilet training.
- ✓ Children may occasionally be restrained (held by an adult) to prevent them from harming themselves, other people, or property.
- ✓ Children will not be isolated in a room or closet, etc. as a form of punishment. Time-out in a supervised area may be used for older children who have developed enough self-control to sit in one place.

V. TYPES OF TRAINING ON DISCIPLINE ISSUES

- Staff development or In-Service training concerning effective discipline techniques is a requirement of all caregivers at Little Dreamers Childcare Center.
- Staff will be required to obtain numerous contact hours on discipline when training/seminar opportunities are available.

Your children are delightful to have around and at times may be quite a challenge! Guidance and discipline of children are ongoing processes that embrace everything we do with children. Learning self-control and how to get along with others is part of growing up, and Little Dreamers Childcare Center staff plays an important role in teaching children these important skills. Caring for children each day, year after year, gives us as providers a wonderful opportunity to help shape, guide, and nurture the behavior of children. A good understanding of children and guidance techniques is the basis for effective discipline.

TRANSPORTATION POLICY

Little Dreamers Childcare Center, which transports children, assumes additional responsibility for the safety of children.

Regardless of how the transportation is provided, either by facility staff or volunteers, the facility director is responsible for the safety of the children. There should be assurance that:

- All drivers are appropriately licensed.
- All vehicles have current safety inspection stickers.
- Insurance adequately covers the transportation of children.
- All children are seated comfortably in the vehicle.

Each driver shall see that:

- Children board or leave the vehicle from the curbside of the street and/or are safely conducted across the street.
- A responsible person is present if the child is delivered home or back to the facility.
- Good order is maintained on the vehicle and seat restraints are used.
- All children under the age of four must be in approved safety seats with proper restraints.

Exception: Buses, which are specifically designed for transporting children and have other protection devices, such as padding.

An adult besides the driver must ride in the vehicle when more than five (5) children under the age of five (5) are being transported, or when route exceeds 30 minutes.

CALENDAR

A “*Calendar of Events*” is available each month and can be picked up near the sign-in booklet. In addition to this, we will publish a quarterly newsletter. This is our way of keeping everyone informed of events, birthdays, special recognition, etc. If any of the parents would like to add to either of these, you are welcome. Just call or let us know.

TELEVISION

We have a TV, DVD, and educational materials on hand for children. Programs are monitored carefully. We use this to alter outside play during inclement weather or later in the day when children are in combined areas.

SUMMER PROGRAM

We have a very active summer program for ages 6 and up. These activities include bowling, nature trips, library, field trips and much more! We keep our kids busy and try very hard to see that they have a good summer with us.

MUSIC AND ART TIME

Music is included in our curriculum. To complete our curriculum we have a special music and art time throughout the month.

EXTRACURRICULAR ACTIVITIES

If a consensus is determined, Little Dreamers will offer transportation to nearby swimming classes, karate classes. Registration forms will be made available for all activities in the Center’s office.

BREAKFAST AND LUNCH PROGRAM

We are very proud of our breakfast and lunch programs. Please find our monthly menu located near the sign-in booklet. We cannot be responsible for (*breakfast*) meals after the 8:50 a.m. serving time. A light snack will be served at mid-afternoon. Times will vary with each age group. Please ***do not*** allow your child to bring candy or gum to the Center. No outside (*home, restaurant, etc.*) prepared meals are permitted into the Center at any time.

PARTIES

Seasonal parties will be given for all students enrolled at Little Dreamers. Any parents interested in helping may contact your child's teacher.

BIRTHDAYS

We are happy for you to furnish afternoon snack(s) for your child's party at school. But remember, everyone in that class is invited. Be sure to let your child's teacher know in advance. No gifts are allowed for parties at the Center. **IF INVITATIONS ARE GIVEN AT THE CENTER, EVERYONE IN THE CLASS MUST BE INVITED.**

REST TIME

Our children need a time to rest each day, so we reserve 12:00 p.m. through 2:00 p.m. for rest time. Please keep this in mind, if you are at the Center at this time; please remember to be extra quiet. **ALSO:** *Unless it is absolutely necessary, please DO NOT bring your children in during nap- time while other children are asleep.*

HOLIDAYS

Little Dreamers Childcare Center observes several holidays throughout the year during which **all** employees will be excused from work. The following Ten (10) holidays will be observed by Little Dreamers and its staff. These days are considered *billable* days even though the center will be closed: The Ten (10) holidays always observed include the following days:

January 1st – New Year's Day

January - Martin Luther King Birthday

April – Good Friday

May – Memorial Day

July – July 4th

September – Labor Day

November – (*Thursday & Friday*) Thanksgiving Day & Day After

December – Christmas Eve & Christmas Day (If either day falls on a weekend, we will observe the weekday prior to the holiday)

SCHOOL RULES

The following are “NO! NO!’S

1. Spitting and fighting
2. Hitting
3. Biting
4. Running in the building
5. Destroying property
6. Playing in the lunchroom
7. Playing in the bathroom
8. Talking back & Fighting teacher
9. Talking ugly
10. Not obeying the teacher

Management will closely monitor caregivers within the classroom environment. Meetings will be held to address issues and concerns regarding children who show “consistent” behavioral problems. Meetings will be held with parents to address concerns regarding a child’s behavior.

Physical punishment is never used at the Center. Removal from Little Dreamers will be a last resort. Special consideration is made in health and safety risk situations.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary of Civil Rights
1500 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov

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