

Summer Care Handbook

Little's Early Learning

Program Goals

The Little's Early Learning Summer Program is designed to allow your child(ren) the chance to become a part of a group of children who learn new skills and develop friendships. Little's Early Learning will strive:

- To provide an environment of safety, support, care, and fun.
- To develop the values and character of each child.
- To increase the physical fitness and self-awareness of each child.
- To strengthen the interpersonal and social skills
- To create new educational experiences and opportunities to learn new skills.

Enrollment and Registration

Registration: IMMUNIZATION FORMS ARE REQUIRED!

All registration forms must be completed in full 3 weeks prior to our summer start date. Space is limited and is available on a first come, first serve basis. Children who are brought to camp with incomplete information and/or not registered **will not** be admitted. **You may not complete forms on start date.** Should you be turned away, fees will not be pro-rated.

Payment Policy

Tuition for summer care is \$200 per week.

Please follow these guidelines:

- Payments are due the Friday BEFORE care is provided.
- Payment options include using the Brightwheel App (using a bank account or debit/cred card) or check. Checks should be written to Little's Early Learning and placed in the designated place at your appropriate site.
- Billing and receipts will be sent via the Brightwheel App.

Financial Assistance

DCF Assistance payment accepted for those who qualify.

Cancellations/Changes

Please let us know as soon as possible via email of any additions, changes, or cancellations. **The deposit is non-refundable.** We can accommodate changes on a space availability basis.

Credits and Refunds

Refunds, not including deposits, will be issued only with approval from the Program Director.

Summer Care Dates & Hours of Operation

First Day: Tuesday, May 30, 2023

Last Day: Friday, July 28, 2023

Closed Days: Monday, July 3 and Tuesday, July 4

Care is available Monday through Friday from 7:30am-6:00pm.

Parent Responsibilities

- You are responsible for your child upon arrival until he/she has been acknowledged by a staff member.
- Children will only be released to persons listed on the registration forms.
- Please update personal information via email to the Administrator if changes occur.
- We frequently communicate by email. Please be sure we have your preferred email address and that you check often.

What to send with your child

- Children should bring their own water bottle and dress appropriately for both indoor and outdoor activities.
- Children should bring their own healthy and filling sack lunch daily. Littles will provide morning and afternoon snacks.
- Unless otherwise communicated by program staff, electronics (phones, tablets, gaming devices, etc.) are not permitted and should be left at home.
- Please send your child with a backpack each day with sunscreen and bug spray labeled with their name.

Staff

The Summer staff operates under direct supervision of the Program Director and/or the Administrator. Many staff have a background in education and/or child development. All have cleared a strict background process that includes fingerprinting. Staff are certified in CPR, AED, First-Aid, and Child Abuse Prevention. They are looking forward to working with your children.

Program Concerns or Questions

Littles Early Learning encourages constant communication between parents, staff, and children to ensure needs are being met. If you should ever have a problem, concern or questions, we encourage you to ask the Summer staff. Should they not be able to meet your needs, please contact the Program Director or Administrator.

Photo Release

Littles Early Learning may take photos, videos or sound recordings of your children for marketing purposes, as well as for social media pages.

Health and Safety

Your child's health and emergency information **MUST** be fully completed before your child can attend.

Safety is our primary concern. We strongly enforce safety rules for all children. We believe in the positive reinforcement approach and work very hard with children to teach them safety. All staff is CPR, AED, and First-Aid certified and asked to only give care within the scope of their training. If your child is injured or ill, we will take whatever steps necessary to provide appropriate care. The steps may include but are not limited to:

- Attempting to contact parents
- Attempting to contact persons named as emergency contacts
- Summoning 911/emergency care
- Assigning staff to go with the child to the hospital or medical facilities

Allergies and/or behavior concerns should be reported to the Administrator prior to the start date so that adequate and appropriate preparation and care can be provided.

Injuries

Injuries will be treated as needed: washing, applying Band-Aids or ice packs. Parents will be notified upon pick up of any issues. Parents will be contacted immediately in the case of more serious injuries, in which medical attention is needed.

Other Illness

If your child is ill and will not attend, please let the staff know as soon as possible. If your child(ren) becomes ill while in our care, a parent will be contacted and asked to pick up their child.

Children exhibiting the following symptoms should not attend:

- Severe pain
- Temperature over 100.4 degrees
- Diarrhea or blood in urine
- Two or more episodes of vomiting in 24 hours
- Evidence of head lice

Medication

A Medical Administration Form must be completed by the parent or guardian in order for any medication to be administered. Medication must be brought to staff in its original prescription labeled container. The label must clearly identify the child's name, doctor, date, prescription name, and dosage. Children are **NOT** allowed to dose medication themselves – all medicine (including inhalers) must be given to staff.

Please note: Littles Early Learning does not provide medical or hospital insurance for medical costs incurred by the individual while under its care.

Behavior and Discipline

It is the goal of Littles Early Learning to provide a healthy, safe, fun, and secure environment for all children. Children attending Summer care are expected to exhibit good character, follow behavior guidelines, and to interact appropriately in a group setting.

Discipline is viewed by our staff as a teaching opportunity. Our goal is to teach children the kind of self-control that results in appropriate, cooperative behavior.

Redirection is the first logical step to behavior management. Should a problem persist, natural consequences and removal from the activity will be used as a form of discipline. In the event that chronic behavior problems develop, incidents will be documented and communicated to the parent.

The following behaviors are unacceptable and may result in the immediate suspension of a child for time period determined by the Administrator:

- Endangering or threatening to endanger the health and safety of others, self, children, staff, or volunteers.
- Stealing or damaging property of Littles Early Learning, host site, or personal property.
- Leaving the program or boundaries as set by staff without permission.
- Continuous disruption of the program
- Refusal to follow the behavior guidelines of the program.
- Using profanity, vulgarity, or obscenities
- Acting in a lewd manner

While the aforementioned is the general outline of our behavior procedures, Littles Early Learning reserves the right to ask parents to find alternative arrangements for their child without prior notification, as deemed necessary for the safety of staff and/or children.

Immediate expulsion may occur if a child is in possession of and/or using tobacco, alcohol, illegal drugs, firearms, knives, explosives or any other weapon.

At no time will swearing, abusive language, or physical violence be tolerated by children, staff, volunteers, or parents. In addition, Littles Early Learning enforces all rules and regulations set by the local school host site.

Emergency/Natural Disaster Plan

In the event a natural disaster occurs, our goal is to keep children safe and calm. The staff will determine the safest plan of action. The staff will always have the emergency information with them.

You may want to consider making arrangements for a friend or relative who works or lives close to the program site to pick up your child in case of a disaster. Their names must be included on the emergency contact list. Remember, they must have a Photo ID and they must be at least 18 years old.

Closure due to a natural disaster is at the discretion of the Program Director and/or Administrator.