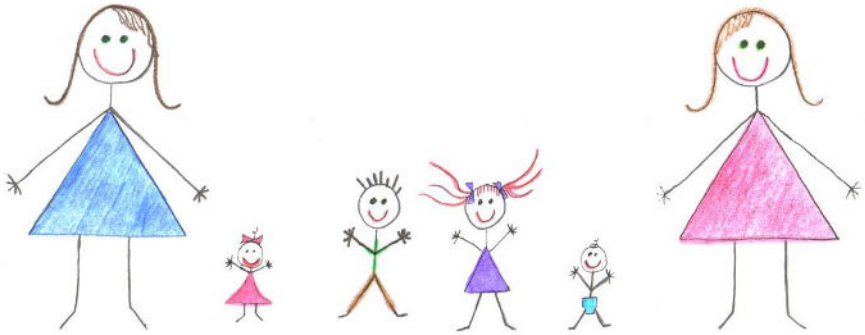


Little Learners

Early Childhood Center

Making Memories, Marking Milestones

Parent Handbook 2026-2027

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Little Learners

Early Childhood Center

Making Memories, Marking Milestones

Welcome to Little Learners. We are so excited to be enrolling your child in our program. At Little Learners, your child will have the opportunity to explore, create, and imagine while developing academically, socially, emotionally, and physically. These opportunities will take place in a safe, nurturing environment under the guidance of loving, experienced teachers who are professional, positive, and passionate about the care and education of young children.

Our Founders

Little Learners has been independently owned and operated by Christi Eaton and Kim Maples since it was founded in 2006 with the vision to help every little learner not just be *ready* for kindergarten, but ready to *shine*. This vision has developed into a program that emphasizes literacy development and mathematic foundations while remembering that children learn best through fun and engaging activities. At every stage of development, from toddlers to pre-K, our teachers are dedicated to making sure each little learner is *Ready for Tomorrow©*.

Christi Eaton serves as our Executive Director and has been teaching for 28 years. She has worked with preschool children and school-age children through fifth grade. Christi graduated from the University of Missouri in 1998. She also holds a Master's Degree in Teaching and Leadership as well as a Reading Specialist Certification. In addition, Christi received her National Board Certification in 2006 and has a National Director Credential.

Kim Maples serves as our Executive Operating Director and has been teaching for 32 years and in that time has had the opportunity to teach preschool through fifth grade. She graduated from the University of Kansas in 1993 and completed the teacher certification program in 1994. Kim has a Master's Degree in Curriculum and Instruction and received her Reading Specialist Certification from KU in 2000 and has a Child Development Associate (CDA).

Kim and Christi were Reading Specialists together at Starside Elementary in De Soto and enjoyed helping learners who were struggling to improve as readers. Through this experience, they learned what early skills children need before beginning kindergarten. They love teaching preschool and especially enjoy providing on-going training for their staff to ensure they are always guiding children through experiences that will prepare them for a successful start in elementary school.

Our Director

Lindsey Bird is our Program Director. She completed her Associate's Degree in Early Childhood Education from North Central Missouri and has a National Director Credential. She transferred from our previous Little Leaders of KCK location in 2022, where she worked for two years and was the Events and Compliance Director. Ms. Lindsey is committed to helping our families feel welcome and comfortable at Little Learners and is dedicated to supporting the teachers to ensure the programs at Little Learners are engaging and all our children are successful. She has experience in all areas of our program and is committed to ensuring uncompromising quality in the care and education of every little learner.

Little Learners' Operating Information and Program Descriptions

Little Learners is currently licensed to provide care for no more than 108 children at one time at LL-West and no more than 101 children at one time at LL-East. Child care will be available Monday through Thursday from 7:00 a.m. to 5:45 p.m. and 7:00 a.m. to 5:30 p.m. on Fridays. Our program is built on a **full day model** with half of the day focused on early academics and half of the day focused on arts/crafts, science/social studies and music/movement. Enrolling children all day ensures our students benefit from the full program. Five programs are offered at Little Learners to ensure that all children are engaged in activities that are developmentally appropriate and specifically designed for them. Our "waddler" program is for children ages 12 months to 2 years and our toddler program is for children 2 to 3 years old. We have a transitional preschool program for children who still have three years before kindergarten or who are still potty training. For our older children, we have two programs. Our preschool program is for 3 and 4 year olds and our pre-K program is for 4 and 5 year olds who will be going to kindergarten the following year. With these programs, we are able to find the perfect placement for your little learner. We operate an academic school year from mid-August to the end of May and a summer session from June to mid-August. These two sessions allow us to transition children in June and August as our older children graduate and go to kindergarten.

Waddler, Toddler, and Transitional Preschool Programs:

Your child will be engaged in research-based curriculum that is developmentally appropriate. Within these classrooms, your child will be engaged in enriching activities related to the current theme. Your child will also have a special activity each day which will include one of the following: Arts/Crafts, Cooking, Science or Sensory Experiments, Social Skills, Sign Language, and Music and Movement. These children will have the opportunity for outside play daily when weather permits or they will participate in gross motor activities in The Clubhouse, which is our indoor playroom, if the weather keeps them from going outside. To begin attending, your child will need to be one year old and a stable walker wearing shoes. A stable walker (to meet health department regulation requirements) means walking unassisted across the room while wearing shoes.

Preschool and Pre-K Programs:

Children attending pre-K will have an Academic Classroom and a Learning Extensions Classroom. Children will spend half of the day in one classroom and then switch with their whole class to the other classroom after rest time. In the academic classroom, your child will be engaged in a research-based curriculum that is developmentally appropriate in reading, writing, math, science, and social studies. Within the Learning Extensions room, your child will enjoy enriching activities related to the current theme. Your child will also have a special activity each day which will include one of the following: Arts/Crafts, Cooking, Science Experiments, Social Studies Exploration, Computers, Spanish, and Music and Movement. Children attending preschool will have these same experiences within one classroom. Children will have the opportunity for outside play daily when weather permits or they will participate in gross motor activities in The Clubhouse, which is our indoor playroom, if the weather keeps them from going outside.

The teachers in the preschool and pre-K classrooms will be focusing on academics to prepare our little learners for a successful start in kindergarten. To be sure that our teachers can focus on the curriculum and guide children through their learning, children enrolling in these classrooms will need to be independent in the restroom.

We understand at this age that children may need help cleaning up after using the restroom, but children will need to be wearing underwear and able to indicate his/her restroom needs before starting our academic year. Pull-ups during rest time are still acceptable as we know some children have not yet learned to wake up if a restroom need arises.

Exploration Days:

Little Learners offers Exploration Days! These are drop-in days for children who are not already enrolled in a classroom. Like our traditional programs, there is no compromising at Little Learners. For $100 per day, your child gets a full day of care in a loving, homelike and engaging environment from 7:00 a.m. – 5:45 p.m. (5:30 p.m. on Fridays) including: Breakfast, lunch & snacks, experienced early childhood teachers, engaging activities (no more worrying about being on technology all day), and fun with friends (they won't even notice we are sneaking in more learning). To attend, children must be one year old and walking through second grade. Classroom placement will depend on space available.

Little Learners Curriculum

The curriculum at Little Learners is based on science and social studies themes and has a strong academic focus on reading and math skills. Children will be engaged in activities that can best be described as "learning disguised as fun." The themes will capture children's interests, and they will be invited to learn about their world through songs, games, stories, and creative play while developing the important cognitive, social, emotional, and physical skills that they need before entering kindergarten.

Children will often participate in some very messy fun in the classroom and on the playground! While we will always encourage good hygiene and will clean up after our activities, children may occasionally get their clothes dirty despite our best efforts. Because of this, school may not be the best place for their best clothes 😊.

Little Learners will celebrate traditional holidays by reading books and making crafts. We will have parties for Valentines Day, Easter, Halloween, and Christmas. If you do not wish for your child to participate in these activities, please let a director know. Little Learners welcomes parents to visit and observe our activities at any time.

Birthday Celebrations: We enjoy celebrating birthdays at Little Learners and know that it is a very special time for the children. Birthday celebrations will be kept short and will take place during snack time to not disrupt the regular routine. Parents are welcome to send birthday treats such as cookies or cupcakes to share with the class; however, we ask that parents not send goodie bags with toys. These types of toys often get lost during the day which can cause hurt feelings. If sending treats, we ask that you not send hard candy, popcorn, or items containing peanuts or peanut butter.

Birthday Invitations: You are welcome to pass out invitations at school if you plan to invite the whole class. However, if you are not inviting everyone, we ask that you request the Little Learners' directory for addresses or e-mails and send the invitations privately.

Breakfast, Snacks and Lunch: Little Learners will provide breakfast and one snack in the morning and one snack in the afternoon. A delicious and nutritious lunch will be served at 11:30. Because of allergies and the potential for severe allergic reactions if food is shared, we ask that children do not bring their own food for breakfast, snacks or lunches. Accommodations will be made for children who, due to medical reasons with a doctor's diagnosis, need to bring their own food.

Picture/Video Policy

We love to capture memories of the children through pictures that are shared with parents by email and on daily notes so you can enjoy snapshots of your child's day. We also share a special picture slide show during our annual graduation ceremony. Pictures of celebrations, special events, student art, and fun daily happenings will be shared on social media. Parents are encouraged to contact the office if they would like to opt-out of having their child's picture taken or shared by Little Learners. There are video cameras in each room, on the playgrounds, and around the buildings for observation and security.

I Care Rules

At Little Learners, fun activities, games, songs, and puzzles from the Peace Education Foundation will be used to teach children the "I Care Rules" and important skills like listening, cooperating, and sharing. Below you will find the five "I Care Rules" that the toddlers and preschool children will be learning:

1. We listen to each other.
2. Hands are for helping, not hurting.
3. We use I-Care-Language.
4. We care about each other's feelings.
5. We are responsible for what we say and do.

Problem Solving Technique (F.R.I.E.N.D.)

Face-to Face (The teacher will face the children at eye level and speak in a calm and gentle manner.)
Recognition (The teacher states observation: "You look very angry.")
Inquire (The teacher asks each child to tell him/her what happened.)
Echo (The teacher will repeat each child's statement: John you are saying Chris took the tricycle from you. Chris you are saying that John doesn't want to share with you.)
Negotiate (John wants to let you ride the tricycle for 10 minutes and then he can ride it for 10 minutes. The teacher may have to help with negotiations in the beginning.)
Down Time (The teacher praises the children for solving the problem and then follows-up to make sure the problem has been solved.)

Rewards/Consequences

Your child will be rewarded daily with smiles, hugs, and constant praise for good choices. Children may also earn trips to the "treasure box" for consistent, positive behavior.

Waddlers/Toddlers/TPS: When necessary the techniques listed below will be used to encourage children to follow the "I Care Rules." Consequences will be determined by the situation and by what is developmentally appropriate for each child. Corporal punishment will not be used at Little Learners.

1. Redirection: Children will be redirected to another activity and encouraged to try again at another time.
2. Natural or logical consequences may be used to encourage positive behavior.
3. Ignoring: Behaviors that are not harmful may be ignored so that they are not reinforced with undue attention.
4. Safe Spot: Traditional Time Out will not be used with waddlers/toddlers; however, if a child is having trouble regaining self-control or is being harmful to other children he/she will be separated from the group to play in another area. The child will be encouraged to rejoin the group when he/she is ready and has regained self-control to make good choices.

Preschool and Pre-K: When necessary, the techniques listed below will be used to encourage children to follow the "I Care Rules." Consequences will be determined by the situation and by what is developmentally appropriate for each child. Corporal punishment will not be used at Little Learners.

1. Redirection: Children will be redirected to another activity and encouraged to try again at another time.
2. Natural or logical consequences may be used to encourage positive behavior.
3. Ignoring: Behaviors that are not harmful may be ignored so that they are not reinforced with undue attention.
4. Conflict Resolution: When appropriate, children will be asked what "I Care Rule" is being broken and will be encouraged to think about positive choices and to solve the problem with the "F.R.I.E.N.D." technique.
5. Time Out/Safe Spot: A child who is having trouble regaining self-control or is being harmful to other children will be separated from the group for a period of time. The child will be encouraged to rejoin the group when he/she is ready to show appropriate behavior. Time out may be used as a consequence and/or as a way to provide the child with time to regain self-control and make good choices.

A private meeting with parents will be requested if a child's behavior is continuously inappropriate or dangerous. Parents are encouraged to schedule a time to meet if there is ever a concern about behavior or any other issue at Little Learners.

Tier 2 and Tier 3 Level Support

Little Learners' staff, curriculum, routines, and procedures provide the foundation of our structured program and our Tier 1 support for all children. Little Learners is proud to also provide a Program Support Director as part of our leadership team, who provides sensory enrichment activities for all classrooms and supports the development of social-emotional skills through these activities, as well as through small group and one-on-one support. When needed, plans of support are developed for children who are exhibiting behaviors that are aggressive, disruptive, or consistently unsafe. Behaviors will be documented, and these documentations and plans of support will be shared with parents. We value parents' participation in this process.

Behavior documentations will be counted and used to follow our behavior policy (steps shared below). Children who go more than 30 days with no documentations will have their documents "expire" and their count will reset to zero. Documentations will help determine the level of support children need through our Tier 2 and Tier 3 programs. Children with 3-5 current documentations will receive support on Tier 2. Children who require a Tier 3 level of support (those who have 6 or more current documentations) will receive additional support provided by our Program Support Director. Those children on Tier 3 who have 9 or more current documentations will have a $75 increase in weekly tuition for the increase in staff assistance required to support their needs or their schedule will be reduced to 9:00-4:00. The decision regarding tuition and hours will be made at the discretion of Little Learners and may be

implemented prior to 9 documentations if warranted by the behavior. Their rate will decrease (or they may return to a full schedule) after they have gone more than 30 days without a documentation.

The staff at Little Learners will help guide children using these plans of support along with love, patience, and understanding, knowing that it takes time to develop self-regulation and self-control. While these plans are most often successful in supporting children through these periods of development, there are times when children require additional, specialized support through other professionals or their public school district. We collaborate frequently with other professionals and school districts to support children who are able to attend Little Learners and receive additional support from outside resources. However, Little Learners is not a special education program, and we are not staffed to meet the need for consistent one-on-one care, in our group setting. Another placement will be recommended for children who require this level of care and those with 12 current documentations.

Biting, Aggressive, Disruptive Behavior Policy

Biting is a natural, developmental stage for many children. It usually does not last for an extended period of time if the appropriate action is taken to help reduce the occurrences. Children bite and are aggressive or disruptive for a variety of reasons: frustration, anger, joy, overwhelmed, over-tired, (emotions they cannot yet express), teething, or just experimenting and testing limits. Our teachers will assess each incident to help better understand why a child is biting or showing aggressive behavior. This will help us respond to each individual child's needs. Below is a timeline of steps to be taken when a child bites, is aggressive, or disruptive.

Steps taken for Children Three Years Old and Older:

For each occurrence, appropriate first aid and care for the child who was hurt will be applied and documentation of each incident with both sets of parents being notified.

1st/2nd incident: Time out in classroom (No biting, biting hurts, hands/feet are for helping), communicate to both sets of parents, assessment of why child might be showing the behavior.

3rd/4th incident: Removed from classroom, assessment of why child might be biting/showing the behavior and plan of support developed and implemented based on child's development (share plan of support with parents of child biting/showing aggressive/disruptive behavior). (Tier 2 support)

5th incident: One day suspension. Parents will be encouraged to consult their pediatrician, school district, or other professional resource for additional support. (Tier 2 support)

6th/7th/8th incident: Behavior plan of support continued . (Tier 3 support)

9th incident: One day suspension (Tier 3 support; $75 tuition increase or reduced hours)

10th/11th incident: Behavior plan of support continued. (Tier 3 support)

12th incident: Parents will be encouraged to explore options and programs that might be a better fit for the child's current social/emotional development, and the child will be dismissed from enrollment.

Once a child has not had an incident documented for more than 30 days, the incident count will go to zero. The previous documentations will "expire", and the count will start over for future occurrences.

Steps taken for Children Under Three Years Old:

1st/2nd incident: The child biting/hurting will be redirected (the teacher will say No biting, biting hurts, or our hands/feet are for helping), the incident will be documented, the parents of the child biting/showing aggressive behavior will be notified in writing, an ouch note will be created for the parents of the child hurt if an injury has occurred.

3rd incident: The above procedures will be followed, and the parents of the child biting/showing aggressive behavior will also receive an email regarding the behavior. An assessment of why the child might be biting/showing aggressive behavior will be made and a plan of support based on the child's development will be created and shared with the parents of the child biting/showing aggressive behavior. (Tier 2 support)

Additional Incidents: The above procedures will be followed, and the plan of support will be continued. Progress will be monitored and reviewed. Action taken based on individual child's development and severity of bites/aggressive behavior.

Since biting and some aggressive behavior is a natural developmental stage for children under three, the staff at Little Learners will help guide children through this developmental stage with love and patience and the understanding that it takes time to unlearn a behavior. However, if a child is not showing progress after two months of intervention, it may be necessary for Little Learners to dismiss the child for the safety and well-being of the other children in the classroom.

Additional information on responding to biting and developmentally appropriate practices is available upon request.

Non-Discriminatory Policy: Children will not be discriminated against regarding race, color, religion, national origin, ancestry, physical handicap, or gender.

"Outside Babysitting" Waiver

Little Learners does not promote or sponsor private babysitting services for children outside of any services offered or approved by Little Learners ("outside babysitting"). Parents will be asked to sign a waiver to acknowledge that Little Learners is not a party to any outside babysitting agreement reached between any parent and/or legal guardian and any individual, including an individual who is currently employed by Little Learners Early Childhood Center.

Holidays

Little Learners will be closed in recognition of the following paid holidays:

2 Days for New Year's	*Martin Luther King, Jr. Day	Two Days in March (TBA)
Friday Before & Memorial Day	Fourth of July	*One Friday in August (TBA)
Labor Day	2 Days for Thanksgiving	3 Days for Christmas

If a holiday falls on a weekend, Little Learners will announce which weekday(s) it will close in recognition of the holiday. An updated list will be provided each August with exact dates for holiday closings. *These days will be used for staff development.

Inclement Weather

Little Learners will make every effort to be open during inclement weather. However, it may be necessary at times to close due to extreme ice and snow conditions. Under these circumstances, if the Olathe School District closes, Little Learners will automatically be scheduled to have a two hour late start and open at 9:00 a.m. and close at 5:00 p.m. OR Little Learners will close. This decision will be **emailed to parents through our Tadpoles software by 6:00 a.m.** If you do not have access to the internet after 6:00 a.m., please feel free to call Christi at 913-484-4051 or Kim at 785-766-3464.

Regular rates will apply on days when Little Learners is closed due to inclement weather or any other unforeseen circumstance that would force the center to be closed. However, parents will receive credit for any day beyond the third inclement weather closing occurring within a school year (September through August).

Sick Children

The Health Department prohibits a contagious child in group care and clearly defines when children should be kept at home due to illness. Little Learners will follow the Health Department guidelines for determining attendance. Please notify Little Learners if your child has a communicable disease or contagious illness (strep throat, flu, etc.) so that other parents can be notified to watch for symptoms in their children. If a child becomes ill while at Little Learners, parents will be called and will need to pick up the child within one hour. If parents cannot be reached, Little Learners will contact the first person on the child's emergency contact list and work down the list until someone is reached who is able to take the child home.

Children with a fever of 101 degrees may not return to Little Learners until they are fever free (without the aid of fever reducing medication) for 24 hours. Children with diarrhea, unexplainable rashes, head lice, eye infection, or vomiting should not be sent to Little Learners. Children must be free of these symptoms for 24 hours before returning to Little Learners. Children with head lice will need to be treated and nit free before returning to Little Learners. This illness policy was created using the *Exclusion of Ill Children* form from the Health Department. This form is included in the Forms and Handouts and may be referred to for more information about when children should be kept out of group care. Little Learners may request a doctor's note to confirm a child is well and able to be in child care after an illness.

For the health and safety of all and out of consideration for those who are too young to have yet received all their immunizations, Little Learners requires children in attendance to be current on (or on a catch-up schedule for) all the immunizations required by the Kansas Department of Health and Environment.

Toddlers Walking Requirement

Children must be at least 12 months old and a stable walker to attend Little Learners. A stable walker (to meet health department regulations) means walking unassisted across the room while

wearing shoes. If your child is a new but stable walker, please reach out to schedule a time to bring your child for a visit to be observed walking in one of our classrooms. If your child is not yet a stable walker, please reach out so we can determine together the best plan for your family.

Preschool Potty Training Requirement

In our preschool classrooms, the teachers will be focusing on academics to get your little one ready for a successful start in kindergarten! To be sure that our preschool teachers can focus on the curriculum and guide children through their learning, we strive to make sure that your child is potty trained and independent in the restroom before moving into a preschool classroom.

Being potty trained and independent in the restroom is:

- Having one or less accidents a week (not including rest time)
- Knowing when they need to use the restroom on their own.
- Not needing numerous reminders throughout the day (some reminders are ok)

We understand at this age that your child may need help cleaning up after using the restroom, but our hope is that each child is wearing underwear and able to indicate his/her restroom needs before entering our preschool classrooms. We use positive reinforcement strategies at school to make sure that your child is feeling successful and ready for the next step.

Should it be time to transition to a preschool classroom, and your child is not potty trained, you pay a transitional preschool rate in the preschool classroom until your child is potty trained. If progress is not made by January, tuition may be increased to the toddler rate. We will communicate with teachers and parents as this transition gets closer and determine a plan for potty training for any child that is not potty trained. Preschool children new to Little Learners will need to be potty trained before enrolling. Children who are not potty trained will not be able to move up to or enroll in the pre-K classrooms, unless there are unique medical circumstances, which will be addressed individually.

Tuition Rates

Rates at Little Learners are based on the room in which your child is enrolled and not on the age of your child. The difference in price is due to the ratio, as younger classrooms have lower teacher-to-child ratios than our older classrooms. Priority is given to full-time children and those enrolling MWF or TR. Classroom placement will be determined by Little Learners and will be based on birthday, days of attendance, and other dynamic factors, and changes may need to be made to accommodate building-wide needs. Enrollment guarantees dates of attendance. While a child will be enrolled in a classroom as a homeroom, there may be times when it is necessary to attend in a different classroom due to other absences or staffing.

Payment is due every Monday. A $10 late fee will be applied on Wednesdays for any unpaid invoice. Returned payments will be assessed a $35 service charge. Two returned payments may

result in a cash-only requirement or termination of services. Consistent failure to make timely payments may result in the requirement of autopay or termination of services. Children may not be able to attend if an account is more than two weeks past due.

Little Learners will be open from 7:00 a.m. – 5:45 p.m. M-Th and 7:00 a.m. - 5:30 p.m. on Fridays. We understand that there may be times when being late is unavoidable; however, in these situations please provide Little Learners with a courtesy call. More than one late pick-up will result in a late fee of $1 per minute. More than five late pick-ups may result in an increased late fee of double the per minute amount or termination of services.

Registration/Enrollment Fee

A $50 waiting list fee will be due for a child to be placed on our waiting list. This fee will be applied to a *non-refundable* registration fee of $200 that will be due at the time of enrollment. This fee secures your child's placement and helps cover the cost of supplies, provides the use of a rest time pillow and cot, and holds your child's place until he/she begins attending Little Learners. Little Learners offers a Military Discount, which waives the registration fee, with valid ID.

A deposit equal to one week's tuition is also required at the time of enrollment to secure your child's placement. This deposit will be applied to your child's first week of attendance and is only refundable if notice of discontinuing enrollment is given two weeks prior to a planned start date. A yearly continuing enrollment and activities fee will be assessed each year and will be invoiced August 1st for the following academic school year. The annual fee is $100/child. This covers the cost of replenishing supplies and activities throughout the year.

Classroom Rates

Classroom	Ratio	Full Time Rate	Part Time/Daily Rate
"Waddlers" Orange Ovals, Orange Octagons	1:6, 2:10 or 2:12	$400 (12 - 30 months and stable walker)	$100/day
Toddlers Purple Diamonds, Yellow Hexagons	1:6,1:7, or 1:8	$375 (2 - 3 ½ years)	$95/day
Transitional Preschool Yellow Stars, Red Hearts, Red Arrows	1:9 1:12 or 2:14	$360 (2 ½ - 4 years)	$95/day
Preschool Green Squares/Circles/Clovers	1:12	$335 (3 - 4 ½ years)	$90/day
Pre-K Blue Rectangles/Triangles/Moons/Spades/Trapezoids	1:12	$320 (4 – 6 years)	$85/day
Super Kids (after finishing Knd)	1:16	$310 (summer only)	$85/day (summer only)
Exploration Days (drop-in days when not enrolled in a classroom)	Based on room	NA	$100/day

Termination

Little Learners may ask that another provider be found if there are unresolved behavioral issues or issues involving noncompliance with stated policies. Whenever possible, parents will be

given two weeks to find another placement. However, Little Learners may terminate care without giving notice if a child's behavior is consistently inappropriate and/or dangerous or if timely payments are not made.

Parent Code of Conduct

We are very grateful for the wonderful, supportive families we have the privilege to serve. Though very rarely needed, we do include a Parent Code of Conduct to ensure we maintain a supportive and collaborative environment for our staff and parents. Our core values are to be positive, professional, and passionate about the care and education of young children, and we expect this to be reflected by all our staff in their daily interactions with others at Little Learners. Though we cannot require it, we prefer our families to be professional in their interactions with our staff as well. We encourage parent involvement in their child's care and education and welcome parent feedback. We always reflect on parents' suggestions and concerns, and this has shaped our policies and procedures since our founding in 2007. We do ask that parents are kind and respectful when engaging with others, providing feedback, or sharing concerns. Providing uncompromising quality in the care and education of every little learner is our passion, as we seek to meet the needs of every child in our care. However, despite our best efforts, there are, regrettably, rare times when our program is not the right fit for a family or when a parent's conduct does not support our collaborative environment, and we have to discontinue a family's enrollment.

Enrollment

The documents listed on the following page are included in the Forms and Handouts packet. Please take note of the forms that will need to be signed and returned. We ask that these forms be returned at least one week before your child's first day at Little Learners. A signed agreement must be returned with the enrollment fee before an opening will be considered filled.

Thank you for considering Little Learners. We look forward to having your child in our care. If you have any questions, please don't hesitate to call. We would be happy to visit with you more about the experiences your child will have at Little Learners.

Forms and Handouts Checklist

- ☐ Parent-Provider Agreement*
- ☐ Authorization for Emergency Medical Care*--**Children can not attend until this form is on file**
- ☐ Medical Record and Health Assessment*--**Health Assessment must be signed by a doctor—children can not attend until this form is on file; Medical Record must be updated annually**
- ☐ Child Profile*
- ☐ Permission to Administer External Non-Prescription Preparations Form*
- ☐ Permission to Photograph Form*
- ☐ Walking Field Trip Permission Form*
- ☐ "Outside Babysitting" Waiver*
- ☐ Child Pick Up Form*
- ☐ Direct Payment Authorization
- ☐ Guidelines for Exclusion of Children Who are Ill
- ☐ Checklist for items to be left at Little Learners
- ☐ Emergency Plans

(*must be signed and returned)

Emergency Plans

Supervising staff member should take the phone and student files in response to all emergencies.

Fire Plan

1. The supervising staff member(s) will direct all children to line up at the nearest, safest exit.
2. Children will exit the building with the staff member(s) and go to the curb at the far end of the parking lot.
3. The supervising staff member(s) will confirm attendance and a master attendance will be made.
4. The supervising staff member(s) will call 911 on a cell phone. If a cell phone is not available, the staff member(s) and children will walk to the adjacent building and 911 will be called from there.
5. Parents will be called to come and get their children.
6. Monthly fire drills will be conducted to practice the fire plan.

Tornado Plan

1. The Director(s) will notify staff in the event that the tornado sirens sound or a tornado warning is issued over the weather radio.
2. The supervising staff member(s) will take the children to the teacher workroom or designated shelter in the basement.
3. Children will get in a protected position by crouching down and covering their heads with their hands (turtle tuck).
4. The supervising staff member(s) will confirm attendance and a master attendance will be made.
5. The supervising staff member(s) will take the children back upstairs when an "all clear" is issued.
6. If there is storm damage to the building, parents will be called as soon as it is safe to pick up their children.
7. Monthly tornado drills will be conducted to practice the tornado plan.

Severe Storm Plan or Weather-Related Event

1. Battery operated flashlights are available in the event that electrical power is lost.
2. A battery-operated weather radio will be used to monitor severe weather.
3. The supervising staff member(s) will take the children to the basement, if warranted, due to severe weather.
4. The supervising staff member(s) will confirm attendance and a master attendance will be made.

Flood Response Plan

1. The Director(s) will notify staff if there is a flooding situation or high risk of flooding.
2. Staff will be advised to move children out of rooms with flooding and into dry rooms.
3. The supervising staff member(s) will confirm attendance and a master attendance will be made.
4. In the event of flooding which requires evacuation of the building, children will be moved to a location of higher ground and parents will be notified to come pick up their children.

Serious Injury Plan

1. The supervising staff member will check the injury, call 911 (if necessary), and administer appropriate first-aid.
2. Supervision of other children will be provided by another staff member on duty.
3. Parent will be notified.
4. The supervising staff member will take the injured child and all paperwork to get medical attention. (If a parent is not immediately available, then a staff member will ride in the ambulance with the child.)
5. The supervising staff member will complete an injury report and send it to the Johnson County Health Department by the next working day.

Lock-Down or Shelter in Place (chemical release, intruder, acts of violence/terrorism)

1. The Director(s) will notify staff in the event that there is a concern for lock-down to occur.
2. The Director(s) will call 911.
3. All staff will take the key from outside their door and lock the door so that it cannot be opened from the outside.
4. All staff supervising children will find a space within the classroom that is not visible from doors or windows to gather and monitor children until the lock-down is released.
5. The supervising staff member(s) will confirm attendance and a master attendance will be made.
6. All staff with take the classroom phone so that they will be in communication with the Director and other staff throughout the lock-down.

Utility Failure

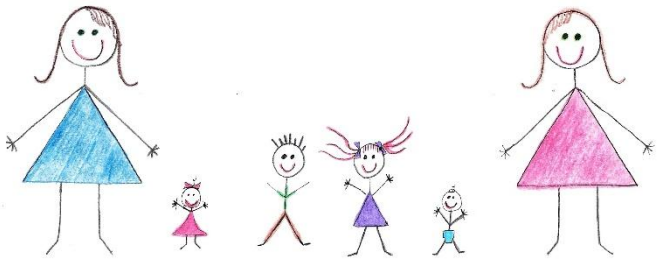
1. Battery operated flashlights are available in the event that electrical power is lost.
2. Blankets are available in the event that heat is lost. Thermometers for classroom temperature monitoring can be located on the classroom clock.
3. The supervising staff members would monitor the temperature in the room and supervise children in quiet activities and restroom use during electrical power loss.
4. Parents would be notified immediately for pick-up depending on the weather conditions and conditions within the building as far as temperature.

Attendance Discrepancy (missing or runaway child)

1. All staff will take preventative measures by counting children at every transition throughout the day to make sure that the number of children in care matches the number of children on the current attendance record.
2. Attendance verification will be completed at any transition between staff members.
3. Should there be a discrepancy, the supervising staff member will notify the Director and arrangements will be made to cover the classroom with an available staff member and the supervising teacher, Director, and other available staff members will retrace steps of the last transition and search throughout the building and grounds to locate the child who is unaccounted for at the time.
4. An additional staff member will check the electronic attendance record to see if the child was signed in or out for the day.
5. If a child cannot be located during a short search throughout the building and grounds, the Director will call 911.
6. The parents will be notified after calling 911.

Little Learners' Sample Daily Routine

* The times listed are based on our Pre-K program. Preschool and Toddler times will vary slightly in each classroom.			
7:00-8:15		Breakfast	Children arriving after 8:15 a.m. should eat breakfast at home.
8:15-9:00		Free Play	Children will have time to play and explore while learning to share and interact with others.
30 minutes in the morning		Outside Play	Weather permitting, each morning children will play outside otherwise, we will play inside.
9:00-11:30	**Academic Activities** Children will participate in whole group, small group, and individual choice activities. Through songs, games, stories and creative play, children will learn the skills described below when appropriate to their development. Children will also have the opportunity for an outside play break during this time.		
	**Social Skills and Activities** **Manners** **"I-Care" Rules** **Conflict Resolution** **Self Care (zip, snap, tie, button)** **Dramatic Play** **Singing** **Unstructured Play Time** **Outdoor Play Time**	**Math Skills and Activities** **Shape Recognition** **Patterning** **Number Recognition** **Basic Counting Skills** **Calendar Skills** **Spatial Awareness** **Comparing** **Math in the Environment**	**Reading Readiness Skills and Activities** **The Alphabet** **Letter Sounds** **Blending & Segmenting Sounds** **Rhyming Awareness** **Print Awareness** **Identifying Beginning Sounds** **Literature Appreciation**
11:30 – 12:10		Lunch	A nutritious and balanced meal will be provided daily.
12:10-12:30		Read Aloud	A read aloud time will be used to share great stories and help children prepare for rest time.
12:30-2:00 	Nap/Rest Time A cot will be provided for each child. They are also welcome to bring a special blanket or stuffed animal (please label). Children who aren't tired or have outgrown naps may look at books or work on puzzles but will be asked to stay on their cots during this time. The length of nap/rest time will be based on the needs of the children. Please be sure to let your child's teacher know if you feel your child is getting too much or not enough time to rest. To avoid waking others, we do ask that parents avoid dropping children off during nap time, if possible.		
2:00-4:15		Learning Extensions	Children will enjoy a snack followed by a theme related craft, special of the day, a story, and unstructured play.
4:15-5:00		Outside Play	Weather permitting, each afternoon children will play outside otherwise, we will play inside.
4:00-5:30		Free Play	Children will have another opportunity to play and explore.



We promise you every day
Your children will learn something.

Some days they'll bring
it home in their hands.

Some days they'll bring
it home in their heads.

And some days they'll bring
it home in their hearts.

By Valerie Welk