

# Little Scholars Preschool & Daycare

8116 W. Jackson St.

(765) 405-1296

Hours of Operation: Monday – Friday, 7am-6pm

## INTRODUCTION

We believe children learn best through play, interaction, love, and active participation. We will strive to provide a loving, Christian environment that allows opportunities for each child to experience social, spiritual, emotional, intellectual, and physical growth. It is vital to provide a curriculum that considers each child's individual needs, learning styles and stage of development. Also, we feel it is necessary to foster an atmosphere of teamwork between daycare and home that allows the child to smoothly make the transition to daycare and keeps the family involved in each step along the way.

## PRESCHOOL CLASSES

### Pre-K Class 3,4 & 5's Class

3,4 & 5 year olds (Must be 3 yrs. by Aug 1)

Monday, Wednesday, Friday

8:30-11:00am or 12:00-2:30pm

## PRESCHOOL ENROLLMENT AND TUITION FEES

Enrollment fee: \$75

Tuition: MWF preschool class \$180/MONTH; T/TH preschool class \$150/MONTH

An annual enrollment fee for each child enrolled in Little Scholars Preschool is due upon enrollment. All tuition is due by the 10<sup>th</sup> of each month. Checks are made payable to Little Scholars. Receipts are available on the Procure app. Tuition may be paid on the Procure app or placed in the white drop box. **If a child misses any portion of the month or a full month, tuition must still be paid in full.**

**LATE FEE:** A 10% late fee will be added for payments that are paid after the 10<sup>th</sup> of the month.

## DAYCARE RATES

Registration Fee \$75 (\$100 maximum per family)

### Part-Time (25 hours/week or less)

PT infants \$190/wk

PT 13-30 months \$180/wk

PT 30m and up \$170/wk

### Full-Time (over 25 hours/week)

FT infants \$230/wk

FT 13-30 months \$220

FT 30m and up \$210

### **School-aged children only:**

After-School Care (includes 2-hour delay): \$75/week

Single day up to 2 days (for children IN after-school care): \$20\*

Daily rate: \$40\*

\*Multi-child discount does not apply to 2 hour delay or single day/daily rate

**\*\* If at any time your family is behind more than two weeks on tuition your child/children will not be able to attend daycare or preschool until payment has been received in full or a payment contract has been drafted with the bookkeeper.**

MULTI-CHILD DISCOUNTS

If you have more than one child enrolled in preschool, they will each receive \$10 off their tuition per month.

If you have more than one child enrolled in daycare, your rates will be as follows (example only):

<u>Part- Time Rate</u>	<u>Full-Time Rate</u>
1 <sup>st</sup> child \$180.00/wk	1 <sup>st</sup> child \$220.00/wk
2 <sup>nd</sup> child \$170.00/wk	2 <sup>nd</sup> child \$210.00/wk
3 <sup>rd</sup> child \$170.00/wk	3 <sup>rd</sup> child \$210.00/wk

ENROLLMENT FORMS

All daycare **and** preschool children must have the Information Sheet and Medical Release Form (must be notarized) on file by the child’s first day. In addition, all daycare children must have a copy of current shot records and a signed Parent Notice on file. **ONLY** those listed under Authorized Persons on the Information Sheet will be allowed to pick-up your child. We reserve the right to check identification on any person. You may add to the authorized person list at any time. The emergency card will travel with your child throughout their day.

The daycare and preschool **MUST** always have a current home number, parent work number and home address for every child. Please let us know immediately if any information on your child’s records change.

PRESCHOOL TUITION PAYMENTS

Tuition is due no later than the 10<sup>th</sup> of each month. If tuition is paid later than the 10<sup>th</sup> of the month, a 10% late fee will be added. If your account is not current, you will be asked to sign a tuition contract or lose your spot. If paying by check, write your child’s name in the memo section. Your payments can also be made through the Procure App. You can make payments with a credit card, debit card, or e-check. Monthly preschool tuition is due even if your child misses days and/or the preschool is closed for weather reasons. All checks are made payable to: Little Scholars

DAYCARE TUITION PAYMENTS

Invoices are sent Monday each week and due by Friday. If your account is not current, you will be asked to sign a tuition contract or lose your spot. Your payments can be made through the Procure App. If paying by check, please write your child’s name in the memo section of the check. Tuition checks may be placed in the white drop box. All checks are made payable to: LITTLE SCHOLARS. No cash payments accepted. There will be a \$25.00 fee for any returned payments.

## DAYCARE DROP-OFF and PICK-UP

An adult must accompany your child(ren) into the daycare and an adult must come into the building for pick-up. THERE ARE NO EXCEPTIONS TO THIS RULE. In addition, a staff member will take your child's temperature and sign them in at drop off. If it is necessary for anyone listed on the enrollment forms as an authorized person to pick-up your child (other than the parent or guardian), PLEASE NOTIFY YOUR CHILD'S TEACHER. All daycare children must be picked up NO LATER THAN 6:00 pm each day. A \$1.00 late fee will be added for every minute the child remains in the daycare.

Example: If your child is picked up at 6:17, you will have a \$17 late pick up fee charged to your account. If you have 2 or more children, the fee applies per child, not per family. So if you pick up your 2 children at 6:17, you will owe \$34 for late pick up.

**PLEASE NOTE: The daycare reserves the right to check I.D. or question any person during pick-up with regards to your child's safety and well-being.**

## PRESCHOOL DROP-OFF and PICK-UP

**DROP-OFF:** Teachers will be ready to accept children at 8:30am for morning classes and 12:00 pm for afternoon classes. Please do not bring your child into preschool before the designated time. AN ADULT MUST ACCOMPANY your child to the door (closest to the gym) once a preschool teacher has it open.

**PICK-UP:** Children in all classes will be dismissed by teachers at 11:00am (morning classes) & 2:30pm (afternoon classes).

## DAYCARE HOLIDAYS and CLOSINGS

The daycare will be closed on the following holidays:

New Year's Eve ½ day (when it falls on a weekday)

New Year's Day

Memorial Day

Fourth of July

Labor Day

Thanksgiving Day

Black Friday

Good Friday

**\*When one of these holidays falls on a  
weekday, tuition is still due in full.**

\*In addition, the daycare will be closed the week of Christmas. Daycare tuition will NOT be due for this week.

\* We will be closed ONE FRIDAY in March/ April each year for staff training weekend. This will always be communicated with families and reminders placed at our sign in/out table.

## VACATIONS

Every family receives two weeks of vacation each calendar year. The two weeks are to be used at your discretion, with no limitations on what weeks are used. These vacations **MUST** be Monday through Friday, and be reported to our front desk staff to avoid your account being charged.

Extended Absences: If there will be an extended absence you can pay a holding fee of \$75 to hold your child's spot for up to 3 months. This would be for things such as the birth of a new baby, job loss, summer break, etc.

## PRESCHOOL WEATHER CLOSINGS

In the event of bad weather, it may be necessary for the preschool to close. We will follow the Yorktown School Corporation for delays and closings. If Yorktown is closed, then the preschool will be closed. If Yorktown has a one-hour delay, the preschool will also have a one-hour delay. If a two-hour delay occurs, there will be no morning classes but afternoon classes will meet as usual.

## DAYCARE WEATHER CLOSINGS

The daycare will only close in a very severe situation. Examples of this include, but are not limited to: a stated weather emergency for Delaware County or the facility is without power. Daycare closings will be announced on our Facebook page and sent via email.

## FIRST AID and INJURY

All daycare employees and preschool teachers are certified in CPR, First Aid and Universal Precautions. In an event of a minor injury, band aids are located in each classroom, and travel bags. If medical attention is necessary, parents will be notified immediately.

## SICK CHILD POLICY

We are concerned about the health and safety of every child. We ask that you do not bring your child to school if one or more of the following symptoms are present within the last 24 hours:

Unusual fatigue or irritability, pink eye, coughing, impetigo, runny nose and/or eyes, Inflamed mouth or throat, fever, vomiting, or diarrhea

If a child is being treated with antibiotics, he/she should be on medication for at least 24 hours before returning to preschool or daycare. If it is necessary for your child to take prescribed medication at preschool or daycare, please send the prescription medication in the original packaging with the prescription on it.

If a child is found to be ill, he/she will be isolated from other children and a parent will be called. An authorized adult must pick-up the ill child within 1 hour from the time the call is made.

## DISCIPLINE PROCEDURE

When needed, the preschool and daycare teachers will use time-out as a disciplinary technique. If behavior problems continue to persist, the teacher will then contact the parent. Together the teacher and parent will work towards improving the behavior. **AT NO TIME** will corporal punishment, such as hitting or spanking be allowed in the preschool or daycare.

## **INAPPROPRIATE BEHAVIOR/BITING**

In the case of inappropriate behaviors, an inappropriate behavior form will be filled out. If a child receives 3 in one week, the child will be sent home for the day. They may return the next day. If there is another inappropriate behavior form, they will be sent home again. At the beginning of each week, the child will start fresh.

In the case of biting, a child will be sent home if they break the skin on another child or if they are attempting to bite excessively.

## **VISITORS POLICY**

No person(s) other than those listed on their emergency card may visit the preschool or daycare at any time unless accompanied by a parent/guardian or approved by the director.

## **PRESCHOOL SNACKS**

Parents are responsible for providing snacks and juice for your child's class on a rotating basis (about once per month). A snack schedule will be sent home at the beginning of the month indicating the day in which you will need to provide the snack. Please be sure to provide enough snacks and juice for the entire class. Please be aware of any ALLERGIES that may exist in your child's preschool class, if you are unsure, reach out to your child's teacher.

## **DAYCARE MEALS and SNACKS**

A light breakfast, lunch, and one snack per day are provided by the daycare. Children have milk with breakfast and lunch, and water with the afternoon snack. Meals and snacks are included in the weekly tuition. A lunch menu will be available from the office every month. If you prefer to send lunch for your child, please put it in a lunchbox with your child's name on it. Your child's lunchbox will be kept in the refrigerator until lunch and the daycare will provide milk and silverware for lunch packers. Parents are welcomed to pack items that need to be warmed up. **IF YOUR CHILD HAS A FOOD ALLERGY, PLEASE LET THE DIRECTOR KNOW SO THAT ALL NECESSARY PRECAUTIONS MAY BE TAKEN.**

## **NAP TIME PROCEDURE**

Naptime will be approximately 2 hours each afternoon for those children enrolled in daycare. All daycare children are required to rest during these hours unless they are enrolled in an afternoon preschool class. Each child will have his/her own cot to use. Parents are responsible for providing a blanket and/or a small pillow. **PLEASE BE SURE TO LABEL ALL ITEMS WITH YOUR CHILD'S NAME OR INITIALS!** All bedding will be sent home on Friday to be laundered by the parent and will need to be returned on Monday.

## ITEMS NEEDED FROM HOME

### PRESCHOOL

Preschool children may **ONLY** bring toys when authorized by a teacher (ex: show and tell.) It is an excellent idea for each preschool child to bring a backpack to preschool each day. This is good practice for kindergarten (and beyond) and gives your child's teacher a place to put important papers. Please check your child's backpack each day. **BE SURE TO LABEL YOUR CHILD'S BACKPACK, JACKETS, HATS, ETC. WITH YOUR CHILD'S NAME OR INITIALS!**

### DAYCARE

Children enrolled in daycare may bring one small toy daily to daycare. Also bring all bedding on Monday or on your child's first daycare day for the week. **BE SURE TO LABEL ALL ITEMS WITH YOUR CHILD'S NAME OR INITIALS!** Do not allow your children to bring valuable or sentimental items. Although we will do our best to keep track of your child's items from home, the daycare is **NOT** responsible for missing and/or broken toys. In addition, all daycare children will need to have a change of clothes, including underwear and socks, to leave at daycare. Please check these clothing items periodically for size and weather appropriateness. Parents will be responsible for providing diapers or pull-ups for any child not potty trained. The daycare will provide wipes.

### INFANTS

Bottles are to be **pre-made** each morning. We will date them and label them with your child's name. All breast milk can be brought in bags or containers for storage purposes, and we can pour into the bottles. If your child is able to use a blanket please bring that along, as well as a special toy. If you prefer the sleep sacks you may bring that in.

On your infant's first day, a note of a typical day is helpful to the teacher in the classroom. The amounts of food, nap times, and things to help soothe your baby would be helpful to the teachers. We try to keep your baby's day very similar to home for an easier transition for both parents and babies. If you ever have questions please don't hesitate to ask!

### ATTIRE

Please dress your child in comfortable clothing and keep in mind that daycare and preschool can be a messy place! Also, be sure to dress your child for outdoor play. This includes tennis shoes and cold weather gear (hats, mittens, extra sweatshirts, coats) when appropriate. Children in the daycare will go outside once the temperature reaches 40 degrees unless it is raining, muddy or too windy.

### BUS RIDERS

Children riding the bus to the daycare after school will be expected to behave appropriately on the bus and to follow all school/bus rules. Please call the daycare if your child **WILL NOT** be riding the bus due to illness, other arrangements made, after school activities, etc. If your child does not get off the bus on a day we are expecting him/her, we will be contacting you.

## DAYCARE/PRESCHOOL COMMUNICATION

Any communications from the office, including things such as, closures, upcoming events, and general information will be sent via email and/or the Procare app. Please make sure you are registered for the app and have a current email address on file and that you check it regularly. Those communications will also be available at the office or posted throughout the daycare. If you have any issues receiving emails, please contact the director.

## FACEBOOK PAGE FOR LITTLE SCHOLARS

We do have a Facebook page that, on occasion, we post daycare pictures. This is also an information tool, we use for classroom information, as well as weather alerts.

If this is something you do not want us to do with your child, please make us aware so we can be sure your child is not photographed!