

**LITTLE STARS ACADEMY  
HOME DAY CARE  
FAMILY HANDBOOK  
OF  
POLICIES & PROCEDURES**

Welcome to Little Stars Academy DayCare/Preschool, the purpose of this Parent Handbook is to outline the policies and procedures under which we operate as licensed child care providers.

\*\*\*\*\*PARENTS/LEGAL GUARDIANS \*\*\*\*\*

PLEASE INITIAL AFTER EACH ENTRY AT THE END OF CONTENTS STATING THAT YOU UNDERSTAND AND AGREE TO FOLLOW EACH POLICY AND PROCEDURE LISTED IN THE TABLE OF CONTENTS. AFTER INITIALISING PLEASE RETURN THE ORIGINAL TABLE OF CONTENTS TO LITTLE STARS ACADEMY SO THAT THEY CAN BE PLACED IN YOUR CHILD'S FILE. WE WILL THEN PROVIDE YOU WITH A COPY OF THE INITIALED TABLE OF CONTENTS FOR YOUR RECORDS.

**State Licensing Requirements:**

Little Stars Academy DayCare/Preschool is licensed and complies with all applicable licensing regulations and standards. These standards relate to our home, staff, health, safety procedures, nutrition, caregiver to child ratios, and record keeping. We believe that these standards are in the best interest of the children. Our daycare/preschool is subject to inspection by state and city health, fire, and licensing officials.

**Enrollment/Registration Fee:**

*PRIOR TO THE CHILD'S ATTENDANCE, A CONFERENCE WITH THE PARENT/LEGAL GUARDIAN AND THE CHILD IS ENCOURAGED TO ACQUAINT EACH NEW FAMILY WITH THE ENVIRONMENT, STAFF, AND SCHEDULE FOR CHILD CARE. DURING THIS VISIT, THE PARENT/LEGAL GUARDIAN WILL HAVE A PERSONAL INTERVIEW WITH OUR STAFF AND HAVE THE OPPORTUNITY TO REVIEW THE "FAMILY HANDBOOK" AND OTHER WRITTEN MATERIALS MAINTAINED AT THE FACILITY. EACH CHILD CAN SPEND AT LEAST 1 HOUR AT THE PROGRAM WITH A PARENT/LEGAL GUARDIAN BEFORE REMAINING IN CARE WITHOUT A FAMILY MEMBER.*

*THE FOLLOWING FORMS WILL BE COMPLETED AND SUBMITTED TO ROSARIA PRIOR TO THE CHILD'S FIRST DAY OF ATTENDANCE. THE INFORMATION IN THESE FORMS WILL REMAIN CONFIDENTIAL AND WILL BE SHARED WITH OTHER CAREGIVERS ONLY AS REQUIRED TO MEET THE NEEDS OF THE CHILD:*

- 1. CHILD CARE AGREEMENT COMPLETED BY A PARENT OR LEGAL GUARDIAN.*
- 2. CHILD CARE EMERGENCY CONTACT INFORMATION SIGNED BY A PARENT OR LEGAL GUARDIAN FOR EACH CHILD ENROLLED.*
- 3. CHILD HEALTH ASSESSMENT SIGNED BY THE CHILD'S PHYSICIAN OR CERTIFIED REGISTERED NURSE PRACTITIONER (CRNP).*
- 4. DEVELOPMENTAL HEALTH HISTORY (FOR CHILDREN 1 YR. AND UP)*
- 5. CHILD & ADULT CARE FOOD PROGRAM ENROLLMENT FORM*

6. *LITTLE STARS ACADEMY HOME DAYCARE PHOTO RELEASE FORM*
7. *FAMILY SURVEY*
8. *CHILD MILESTONES CHECKLIST (IF NECESSARY FOR CHILDREN UP TO AGE 5 ONLY)*
9. *COMPLETE LETTER OF INTRODUCTION FOR BACK UP CARE*

*ALL INCOMPLETE FORMS WILL BE RETURNED TO PARENT/LEGAL GUARDIAN FOR COMPLETION PRIOR TO THE CHILD'S FIRST DAY OF ATTENDANCE. IF UPON REVIEW OF A CHILD'S HEALTH RECORD IT IS DETERMINED THAT A SIGNIFICANT HEALTH SERVICE HAS NOT BEEN DONE, ROSARIA WILL NOTIFY THE PARENT OR LEGAL GUARDIAN. THE PARENT OR LEGAL GUARDIAN WILL BE GIVEN 6 WEEKS TO OBTAIN THE REQUIRED HEALTH SERVICES BEFORE THE CHILD IS CONSIDERED FOR EXCLUSION FROM THE PROGRAM. ALL INFORMATION CONCERNING THE CHILD AND FAMILY, COMPILED BY THE CHILD CARE FACILITY WILL BE ACCESSIBLE ONLY TO THE PARENT/LEGAL GUARDIAN AND STAFF.*

A non-refundable set up fee may or may not be charged upon registration of each child.

**Termination Policy:**

The first two weeks will be regarded as a trial period, in which case either party may terminate the contract without notice. After the first two weeks of enrollment, a two week written notice from parent or provider is required to terminate the contract, with the exception of (provider's) family emergency, gross misconduct on part of the parent or child, or failure to follow the rules as stated in this handbook and agreement. This is grounds for immediate discontinuation of service. In lieu of written notice, two weeks of pay may also be given to terminate the contract. In cases of non-payment, legal action may be taken, and the parents will pay all legal fees incurred.

**Payment:**

*PARENTS/LEGAL GUARDIANS, ARE REQUIRED TO PAY A ONE WEEK NONREFUNDABLE DEPOSIT TO BE CREDITED TOWARDS YOUR CHILD'S LAST WEEK OF CARE. PAYMENTS MAY BE MADE EITHER BY CASH OR CHECK. A RECEIPT WILL BE GIVEN FOR EACH DAY CARE PAYMENT. PLEASE KEEP THESE FOR YOUR RECORDS/TAX PURPOSES.*

*\*\*\*PLEASE NOTE\*\*\* : LITTLE STARS ACCADEMY WILL BE UNABLE TO PROVIDE DAYCARE SERVICES UNLESS ALL DAYCARE PAYMENTS ARE CURRENT. PAYMENTS MADE AFTER 7:00 PM ON FRIDAY ARE CONSIDERED LATE AND ARE SUBJECT TO A \$5.00 PER DAY LATE PAYMENT FEE, UP TO 3 DAYS. IF AFTER THE 3RD DAY, PAYMENTS ARE NOT MADE CURRENT I WILL TERMINATE THE CHILD CARE CONTRACT. EXCEPTIONS ARE MADE ON A CASE BY CASE BASIS AND ARE DEPENDENT ON YOUR PAST PAYMENT HISTORY.*

*NON-SUFFICIENT FUNDS:*

*PARENTS/LEGAL GUARDIANS WILL BE REQUIRED TO PAY ANY BANK FEES INCURRED FOR A CHECK RETURNED FOR NON-SUFFICIENT FUNDS. FURTHER, PARENTS SHOULD BE AWARE THAT IF A CHECK IS RETURNED FOR NON-SUFFICIENT FUNDS PARENTS/LEGAL GUARDIANS WILL ALSO BE SUBJECT TO A LATE PAYMENT FEE OF \$5.00 PER DAY BECAUSE THAT PAYMENT WILL BE CONSIDERED LATE. AFTER THE SECOND TIME A CHECK IS RETURNED FOR NON-SUFFICIENT FUNDS IT WILL BE NECESSARY TO MAKE FUTURE PAYMENTS IN CASH.*

Weekly payment is due regardless of attendance and is due on or before Friday at drop off or the last day of that week's care for the following week of child care. Payments may be made by cash, check (made out to Little Stars Academy) invoices or automatic payment. Receipts are available upon request. The parent will be responsible to pay for any time your child misses while you are "catching-up" on tuition. The parent will be required to pay by cash or money order after the first returned check.

**Over-Time Fee:**

A fee per child shall be made per 30 minute intervals for drop-offs and/or pick-ups outside of contracted/scheduled hours. Example, 30 minutes early, you owe \$10.00 per child, 1 to 30 minutes late you owe \$7 per child. If prior notice of early drop-off (evening before or earlier) or late pick-up (morning of care or earlier) is arranged late fees may be waived, but otherwise regular over time charges may occur.

**Hours of Operation:**

Little Stars Academy DayCare/Preschool is open from 6:30am to 7:00pm Monday thru Friday. There are two main options for care. Full time care is available from 6:30am to 7:00pm. The Preschool Only Program (POP) is held from 8:00am to 06:00pm. POP participants may elect to stay for the early and afterschool program for an additional \$44/ day. If your child is to arrive before 7:40am, they will be considered enrolled full early care time regardless of drop off. If your child is to be picked up 15 min after 6:00pm, they will be considered after care regardless of pick-up time.

*PARENTS/LEGAL GUARDIANS WHO WISH TO WORK A FLEXIBLE SCHEDULE WITH IF APPROVED WILL BE REQUIRED TO PROVIDE A WEEKLY SCHEDULE EACH WEEK. THEY WILL NEED TO INCLUDE THE DROP-OFF AS WELL AS THE PICK-UP TIME. IN ORDER TO BE SURE THAT L.S.A CAN ACCOMMODATE ANY SCHEDULE CHANGES PLEASE ALLOW 24HOURS NOTICE. THIS WILL ALLOW YOU AMPLE TIME TO MAKE ALTERNATIVE ARRANGEMENTS IF L.S.A IS UNABLE TO ACCOMMODATE THE SCHEDULE CHANGE. L.S.A REALIZE THAT THER MAY BE TIMES WHEN 24 HOURS NOTICE IS NOT POSSIBLE AND THAT SITUATIONS DO CHANGE. IN THIS CASE PLEASE KNOW THAT WE WILL ACCOMMODATE CHANGES IF OUR PERSONAL SCHEDULE PERMITS AND IF THERE IS DAY CARE SPACE AVAILABLE FOR THE DESIRED TIME/DAY. IN CASES WHERE L.S.A IS UNABLE TO ACCOMMODATE A CHANGE WITH LESS THAN 24 HOURS NOTICE THE PARENT WILL BE RESPONSIBLE FOR MAKING OTHER ARRANGEMENTS. PLEASE DO NOT CHANGE YOUR ARRIVAL/PICKUP TIMES WITHOUT PRIOR APPROVAL. ALL CHANGES NEED TO BE APPROVED BY ME IN ADVANCE. THIS IS ESPECIALLY*

*IMPORTANT IN ORDER FOR L.S.A TO BE ABLE TO COMPLY WITH DPW REGULATIONS REGARDING RATIOS. IT IS ALSO IMPORTANT FOR MEAL PLANNING PURPOSES. IF YOU JUST SHOW UP WITHOUT PRIOR APPROVAL TO A SCHEDULE CHANGE WITHIN ½ HOUR OF A SCHEDULED MEAL TIME YOU WILL BE RESPONSIBLE FOR PROVIDING THAT MEAL TO YOUR CHILD/CHILDREN. (IF YOUR CHILDREN ARE PART TIME OR IF YOU HAVE A CHANGING SCHEDULE THEN IT WILL NEED TO BE PROVIDED MONTHLY IN ADVANCE OR L.S.A MAY BE UNABLE TO ACCOMMODATE THE DAYS AND TIMES THAT YOU NEED CARE)*

**Authorized Release:**

The child will ONLY be released to the parent/guardian with legal custody or persons over the 18 who are designated by the parent on the Emergency Contact Form. The provider will refuse to release the child to anyone not on the list. The provider will require photo identification from anyone that it is not recognized. The providers will not release the child to anyone including the parents/guardians if they suspect the person is under the influence of drugs or alcohol, or any other substance that they feel may pose a threat to the child.

*CHILD CUSTODY AGREEMENTS: IN ORDER FOR L.S.A TO FOLLOW COURT ORDERED CHILD/CUSTODY/VISITATION AGREEMENTS L.S.A WILL NEED TO HAVE A CERTIFIED COPY (WITH THE COURT HOUSE SEAL) OF SUCH AGREEMENTS IN THE CHILD'S FILE. FURTHER, PLEASE NOTE THAT L.S.A CANNOT WITHHOLD A CHILD FROM A PARENT IF WE DO HAVE A COURT ORDER STATING SUCH.*

**Sign In/Sign Out:**

Parents/guardians are required to sign their child in each morning and out each afternoon. This serves as a record of attendance in the case of emergency. Every time someone brings in a child or picks up, he or she must sign in/out. Please advise anyone who is dropping off or picking your child up of this policy. To ensure that the provider is in compliance with any court orders pertaining to the custody of the child, the provider requires a certified copy of the custody order. The provider will keep this information confidential and solely for the safety and well-being of the child. If a new custody order is issued or if a restraining order is issued against either parent, the provider will also need this information on file. It is the policy of the provider to remain neutral in all custody matters and the facility may not serve as a visitation site.

**Open Door Policy:**

We are taking precautionary steps in light of the coronavirus to safeguard the health and well-being of our students, families and staff with extra screening measures prior to entrance to our daycare. **IMPORTANT HAND WASHING:** *IN ORDER TO CUT DOWN ON THE SPREAD OF GERMS, LITTLE STARS ACADEMY ASK THAT PARENTS HAVE THEIR CHILDREN WASH THEIR HANDS ON ARRIVAL. L.S.A WILL IN TURN BE SURE THAT CHILDREN WASH HANDS AFTER DIAPERING/TOILETING, AFTER WIPING NOSES, BEFORE/AFTER EATING, AFTER HANDLING PETS AND WHEN HANDS ARE DIRTY.* Please feel free to come and go at any time throughout the day to visit your child. However, please keep in mind that in doing so

it can prove to be disruptive to the other children in our care. During times like these the other children have a hard time listening and following our directions.

**Reporting Child Abuse:**

Little Stars Academy employees are required by law to report any suspected incidents of possible child abuse or neglect. Your child can be questioned by child protective services at any time without your consent. *AS A MANDATED REPORTER IN THE STATE OF VIRGINIA, L.S.A IS REQUIRED BY LAW TO FOLLOW THIS PROTOCOL.*

**Privacy and Discrimination:**

Little Stars Academy will abide by the state privacy law. All records and information about your child and family will be kept confidential, unless L.S.A have your written permission to reveal specific information (i.e. Speech or developmental delays). L.S.A also ask that you respect our privacy and that of our family and staff by not sharing any information you learn about my family/staff without our written permission. For example, the contents or layout of our home, vacation schedule, routines, etc.

L.S.A does not discriminate based on race, color, gender, disability, national origin, sexual orientation, or public assistance status.

**Smoking:**

This is a non-smoking facility. Smoking is strictly prohibited on the premises. Please inform spouses or those on your pick-up list about the policy. In addition, smoking is prohibited on field trips. If you need to excuse yourself from the field trip, please let the provider know so that they are aware of your absence.

**Daycare Holidays/Closures:**

L.S.A realizes your need for reliable daycare and will attempt to give as much notice as possible whenever I must close for any reason. In order to spend quality time with my own family, I will be closed for the holidays.

Daycare will be closed with pay of the following holidays:

New Year's Day

Labor Day

Good Friday

Columbus Day

Easter Monday

Thanksgiving Day

Memorial Day

Christmas Day

Independence Day

Daycare will be closed with no pay on these additional days:

New Year's Eve

The Day after Thanksgiving

The Day after Christmas

If a holiday should land on a Saturday, L.S.A reserved the right to close the Friday before. And if the holiday should land on Sunday, I reserve the right to close on the Monday after.

L.S.A employees will also take 2 weeks (10 days) of unpaid vacation. This may be taken all at once or split up, and will most likely be taken one week in the spring and one week in the summer. L.S.A employees will give a minimum of 2 weeks' notice before any closure when possible so you can have time to arrange alternative care for that period.

Also, working with exposure to many families and especially children, it is expected that we will become ill occasionally. Therefore, L.S.A employees reserve the right to take up to (5) paid sick/personal days per calendar year. We also use these days for our continuing education classes (CPR, Pediatric First Aid, etc.) in order to keep our childcare license in good standing. Of course we will give you as much of an advance notice as possible.

### **Preschool Only Program Holidays/Closures:**

The Preschool Only Program follows the Prince William School District calendar but is subject to stay open or closed based on the need basis. Also, the POP follows Prince Williams School District weather delays and closures.

### **Birthday/Holiday Parties:**

You may bring, if you wish, a small, healthy snack to share for your child's birthday, but is not mandatory. We do celebrate holidays with a small party; a sign-up sheet may be posted on the parent board if you wish to donate. For Christmas etc, L.S.A ask that instead of gift buying for other children in care, that each parent purchase a gift for the daycare that the children may open and share here, but is not mandatory. You can spend as little or as much as you would like. I will give out a "wants and needs" list to offer suggestions of the children's wants and interests. Some of the things the list might include are: a replacement of a broken toy, educational video or cd, books, games, art supplies, etc. L.S.A would prefer your child not know what you are buying to make it more special. Gifts are to be wrapped and labeled "Little Star w/ child's name" and have no "from" on it.

### **Medical and Dental Emergency Procedures:**

Emergency information is kept on file at the daycare. In case of illness or injury this information will be used to notify you or the person designated by you, of your child's status. If your child is injured while at the daycare, first aid will be administered. If treatment by a doctor is necessary, we will make every effort to contact you or the doctor you have chosen to treat your child. In all cases, an injury report is completed, and a copy is given to the parents as well as the Department of Social Services. Authorization for emergency treatment must be signed at the time of enrollment to ensure that in the event of an emergency, we can make sure your child receives the necessary emergency treatment he or she needs. It is very important that all emergency contact information is kept up to date and correct. Please inform us immediately of any changes to keep your information current. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

Note: In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed.

A phone call to 911 is made.

Child's parents (or emergency contacts) are called.

Child is separated from the other children and appropriately cared for.

Parent, provider, or ambulance takes the child and health records to the doctor or hospital.

### **Evacuation Procedures:**

Little Stars Academy has written policies and procedures for dealing with emergencies and natural disasters. Evacuation plans are posted in the daycare. In the unlikely event, the children will be evacuated to an emergency location, and you will be notified as soon as possible. Our emergency location of choice is at the top of the hill on our road. A notice will be posted at the daycare with all information on the alternative sight. Directions to the emergency location are available for parents when they need to know which alternatives are used.

### **Illness:**

For the health and safety of your child and all of the children in our facility, please do not bring your child to daycare sick. In which case we in turn may become sick making it difficult to care for the children at the high standards that we have set for ourselves. We can only care for children with mild cold like symptoms that are otherwise feeling and acting well. Mild cold like symptoms are clear runny nose, slight cough, and a slight or no fever. If you are not sure if your child should be brought to daycare, then please call and check with us. If a child becomes ill during daycare hours the parents will be contacted to pick up their child. Parents need to pick up their children within one hour of being notified. If parents are not available, the emergency contact person will be notified.

Note: Once the child is removed from daycare due to illness, they may not return to daycare until symptoms requiring removal are no longer present. The child must also be void of any contagious disease, unless accompanied by a doctor's note stating the illness in question is not contagious, and the child is otherwise feeling well enough to participate in our daily schedule. A child with any of the following illnesses must be completely free of any symptoms before returning to daycare. If the child is taking antibiotics for an illness, the child may return to daycare after the initial 24 hours of beginning antibiotics as long as he or she has a slight to no fever (under 100F ), no longer contagious, and is otherwise feeling well enough to participate in our daily schedule. Signs of illness include the following; unusual lethargy, irritability, persistent crying for no reason, runny nose (more than clear), cough (more than slight), difficulty breathing, diarrhea, vomiting, mouth sores, rashes (note from doctor stating non-contagious is ok), pink eye, chicken pox, mumps, measles, roseola, hepatitis A, impetigo, lice, ringworm, scabies, strep throat, scarlet fever, tuberculosis, shingles, and any other contagious disease or rash. Any child with a fever of 100 degrees or above, orally (in the mouth), or axillary (under the arm), may not attend daycare. State law requires that we notify parents of children who have been exposed to certain contagious diseases. Please notify us if your child becomes infected, so a note can be posted.

Note: A fever in and of itself is not all bad (given that it is not too high). A fever is your body's natural way of trying to protect itself against whatever virus or bacteria is attacking it. Illnesses that cause fevers cannot live in our bodies' abnormally hot environment. However, a fever is an obvious indicator that the child is sick and possibly contagious, therefore requiring exclusion from daycare.



**Medication:**

Both nonprescription and prescription medications, ointments, and creams may be given to your child by myself if needed. Parents are required to fill out the proper form and to supply all medications in their original container. Medications must be labeled with the child's name, weight, and dosage amount. L.S.A suggest keeping a supply of fever reducers of your choice at daycare to be kept for emergencies.

*BECAUSE ADMINISTRATION OF MEDICATION POSES AN EXTRA BURDEN FOR STAFF AND HAVING MEDICATION IN THE FACILITY IS A SAFETY HAZARD, FAMILIES SHOULD CHECK WITH THE CHILD'S PHYSICIAN TO SEE IF A DOSE SCHEDULE CAN BE ARRANGED THAT DOES NOT INVOLVE THE HOURS THE CHILD IS IN THE CHILD CARE FACILITY. WHENEVER POSSIBLE, THE FIRST DOSE OF MEDICATION SHOULD BE GIVEN AT HOME TO SEE IF THE CHILD HAS ANY TYPE OF REACTION. PARENTS OR LEGAL GUARDIANS MAY ADMINISTER MEDICATION TO THEIR OWN CHILD DURING THE CHILD CARE DAY.*

*STAFF WILL ADMINISTER MEDICATION ONLY IF THE PARENT OR LEGAL GUARDIAN HAS WRITTEN CONSENT, THE MEDICATION IS AVAILABLE IN AN APPROPRIATELY LABELED AND STORED CONTAINER AND THE FACILITY HAS ON FILE THE WRITTEN INSTRUCTIONS OF A LICENSED PHYSICIAN TO ADMINISTER THE SPECIFIC MEDICATION.*

*1. FOR PRESCRIPTION MEDICATIONS, PARENTS OR LEGAL GUARDIANS WILL PROVIDE CAREGIVERS WITH THE MEDICATION IN THE ORIGINAL, CHILD RESISTANT CONTAINER THAT IS LABELED BY A PHARMACIST WITH THE CHILD'S NAME, THE NAME OF THE MEDICATION, THE DATE THE PRESCRIPTION WAS FILLED, THE NAME OF THE HEALTH CARE PROVIDER WHO WROTE THE PRESCRIPTION, THE MEDICATION'S EXPIRATION DATE AND ADMINISTRATION, STORAGE AND DISPOSAL INSTRUCTIONS. FOR OVER-THE-COUNTER MEDICATIONS, PARENTS OR LEGAL GUARDIANS WILL PROVIDE THE MEDICATION IN A CHILD RESISTANT CONTAINER. THE MEDICATION WILL BE LABELED WITH THE CHILD'S FIRST AND LAST NAMES: SPECIFIC, LEGIBLE INSTRUCTIONS FOR ADMINISTRATION AND STORAGE SUPPLIED BY THE MANUFACTURER; AND THE NAME OF THE HEALTH CARE PROVIDER WHO RECOMMENDED THE MEDICATION FOR THE CHILD.*

*2. INSTRUCTIONS FOR THE DOSE, FREQUENCY, METHOD TO BE USED AND DURATION OF ADMINISTRATION WILL BE PROVIDED TO THE CHILD CARE STAFF IN WRITING. THIS REQUIREMENT APPLIES BOTH TO PRESCRIPTION AND OVER-THE-COUNTER MEDICATIONS.*

*3. A PHYSICIAN MAY STATE THAT A CERTAIN MEDICATION MAY*

BE GIVEN FOR A RECURRING PROBLEM, EMERGENCY SITUATION OR CHRONIC CONDITION. THE INSTRUCTIONS SHOULD INCLUDE THE CHILD'S NAME, THE NAME OF THE MEDICATION, THE DOSE OF THE MEDICATION, HOW OFTEN THE MEDICATION MAY BE GIVEN, THE CONDITIONS FOR USE AND ANY PRECAUTIONS TO FOLLOW.

4. MEDICATIONS WILL BE KEPT AT THE TEMPERATURE RECOMMENDED FOR THAT TYPE OF MEDICATION, IN A STURDY, CHILD RESISTANT, CLOSED CONTAINER THAT IS INACCESSIBLE TO CHILDREN AND PREVENTS SPILLAGE.

5. MEDICATION WILL NOT BE USED BEYOND THE DATE OF EXPIRATION ON THE CONTAINER OR BEYOND ANY EXPIRATION OF THE INSTRUCTIONS PROVIDED BY THE PHYSICIAN OR OTHER PERSON LEGALLY PERMITTED TO PRESCRIBE MEDICATION. INSTRUCTIONS, WHICH STATE THE MEDICATION MAY BE USED WHENEVER NEEDED WILL BE RENEWED BY THE PHYSICIAN AT LEAST ANNUALLY.

6. A MEDICATION LOG WILL BE MAINTAINED BY THE FACILITY STAFF TO RECORD THE INSTRUCTIONS FOR GIVING THE MEDICATION, CONSENT OBTAINED FROM THE PARENT OR LEGAL GUARDIAN, AMOUNT, THE TIME OF ADMINISTRATION AND THE PERSON WHO ADMINISTERED EACH DOSE OF MEDICATION. SPILLS, REACTIONS AND REFUSAL TO TAKE MEDICATION WILL BE NOTED ON THIS LOG.

INJURIES/ILLNESSES REQUIRING MEDICAL OR DENTAL CARE:

1. THE CAREGIVER WHO IS WITH THE CHILD AND WHO HAS HAD PEDIATRIC FIRST AID TRAINING WILL PROVIDE FIRST AID.

2. STAFF WILL ACTIVATE THE EMERGENCY MEDICAL SERVICES (EMS) SYSTEM BY DIALING 911 WHEN IMMEDIATE MEDICAL HELP IS REQUIRED. STAFF WILL CONTACT A PARENT/LEGAL GUARDIAN OR IF THE PARENT/LEGAL GUARDIAN CANNOT BE REACHED, THE ALTERNATE EMERGENCY CONTACT PERSON.

3. A STAFF MEMBER WILL ACCOMPANY THE CHILD AND REMAIN WITH THE CHILD UNTIL THE PARENT/LEGAL GUARDIAN ASSUMES RESPONSIBILITY FOR THE CHILD.

4. STAFF WILL COMPLETE AN INCIDENT REPORT FORM AS SOON AFTER THE INCIDENT AS POSSIBLE. THE FORM WILL BE SIGNED BY THE PARENT/LEGAL GUARDIAN. COPIES WILL BE DISTRIBUTED TO THE PARENT/LEGAL GUARDIAN, THE CHILD'S RECORD AT THE FACILITY AND THE FACILITY'S INJURY LOG.

DENTAL EMERGENCIES:

DENTAL INJURIES WILL BE GIVEN FIRST AID AS IN NUMBER 1 ABOVE. IF EMERGENCY DENTAL CARE IS REQUIRED, A STAFF MEMBER WILL REMAIN WITH THE CHILD UNTIL THE PARENT/LEGAL GUARDIAN

*ASSUMES RESPONSIBILITY FOR THE CHILD.*

**Child's Absences and/or Vacations:**

If your child will not be attending daycare due to illness or other, please let us know as soon as possible so the day's activities won't be held up waiting for your child to arrive. Also, we need to know how many children we need to prepare meals for. No discounts will be given for your child's absences due to illness or vacations. If your child will not be attending daycare for whatever reason, you are still required to pay.

**Diaper Policy:**

It is the parent's responsibility to provide diapers, wipes, and diaper cream for your child. It is also the parent's responsibility to check periodically to see if or when your child needs more diapers, wipes, and cream, (not the providers). Each child has his or her own clearly labeled diaper bin, either in the infant/younger toddler room or older toddler/preschooler room, depending on the age of the child. Diapers are checked frequently, and changed every two hours or more often if required. Diapers containing #2 are changed immediately. The diaper changing tables are cleaned and disinfected between each diaper change, and hand washing of the childcare provider and child is performed after each diaper change.

**Toilet Training:**

We are more than happy to encourage potty training as long as the child is ready (typically between 2 and 3 years old). The initial start needs to be done at home for at least two weeks with success before it can be effectively started at daycare. Parents will be required to supply pull-ups and wipes. Children will be allowed to come to daycare in cotton training pants/underwear after they have been accident free for at least two weeks in pull-ups. Communication between parents and the daycare provider is imperative for a successful transition from diapers to toilet.

*\*\*\*PLEASE KEEP TOILETING IN MIND WHEN DRESSING YOUR CHILD FOR THE DAY. SNAPS, BUTTONS, ZIPPERS AND OVERALLS ARE DIFFICULT FOR A CHILD TO MANIPULATE. DRESSING YOUR CHILD IN CLOTHES THAT ARE EASY FOR HIM/HER TO MANIPULATE NOT ONLY FOSTERS A SENSE OF INDEPENDENCE AND SELF HELP SKILLS, BUT ALSO ALLOWS THE CHILD TO FEEL SUCCESSFUL. ALTHOUGH I AM ALWAYS AVAILABLE TO HELP, A CHILD MAY NEED TO WAIT AND WHEN POTTY TRAINING THAT IS NOT ALWAYS POSSIBLE.*

*CLOTHING: PLEASE PROVIDE A FULL CHANGE OF CLOTHING APPROPRIATE TO THE SEASON TO BE LEFT AT DAYCARE. THIS SHOULD INCLUDE UNDERGARMENTS AND SOCKS. PLEASE MAKE SURE ALL CLOTHING IS LABELED WITH YOUR CHILD'S NAME.*

*SHOE POLICY: PLEASE PROVIDE YOUR CHILD WITH ATLEAST CLOSED TOED SHOES SLIPPERS OR SLIPPER SOCKS TO WEAR WHILE THEY ARE INSIDE THE DAYCARE. FOR SAFETY THESE SHOULD HAVE NON-SKID SOLES.*

**Television Viewing:**

Television viewing is only done once or twice a week, no more than a half an hour at a time and is limited to PBS or an educational video. On occasion, usually only on Fridays, we may pick an

appropriate children's video to watch. Children are never required to sit and watch TV, and TV is not offered in place of free play or learning activities.

**Toys:**

We have well organized, separate, age appropriate toys for the toddler and infant class. Infants will not be allowed to be around or play with small objects and toys. During the initial adjusting period we encourage your child bring a piece of home with them; a special blanket, toy, or teddy can be very comforting. Photos of family members, neighbors, and pets can be left with us to help remind your child of familiar people if he or she feels lonely during the day. However, please do not bring your child's toys to daycare except on designated sharing/show and tell days. As much as we try to encourage sharing, this seldom works when it is the child's own personal toy. It only causes problems between them and the other children. Never send your child to daycare with toy weapons.

**Miscellaneous:**

Understand that your child may be included in classroom evaluations by State Licensing officials, Head Start Program, USDA Food Program, and other parents observing their right to our open door policy.

Understand that your child may be included in pictures connected with our daycare program, unless otherwise specified by you the parent.

**Behavior Management & Discipline:**

We believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. We also teach the children in our care manners, kindness and to be respectful to others. One of the ways in which we do this is by the example we as providers set. We understand that our actions and reactions speak much louder than our words. The children are explained the rules of the daycare frequently, so they know what's expected of them. Once a child is old enough to understand the rules and disobeys them by exhibiting inappropriate behavior (hitting, aggression, etc.), hurts others, or property, the following developmentally appropriate guidance techniques will be used. These techniques are as follows:

Positive Reinforcement: The child will be encouraged when he or she is demonstrating acceptable behavior.

Redirection: The child is redirected to another activity and given an opportunity to try again at another time.

Time-Out: The child is separated from the group for an age appropriate amount of time (one minute per one year of age). This technique is only used when a child repeatedly will not follow our directions or listen to our words, is exhibiting temper tantrum type behavior, or hurting one's self, others or equipment. When the child shows that he or she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group to try again.

Last Resort: When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents. If the problems cannot be resolved, arrangements will have to be made for the child to go elsewhere for care.

**Note:** Sometimes if both a parent and a provider are both in the same area (examples would be during drop-off and pick-up times) a child may forget the rules or test the boundaries. Please help show your child that you respect us, the rules of our house, and our property by reminding them that the rules still apply when you are around. We will also remind them of the rules and correct them if needed.

**HEALTH AND SAFETY CHECKS:** THIS FACILITY DOES WRITTEN HEALTH AND SAFETY CHECKS TWICE A YEAR, ONCE IN THE BEGINNING OF SPRING AND AGAIN IN THE BEGINNING OF FALL.

**Cleanliness:**

We take the well-being of your child very seriously and work hard to provide an environment that is as healthy as possible. We are committed to keeping our home and the children in it as clean as possible, in order to help minimize and/or prevent the spread of germs. Our home is kept clean and disinfected at all times. We thoroughly clean surfaces that children come in close contact with using soap and water, or Lysol, etc. The high chairs are cleaned between each use, and the diaper changing tables are cleaned and disinfected between each diaper change. Toys are cleaned and disinfected often, and water-play tables are cleaned and disinfected before being filled with water and carefully supervised when in use. Hand washing is the single most effective practice in preventing the spread of germs. We wash our hands many times throughout the day, as well as the children's hands before and/or after engaging in a thorough list of activities.

Staff washes their hands:

Before beginning work

Immediately before handling food or feeding children

After using the toilet, helping a child use the toilet or after changing soiled clothing or diapers

After coming into contact with any bodily fluid, such as a wet or soiled diaper, runny nose, spit or vomit

After handling a pet or pet equipment

Whenever hands are visibly dirty

After cleaning a child, the room, toys, or bathroom

Before giving medication or applying ointment

After work

Children wash their hands:

As we enter each morning

Immediately before and after eating

After using the toilet or having soiled clothing or diaper changed

Before and after using water tables

After using play-dough or other substances

After playing on the playground

Whenever hands are visibly dirty

Before going home

**Arrival and Departure:**

Please send your child clean, dressed (no pajamas, unless you don't mind your child wearing their pajamas all day), fed, if arriving after meal time, and ready for the day, as well as all of your child's necessary supplies needed for that day's care. Please do not send food i.e. (half eaten breakfasts, breakfast bars, candy, etc.) or gum with the children. Please make your goodbye brief (no more than a couple minutes): the longer you prolong departure the harder it gets for both parents and especially for your child. Never leave without telling your child goodbye.

Please be in control of your child during drop-off and pick-up times. Do not allow your child to run out to your vehicle while you are still inside or in the play yard. The safety rule is "No one goes outside without me or a parent with them." Drop off and pick up times are usually hectic times of the day, so this is not the time to discuss problems. If there are any problems you feel need to be addressed, please feel free to set up a time that is convenient for the both of us to discuss these matters. Parental communication is vital, it is the key to a successful child care arrangement and L.S.A encourages any feedback you may feel relevant. No one other than the parent or person designated by you will be allowed to pick up your child without advanced written permission indicating the person's name and relationship to your child. If there is a court order keeping one parent away from the child, we must have a written note from the custodial parent in our file to that effect. Otherwise, we cannot prevent the non-custodial parent from picking up the child.

**Supplies Needed at Daycare:**

Parents are responsible for supplying the following items: diapers/pull-ups, wipes, diaper creams, weather appropriate clothes and a change of clothes, jacket, and shoes that lace-up or Velcro and/or stay on feet (no flip-flops please), pacifier (if needed), a swimsuit, and sunscreen. For the older children sleeping on a cot: a crib sheet and a blanket are needed. If necessary a comfort object for rest-time, and anything else your child may need. A supply list is provided for your convenience. All bedding will be washed by the provider at a minimum of once per week. There is a good possibility your child will get dirty throughout the day because of food, paint, markers, dirt, bubbles, etc. So please dress your child accordingly for play. If your child should require a change of clothing, we will send home the soiled clothing and you will need to replace them with clean ones the next day. We are not responsible for replacing stained or soiled clothing. Furthermore we suggest that you write your child's name on the tags of their clothing (especially socks and underwear) in order to prevent any clothing mix-ups.

Note: Please periodically check to make sure they still have all of their necessary items needed at daycare. Furthermore, as the weather changes throughout the year, so do your child's items needed at daycare. We greatly appreciate your adherence to this subject, as it helps ours and the children's day run more smoothly to have all of his or her necessary belongings with them at daycare. This way we can care for your child in the best possible way.

**Meals/Snacks:**

Each day we provide three nutritious and well balanced meals. We provide morning breakfast at 8:00am, lunch at 12:00pm and afternoon snack at 3:00pm. You are responsible for feeding your child if he or she will arrive after the set meal time. Infants are always fed on demand. Except for

special occasions and when requested, please do not send food, drinks, or sweets with your child. Milk or juice is served with all the meals and snacks, and water is offered throughout the day. We also provide baby food and formula for infants. Written feeding instructions are required from parents of infants, including type of formula and/or food, amount of formula and food and feeding times. The meals and snacks for each week constantly vary in order to ensure the children receive a well-balanced diet. The children are offered the food, but they will not be forced to eat. It is our goal to offer nutritious meals and snacks to the children in our care, as nutrition is a vital part of a child's health. Children need to eat well-balanced meals in order to meet his or her daily energy needs and to help them build a strong body and mind. We know that the good food habits a child develops will help them prevent cavities, iron deficiency anemia, and obesity, etc. - all common nutritional problems in young children.

### **Special Diets:**

If your child has any particular dietary needs resulting from being a vegetarian, or having allergies, religious beliefs, or non-religious beliefs, etc., then we must be informed, and when applicable given a doctor's note stating to the fact. At that time it will be determined if your child can participate in the USDA Food Program. Certain meals and different types of foods can usually be substituted in place of, in order to still fulfill the dietary requirements of the USDA Food Program. However, if a viable solution can not be reached between parent, provider, and the USDA Food Program with regards to their rules and regulations, then all of the child's meals and snacks will have to be provided by the parent.

### **Learning and Fun:**

For ages three through five, we use a theme-based curriculum implementing the teaching strategies from the Creative Curriculum. Literacy, math, science, social studies, the arts, and technology are presented in each interest area. In addition to the materials in the interest areas, L.S.A also uses the M.A.A.T.H Approach. The M.A.A.T.H (Music.Appreciation.Art.Time.Healing) Approach builds on children's curiosity, enabling children to interact, question, connect, problem-solve, communicate, reflect and more. Children have a strong disposition to explore and discover. It is my desire to create an environment where children can play with purpose, discover, create, explore, develop and be celebrated! In addition, L.S.A uses the Zoo Phonics program. We've had tremendous success with this program in the past. Zoo Phonics is a method developed to make children strong readers and spellers using a "phono" (hearing), "oral" (speaking), "visual" (seeing), "kinesthetic" (moving), and tactile (touching)—whole brain approach. Students actually learn the sounds of the alphabet and advanced phonemic concepts through an easily understood, concrete method of presentation. Zoo-phonics takes something that is very abstract (reading) and through music, stories, puppets and games, turns it into something that is concrete and understandable to young children. For more information, visit [www.zoophonics.com](http://www.zoophonics.com)

Little Stars Academy also proudly participates in the Scholastic Book Club program. Each month, you'll have opportunities to purchase low cost books for your home and earn points for the classroom. You'll find L.S.A's program is rich in literacy experiences and that we are passionate about children's literature.

For ages 35 months and younger we work on and with the following: throughout each day we practice on large and small motor skills by reaching, grasping, rolling, sitting, crawling, standing, walking, climbing, throwing, catching, kicking, cooing and talking; whichever developmental stage your child happens to be in at the time. Infants and toddlers learn through play by utilizing flash cards, books, numbers, shapes, colors, the alphabet, stacking blocks, puppets, age-appropriate toys, and much more. We encourage participation, but the child will not be forced to participate. Most importantly, our goal is to make learning for all ages fun, and non-intimidating. It is our hope that both you and your child will be as enthusiastic as we are about our program.

**Outdoor Play:**

*CHILDREN WILL BE TAKEN OUTDOORS DAILY FOR A MINIMUM OF 1 HOUR WHEN THE FORECAST TEMPERATURE/WIND CHILL ARE ABOVE 25 DEGREES OR THE FORECAST TEMPERATURE/HEAT INDEX IS LESS THAN 90 DEGREES AND THERE IS NO CURRENT AIR QUALITY ALERT. THIS CRITERION WILL BE FOLLOWED UNLESS THERE IS PRECIPITATION. PLEASE BE SURE TO DRESS YOUR CHILDREN APPROPRIATELY FOR THE WEATHER.*

**Activities:**

Little Stars academy understands that children also learn through play; because of this, we do not underestimate its importance on a growing child's mind, body and spirit. Therefore, the children under our care receive lots of both free-play and structured-play throughout each day. During structured-play we primarily have only one group of toys or activity out at a time in order to allow the children to concentrate fully on each thing they do. Age appropriate activities will be scheduled with the flexibility allowed to respond to the needs of each individual child and their various ages. Activities that we and the children participate in, include, but are not limited to the following. Indoor activities include: books and story-time, Legos, circle-time, tumbling exercises, Lincoln Logs, Kids-K'nex, music and dancing, dress up, play food, interactive stuffed animals, cars/trucks/planes, arts and crafts, puzzles, flash cards, animals/dinosaurs, trains, musical instruments, balls, dolls and Barbies, various learning toys, musical instruments, various games, Mr. Potato Head, bean bag toss, blocks, beads and string, song games, play dough, coloring, sing along story books, painting, science, board games, puppets, Simon-says, and singing. Outdoor activities include: climbing, sliding, jumping, running, balls, jump rope, racing, water balloons, parachute, catch, bubbles, follow the leader, squirt bottles, ride-on toys, wagons, tunnels, safe water toys, various games, water table, painting, exploring nature/weather, soccer, and yes falling. As you know, children play hard and will get some bumps and bruises from time to time. We do our best to limit the amount of times this occurs, with constant supervision and watchful eyes. Due to the safe environment/toys we have surrounded ourselves with, we hope to prevent any injuries before they can happen. During the summer months (June, July and August) we allow for more outdoor activities and creative art projects. Weather permitting, we play outdoors every day.

**Nap Time:**



Infants and toddlers sleep in a separate room from the preschoolers. The infants sleep in provided cribs, and the toddlers and preschoolers sleep on cots. Our goal is to have the two different age groups (24 months and older, younger than 24 months) sleeping on the same afternoon nap schedule. Nap time for children 12 months and older is during the time between 12:30pm and 2:30pm each day. Typically children 12 months and younger will take a morning nap as well. Typically children 6 months and younger may need a third nap during the day, which can be incorporated into their late afternoon schedule. The State of Virginia requires that all children under the age of five have at least a two hour rest period every day. No child will ever be forced to sleep, however they are encouraged to remain quiet and on their cots during this time.

### **Guidelines - What Is Asked Of Children?**

All food and drinks must be kept at the table in a sitting position.

No playing in the bathroom.

No coloring on anything but paper.

Name calling and foul language or yelling is not allowed.

No hitting, kicking, pushing, pinching, biting, spitting or pulling hair.

No pulling or picking of plants, grass, trees, or flowers.

No picking-up, pulling, poking or squeezing of babies.

All cupboards are off limits to daycare children.

Take turns and share.

Help clean up.

Laugh, smile, play, and be happy.

### **Communication:**

So we can provide the best possible care, please feel free to communicate any needs, wants and/or concerns regarding your child. Be involved in our social media platforms. It is only through good parent/provider interaction that good quality nurturing care can be achieved.

### **Referrals:**

IF L.S.A NOTICE A NEED FOR SOCIAL, MENTAL HEALTH, EDUCATIONAL OR MEDICAL SERVICES I WILL REFER YOU TO THE APPROPRIATE AGENCY. ALL INFORMATION WILL BE KEPT CONFIDENTIAL AND WILL NOT BE SHARED WITHOUT WRITTEN PARENT/GUARDIAN APPROVAL. SPECIAL NEEDS: IF YOUR CHILD HAS SPECIAL NEEDS AND HAS EITHER AN IFSP OR AND IEP IT IS IMPORTANT THAT YOU SHARE A COPY WITH LITTLE STARS ACADEMY. BY DOING THIS YOU WILL BE ALLOWING L.S.A TO INCORPORATE YOUR CHILD'S NEEDS INTO OUR DAILY PLANNING. CONFERENCES: WE WILL HOLD PARENT CONFERENCES TWICE A YEAR. THIS IS SO WE CAN DISCUSS YOUR CHILD'S DEVELOPMENTAL PROGRESS. SIGN UP SHEETS WILL BE POSTED IN THE SPRING AND FALL. TRANSITIONS: AS YOUR CHILD BEGINS TO TRANSITION, EITHER TO ANOTHER DAYCARE SETTING OR TO FORMAL SCHOOL, L.S.A WOULD LIKE TO MAKE THE TRANSITION AS SMOOTH AS POSSIBLE. IN ORDER TO HELP MAKE THE PROCESS GO SMOOTHLY, L.S.A WILL BE PROVIDING YOU WITH YOUR CHILD'S PORTFOLIO. THIS PORTFOLIO CONTAINS WORK SAMPLES FROM YOUR CHILD, AS WELL AS OBSERVATIONS AND ASSESSMENTS. THIS INFORMATION HAS BEEN

GATHERED SINCE YOUR CHILD HAS ATTENDED LITTLE STARS ACADEMY. IT WILL BE HELPFUL FOR YOUR CHILD'S NEW TEACHER/CAREGIVER TO HAVE THIS INFORMATION, SO THAT HE/SHE CAN UNDERSTAND HOW YOUR CHILD HAS PROGRESSED OVER TIME. PLEASE NOTE THAT L.S.A. WILL NOT BE ABLE TO PROVIDE YOU WITH YOUR CHILD'S PORTFOLIO IF YOU HAVE NOT KEPT CURRENT YOUR DAYCARE PAYMENTS. UPON SATISFACTION OF ANY OUTSTANDING BALANCES YOU WILL BE PROVIDED THIS INFORMATION.

**Contract Adherence:**

This is our home as well as our business, so please be respectful of our family and home by adhering to the policies and procedures outlined in the parent handbook. We realize this is a lot of information to absorb. Because of this, please keep your parent handbook accessible so you can periodically review our policies and procedures as necessary. We reserve the right to amend any portion of the Parent-Provider Contract/Enrollment Application, and Parent Handbook/Policy at any time. If and when we do make a change to the contract you will be given a copy.

**A Final Note:**

Please remember that although we chose this profession because of our love of children, Little Stars Academy is a professional job. We depend on our income as we are sure you do also. Prompt payment, adherence to drop off and pick up times, consideration of your sick child, and consideration of my personal time is very much appreciated. L.S.A take's our job very seriously, and we are committed to the very best care of your child. L.S.A consider it a privilege to have been entrusted with the care of your child, and we will always treat him or her with love and respect. It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or you feel uncomfortable with one or more of our policies and/or procedures it is important that you express that to us before enrolling your child in our daycare. We are always open to suggestions and feel communication is a very important part of a quality daycare. If there are any problems or concerns in the future, we encourage you to talk to us about them. If a lengthy discussion is needed, a time that is convenient for both of us will be scheduled, as the other children still need our attention during business hours. Thank you for the opportunity to work with you and care for your little one. We look forward to a future of keeping your child smiling and safe.

Note: By signing the Parent-Provider Contract/Enrollment Application, it is understood that all of the policies and procedures of Little Stars Academy DayCare/Preschool handbook are understood and agreed upon.

Thank you,

Little Stars Academy

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