

Little Footsteps



PARENT HANDBOOK

LITTLE FOOTSTEPS ACADEMY

At Lakewood Ranch

10920 State Road 70 East
Lakewood Ranch, FL 34202
(941) 756-6070

FEE SCHEDULE AS OF 9/09

All prices are weekly and are to be paid on Friday for the upcoming week. Fees include tuition, 2 snacks per day (am and pm), nutritious lunch, all beverages, internet camera access and supplies.

Registration Fee: \$100.00

Full Time:

6 weeks to 11 months	\$200.00
12 months to 24 months	\$185.00
2 years to 3 years	\$175.00
3 years to 4 years	\$165.00
4 years to 5 years	\$160.00

Part Time – Full Days: Tuesdays and Thursdays

6 weeks to 11 months	\$100.00
12 months to 24 months	\$ 95.00
2 years to 3 years	\$ 90.00
3 years to 4 years	\$ 85.00
4 years to 5 years	\$80.00

Part Time – Full Days: Mondays, Wednesdays and Fridays

6 weeks to 11 months	\$140.00
12 months to 24 months	\$135.00
2 years to 3 years	\$130.00
3 years to 4 years	\$125.00
4 years to 5 years	\$120.00

Drop in care is available on a daily basis. Please inquire for prices per diem.

Voluntary Pre-K Pricing:

AM VPK Class – 9:00am - 12:00pm

The following prices are in addition to the three-hour VPK funded tuition.

Full Time:	\$105.00
Mon, Wed, Fri – Full Days:	\$ 85.00
Tues, Thurs – Full Days:	\$ 65.00

***Please note that standard late fees apply.

***VPK classes follow the Manatee County Public School calendar.

***When VPK is not in session there will be a charge of \$25.00 for the day.

***For Winter Break or Spring Break there will be a charge of \$160.00 for the week.

Additional Tuition Fees and/or Miscellaneous Credits:

Registration fee is due upon enrollment for each child and is non-refundable.

Tuition not paid on Friday of the prior week will be subject to a \$25.00 late fee.

Weekly fees are due whether your child is in attendance or not by Friday prior to the upcoming week.

If your child is not picked up by closing at 6:00pm a late fee of \$5.00 per minute will be charged. This fee will be due when child is picked up or billed to the account.

There is a returned check fee of \$30.00 that will be charged if proper funds are not available.

A 10% discount will be given for multi-child enrollment. This discount will be taken off of the oldest child's tuition.

The school will be closed for the listed holidays. Tuition will be due on the Friday before the scheduled holiday or school closure.

HOLIDAYS AND SCHOOL CLOSURES

The school will be closed for the following holidays and other scheduled days:

New Year's Day
Memorial Day
Fourth of July
Labor Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve, Friday 12/24/10 school will close at 2:00pm
Christmas Day
New Years Eve, school will close at 2:00pm
(full tuition for the week will be due)

**Inclement weather (hurricanes, etc.) closings will follow the Manatee County School district.

LITTLE FOOTSTEP'S PHILOSOPHY

Little Footsteps believes in the importance of all children being given the opportunity to learn and explore in a safe, positive and nurturing environment. It is our primary goal to provide the kind of environment that will allow the children to feel secure and happy. Our program will encourage all children to become creative, independent and responsible.

It is our Vision...

- To nurture every aspect of a child's development
- To value parents and staff as partners in each child's education and care
- To provide a balanced program to meet the total needs of the child to grow developmentally: socially, emotionally, physically and cognitively
- To value a child's play experience as an avenue of learning and provide a developmentally appropriate program for all children of any race, creed, nationality or ethnic background
- To develop positive, nurturing, trusting relationships with each child and their family
- To provide a safe, stimulating, hands-on small group environment for children where they can interact with others and increase their abilities and knowledge
- To nurture the professional development of our staff in order to stay informed about current research and understanding in the early childhood field.

OUR PROGRAM

Little Footsteps employs the use of The Creative Curriculum® in our daily and weekly lesson plans. This curriculum enables teachers to be intentional about the experiences they offer, while retaining the flexibility to be responsive to the changing needs and abilities of our children. We encourage children to choose freely from a wide range of play and learning experiences, and in doing so, help them to recognize, understand and express their own emotions as well as to sympathize with the emotions of others.

Our school offers a variety of programs that include opportunities for creative self-expression. These enrichment activities are offered to the children at no additional cost. We offer Romper Rhythm: the media of dance, musical rhythms, and gross motor skills; Tumbling Tykes and Preschool PE: development of motor coordination, flexibility and balance, Discovering Spanish: introduction to basic Spanish vocabulary; Computer Lab: children will obtain a basic knowledge of computer technology through developmentally appropriate software, proper care and operation of computer and software, enhanced developmental activities through the use of media; Little Lending Library: will enhance a child's desire to read and promote early literacy, the children will engage in an interactive story time and will have the opportunity to borrow a book from school to take home and share with their friends and family; In House Field Trips: once a month the fun will come to us, some of the field trips will include: Animal Adventure, Mad Science, Marvelous Magic.

Our days are planned so that children will:

- Be safe
- Feel secure
- Receive individual attention and affection
- Develop satisfying relationships with other children and adults

Develop self-discipline
Experience successes in order to develop a positive self-image
Learn to respect the personal and property rights of others
Develop intellectual and physical skills

PARENT/CENTER COMMUNICATION

Parents and teachers need to communicate! Please feel free to talk to your child's teacher or the Director. This is a good time to share a comment or a few words with the teacher, or to arrange a later time to talk. A bulletin board is available in each classroom and at the front desk with announcements for you to view and read. Please take the time to scan the parent board regularly to keep informed of the facility's happenings and/or announcements. Weekly lesson plans will be posted in each classroom for viewing.

CONFERENCES

Parent-Teacher conferences are held if requested by parents or teachers. Conferences are a time when information concerning the child's abilities, needs and progress can be exchanged.

Since it is necessary for the teachers to devote their time during the school day to the children, we ask that you please set a conference appointment if you need to confer with a teacher at length.

ARRIVAL

Little Footsteps Academy opens each day at 6:45am. Please sign your child in at the front desk. An adult must escort all children to and from the classroom. Parents need to allow enough time to assist their children to their class and assist them in putting their belongings away. We request that children arrive by 9:00am so that they may take full advantage of the center's program. If you are running late you may call us before your arrival and we will meet you at the circular drive by the front door to escort your child to class.

DEPARTURE

Little Footsteps Academy closes at 6:30pm. Children are to be picked up by this time. Parents should sign their child out at the front desk. If you are going to be late please contact the center so that the child does not feel abandoned. If someone other than persons listed on the "Authorized Pick-Up List" is to pick up your child, a written, signed note should be given to the front desk upon arrival. Picture ID will be required.

CLOTHING

Dress your child in washable, sturdy, play clothes for school. Messy art and creative activities are planned every day and your child will want to participate. **Please send a smock or an "old" men's dress shirt labeled with your child's name for use at the school.** Children should wear closed toe shoes/tennis shoes. No flip-flops please. All children need an extra set of marked clothing left at school. Please place this set of clothing in a plastic bag with the child's name on the outside for easy storage.

TREASURES AND POSSESSIONS

Each child has their own labeled storage space for extra clothes, nap blankets and other important items. Please check your child's folder each day for artwork, notes from teachers or personal items. Children may want and need the security of something of their own in a school situation. They may bring these items, but please label everything. Things that should remain at home are guns, gum, candy and money.

BIRTHDAYS

If a birthday is to be celebrated away from school and the entire class is not invited, please mail the invitations. If the entire class is invited, please feel free to bring the invitations to school. Please be considerate of our children's feelings and comply with the above request. Children are invited to celebrate their birthdays at school. If parents choose to bring a birthday treat for the class, it must be pre-packaged. No homemade items are allowed.

HEALTH

Medical (blue and yellow forms) and emergency information forms must be on file before your child can enter school. All immunizations and physicals must be current.

We are concerned about the health of every child in our program. To keep all children as healthy as possible, we ask you to keep children home if there are any signs of:

Fever
Pain
Frequent Coughing
Signs of Conjunctivitis
Vomiting
Diarrhea
Excessive Nasal Discharge
Rash

If a child exhibits any of these symptoms at school we will call you to pick up the child. When called, you (or an alternate emergency person) are expected to pick the child up immediately. There are no exceptions to this rule. This is to protect the health of your child and his/her classmates. We appreciate your cooperation in this matter.

Contagious diseases must be reported to the school by the parent as soon as the illness has been diagnosed, so that other parents may be notified of the exposure. When a potentially contagious illness occurs, notes will be sent home to the parents of children who may have been exposed.

After your child has been ill, it is important to adhere to the following guidelines when determining whether or not your child is ready to return to school.

Mood, appetite, behavior are normal
No fever for 24 hours
Antibiotics (if prescribed) have been used for a full 24 hours
Vomiting, diarrhea cleared for 24 hours
Frequent coughing, excessive nasal discharge resolved
Pain resolved

Minor injuries will be treated with soap, water, ice and Band-Aids. Should there be a serious accident, parents or other persons listed on the emergency form will be contacted. If no one can be reached, we will call the physician you have listed. Please notify us in writing of any dietary restrictions your child may have. If it is necessary for your child to receive medication during school hours, the medicine, along with the "Request to Give Medication" form must be given to the teacher. Do not put medicine in school lunch boxes.

SNACKS

We provide a mid-morning and an afternoon snack daily. We only serve nutritious snacks and apple juice or 2% milk (water is always offered as well). Rotational snack schedule is located on Parent Bulletin Boards.

LUNCHES

Nutritious lunches are included in the weekly tuition. Lunches are prepared on premises by our kitchen staff. The monthly menu is posted on the parent bulletin board. If you choose to pack your child's lunch, we ask that all foods are prepared in child size portions, cut-up/sliced/peeled and in non-breakable containers with a frozen ice pack for easy and safe eating. If your child's lunch needs to be heated please heat prior to coming to school and place in a thermos. All lunch boxes, bags and thermoses need to be labeled with your child's name. We will provide milk, juice or water for all children at lunch.

INFANTS AND TODDLERS

Parents are responsible for supplying all diapers, barrier creams and baby wipes. If a child is on formula or eating baby food, parents are responsible to provide this as well. We will provide whole milk for all babies once they are off formula. All items must be labeled with the child's name and left in their cubby. Children who are potty training must have a supply of underpants and/or pull-ups if used. Crib sheets are also required for each infant, as

well as a blanket. Your child's items will be sent home each Friday to be washed.

NAP TIME

We provide a quiet rest time or naptime for all children. Some children may sleep while others may only rest. We try to accommodate each child's sleep needs. Children ages two and older will rest on a cot and need to bring a crib sheet and a blanket. The one year old children will rest on a mat in which they will need a king size pillow case and a blanket. All children are welcome to bring a small pillow and stuffed friend to sleep with if they wish. Children who cannot go to sleep are offered a quiet activity during the school rest time.

CHILDREN WITH SPECIAL NEEDS

All children have special needs. Our center will try to accommodate all children. Close communication with the parents is essential to providing quality care. If we feel the child should be evaluated so that they can get extra help early on, we will make recommendations to the parents.

Little Footsteps Academy will not discriminate against children with special needs. We will admit any special needs child on a trial basis of one month, after which we will require a conference with the parents. At this conference, we will assess whether we are able to adequately care for the child. If we are not able to meet the child's needs we will give parents the time and assistance needed to find more appropriate care.

DISCIPLINE POLICY/ CHRONIC DISRUPTIVE BEHAVIOR

At Little Footsteps Academy, we view discipline not as a means of punishing a child who has acted inappropriately, but rather as a means of teaching a child. Positive discipline teaches children where the limits are set, how to maintain control over their bodies and how to problem solve in the event of conflict.

Since the purpose of discipline is to teach, more verbal children should be encouraged to talk to their peers when conflict arises. This helps children to empathize with one another's feelings and really see the results of their actions. Limiting a child's choices of activities due to inappropriate behavior is an effective means by which to teach children to respect property and one another. (i.e. A child who is stepping on plastic blocks should be warned that he/she will be asked to find a different toy if they do it again because stepping on toys can break them.) There will absolutely be no form of corporal/physical punishment used at our facility!

We will make every effort to work with the parents of children having difficulties in child care. We are here to serve and protect all of our children. Children displaying chronic disruptive behavior may require the following actions:

Initial Consultation

Management may require the parent(s) of any child who attends Little Footsteps Academy to meet for a conference. The problem will be defined on paper. Goals will be established and the parent will be involved in creating approaches towards solving the problem.

Second Consultation

If the initial plan for helping the child fails, the parent(s) will again be required to meet with the Director. Another attempt will be made to identify the problem, outline new approaches to the problem, and discuss the consequences if progress is not apparent.

Suspension

When the previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from childcare indefinitely. The center Director may immediately suspend a child at anytime if he/she exhibits a behavior, which is harmful to him or herself or others. A parent may be called from work at anytime if the child exhibits uncontrollable behavior that cannot be modified by the childcare staff. That parent may be asked to take the child home immediately.

Suspensions from the childcare program may vary from a few hours to an indefinite period. Tuition is still required during suspension periods.

DISCHARGE POLICY

Little Footsteps Academy reserves the right to cancel the enrollment of a child for the following reasons:

- non-payment or excessive late payment of fees
- not observing the rules of the center as outlined in the parent agreement
- child has special needs which we cannot adequately meet
- physical/verbal abuse of staff or children by parent/child

VACATION POLICY

After one year of enrollment you will be entitled to one week paid tuition (not to be broken up into days).

CHILD ABUSE AND NEGLECT

Staff members are required by law to report any suspected child abuse or neglect.

PARENT AGREEMENT

I am the parent or legal guardian of _____.

In order to record my understanding of my rights and responsibilities as parent or guardian of the above named child, who is enrolled in the program of Little Footsteps, I agree to abide by the requirements written below and all policies set forth in the **Parent Handbook**.

I have read and understand the discipline policy as stated in the **Parent Handbook**.

In return for this promise of continual fulfillment of all policies, Little Footsteps agrees to provide care for the above named child, which meets the standards and guidelines as set forth below and in the **Parent Handbook**.

APPLICATION FOR ENROLLMENT

Child's Name _____ Birth date _____ Age _____

Address _____ City/Zip Code _____

Home Phone Number _____

Mother's Name _____ Father's Name _____

Religion (optional) _____ Who does child live with? _____

Known Allergies _____

Health Concerns (chronic conditions, limitations, medications, special needs, etc):

Mother's Employer _____ Work # _____

Phone # _____

Cell

Father's Employer _____ Work # _____

Phone # _____

Cell

Please List two additional people who may be called in an emergency and who are authorized to pick-up the child from the school.

Name _____ Phone # _____

Relationship to child _____

Name _____ Phone # _____

Relationship to child _____

Child's Pediatrician _____ Phone # _____

Child's Dentist _____ Phone # _____

MEDICAL RELEASE: I, _____, hereby give my permission to Little Footsteps to call a doctor for medical care for my child, _____, should an emergency arise. It is understood that a conscientious effort will be made to locate my spouse or me before any action will be taken.

NAME OF HOSPITAL IN CASE OF EMERGENCY _____

Date _____ Signature of Parent or Guardian _____

FIELD TRIP PERMISSION SLIP

I grant permission for my child _____ to participate in Little Footstep's Academy's in house field trips.

Parent or Guardian Signature

Date

PHOTO PERMISSION FORM

I give Little Footsteps Academy permission to photograph and /or videotape my child. The pictures may be used for advertising/web site purposes.

Name of Child

Parent Signature

Date