

Little Scholars



Parent Handbook

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Contact Information:

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Hours: Monday-Friday, 7am-6pm
Tours by appointment only

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Program Philosophy

Little Scholars Preparatory School is a licensed Childcare Center that serves children ages zero through young after-schoolers. Play-based learning paired with caring teachers who deliver a developmentally appropriate curriculum, will prepare children for elementary school (and beyond) by gaining the social, emotional, and intellectual skills needed to become lifelong learners. We welcome you to be a part of our Little Scholars Family!

General Policies

Admission

On your child's first day we must have the following:

- **Paid tuition for the first and final weeks of care**
- **Completed Child Information Form**
- **Signed parent handbook acknowledgement sheet**
- **Immunization Record**
- **Health Appraisal (physical evaluation) signed by their doctor***

*You have 30 days from their start date to return the Health Appraisal. ***The Health Appraisal is required to be updated annually for Infants/Toddlers; and every 2 years for children 30 months of age or older.***

Withdrawal

At any time, you or the Director may choose to withdraw a child from the program. A 2-week written notice in the form of an email is required should you choose to decide to withdraw your child. You are responsible for paying these 2-weeks, regardless of attendance. On the rare occasion that the Director chooses to withdraw your child, the withdrawal will be effective immediately and the 2-week notice fee will be waived.

Holiday Closures

Please refer to your annual payment agreement, which has ***specific dates*** of our holiday closures. Typically, we are closed on the following annual holidays; or the observed holiday.

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- The week between Christmas Day and New Year's Day

Unforeseen Closures

We make every attempt to stay open; even in severe weather. However, in the rare case of extremely severe weather, we will close if any of the following instances occur:

- State of Michigan offices close due to weather
- City of Lansing offices close due to weather
- City of Lansing declares a snow emergency.

We may also need to close a classroom (s) or the center (only as a last resort) if we do not have enough staff in the building to maintain ratio (whether it be due to illnesses, quarantine-related absences, too treacherous of roads/extreme driving conditions for the staff to safely arrive, etc.) However, if we are able to remain open by moving a few children around to maintain ratio, we will. This is industry-standard as long as ratio is maintained. We will ask for your permission first if it is your child we'd like to move. Typically, we would move the youngest ones down a room; or the oldest ones up a room. (Because we are a smaller center, most of the children know all staff; as staff members know all children, as staff members *do* float to other classrooms as needed.) If we absolutely cannot maintain ratio and have to close your child's classroom or the center, you will be notified as soon as possible by phone, text, or the Brightwheel app.

In the event of a building issue that is beyond our control (for example, if the heat goes out) we will close the entire center if it affects the safety and/or well-being of the children in care.

Finally, though rare, we will close a classroom (or the center, depending on specifics) if there is a large outbreak (multi-classroom and/or a high percentage of children/staff ill) due to Flu, or any other large outbreak of a communicable disease. During this time, the entire center will be deep-cleaned and sanitized before students come back.

The unforeseen closure policy is in place for the safety of our students, families, and staff.

Tuition remains due for unforeseen closures.

Tuition Policies

Tuition & Fees

- Tuition pays for your child's spot; therefore, **tuition payments remain the same throughout the year, regardless of attendance.** There is no credit or refund for sick days, holidays, vacation, or unforeseen closures.
- For part-time students, switching days must be requested with as much notice as possible and are not allowed on weeks with holidays. Switching days can only be granted if there is open availability on the day(s) desired.
- You have the choice to pay tuition either biweekly or monthly. You will be emailed an invoice 2 business days before your tuition is due. A link to pay your invoice will be in the email. Payment is due on the morning of the first day in the billing cycle. For those paying on a biweekly schedule, payments are due every-other FRIDAY for the billing cycles beginning the subsequent Monday. For those paying on a monthly schedule, payments are due on the first of the month unless another recurring day of the month has been agreed upon with the Director. Please note that if you post-date the payment for after the due date, you will be assessed the applicable late fees.
- Tuition payments must be submitted through the Brightwheel app via banking info, debit card, credit card, or autopay. Exceptions are only made with permission from the Director.

Late Tuition Payments NSF/Returned payments

A late fee of \$15 per day will be assessed if payment is not made on time. This does include Saturday and Sunday. If payment is not received by the end of the day on Monday (first day in the billing cycle) your child(ren) will not be able to attend until the account is brought current.

If a payment is returned for any reason, your account will be assessed a fee of \$35. The full tuition payment, including fee, will be assessed as a separate invoice on Brightwheel and will be due immediately.

Late Pickup Policy

A \$25 fee will be assessed if your child is picked up anywhere from one to ten minutes past closing time. Your account will continue to be assessed \$25 per increments of 10 minutes until your child is picked up. This late fee will go directly to the teacher that stays late with your child.

Tuition Increases

Tuition will increase periodically. This is to be able to keep up with our yearly rent, rising costs, cost of living, inflation, as well as maintain our staff members with the ability to give them raises for their hard-earned work. Increases may fluctuate depending on how much inflation has gone up.

Health Policies

General Health Policy

It is the purpose of the health policy to prevent the spread of disease, promote better health and to ensure each student has a healthy environment to grow and thrive.

Children who have exhibited any of the following symptoms will not be permitted to return to school until they are free from symptoms for 24 hours or have a note from their physician stating when it is appropriate to return to school. (Children must be without the aid of fever-reducing medicine for 24 hours as well):

- Fever over 100.4 degrees Fahrenheit
- Vomiting
- Sore throat
- Diarrhea
- Rash of any kind
- Contagious infection

A note from the child's doctor may be requested to determine an appropriate date to return to school. Children are not required to stay home if they have a cold. However, if students are clearly miserable, consider keeping them home for their own comfort.

Parents will be notified right away if their child develops any of these symptoms while in the care of Little Scholars. Children should be picked up as soon as possible and taken home so they can see a physician and/or recuperate.

It is the responsibility of every parent to notify the staff of Little Scholars when their child has any of the symptoms listed above whether they attended school during the contagious stage or not. As soon as Little Scholars is aware of any contagious situations, parents will be notified via an electronic Brightwheel message.

The staff at Little Scholars is committed to providing superior care for each of our students. Adherence to these policies and guidelines will deter the spread of germs and keep days missed due to illness at a minimum.

Medication Administration

If any child requires medication (prescription or non-prescription) while under the care of Little Scholars, their parents/guardians must send the medication in the original packaging with dosing information clearly labeled. A Medication Permission and Instructions Form must be completed by the parent and will be required for the storage and administration of any medication, including both oral and topical treatments.

Vaccination Policy

Children attending child care are required to follow state vaccine laws. These laws are the minimum standard for preventing disease outbreaks in group settings. Incompletely vaccinated children may be excluded from child care. Consult www.cdc.gov/vaccines for further information regarding vaccination schedules.

Miscellaneous Policies

Sample Daily Schedules

Classrooms vary in their schedules. Please refer to the schedule posted outside of your child's classroom.

Nutrition & Labeling of food

Parents are responsible for providing all meals and snacks. All food/containers **must** be labeled with child's first and last name, date, and contents (water, am snack, lunch, pm snack, etc.) Due to allergies, Little Scholars is a nut-free facility.

Discipline Policy

It is the policy of Little Scholars to focus on positive guidance. Positive methods of discipline that encourage self-control, self-direction, self-esteem, and cooperation are used. Positive guidance is the practice of looking at each situation through the lens of child development and guiding children's behavior. This practice reframes the situation, so we move beyond a reaction and towards a more effective response.

Parent-notification for accidents, injuries, illnesses

If your child is injured or becomes ill and requires professional medical attention, you will be notified immediately. In emergency situations, 911 will be called. An incident report will be provided.

Licensing Notebook

The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans for the last 5 years and is available to parents during regular business hours. Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are available on the department's child care licensing website at www.michigan.gov/michildcare. The website where parents can access these rules is www.michigan.gov/michildcare.

Visitors & Volunteers

Parents are always welcome to stop in and visit their child. It is the policy of Little Scholars that children will not be left with volunteers unsupervised. All volunteers are required to go through the same training and background checks (including fingerprinting) as staff members.

Outdoor Play Policy

It is the policy of Little Scholars that children will have regular outdoor play each day. Exceptions are extreme weather such as rain, hail, extreme snowfall. If the "feels like" temperature is below 25 degrees, children will not go outdoors for play; however, we will utilize the gym instead. Please make sure to provide your child with the proper attire for the weather conditions.

Parents are responsible for providing:

For Infants (13 mos. & younger)

- All bottles, meals, and snacks. Food must come daily, ready-to-feed, and labeled with name, date, and contents.
- Diapers
- Wipes
- Diaper cream
- 2 changes of clothing
- 2 Portable-sized crib sheets
- Sleep sack (wearable blanket) if needed
- Pacifier if needed
- Appropriate seasonal outdoor gear

For Toddlers (13 mos.- 36 mos.)

- All drinks, meals, and snacks. Food must come daily, ready-to-feed, and labeled with name, date, and contents.
- Sippy cup sent daily with name, date, and contents labeled
- Diapers
- Wipes
- Diaper cream
- 2 changes of clothing
- Blanket/crib sheet for cot
- Appropriate seasonal outdoor gear

For Preschoolers and Pre-K (3–6-year-olds)

- All drinks, meals, and snacks. Food must come daily, ready-to-feed, and labeled with name, date, and contents.
- Water bottle sent daily with name, date, and contents labeled
- Pull-ups & Wipes (if needed)
- Blanket for cot
- 1 change of clothing
- Appropriate seasonal outdoor gear

Annual Parent Handbook Review

Name of child: _____

I have read and understand all policies and procedures outlined in the parent handbook; Including, but not limited to:

- Program philosophy
- Admission & withdrawal
- Holidays & unforeseen closures
- General tuition (refer to your individual *payment agreement* for specific details)
- Health policy
- Sample daily schedules
- Nutrition & labeling of food
- Discipline policy
- Parent-notification for accidents, injuries, illnesses
- Licensing notebook
- Visitors & volunteers
- Outdoor play policy

Parent Printed Name

Date

Parent Signature

Date

Permissions (Please initial next to each statement.)

_____ I understand and will abide by all Handbook Policies.

_____ I give permission for Little Scholars to use **photographs and/or videos** of my child on the Little Scholars main Facebook page. No names will be posted.

_____ I give permission for Little Scholars to dispense **diaper cream** for my child in accordance with the labeled instructions, from the original container, at the discretion of my child's primary caregiver.

_____ I give permission for Little Scholars to dispense **sunscreen** for my child in accordance with the labeled instructions, from the original container, at the discretion of my child's primary caregiver.