

Lit'l Fries Learning Center
Parent's handbook



Welcome to Lit'I Fries Learning Center!!

Dear Parents and Guardians,

Welcome to Lit'I Fries Learning Center. It is our vision to provide your child with a happy environment and safe yet fun early-childhood development program.

Our philosophy of child care is to provide an environment for your child that includes:

- A facility where learning happens as a result of fun activities
- Encouraging socialization as well as independent playing
- Helping the children relate to others
- Giving them the opportunity to learn through play

Our philosophy of child care is to provide for the parents/guardians:

- Open and honest communication regarding your child
- Up to date information regarding your child's activities
- An attitude of teamwork in areas relating to your child's development

Our goals in caring for your child are:

- Becoming familiar with your child's interests, strengths and challenges.
- Introducing your child to art, music, Pre-math, social self, and Pre-reading activities as your child shows interest.
- Working with your child to develop their physical performance, their motor skills and to stimulate their minds through interactive activities.
- Go above and beyond minimum standards to provide quality care for all children enrolled.

Lit'I Fries Learning Center opened in 1985 and is continued to be family owned and operated. We want to provide an educational center that also provides a home like feel.

THANK YOU for choosing Lit' I Fries Learning Center for your childcare needs. As a team, we can work together to provide a safe, fun environment for your child.

Brenda Larcom

Director

Owner

Lit'l Fries Learning Center

Family Orientation Form

- Toured the facility
- Met all teaching staff
- Parent visit with classroom teacher
- Overview of parent handbook
- Policy on arrival and late arrival and the importance on a consistent arrival and pick up time for the child.
- Health check upon arrival, if parent is dropping off child and child becomes ill or has rash etc. Child will not be allowed to stay.
- Explained tuition late fees and payment schedule.
- Explained the importance of uses limited technology for better communication between children and families
- Option to come for a short visit with teacher and child interaction for assurance and comfort for the family.
- Explained the participation of the quality rating system known as Texas Rising Star which is a way for the staff and facility to go above and beyond minimum standards.
- Explained the importance of communication with child care services (CCS) and available for any assistance needed regarding the program.
- Explained resources the facility is aware of that is available to the public for any type of assistance the family may need
- Explained CACFP guidelines
- Discussed procedures of any policy changes to our handbook, staff, meals, or any change that occurs throughout the school year pertaining to our business, curriculum, or staffing.
- We do not take any field trips, nor have afterschool care, so we will not transport or pick up children anywhere.
- In the event there is a change in policy or there is an upcoming event that needs to be announced, written notice will be given in advance and provided to parents.
- Discussed procedures for breast feeding and providing breast milk.

_____ has explained all of the policies and procedures regarding Lit'l Fries Learning Center in the Orientation given on _____ to myself
_____.

Parent's signature _____ Date _____

Learning Center Hours of Operation

Lit'l Fries Learning Center will be open Monday thru Friday from 6:30am – 6:00pm

Enrollment Procedures

Before accepting a child for care, we must have the parent's complete, sign, and return the following forms.

- Parent and Childcare Provider Agreement Form
- Admission Information Form
- Authorization To Dispense Medication
- Parent Handbook Acknowledgment Statement signed
- Discipline and Guidance Policy signed
- Current Immunization records **MUST** be provided upon enrollment
- Health Statement Form.
- Permission for Photos/ video form
- Tuition Contract Form
- Allergy if any

Updating Paperwork

If in the event any personal information needs to be updated in your child's file such as pick up list, address changes or phone number changes, please see director.

Childcare Tuition Rate and Supply Fees

A yearly supply fee of \$50 per child is charged and is non-refundable.

Every September that supply fee is due, you will also be given a supply list per child.

Current Rates

- 0-12months is \$170.00 per week
- 12months to 3yr is \$160.00 a week
- 3-5 years (potty trained) \$150.00 per week
- Part time for 0-12 months is \$40 per day for two or three days per week
- Part time for 24 months and up is \$35 per day
- Discounts for siblings is \$25 OFF family total

Payment of Tuition

Tuition is due at drop-off on Monday, and is considered late if not received by close of business Tuesday. A late fee of \$25 a DAY (including weekends) will be incurred until tuition is received. If tuition is more than a week behind your child will be dropped from enrollment.

- Payment for childcare should be made regardless of Center closures due to vacation days, sickness, family vacations or absences for any reason in order to assure the child's position. This includes both full time and part time care
- In the event we are closed on a Monday and Tuesday, tuition for that week is due that prior Friday. You are welcome to write a postdated check that we will hold until the Monday when the tuition is due.

SUPPLY LIST

In addition to your **YEARLY** supply fee. We are **REQUIRING** school supplies be purchased based on your child's classroom needs. See attached list handed out each year in August.

OVERTIME CHARGES

If your child is not picked up by the 6:00 p.m. close of business, you are subject to a late fee of \$25 dollars per occurrence. Anything after 30 minutes another \$25 will be added to the late charges. We do understand that problems arise and are more than willing to accommodate to the best of our ability. Please call and inform us of any issue as soon as possible to avoid any issues.

RETURN CHECK POLICY

All returned checks will be charged a \$35.00 fee as well as over draft fees that may accrue in providers account. (Proof will be given) We will be no longer be able accept checks for payment.

RESERVING AN OPENING FOR YOUR CHILD

Parents desiring to reserve an opening for a child must provide a one week NON - REFUNDABLE deposit at the time of registration which will hold your child's spot and also go towards your child's first weeks tuition.

TERMINATION OF SERVICES

Parents must give two weeks notice prior to withdrawing their child from the program. If tuition is not paid and your child does not attend, we will assume that your child has withdrawn from the program and the vacancy will be filled. If you pay for the full and have given a two week notice you will get a refund for the proper notice. But if a two week notice isn't given a refund will NOT be given, this is only in the event you pay monthly. Most problems concerning childcare, both from the parents and our viewpoints can usually be resolved. However, if a mutual solution cannot be reached, I reserve the right to terminate my services at any given time.

VACATION AND HOLIDAYS

It is our desire to provide the best possible childcare. To accomplish this, we must remain in good health both physically and emotionally. Holiday schedules and vacation days will be given to you in your handbook. Some days previously given on the yearly list are subject to change with a months notice. We will also send out reminder notices about a month in advance.

The following holidays will be observed as paid holidays for the center:

- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving and the day after
- December 23,24,25,26 (dates are subject to change depending on how holiday falls)
- New Year's Eve and New Year's Day
- Once a year teacher work day in August

If a holiday falls on a weekend, we will be closed on the Friday before or the Monday after the holiday unless other notice is given. We will notify you in advance in these situations.

Curriculum goals

All classes are required to follow age appropriate lesson plans for the children. We focus on teaching the children based on their own individual needs in small group time.

All Classrooms follow the Creative Curriculum. We use planned and intentional activities based on early learning and pre k guidelines. We plan on all the domains in the pre k guidelines except for the technology domain because we believe children get that opportunity outside of the classroom. We want to focus on domains they may not get outside of the classroom.

Physical Activity and “Screen Time” Policy

We have planned physical activities daily and go outside weather permitting at least twice a day.

We follow licensing standards for “screen time” which says no more than two hours a day for children two and up. We only allow “screen time” that is related to the classes lesson plan and must be educational.

Child Pickup/Drop-off and Delivery Policy

A sign in/sign out sheet will be located by the front door. Please sign in and sign out every time you pick up and drop off. This also applies to anyone you might have pick the children up other than yourselves.

Please make sure that one of the staff have been notified that you have arrived to drop off your child. In the event you are going to be late, please notify the center immediately. **Late fees may be incurred if you arrive after 6pm to pick up your child unless special arrangements have been made.**

Breakfast is served from 7:00am-8:00am. Please ensure your child is here between those times to be able to eat our meals. PLEASE BE SURE YOUR CHILD IS NOT DROPPED OFF ANY LATER THAN 9:30 a.m. so that your child can participate in daily class routines. If you have an appointment for your child and he/she needs to arrive later please inform the center and bring a meal for your child if needed.

If you need to make alternate arrangements for your child to be picked up by someone other than yourself, please list those individuals on your enrollment form. They will need to provide a photo ID before your child is released into their care. You can add and remove individuals at any time.

In the event of an emergency and you need someone to pick up your child that is not listed on your enrollment form, you must call the center in advance and provide a description and first and last name of the person prior to their arrival. If this information is not provided, we cannot release the child to them. AN ID will be required.

Health Check

Lit'l Fries staff do perform a health check on children as they arrive. If child feels warm teacher will take temperature and as that parent wait for results, for this will determine if they may stay or need to leave. Staff will also look for other symptoms that may accompany fever, or vomit. Staff will also check for any rash or other abnormal markings on a child. These will be documented for further use if needed.

Supplies Provided by Parent\Guardian

Parents will need to provide diapers, wipes, labeled bottles, pacifiers and 2 changes of clothes for infants and 3 changes of clothes for children being potty trained. Parents will also need to provide any lotions, ointments, salves or balms you would like applied to your child in the original container. Also, during the summer months it gets VERY HOT, please provide sunscreen for your child in the SPF Factor of 35 or more to be applied prior to outside activities. Please ensure all things are labeled.

Each Year Parents are required to purchase supplies based on their child's age and classroom.

Naptime: Please have your child to the center before nap time begins we try and provide a quiet time for all children to rest with little disruption. Reminder that drop off needs to be done by **9:30 am unless an important event or appointment has arisen.**

Please provide your child with a labeled PLAYPEN sheet and or blanket for his/her nap mat that will be washed every Friday at the center. (Crib sheets for infants aren't allowed due to loose fitting.)

PARENT RESOURCES AND OPPORTUNITIES FOR EDUCATION CAN BE FOUND IN THE MAIN ENTRANCE OF THE CENTER.

Meals and Snacks

We participate in the Child and Adult Care Food Program allowing us to provide infant cereal, baby food, as well as table foods, juice and whole/1% milk.

Lit'l Fries Learning Center serves breakfast, lunch and afternoon snack. We serve food rich in Vitamin A and C. We offer vegetables, fruits, grains, beans, rice, dairy, poultry, beef and fish.

Weekly menus are posted for you to see what the children are eating, We do not allow any outside meals unless is a special occasion (Ex: late arrival, pizza party)

Motherhood/Parents Breast Feeding

We are a breastfeeding friendly facility. We have information and resources available for parents on breastfeeding. We will provide a quiet area for the mother to use for breastfeeding. It will be a parent's choice to pick location. The two locations are office if not occupied or infant room.

You may find out more information at www.texaslll.org

Health, Safety, and Immunizations

Emergency numbers: It is IMPERATIVE that all emergency numbers (permanent or temporary) be current on your child's registration form.

We have a separate update information form you may use for updated information that is easily accessible to add to your child's file.

Immunizations: State Law requires a physician's statement to verify overall good health and current immunizations to be submitted with enrollment paperwork. Immunizations must be maintained and current. Records for infants must be updated after each set of shots. Parents are to bring a copy after their child has had shots. If you opt for your child to not be immunized, please provide the center with a written doctors note stating that he/she is well enough to attend care.

Hearing and vision screening: It is a requirement by Child Care Licensing for children ages 4 and up to administer this screening.

Tuberculin Testing Requirements: Lit'l Fries Learning Center **Does Not** require that any staff have vaccines. This is a personal choice of the staff. This also applies to our children enrolled in our program. We do not require that our children have tuberculin vaccine.

Safety: Gang Free Zone

We are a gang-free zone where prohibited gang related activity is subject to increased penalty under Texas law.

We have posted our signs.

Illness and Exclusions Policy

Children are checked daily for visible indications of illness. Children should remain at home or will be sent home for any of the following:

- **Any illness that prevents the child from participating in routine activities including outdoor play.**
- **Illness that requires greater care than the staff can provide or is compromising the needs of the other children in the group**
- **The child's presence poses an increased risk to other children or adults with whom the child may come into contact with.**
- **During the previous 24 hours the child has had a temperature greater than 100.7 F. (Add 1 degree if taken under the arm.)**
- **Children must be fever free for 24 hours before returning to care.**
- **A doctor's note will be required for any child that returns to care prior to 24 hours of being fever free.**
- **Lethargy, abnormal breathing, mouth sores with drooling, rash with fever.**
- **Two or more vomiting episodes within 24 hours.**
- **Two or more loose, watery stools within 24 hours- the child may return when the diarrhea has subsided for 24 hours.**
- **Communicable diseases as defined by the State Department of Health (Strep, Impetigo, chicken pox, etc.)**
- **If your child has conjunctivitis (pink eye). The child may return after being treated with medication for 24 hours.**
- **If head lice is notice we will notify you the parent in a confidential way. Your child's hair must be treated before returning to the center.**

IF YOUR CHILD SHOULD BECOME ILL WHILE AT THE CENTER

- Children who develop any of the above symptoms during the day will be isolated from the other children.
- A parent or an emergency contact person will be required to pick up within the hour upon notification.
- If your child is exposed to a communicable disease, notify the staff as soon as possible. We will
- Notify parents of any children who may have been exposed to a contagious disease.

It is necessary to keep children home until they have completely recovered from their illness. Returning a child too soon increases the chances of the child becoming sick again as the immune system has been weakened. We appreciate your kindness in this matter to ensure the health and wellness for all of our children in care.

Medication

A medication form must be signed by the parent or guardian for ANY medication that comes into the center. (This includes prescription AND over the counter). Our staff cannot administer any medication without this form. Any medication brought to the center by the parents for their child must adhere to the following guidelines:

- Medication must be in original container
- Must have the child's name on the label
- Must be labeled with dosage
- Must be used only for the child to whom the medication is prescribed

Medications that are expired will not be given to the child, but will be returned to the parent or guardian.

Discipline and Guidance Policy

At Lit'l Fries Learning Center, we only use positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction that include the following:

- Praise and encouragement of good behavior
- Reminding the children of the behavior expectations daily by using clear, positive statements.
- Redirecting behavior using positive statements
- Using brief separation or time out from group, when appropriate or based on the child's age and development.

Teacher Training

Lit'l Fries requires all staff to read, become aware, and sign the same document as parent (Discipline and Guidance form), and other training is administered on Preventing and responding to abuse and neglect of children. Staff also attend other trainings that are required by TDPRS and TRS

Parent Visitation

In the event there is a change in policy or there is an upcoming event that needs to be announced, it will be announced with advanced notice and a note will be given to parents. Parents are the most important person in a child's life, so they are the child's first role model. We have an open door policy. Parents are welcome visitors at the center at all times during operating hours. We encourage parent participation and involvement in the center's special events and activities. We recommend visits be made before or after nap times, in order to avoid disturbing the other children who are resting.

If you have any concerns, complaints or feedback we welcome anything to be brought to the director so we can work together to meet your child's needs.

Challenging Behaviors

For challenging behavior, I will use redirection as much as possible. If the behavior continues I will call the parents for a conference. At this time, we will come up with a plan together on how to work best with the child. We will go over a behavior assessment form plan to do together. If after a reasonable length of time and the behavior continues after reports and communication with parents we reserve the right to terminate services. All fees and tuition will still be due for that period of time.

Parent Conferences

If you would like to schedule a parent conference with the Director or your child's teacher please notify us.

For conferences teacher will provide documentation of the child's daily, weekly, or monthly attendance, behavior, and academic level in the stage of their development according to minimum standard and rising star program.

Licensing Information

We have a copy of the Minimum Standards for child care centers as established by the state available at the center for parents/visitors to view. Inspection reports will be permanently posted, always available for viewing as well.

The local Licensing Office can be reached at 512-834-3195. The DFPS child abuse hotline is 1-800-252-5400. The DFPS website is www.dfps.state.tx.us.

Medical Emergencies

The parent of the child and EMS will be notified immediately if the child requires medical attention by a health care professional. If the parent of the child cannot be reached, we will begin calling each person on the emergency contact list until someone is reached. In the event that the parents nor the emergency contacts are unable to be reached in a medical emergency, a member of our staff will accompany the child to the medical facility until a family member arrives.

If a medical emergency is deemed by staff to be serious enough to warrant ambulatory transport/care, it will be at the financial expense of the parent/guardian or their insurance.

Fire Evacuation/Emergency Preparedness Policy

In the event of a fire, all staff and children will relocate directly across the street at 102 Vincent place, Pflugerville TX 78660. We have an emergency bag a binder with all of the children enrolled parent's contact information.

Inclement Weather

In the event we have inclement weather we will follow the PISD procedures or closings and late openings.

CONTACT INFORMATION

Please contact Brenda Larcom at 512-905-2895 if you have any questions. The direct line to the center is 512-990-8063.

PLEASE SIGN AND RETURN TO CENTER

I, _____, have been given and have read the Lit'l Fries Learning Center Parent Handbook and Policy Statements and agree to the terms and conditions.

Printed Name

Date