

# Little Cougars Child Care Center Handbook

**Contact Information Director:** Klarissa Williams

**Location:**

**Phone:**

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**Mission: To provide excellent care, ensure a safe environment, explore our creative minds and instill a sense of happiness, adventure and a heart for God.**

**Center hours:**

7:00 a.m- 5:30 pm

**Arrival/Departure:**

A sign in sheet will be available upon arrival with your child. In addition to signing your child in, you must sign your child out before departure each day. Please check your child's cubby for soiled clothes, art projects, notices, etc. If your child should need to be picked up early or arrive late, please notify the staff in advance.

**Drop off/Pick Up Routine**

A designated common area will be set aside for drop off and pick up. Sign in and sign out sheets will be accessible. A teacher will be there to greet the child each morning and walk them to their age appropriate rooms. Upon parent arrival, a teacher will assist the child to the common area for departure. Please notify staff if an unauthorized person will be picking up your child. A form will be sent home with each family to authorize 3 individuals to pick up their child.

**Cancellations and Holidays**

The daycare will be closed in recognition to the following holidays:

New Years Day, Thanksgiving Day and Friday after, Memorial Day, Christmas Break (December 24th-December 31st) Independence Day, and Labor Day

**Absent/Vacation:**

You will be required to pay the full amount even in cases of child's absence. Families will be given two weeks "vacation" in pay. One week will be when the center is closed for Christmas Break (December 24th-December 31st) and the other week will be family choice. Please notify us in advance with the dates selected.

### **Part-time:**

Part time students will be allowed as long as it is shared with another child. Shared spots must not overlap in days.

### **Cost:**

Infant Room (0-2 years) \$135/wk

Toddler Room (2-4 years) \$125/wk

### **Payment:**

Fees are due every two weeks by Friday. A bill will be sent home with the child the Monday before payment is due. A late fee will be charged if we have not received the payment by Wednesday. Late fees will be \$5-\$10 depending on the frequency. The center reserves the right to dismiss the child if payment is consistently late or not received.

### **Staff/Child Ratios:**

Infant-Two Years 1:4

Two Years 1:8

Three years & older 1:10

### **Priority Enrollment:**

Enrollment will take place during the spring. After applications have been received and reviewed, the center will enroll school families first, followed by parish families and then community families. Within each priority, it will be a first come, first serve.

### **Communication:**

Class Dojo will be utilized for communication and to share information/pictures and allow you to communicate with our teachers. Other topics of discussion will be brought up face to face between teacher to parent or through phone call.

### **Enrollment Requirements:**

A child's emergency contact form, birth certificate and immunization record must be turned into the office before starting. Please make sure the school is made known of any allergies or special health needs.

## **Behavior Management:**

Discipline shall include positive guided redirection and setting clear cut limits that enable the child to develop good self concepts, problem solving skills and self discipline. Teachers shall lead by example with positive behavior, kindness toward others and a heart for the Lord.

Examples will be given using We Do We Don't format.

Conferences will be scheduled with parents if particular disciplinary problems occur or a problem continues repeatedly. If a child's behavior consistently endangers the safety of the children around him/her, the center has the right to, after meeting with the parents and document behavior problems and interventions, terminate child care services for that particular child.

## **Items to Provide:**

Please use this checklist to ensure you pack all of your child's needs for daycare. Please label everything.

Pacifiers (2) Bottles (2)

Medications (If any) Sippy Cup (2)

Breastmilk/Formular Baby food, Oatmeal

Diapers and wipes Comfort Items (Blanket, stuffed animal) Extra Change of Clothes (Shirts, pants, underwear, socks)

## **Wellness Policy:**

The center will provide breakfast, lunch, and snacks. Students will be served a variety of fruits and vegetables and milk daily. Meals will meet the requirements for a balanced diet.

## **Illness:**

Please do not send your child to daycare if they are ill, severe cough, vomiting or fever. If a child becomes ill during the day, parents will be notified and the child must be picked up. Your child must be free of fever for 24 hours (w/o fever medication) before returning.

## **Schedule:**

### Infant Room Daily Schedule

7:00 a.m-8:00 a.m Child Arrival (Greet and floor play) 8:00-9:00 Feeding Time/Diaper Changes (Breakfast (solids), baby food, cereal, bottle)  
9:00-10:00 Quiet Time (Morning nap) 10:00-10:30 Tummy Time, toys, music play or activity  
10:30-11:00 Outside Play (weather permitting)/ Indoor play  
11:00-11:45 Feeding Time/Diaper Changes ( Lunch, cereal, baby food, bottle)  
11:45-12:30 Clean up, story time, quiet music  
12:30- 2:30 Afternoon nap  
2:30-3:30 Feeding Time/Diaper Changes (Snack, bottle, cereal)  
3:30-4:30 Outdoor/Indoor Play 4:30- 5:30 Clean up, Prepare to go home

\*Infant schedules can be adjusted as needed. Often babies may need an additional nap or bottle and we will be prepared to meet the needs as necessary.

### Toddler Room Daily Schedule

7:00-8:00 Child arrival (Greet and Free Play) 8:00-8:30 Breakfast  
8:30-9:00 Clean up, Potty/Diaper change  
9:00-10:00 Morning Circle (Story time, learning activity, dance/song)  
10:00-10:30 Outdoor Play (weather permitting)/ Indoor Play 10:30-11:00  
Potty/Diaper Change  
11:00- 11:30 Lunch  
11:30-12:00 Clean up, Potty/Change diapers, prepare for nap 12:00-2:30 Nap Time  
2:30-3:00 Potty/Diaper change, Snack  
3:00-4:00 Indoor/Outdoor play  
4:00-5:30 Potty/ Diaper change, clean up, indoor play, prepare to go home