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# Parent Handbook

## Policies and Procedures



## TABLE OF CONTENTS

ADMITTANCE POLICY .....	5
WAITING LIST .....	5
CHILDCARE PHILOSOPHY .....	5
COMMUNICATION .....	6
ENROLLMENT POLICY .....	6
TUITION/PAYMENT PROCEDURES .....	7
REGISTRATION FEE/LATE FEES .....	7
NSF CHECKS .....	7
HOURS OF OPERATION .....	8
ARRIVALS and DEPARTURES .....	8
ABSENCES .....	8
CLOSED HOLIDAYS .....	9
SCHOOL CLOSING .....	9
CLOTHING/ATTIRE .....	10
PERSONAL BELONGINGS .....	10
SUPPLIES .....	10
DAILY SCHEDULE .....	10
MEALS .....	11
CLEANLINESS/HYGIENE .....	11
DIAPERING .....	12
TOILET TRAINING .....	12
NAPS/QUIET TIME .....	12
EXPERIENCE CURRICULUM .....	13
BIRTHDAY PARTIES .....	14
INDOOR/OUTDOOR SAFETY .....	15
INDOOR SAFETY .....	15
OUTDOOR SAFETY .....	15
SUPERVISION .....	15

ACCIDENTS .....	16
BEHAVIOR .....	16
POLICY .....	16
BITING POLICY FOR TODDLERS .....	17
BITING POLICY FOR PRESCHOOLERS .....	18
HEALTH AND SAFETY .....	19
ANNUAL PHYSICAL EXAM .....	19
ALLERGIES AND PRE EXISTING CONDITIONS .....	19
SICK CHILD/ COMMUNICABLE DISEASE POLICY.....	19
MEDICATIONS .....	20
MEDICAL EMERGENCIES .....	21
SUSPECT CHILD ABUSE .....	21
TERMINATION POLICY .....	22
TAX INFORMATION .....	22
REVISIONS TO THE HANDBOOK/CONTRACT .....	22
<b>LETTER OF INTENT FOR LITTLE HELPERS CHILDCARE .....</b>	<b>23</b>
SOCIAL MEDIA POLICY .....	24
<b>ACKNOWLEDGEMENT .....</b>	<b>25</b>

**Dear Parents and Guardians!**



**Welcome to Little Helpers Childcare where your child has their first educational experience.**

**We are excited to be a part of you and your child's life. It is our privilege to explore a new world with your child through our enriched curriculum while providing a welcoming, safe and friendly environment.**

**At Little Helpers we believe every child is unique and we will ensure to nurture and develop those special skills.**

**Each of our age groups will focus on the milestones our students will achieve with a much more student-based curriculum where our children learn and grow at their own pace mentoring and challenging each other. Your child may develop language, math, or writing skills at a higher rate than their age indicates. In our classes, your child will continuously be challenged at the rate they naturally learn and ready to enter kindergarten prepared and excited for the journey that awaits them!**

**To facilitate greater understanding between parent(s)/guardians and provider, we have created this handbook covering childcare philosophies, business policies and expectations. Please read this carefully, and feel free to discuss with the Director any questions that you may have.**

**Sincerely,**

**Little Helpers Daycare Team**

## ADMITTANCE POLICY

Parents wishing to enroll their child(ren) to Little Helpers Daycare, must first schedule a tour of our facility and meet with our Director. Our school is small and close-knit therefore it is imperative that any new family accepted to our school understands and believes in our unique philosophy and environment. Communication is of the utmost importance, not only for the betterment of your child's care and education but for the school environment as well. Educators are on the same team as parents, and if the dynamics of the two groups do not flow effectively, your child will not develop to his/her potential. A meet and greet allows both parties to decide if our school is the best fit for each family individually.

## WAITING LIST

Little Helpers Childcare is a unique preschool environment. As such, admittance to our school is in high demand. If our class is at capacity, you may place your child on our waiting list, and as soon as an opening becomes available, you will be contacted. Siblings of current students will be given priority. To be placed on the list, simply fill in the Letter of Intent located on the last page of this handbook. When enrollment is offered to an applicant, we require a decision within 48 hours. If enrollment is not accepted, the applicant will be removed from the waiting list. If at a later date, it is decided that the child should be put back on the waiting list, a new Letter of Intent must be completed, and the applicant will be placed on the waiting list based on the date recorded on this new form.

## CHILDCARE PHILOSOPHY

Little Helper's mission is to always provide safe and loving childcare. Our goal is to provide a safe, clean, loving, and quality educational preschool program for children ages 2 and a half to 5 years. We intend to fulfill this mission by giving extra effort to the basic fundamentals in preparation for formal schooling while providing a nurturing, safe, unique, and creative environment for children to grow and explore. We ensure that close personal attention to each child is essential to provide a quality experience for all children. Furthermore, Little Helpers will provide 21st-century educational tools along with traditional tools to prepare children to enter the school system with full knowledge of all the information sources. By having open communication between parents and caregivers, we will create a more cooperative and hands-on approach to education.

## COMMUNICATION

Good communication between parents and providers is essential to any childcare program. When a new family joins our class, it is imperative we communicate openly about any concerns or questions that may arise, as well as share a similar childcare philosophy.

Little Helpers partners with Brightwheel, a communication platform available for all parents enrolled in our center. Once the enrollment process is complete, the parent/guardian will receive

an invitation to download a free application on the phone. *Brightwheel is a wonderful tool where parental notifications will be made daily. Parents will find daily or weekly reports, pictures, videos, health records, and be notified for any injuries and illnesses.* It is a place where you can message the teacher throughout the day, however, please be advised teacher will not always be available to answer immediately. Moreover, online payment is available through the platform.

We welcome questions, feedback, or discussions of any kind that are oriented toward a positive outcome for your child(ren). Sensitive issues will be discussed in private, outside of regular childcare hours.

To further facilitate communication between parents and providers, a monthly Newsletter will be provided to you. These items will explain some of the activities and happenings within our classroom, the current curriculum topics, upcoming events, closures, or any other pertinent, fun information that may be of interest to our families.

## ENROLLMENT POLICY

There are several forms that we must have completed and, in our possession, before we can assume the responsibility of caring for your child. NO EXCEPTIONS. This is required by the state and if children's files are incomplete, it can cause us to lose our license. All forms must be updated every year, sometimes sooner, according to need. The forms are as follows:

- Signed Contract and Rate Agreement
- Emergency Medical Authorization Form
- Child's Health Record (will need to be filled out by a physician)
- Enrollment Form
- Sunscreen/Field trip Permission Slip
- Media Use Form
- Pick-Up Authorization Form
- Allergy and Food Preference Form
- Immunization Form

You are required to keep me informed of any change in addresses, telephone numbers, and other pertinent information listed on any/ all of the above forms. If you have any questions regarding the completion of these forms, please feel free to ask. I am a facility that accepts non-immunized children, but due to confidentiality constraints, will not disclose who has or has not immunized.

## TUITION/PAYMENT PROCEDURES

Your specific rates will be outlined in your Contract and Rate Agreement. Tuition is payable in advance and is due no later than drop-off time on the first contracted care day of each week. We do not deduct for days your child(ren) is sick, vacations, days just taken off, or school closing. The weekly rate is a flat fee and is due each week. Before and after school children will pay fulltime rates on school breaks and vacations. Payment may be in the form of cash or check (please make check payable to: Little Helpers), as long as no checks are returned to me for non-payment. There

will be a late fee of \$10 for each day that payments are not received. Repeated late payments may be grounds for termination. Failure to make a payment will cause an interruption with service and possible termination.

## REGISTRATION FEE/LATE FEES

There is a non-refundable registration fee of \$100 is due upon enrollment.

This contract may be terminated at any time, for any reason by either party with proper notice. Proper notice will consist of written or verbal notice to the provider not less than two weeks prior to the child's last day of care. If you choose to terminate care with less than proper notice, you agree to forfeit the entire deposit.

If at any time, after consultation with the parent or guardian, I feel that you or your child pose a safety risk to any of the children in my care, we will give you as much written notice as possible that care is terminated. This action will be reserved for extreme cases only, and we will first attempt to resolve any issues with you before resorting to termination of care. Under these conditions, forfeiture of the deposit will be at our discretion.

A late fee of \$10/per child/per first 10 minutes and \$2 per any additional minute of pick-ups outside of the contracted hours, will be charged. Late fees will be added to your account and must be paid with the following week's tuition. This will be strictly enforced, and habitual tardiness may result in termination of services. If a parent or other pre-authorized person cannot be reached after closing and your child remains at our school longer than 2 hours past closing, the local county Department of Social Services or police will be called.

## NSF CHECKS

If a check is returned for non-sufficient funds, you will be required to pay all fees that are incurred because of the returned check and subject to a \$35.00 service charge. Childcare services will be immediately halted until full payment of tuition and NSF charges has been made, in CASH. In addition, we will only accept cash or credit card payment from that point forward.

## HOURS OF OPERATION

Normal hours of operation are Monday through Friday from 7:00a.m. – 6:00p.m.



## ARRIVALS and DEPARTURES

It is normal for some children to have difficulty separating from parents, or cry when dropping off. Please make your drop off brief as the longer you prolong the departure, the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all that is needed. In our experience, children are nearly always quick to get involved in play or activities as soon as parents are gone.

Children **MUST** be in the facility by 9:00 AM. Once the circle time starts, teachers have the right not to open the door until circle time is concluded, to prevent interruptions. Parents and children will have to wait outside until the completion of the morning message to enter.

Children who have doctor's appointment may come later however no later than 11:00 AM. Parents need to inform teachers before the appointment of the late arrival. Children will not be able to return to school later to avoid interruption of nap/quiet time.

Our normal procedure is to release the child only to his/her parents, or someone else the parents designate. If someone other than the parent is to pick up the child, please notify us ahead of time. A verbal notice is fine on that day, if this person is on the list of people who are authorized to pick up your child. If the person is **NOT** on that list, we **MUST** have written permission to release your child. Our staff will not release your child to anyone who's not on the authorization list.

In the event, your child has not been picked up at the dismissal time, we will take all the attempts to contact you or anyone from the emergency list. Your child will be at our care until picked up from a person authorized to do so.

## ABSENCES

There will be no refunds or adjustments made for days missed due to illness, holiday closure, or days off. A place has been reserved for each child that cannot be filled on a short-term basis, so it is necessary for you to pay for all days scheduled regardless of your child's attendance.



## CLOSED HOLIDAYS

The following is a list of the paid holidays that Little Helpers will be closed for the following:

- President's Day
- Good Friday
- Memorial Day
- Juneteenth
- 4th of July (2024)
- Labor Day
- Thanksgiving Day
- The Friday after Thanksgiving Day
- December 24th-January 1st



## EMERGENCY SCHOOL CLOSING

In the event of the Mayor declaring a city emergency (blizzard, hurricane etc.), Little Helpers will follow public school closing protocol.

There will be effective communication between parents/guardians and Little Helpers staff if an emergency closing occurs. The communication will include phone call, email, text message and announcement on our website and Facebook page.

## CLOTHING/ATTIRE

Children should arrive dressed for play. We like to have fun! Having fun involves outdoor play and lots of messy activities, so make sure that your child is dressed appropriately. Clothing should be comfortable and seasonally appropriate for outdoor play. Make sure to include hats, mittens, boots, and coats for cold weather. You will be expected to provide an extra change of clothing for your child. Accidents will happen, and it is always helpful that when they do, there is clothing that we can change your child into. Please refrain from putting flip-flops, open-toe shoes, or hair beads in the hair, due to these being safety hazards.



## PERSONAL BELONGINGS

All personal belongings must be labeled. Every child will have a cubby with his/her name on it where parents will keep extra clothes and other personal items. Your child can bring a toy only for a show and tell day. Please do not bring any toys with small parts that may cause a choking hazard. If you want to bring a favorite sleepy toy for naptime, please note that they will only be able to bring it out for naptime. All personal items must be clearly labeled with the child's name.

## SUPPLIES

You are responsible for supplying diapers/pull-ups, a full change of clothing (including socks and underwear) appropriate for the weather, and any other supplies that your child may need. You may bring a whole package of diapers/pull-ups to be stored here and we will let you know when your supply runs low. Good clothing is not recommended. Soiled clothing will be sent home, and a clean change of clothes should be brought back the next day. If there is a special occasion that calls for special clothing (a visit or party right after childcare or a trip to the photographer), please send the special clothing with your child and we will help them clean up and get dressed prior to your arrival. You will be required to bring bathing suits to be left here at the childcare home in the summer. We will request certain items for different times of the year, such as boots or snowsuits. All items need to be labeled with your child's initials. You must always maintain these items. Failure to do so is grounds for termination. Please keep in mind that if you do not bring a needed item, it may prevent all the children from going outside. If it becomes necessary for me to purchase supplies and/or requested items for your child(ren), you will be billed on your next payment due date.

## DAILY SCHEDULE

Young children enjoy a structured schedule that allows for flexibility. A schedule helps the day to flow more smoothly, allows the children to anticipate coming events, and aids in achieving a variety of goals. Our Experience curriculum is filled with fun and age appropriate activities that learn through play. We will adhere to our written schedule (see Daily Schedule) to the best of our ability, keeping in mind that anything can happen when children are involved. There will be times when we have to make adjustments to the schedule. We appreciate families considering our schedule when picking up or dropping off their children. It is better if arrivals and departures do not occur during quiet time, but when they do, please take note of the fact that children may be sleeping. Come and go as quietly and quickly as possible. Children who arrive during quiet time will be expected to rest or play quietly until the rest period is over.

Our normal daily schedule does not include any trips and any field trips planned will be given with written consent, several weeks in advance.

## MEALS.

Meals are provided by Little Helpers. A menu will be sent home at the beginning of each month. If you have a picky eater, you are more than welcome to provide food for them. We will serve breakfast, lunch, and snack. Breakfast and lunch is 30 minutes while snack time will be 15 minutes. All children will eat together to chat and socialize.

## CLEANLINESS/HYGIENE

We do our best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals and after toileting. We use paper towels for drying hands, so children do not have to use the same towel. If parents provide a toothbrush and toothpaste, teeth will be brushed, as well. Staff wash their hands frequently and use antibacterial gel. Washable cots are used for naptime. Each child has a separate nap cot with blankets and pillows that are washed weekly (unless soiled, then they are washed as often as necessary) and cots are wiped with bleach water.

Children use separate cups, plates, bowls and eating utensils. Labeled water bottles are provided, and washed frequently, for your child to drink from throughout the day, whenever they choose. Children will also be provided with the use of a cubby, for their personal belongings to be kept. This maintains healthy sanitary conditions, while also providing the benefit of personal space for each child.

## DIAPERING

All diapering supplies are provided by parents/guardians. They have to be labeled to avoid confusion and will be stored at the changing table. Diaper change will take place at the designated place and will occur in a sanitary and safe manner for the child's privacy. Staff must wear gloves during the diaper change and dispose of the soiled diaper immediately.

## TOILET TRAINING

Toilet training will be done in a relaxed manner with the cooperation of the family. Thirty months of age is a good rule of thumb to start checking for signs of readiness, however we will help with the process whenever the child and family are ready. Toilet training should begin until the child is old enough to have independent urges. Toilets in the facility are design for children only. Teachers use the 'adult' bathroom.

I did it!



## NAPS/QUIET TIME

There will be a designated nap/rest time each day. All children must either nap or rest quietly during this period. Parents/guardians bring a sheet and blanket on Monday. Daycare staff will pack it on Friday for you to wash. Any nap blanket or stuffed toy can only accompany child during the nap.

## EXPERIENCE CURRICULUM

Our number one priority is for the child to love Little Helpers Childcare.

We know that in most cases, we are your child's first experience away from home. Home is a safe, fun place when our daycare center should just be an extension of this. If it is not fun, safe, and nurturing, your child will associate with school negatively, and fail to thrive and grow to their potential. At Little Helpers, we make learning fun. If your child wants to color, why not color an Elmo page for E? If your child wants to play on the computer, why not play a Hooked On Phonics® game, or Reader Rabbit? When playing tag, why can't we call out letter sounds to unfreeze? A strategically planned curriculum creates easy avenues for your child to learn without

a negative association. We set the foundation for a positive school experience that they will take with them through the rest of their education.

Little Helpers Childcare has two unique age groups:

- **Tadpoles** (2.5 - 3 years)
- **Frogs** (4 years-5 years) Kindergarten preparation

Each of our three age groups focus on different social, emotional, and cognitive milestones. Our experienced teachers focus on:

- Large and motor skills,
- Creative arts,
- Music,
- Movement,
- Problem solving,
- Appropriate behavior patterns
- Environmental awareness
- Math/Science
- Language Development
- Literature
- Dramatic play
- Problem Solving
- Emotional and Social Competence
- Health education
- Bringing awareness about diversity of the world

Our children can learn and acquire so many skills through strategically planned curriculum and hands-on experience. Our students look forward to our programs and will miss school on days off. Please note: the following is a list of skills our students acquire before entering Kindergarten from our facility.

1. Recognizes, states, and properly writes all 26 letters (lower & uppercase) of the alphabet.
2. Phonetically sounds out all 26 letters of the alphabet.
3. Recognizes, states, spell and properly writes his/her first & last name (using lower & uppercase letters).
4. Recognizes planets in Solar System
5. Recognizes and states phone number and address.
6. Recognizes, count and write numbers from 1-20, forwards and backwards.
7. Can do simple addition and subtraction.
8. Can recite the days of the week & months of the year.
9. Can say the Pledge of Allegiance.
10. Is independently able to dress himself/herself (with the exception of tying shoes).
11. Is potty trained.
12. Is socially able to interact in a group setting.



13. Feels confident when speaking in front of a small group.
14. Able to jump, hop, skip, climb, & walk backwards.
15. Can cut, glue, and color independently.
16. Able to follow 3 sentence instructions.
17. Can sit quietly during story/group time.
18. Knows how to stand in a line.
19. Knows a large assortment of animal sounds.
20. Can categorize where an object belongs.

Those skills and many more our students will have when entering Kindergarten. Everyday parents/guardians will receive a Daily Letter, a basic synopsis of your child's day. We encourage you to discuss with your child what things he or she learned during the day. This not only opens communication between you and your child, but will also help your child recall activities, a valuable skill needed in formal schooling.

## BIRTHDAY PARTIES

Birthdays are a special time, and we like to celebrate them! On your child's special day, we will have a small party and recognize the milestone they have achieved. Feel free to send treats, such as cookies or cupcakes. Please remember we are a nut free facility.



## INDOOR/OUTDOOR SAFETY

### INDOOR SAFETY:

- All the classrooms, toys, equipment will be sanitized daily
- All teachers at the center have current CPR certification.
- First aid kits are available at designated location at any time but out of reach of children.
- A diagrammed evacuation plan is posted near the exits in each classroom.
- An emergency light is available at all times.
- All classrooms are monitored with the security camera system.

### OUTDOOR SAFETY:

Outdoor playground safety is maintained at all times and inspected by staff members daily and include but is not limited to:

- Safety lock of both gates
- Any sharp and dangerous objects that may cause any kind of injury
- Any animal/animal waste, trash/garbage
- Presence of dangerous animals, insects' nest
- Presence of poisonous plants
- Presence of unauthorized person(s)

Safety rules and behavior on the playground is revised routinely if all students in order to make sure children can use the outdoor time safely. Please make sure that your child is appropriately dressed (see Clothing/Attire section) for outdoor play at all times.

## SUPERVISION

As per the Little Helpers Childcare policy and state requirement, no child shall be unsupervised at any time, regardless of circumstances. Children must be always escorted to and from the bathroom located outside of the classroom.

Camera surveillance system ensures all classrooms and premises are always supervised. During the dismissal, staff members ensure no child is left behind.

All exit doors must be locked at all times. Parents/guardians and guests can only enter the building using the front door equipped with a camera ring bell.

## ACCIDENTS

An accident report will be written up the same day it occurred for any minor accident involving a child. A member of daycare staff will use a First Aid kit and/or ice pack to take care of splinters, bruises, bumps. Any injuries from the neck up will prompt a phone call to the parent/guardian.

In case of a medical emergency a staff member will assess the child by asking how he/she feels and will be inspected for injuries.

If the child is unconscious, he/she will be inspected gently and moved only if in imminent danger of further injury

911 and parents/guardians will be called immediately in case of the injury. Injured child will not be informed about the injury but calmly reassured that everything will be fine.

In case of a dental emergency, staff members will rinse the child mouth with water and use floss if necessary.

All staff members will always wear gloves and face mask/shield.

## BEHAVIOR

The behavior and discipline policy used for Little Helpers Childcare to ensure safety of the children and the staff. We will use a consistent, positive and respectful method of managing children's behavior. Methods used will be appropriate with child age and emotional developmental level. All staff and volunteers will be familiarized and trained with policies used at our daycare to promote positive behavior and discipline.

## POLICY

- **Review** behaviors expected at our childcare center. In the friendly and caring manner, we will introduce children to all the rules in the classroom. We will explain the behavioral expectation, class task and interaction towards children appropriate to the age group.
- **Educate** children about expected positive behavior models. Using various educational materials, we will show examples of good and bad behavior. Teacher and children will reflect on how they can implement it in the classroom and at home.
- **Remind** children about the consequences of poor choices. Teachers and staff will use positive strategies to resolve classroom conflicts and helping children find the solution and redirect into a different activity.
- **Remove** from the area, situation that impacted the negative behavior. Give the child time to calm down.



- **Reward** by verbal recognition of the positive behavior. It will stimulate children to develop the sense of self-respect and encourage them engage.
- **Ensure** parents/guardians are aware of the misbehaviors their children are exhibiting and all the techniques that were used by the teacher to resolve the issue.

***Under NO CIRCUMSTANCES will there be any spanking, physical abuse, verbal abuse, name-calling or isolation used. Neither food nor sleep will ever be withheld from children as a means of punishment.***

## BITING POLICY FOR TODDLERS

Biting is unfortunately not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to

staff. This biting policy has been developed with both ideas in mind. As a day care, we

understand that biting, unfortunately, is a part of a day



care setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

When Biting Does Occur:

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is
2. broken, the bite is covered with a bandage.
3. Parents are notified.
4. The "Injury Occurring at School" form is filled out documenting the incident.

For the child that bit:

1. The teacher will firmly tell the child "NO! DO NOT BITE!"
2. The child will be seated for a reflection period, which is no longer than the child's age (one year
3. old, one minute).
4. The parents are notified.

5. The "Parent Contact Form" is filled out documenting the incident.

When Biting Continues:

1. The child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the
3. child to bite (teething, communication, frustration, etc.) The administrative staff 4. may also observe the child if the classroom staff is unable to determine the cause.
5. The child will be given positive attention and approval for positive behavior.

When biting becomes excessive:

1. If a child inflicts 3 bites in a one-week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If the child again inflicts 3 bites in a one-week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for 2 business days.
3. If a child once again inflicts 3 bites in a one-week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, that is grounds for expulsion.

If a child, who has been through steps 1 and/or 2, goes 3 weeks (15 business days) without biting, we will go back to step one if the child bites again.

If a child bites twice in a 4-hour period, the child will be required to be picked up from day care for the remainder of the day. This will not count towards the 2-day suspension.

## BITING POLICY FOR PRESCHOOLERS

Biting in the Tadpoles and Frogs classrooms is neither allowed nor tolerated since children are mature enough to understand the concept of biting a friend. Biting in preschool may result in termination.

## HEALTH AND SAFETY

### ANNUAL PHYSICAL EXAM

Prior to the enrollment of your child, a complete yearly physical exam is required . (For your convenience we have enclosed a copy of the form.)

All children attending Little Helpers Childcare are required to have the immunization up to date. The copy of the immunization record must be included with the enrollment package.

### ALLERGIES AND PRE-EXISTING CONDITIONS

All allergies and pre-existing conditions like asthma must be communicated with our childcare center before your child attends it. That includes any specific medications (EP Pen), care plan, doctors instructions.

Little Helpers Childcare has a right to follow up with parents/guardians and physicians in regards of the medical condition. All the gathered information is confidential and are strictly for the safety and well-being of the child.

### SICK CHILD/ MANAGEMENT OF COMMUNICABLE DISEASES:

If your child exhibits any of the following symptoms, the child should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and the parents will be called to take the child home.

Symptoms requiring removal of child from daycare:

- ✓ Severe pain or discomfort
- ✓ Acute diarrhea
- ✓ Episodes of acute vomiting
- ✓ Elevated Temporal artery temperature of 100.5 degrees Fahrenheit
- ✓ Lethargy
- ✓ Severe coughing
- ✓ Yellow eyes or jaundiced skin
- ✓ Red eyes with discharge
- ✓ Infected, untreated skin patches
- ✓ Difficult or rapid breathing
- ✓ Skin rashes in conjunction with fever or behavior changes
- ✓ Skin lesions that are weeping or bleeding
- ✓ Mouth sores with drooling
- ✓ Stiff neck

Under no circumstances may a parent/guardian bring a sick child to day care, if the child shows any signs of illness (see SYMPTOMS REQUIRING REMOVAL OF CHILD FROM CHILD CARE), or is unable to participate in the normal routine and regular day care program. Every effort is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices (see Cleanliness and Hygiene).

Once the child is symptom-free for 24hrs or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center unless contraindicated by local health department.

## EXCLUDABLE COMMUNICABLE DISEASES

A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the child/staff presents no risk to himself/herself or others.

Note: if a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required.

If a child is exposed to any excludable disease at the center, parents will be notified in writing.

## COMMUNICABLE DISEASE REPORTING GUIDELINES

Some excluded communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases can be found at:

**[http://www.nj.gov/health/cd/documents/reportable\\_disease\\_magnet.pdf](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf)**

## MEDICATIONS

No over-the-counter medication (fever, allergy) will be administered by teachers or daycare staff.

Medication prescribed by the doctor must come in the original package with a doctor's note and instructions. Additional forms must be filled out in the daycare.

## MEDICAL EMERGENCIES

Minor bumps and scratches are inevitable, but we make every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted as soon as possible. If necessary, your child will be taken to the nearest hospital where you will be asked to meet us. If you are not going to be at your usual place of employment, or at home, please make sure that we have a number where you can be reached.

Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required. The owner of Little Helpers Childcare, or her family will not be held liable for any sickness or injury of either parent/guardian or child while on these premises, or while the child is in the company of the provider during field trips or outings.

## SUSPECT CHILD ABUSE

As a licensed daycare facility, we are required to report all suspicions of child abuse to our local police department or child protection agency.

## TERMINATION POLICY

We reserve the right to terminate for the following reasons (but not limited to):

- Failure to pay
- Failure to complete the required forms
- Lack of parental cooperation
- Physical or verbal abuse of any person or property
- Our inability to meet the child's needs
- Lack of compliance with handbook regulations
- Serious illness of child or provider



We appreciate as much advance notice as possible when terminating. Parents are required to give two weeks' written notice when they decide to terminate childcare. The two weeks will be paid in full, regardless of whether or not the child is in attendance.

We will give two weeks' written notice of termination for which full tuition is due, whether or not the child is in attendance. The provider reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance. In this situation, the two-week payment of tuition is still required.

## TAX INFORMATION

We will supply you with a year-end summary of all daycare fees paid during the year for tax purposes. This will be given to you in January each year or when services are terminated. You may request a statement at any time.

## REVISIONS TO THE HANDBOOK/CONTRACT

All families will sign a yearly revision to this handbook and the accompanying contract each year. We reserve the right to make changes in rates and policies, as we deem necessary. You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least two weeks' notice of changes.

**LETTER OF INTENT FOR LITTLE HELPERS CHILDCARE**

Today's Date: \_\_\_\_\_

**WAITING LIST**

Students will be considered for admission on a first-come, first serve based on the date of the Letter of Intent. The child will stay on the waitlist until admitted to our school or upon the parent declining the position for the child.

I hereby state my preference to waitlist my child(ren) on the Little Helpers Childcare waiting list. Child(ren)'s name(s) and age are to be listed below. I understand before the final acceptance of my child(ren)'s enrollment, I will schedule a tour of the facility and interview with the Director.

Name of Child	Date of Birth	Current Age	Date Wishing to Enroll On

Signed \_\_\_\_\_ Date: \_\_\_\_\_ / /

Phone # \_\_\_\_\_ Email \_\_\_\_\_

## Social Media Policy

Little Helper's main concern is the safety and wellbeing of our children. Below you will find what is acceptable when posting on social media and what sites Little Helpers is affiliated with.

Our center uses the following social media/networking and/or other websites.

- ✓ Facebook – Little Helpers
- ✓ Instagram - \_littlehelpers
- ✓ Childcare Website – [www.thelittlehelpers.net](http://www.thelittlehelpers.net)

Parent	Staff	
<b>X</b>	<b>X</b>	Posting of photographs or videos of children, other than your own, is prohibited including, but not limited to photographs or videos of children obtained through handheld devices, computers, video monitoring systems, childcare monitoring apps, or any other electronic device or transmission.
<b>X</b>	<b>X</b>	Any breaches of the center's Policy on the Use of Technology and social media identified must be promptly reported to the Director.
	<b>X</b>	General center information/updates may be posted with prior approval from the director
<b>X</b>	<b>X</b>	Posting of private or sensitive company, staff or prior staff, and/or enrolled or previously children/family information is prohibited.
<b>X</b>	<b>X</b>	Maintain professional boundaries in the use of electronic media. Social Networking/Media parent/staff relationships are limited to center sites and approved devices only.
<b>X</b>	<b>X</b>	Staff/parent communication is limited to center sites only.
	<b>X</b>	Use of social media/networking and/or other websites is prohibited when supervising children.
<b>X</b>	<b>X</b>	Vulgar or abusive language, disparaging remarks and/or references of a disparaging manner, personal attacks of any kind, or offensive terms targeting individuals or groups is prohibited.
<b>X</b>	<b>X</b>	Posts that may reveal the center's current, off-site location are prohibited
<b>X</b>	<b>X</b>	Can share and tag Little Helpers flyers, community events, promotions regarding enrollment, and hiring staff



## ACKNOWLEDGEMENT

I acknowledge that I must read and understand the contents of Little Helper's Childcare Parent Handbook. Little Helpers Childcare admits children to programs on a space-available basis, without regard to race, religion, creed, color, national origin, or sex.

I also understand that the policies and procedures stated within the Parent Handbook are guidelines, are presented as a matter of information only, and are not to be construed as a contract between Little Helpers and the recipient of this Parent Handbook. I also understand that Little Helpers Childcare, in its sole discretion, may change, alter, modify, amend, or rescind any of its policies and procedures stated in the Parent Handbook from time to time without prior notice.

I have received and read this Acknowledgment of Receipt, know, and understand its contents, and sign the same of my own free will.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_