

# PARENT HANDBOOK

Welcome to Little Stars Preschool and Development Center!

## Mission Statement:

The mission of Little Stars Preschool and Development Center is to provide the children in its care with a safe and stimulating environment, which promotes social, emotional, and academic growth.

## Philosophy/Goals:

Each child under its care is the focal point of Little Stars Preschool and Development Center. We believe that children are our most precious resource. We believe that by providing quality and developmental care for our children in a safe, positive and nurturing climate, we prepare them to be lifelong learners. We believe we can best achieve our goals through developmentally appropriate and age appropriate activities in the following areas: physical activities, educational experiences, individual creativity, and emotional/mental processes.

## Contact Numbers:

Little Stars Child Development Center  
100 Loop Rd.  
Fisherville, KY 40023

502-477-1150

## Business Hours:

Little Stars Preschool and Development Center will be open from 6:00 a.m. until 6:00 p.m. Monday through Friday. All children are expected to arrive no later than 9:00 a.m. and to be picked up by 6:00 p.m. each day. There will be \$1.00 per minute late fee charged for those not complying with business hours. This charge will help defer extra costs incurred by the Center; i.e.: The cost of personnel for after business hours classroom supervision.

Little Stars Preschool and Development Center does implement an open door policy. In other words, we encourage our parents/legal guardians to stop by the Center at any time during the day. Our open door policy, however, is not an unlocked door policy. For the safety of all our children, doors will be locked.

Holidays/Other Days Center will be closed:

The following is a list of days that Little Stars Preschool and Development Center will be closed: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. When one of the above mentioned holidays falls on a Saturday, the Center will be closed the prior Friday or the day before the holiday. When a holiday falls on a Sunday, the Center will be closed the following Monday or the day after the holiday. The Center reserves the right to close early any other holiday; i.e. Christmas Eve. Full tuition is due for the week in which a holiday may fall.

Inclement weather will dictate any additional early or complete closings. Generally, the Center will follow the judgment of, but will not be regulated by, the closing of Spencer County or Jefferson County Schools.

Arrival and Departure Procedure:

All children should arrive no later than 9:00 a.m. Parent/legal guardian will sign-in as well as sign-out his/her child daily. Once the child has been signed-in, it is requested that the parent/legal guardian, personally, escort the child to his/her classroom.

It is strongly recommended that all parents/legal guardians stop by the Center prior to, but no later than, the first day their child begins class. This will provide parents/legal guardians with the opportunity to meet the teachers and staff members as well as give the Center's staff the opportunity to meet all parents/legal guardians.

In order to ensure children are picked up by only authorized individuals, at registration each parent/legal guardian will be asked to complete an authorization form. The authorization form will ask for three names with corresponding addresses, phone numbers, and relationships to the parent/legal guardian. Any day

the child is to be picked up by someone other than the parent/legal guardian, the Center and the child's teacher should be notified that morning. The person picking up the child must be listed on the authorization form and the notification, which should include the name of the person, should be in writing.

In the case of an emergency, the parent/legal guardian in charge must call the center and speak to the Director to inform her as to who will be picking up the child. The Center may phone the parent/legal guardian after the initial call in order to verify the original phone call. For this reason, it is imperative that all parents/legal guardians keep the Center updated on any new phone numbers, change of addresses, change in employment, etc. The person picking up the child in said emergency will be required to show photo identification. If that person cannot prove his/her identity, the child will not be released.

#### Absences/Vacation Days:

If a child misses all or part of a week, the full tuition fee will be charged. After six months of full-time enrollment, children are entitled to one week vacation time each year for which there will be no tuition fees. If a child is absent all week due to illness, a vacation week may be taken. To report an absence for the day, the parent/legal guardian is requested to call the Center at least one hour before the child's usual arrival time.

#### Health/Illness Policies:

A current immunization certificate, medical history and medical emergency form are required to be on file for each child at the Center. These forms need to be kept up-to-date by the parent/legal guardian and provided to the Center prior to the certificate's, etc. expiration date. Little Stars Preschool and Development Center is not equipped for children with illness/medical issues. It is strictly a facility for well children. Since this Center is a well child facility, children who or ill may not attend during the duration of said illness.

Examples of associated symptoms include, but are not limited to:

1. Fever (100 F. or higher). Child must be fever free for 24 hours before returning.
2. Nausea or vomiting.
3. Contagious diarrhea.
4. Sore throat, loss of voice, hacking or continuous coughing, runny nose with colored discharge.
5. Runny and/or crusty eyes: watery, matted, and/or red/pink eyes.
6. Unexplained rash.
7. Lice... Child may not return until no more nits are spotted.
8. Communicable diseases; i.e. chicken pox, roseola, conjunctivitis, mumps, measles, influenza, etc.

Any child diagnosed with a viral infection; example: RSV, Flu etc. must have a doctor's note stating your child is no longer contagious in order to return to the center. It is under Little Stars Preschool discretion if we feel it is not in the well-being of our other children to have your child return to our care you will be notified of the date your child can return to our center. Our number one priority is the safety and well-being of our children.

If a child should become sick during the day, a parent/legal guardian will be notified immediately and the child will be separated from the rest of the children. The parent/legal guardian is required to pick up the child as soon as possible.

In the event a child is on medication, a medication authorization form must be completed and signed daily. Upon entrance into the facility, the medication should be handed directly to the teacher or director. The director or authorized staff will administer the medication according to the authorization form and dosage prescribed.

In the event a child is injured or becomes seriously ill while at the Center, emergency medical technicians will be contacted in addition to the parent/legal guardian. If the EMS crew feels the child requires a hospital visit, and a parent is unable to be reached or cannot arrive in a short period of time, the child will be accompanied by a staff member to the hospital listed on the child's emergency medical treatment authorization form.

### Food/Nutrition:

Keeping with our focus on the well being of the child, Little Stars Preschool and Development Center requests that no food be brought into the Center without prior arrangements being made with the director of the Center. When prior arrangements have been made, children may bring in nutritional snacks for their classes. It is essential, however, that parents/guardians check with the director before bringing a snack to be distributed. Many children have food allergies. This must be taken into consideration before food is brought into the Center. The Center also must comply with all health regulations, which is very specific regarding food. All food must come from commercial food establishments and be properly packaged and labeled.

Any type of candy or gum is not permitted at the Center. A nutritional breakfast, lunch and healthy snacks will be served to the children daily. Children eating breakfast at the Center must arrive no later than 8:15 a.m. A weekly menu will be posted. Parents of infants need to supply all formula and baby food. The formula must be in plastic bottles clearly labeled with the child's name. All baby food should be in commercially sealed containers.

### Dress Code:

Children are expected to arrive at the Center in a dry diaper and dressed ready for play. No pajamas. Keeping in mind that the children will be engaged in hands-on activities (i.e. painting) as well as playing outdoors (i.e. running, climbing), children should arrive at the Center in comfortable and washable clothing. Footwear most appropriate for the types of activities of the day is sneakers or tennis shoes. Clogs, crocs, sandals, jellies, cowboy boots and long dresses are examples of what should be avoided. They items tend to restrict children when at play; especially, when climbing and/or running outdoors. They tend to become safety issues and should not be worn.

Weather permitting, children will be going outside daily; therefore, they should be dressed appropriately. This means that parents/legal guardians should include hats, mittens, boots and coats when dressing their children on cold days.

Each child is required to have a change of clothes, which will remain at the Center. The change of clothes is in case of an accident and each item should be clearly

labeled with the child's name. For children in the process of being potty trained, two sets of clothing are required.

### Outdoor Play:

On days the temperature is above fifty degrees and the weather permits, the children will be taken outdoors. The Center maintains an outdoor playground, which includes age appropriate equipment for all our age groups. Since participating in outdoor activities is one component of the Center's developmental care for our children, parents/legal guardians are expected to make sure their children are dressed appropriately for the weather: i.e. with hats, mittens, gloves, coats, etc. in cold weather and with jackets and sweaters in the fall and spring. We encourage parents/legal guardians to leave a jacket in their child's cubby during the spring and fall months to make sure they have the appropriate dress for outside play.

### Personal Items and Toys:

The Center provides all necessary items for the education and entertainment of our children; therefore, all toys from home and personal items should remain at home. The two exceptions are:

1. If a child receives permission to share a group item; such as, a book or video.
2. When children are asked to bring an item to share on 'Show and Tell' days and/or when working on a special class project.

The following items/toys are prohibited: all toy weapons: guns, knives, swords, and squirt guns. These items will be turned away at the door.

Little Stars Preschool and Development Center is not responsible for any loss or breakage of personal items. All articles of clothing, toys, or other personal items should be clearly labeled with the child's name.

## Discipline:

Little Stars Preschool and Development Center provides a nurturing and supportive environment with appropriate limits conducive to the development of self-control and self-discipline; resulting in responsible behavior. We believe that through positive, consistent and caring guidance, each child will succeed.

The Center prohibits any form of corporal punishment. Under no circumstances will a child be spanked, verbally abused or shamed into behaving. Neither will he/she be punished by not receiving food, sleep or bathroom privileges. At the Center, we believe in the positive approach. Children should be nurtured.

Although the Center believes in a positive approach, for those times in which the positive and/or redirection approaches are not effective, the following disciplinary procedure will be implemented:

1. Verbal warning.
2. Conversation discussing the issue (positive reinforcement/redirect the behavior).
3. 'Thinking Chair'. (The child may be seated for one minute per years old.)
4. Isolation from the group.

At all times, the child will be under adult supervision. He/She will never be out of sight of a staff member.

## Biting Policy:

Sometimes children bite when they are tired, angry or teething. Usually toddlers bite because they can't express themselves and it is usually only a temporary problem. We will keep an eye on the offending child to try to make sure this doesn't keep happening. At Little Stars children who continue to bite their friends will be asked to leave the center. We have three bites and you are out rule. Hopefully it doesn't go this far. We will try several different remedies to try and cure the biting. If the child continues to bite they will be suspended for a while until the biting problem has stopped; if the child returns and continues to bite that child will no longer be able to attend Little Stars. We don't like to punish the parents by not letting their child attend but we need to think about the safety of the children already in the center. We hope this information will help you at ease. We

don't want any child to be afraid to come to the center because they are afraid of being hurt.

### Parent Involvement/Communication:

The Center believes in parent power! We encourage parents/legal guardians to become as involved as they can. We are always looking for parents/guardians to donate their time to help work on projects, classroom activities, build or mend equipment and/or share their personal interests and hobbies with the children. We appreciate their time and their knowledge can only enhance the quality of our program. Any suggestions or recommendations will always be appreciated. Our open door policy not only extends to the classrooms but also to the office.

Communication is a major key to any successful relationship. So it is with the partnership of the Center with its families. We encourage all our parents/guardians to visit us during the day. Even if they only have a minute to check out the bulletin boards, that is a minute to connect with the Center and find out about any information listed there. If there is a need for an extended conference, one will be scheduled upon request.

Information regarding upcoming events, student progress, etc. will also be sent home via the children. Parents/Legal guardians are encouraged to talk to their children about their day. Parents/Legal guardians should not only discuss the day with their child, they should check their backpacks, etc. to make sure no notes are left unread.

### Student Progress:

Student progress will be reported in a variety of ways, including but not limited to: written progress reports, log sent home daily with the child, and two conferences per year for age groups three to five. Parents/Guardians are encouraged to contact teachers regularly.

### Tuition and Fees:



There will be a \$50 per child non-refundable registration fee for all new applicants enrolling in the Center. This fee will be applied towards printing costs and other supplies needed to process the application/enrollment. All weekly tuition fees are due on Monday of the current week of attendance or the first day of the week the child is enrolled. There will be a \$5 per day late fee charged for untimely payments (\$20 maximum per week) and a \$30 returned check charge for checks rejected for insufficient funds (limit of two). If tuition fees are not received by Friday of the week they are due (five days late), the child will not be permitted to return to the Little Stars Preschool and Development Center until all outstanding fees is paid in full. If a family exceeds the limit of two returned checks, the child may not return to the Center. If for any reason the Center must take legal action for delinquent accounts, any and all legal fees incurred by Little Stars Preschool and Development Center will be the responsibility of the parents/legal guardians responsible for the child.

There will be an annual enrollment fee assessed in the first quarter of every fiscal year. Notification of that fee will be sent to all enrollees to specify the due date and proper procedures.

#### KRS 620.030 Suspected Child Abuse/Neglect:

Little Stars Preschool and Development Center maintains a childcare program that ensures all steps will be taken to protect children from abuse and/or neglect. All staff members in accordance with the Commonwealth of Kentucky's regulation KRS 620.030 will report any and all suspected child abuse and/or neglect as required by said regulation.

#### Snow Closure:

Many factors are taken into consideration when deciding to close schools but the safety of students and staff are the number one consideration. Little Stars has partnered with WHAS 11 News and WDRB.

Please watch or listen for delays for full closings. Little Stars will also post information on their Facebook page.