

LITTLE KIDS VILLAGE

INTRODUCTION

We the staff would like to welcome you to Little Kids Village. We hope that this will be a pleasant experience for you, your child/ren, and the staff.

OBJECTIVE

Our objective is to provide a program that maximizes growth potential in a safe, loving and educational environment.

GOALS

Our goals for your child/ren will be to meet and develop the needs of each individual child. We will challenge and motivate each child's educational, physical, intellectual, emotional, and social needs.

MISSION STATEMENT

Our philosophy is to help children learn through play, to offer them activities that will help develop and enhance their learning skills. Our program is flexible and motivated to assist children with developing better social and emotional interaction with other children. We encourage children to decide things for themselves. We support children in making choices in problem solving and understanding the consequences of their actions. We want children to learn to be decision –makers and encourage all children to develop leadership skills. We support children in doing chores, setting the table, and cleaning up by putting toys and materials away. We also participate in community and group projects.

DESCRIPTION OF PROGRAM

At Little Kids Village educational, materials, equipment, and toys are easily accessible to help develop independence and/or group play. We offer many activities that will enhance your child's development and help prepare them for the transition from preschool age activities, by providing a comprehensive continuum of service for the next level of school. Small and large groups' interactions will assist with helping children develop respect, fairness, and cultural competence. Recreational outings will be implemented to help the children learn about different nationalities and enhance their interaction skills. Little Kids Village is committed to providing a safe, nurturing, and healthy environment. Staff members are highly trained and will always conduct themselves in a professional manner.

LITTLE KIDS VILLAGE STANDARD OPERATING PROCEDURES

ENROLLMENT PROCEDURE

Your child's health plays an important part in their environment. Also required by the State and Board of Health to have a complete physical examination along with shot record file that's up to date. Before your child/ren attend Little Kids Village learning Center, there must be a complete application on file. Parents, please keep information up to date for your child's safety.

PROGRAM INFORMATION

Our hours of operation are Monday through Friday 6am to 6pm at the (71st Street Location) and 6am to 5:30pm at our (63rd Street Location). We Offer care for children ages 6 weeks thru 6 years of age.

TUITION

Tuition for Little Kids Village Learning Center is due every Friday for the week to follow. Zelle, Money Orders, and Debit/Credit cards will be the only forms of payment allowed. **NO CASH PAYMENTS ALLOWED.** We are not responsible for cash payments given to staff.

Little Kids Village must be notified with a two-week notice of your child's absence. If tuition is not paid by Monday, there will be a \$10.00 late charge. If tuition is not paid in one week, the child may be dismissed from the school. Tuition will be charged for the schedule in which your child is enrolled, no substitution whether your child is absent or not. During the time when the center is closed for vacation, only ½ the tuition payment will be due. The center is closed during Spring Break, Christmas Break, and Thanksgiving Break. After your child has been enrolled for at least one year (and you have paid tuition for at least one year), you may receive one week free using one of the weeks in which the center is closed.

CO-PAYMENT

Financial assisted tuition requiring a CO-payment. Little Kids Village CO- payments Are due the first school day of each month. Your account will be automatically Charge a late fee or \$_10.00_. If payment is not received by the third of the month. If payment is not received by the fifth of the month you will be charged an additional \$10.00 fee, and your child will not be allowed in class unless payment is made in full. Little Kids Village Learning Center does not discount any Tuition/ CO-payments due to sickness or absence.

ADMISSION AND FEES

Please contact the office to discuss tuition

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LATE FEES

A late fee will be charged for any parent arriving at the center after 6:00 PM, according to the facility's clock. The charge \$2.00 per minute after the first 5 minutes.

ARRIVAL AND DEPARTURE PROCEDURE **

For peace of mind and safety of your child/ren upon arrival, each child has to be signed in by an adult. Also each child must be signed out by an adult that is authorized on your pick up list and the person picking up must provide a photo ID. Under no circumstances will your child be released to anyone without your authorization. Parents are expected to bring their child in the building, remove his/her coat, wash his/her hands, and check his/her pull up or diaper before leaving. If your child is brought into the building with a soiled pampers or pull up you are expected to change your child before exiting the building. A health check is performed by the teacher on each student upon his/her arrival. Each child must be in the building by 9:30 am. Parents arriving late may not be permitted in the building.

PERSONAL BELONGINGS

We are not responsible for any lost or stolen item: toys, earrings, chains, and bracelets. These items are discouraged because some children tend to put them in their mouth. We ask that all toys and jewelry be left at home until "Sharing time" is requested.

VISIT & TRIPS**

Little Kids Village Learning Center has an open door policy for parents. We welcome and encourage your visit at any time. There is limited access to the center during business hours. Parents will be notified two weeks in advance regarding any scheduled field trips. All parents must sign a permission form in order for your child to attend. A chartered bus service will be provided for field trips. We do not transport children to and from the facility.

COMMUNICATION & PARENT INVOLVEMENT**

We recognized that communication between the center personnel and parents is essential. We will keep you informed of current information and events. Please view the parent bulletin board in your child's class for all current information. We ask that you do the same so that we can have a healthy parent/teacher relationship. It is very important for parents/guardians to keep the center informed of any changes including address, home and work telephone numbers. We must be able to contact the parents/guardians concerning your child.

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HYGIENE**

Good hygiene practice complies with the National Recommended Standard of Health Department. The guidelines were developed with the goal of implementing hand washing and sanitation procedures into a daily routine for children. Children and staff are expected to wash their hands frequently. Staff are expected to clean up after the children throughout the day. This will help to control the spread of infections. We use a janitor each evening for the full sanitization of the facility. No pets will be in the facility.

NUTRITION

Little Kids Village Learning Center provides well balanced meals from all food groups. Your children will receive breakfast, lunch, and a snack. We ask that you please do not send or bring in outside food.

DIAPERING/TOILET TRAINING**

At Little Kids Village we do potty train. We ask that parents assist in the potty-training process by implementing training at home. We change children's pampers and pull ups at least every two hours. Parents must provide at least 7 pampers for (infants) and 5 pull ups for (toddlers) each day, and at least one pack of wipes per week. Please supply your child's teacher with enough supplies for one week at a time. All children must be fully potty trained when entering our pre-k classrooms.

HEALTH**

The policy for the care of ill children is based on ensuring that the facility and staff available can meet the needs of all children in the group. Children will be excluded for the following:

- 1-The child illness prevents the child from participating in daily activities.
- 2-Illness requires more care that the staff is able to provide without compromising the needs of other children.
- 3-Keeping the child in care poses an increased risk to other children or staff the child comes in contact with.

*Do not bring your child to the center if he/she is not well enough to participate in the normal day's activities or is exposed to a contagious disease. Develops symptoms of a contagious disease or if diagnosed by a physician as having a contagious disease. *Should your child become sick during the day, you will be notified immediately. If a child becomes ill while at the center, the child will be removed from the classroom and placed in the office with the Director.

Upon notification, parents are required to promptly pick up their child from the center. In case of illness or injury to a child where parents are not available, a person on the

emergency care will be notified. Parents are given 1 hour to pick up their child if he/she falls ill while at the center. After one hour, late fees will then apply at \$2.00 per minute. Please notify the center of any changes in your phone numbers.

* For the protection of the other children and staff, we ask that you notify the center within 24 hours, after your child has developed a known or suspected communicable disease.

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IN CASE OF EMERGENCY

In case of an accident or injury of a child, the parents is asked to sign a consent form that has been placed in your enrollment package. This is giving permission to take your child/ren to the nearest emergency room. We will call a paramedic to transport the child to the nearest hospital.

MEDICATION**

We will not administer any prescription medication to a child unless it is prescribed. Any medication brought in by a parent must be in its original container, labeled with the child's first and last name, the date the prescription was filled, the expiration date, and have legible instructions for administering. No over-the-counter medicines will be administered.

GUIDELINES FOR ILLNESS

Please keep your child at home if he/she develops any of the following symptoms. Until symptoms disappear or your physician decides your child can return to the center, (your child will need a release to return to the center).

- TEA COLORED URINE
- VOMITING
- DIARRHEA
- LOSS OF APPETITE
- GRAY OR WHITE STOOL
- UNUSUALLY CRANKY, LESS ACTIVE BEHAVIOR
- SORE THROAT OR TROUBLE SWALLOWING
- INFECTED SKIN PATCHES
- SEVERE ITCHING OF THE BODY OR SCAP
- HEAD LICE
- A TEMPERTURE OF 100 OR HIGHER
- DIFFICULT OR RAPID BREATHING
- SEVERE COUGHING
- CONSISTENT COUGH
- YELLOWISH SKIN OR EYES (SIGNS OF HEPATITIS)

- **PINK EYES- REDNESS OF EYELIDS WITH DISCHARGE AND TEARS**
- **MOUTH SORES WITH DROOLIN**
- **GREEN OR YELLOW MUCUS RUNNING FROM THE NOSE**

IF ANY CHILD IS ABSENT FROM THE CENTER FOR 5 CONSECUTIVE DAYS OR **MORE THE CHILD WILL NOT BE ALLOWED TO RETURN WITHOUT A PYHSICIAN'S STATEMENT.

IF YOUR CHILD HAS ASTHMA YOU MUST INFORM THE STAFF DURING THE ADMISSION PROCESS.

IF YOUR CHILD HAS ALLERGIES, YOU MUST INFORM THE STAFF DURING THE ADMISSION PROCESS.

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CONFIDENTIALITY STATEMENT

All records are maintained for four (5) years from the date of the initial signature. Little Kids Village agree that under no circumstances either directly or indirectly will we, divulge, disclose or communicate any information to any third party, without prior consent of the parents.

MANDATED REPORTING**

All staff persons are mandated by law to report any signs of child abuse or child neglect.

BEHAVIOR REPORT

A behavior report is used when a child's behavior warrants one, this is a three-step process:

- **First step will be a verbal report**
- **Second step will be a written notification of the child's continuing behavior problem.**
- **Third step will be a referral to a more suitable program.**

WEATHER EMERGENCY

In the event of severe weather conditions which prevent the center from opening, please 773-776-4753 or 773-424-7656 ahead to make sure the staff has arrived and there are no prohibitive problems. Likewise, should severe weather conditions make it necessary for the center to close early; you will be notified by the center's staff so that you can make appropriate arrangements to pick up your child. In the event CPS is closed due to severe weather conditions, Little Kids Village will be closed also.

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EMERGENCY EVACUATION

Evacuation drills are held at Little Kids Village Learning Center, should an emergency occur which requires evacuation of the center. You will be notified immediately, and you will be asked to come and pick up your child/ren, if the emergency is expected to last a significant length of time. If you are at the center at the time of a drill or an emergency, you are expected to follow our procedures and evacuate the building immediately along with the children and staff. The center will have (2) tornado drills per year and a fire drill once a month.

RELIGIOUS INSTRUCTION

At Little Kids Village, the children do recite a prayer before each meal and snack. You will receive a permission slip at the time of enrollment for your approval.

INSURANCE

Little Kids Village Carries public liability insurance in the single limit amount of \$300,000 per occurrence.

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CLOSED HOLIDAYS

JUNETEENTH

MARTIN LUTHER KING DAY

MEMORIAL DAY

VETERANS DAY

INDEPENDENCE DAY

LABOR DAY

THANKSGIVING DAY (and the day after)

CHRISTMAS VACATION

GOOD FRIDAY

SPRING VACATION WEEK

PRESIDENTS DAY

**LITTLE KIDS VILLAGE
PARENT HANDBOOK
KNOWLEDGE**



GUIDANCE



ACHIEVMENT