

# Little Learners Preschool & Daycare

P.O. Box 412 Selma, IN. 47383

(765) 288-4777

## INTRODUCTION

We believe children learn best through play, interaction, love and active participation. We will strive to provide a loving, Christian environment that allows opportunities for each child to experience social, spiritual, emotional, intellectual and physical growth. It is vital to provide a curriculum that considers each child's individual needs, learning styles and stage of development. Also, we feel it is necessary to foster an atmosphere of teamwork between school and home that allows the child to smoothly make the transition to school and keeps the family involved in each step along the way.

## PRESCHOOL CLASSES

### Pre-K Class

4 & 5 year olds (Must be 4 yrs. by Aug 1)

Monday, Wednesday, Friday

8:30-11:00am or 12:00-2:30pm

### 3 & 4's Class

3 & 4 year olds (Must be 3 yrs. by Aug 1)

Tuesday & Thursday

8:30-11:00am or 12:00-2:30pm

## PRESCHOOL ENROLLMENT AND TUITION FEES

	<u>Enrollment</u>	<u>Tuition</u>
3 & 4's Class	\$50.00	\$82.00/month
Pre-K Class	\$50.00	\$96.00/month

An annual enrollment fee for each child enrolled in Little Learners Preschool is due upon enrollment. All tuition is due by the 10<sup>th</sup> of each month. Checks are made payable to Selma United Methodist Church. Receipts are available upon request. If paying in cash, please be sure to place it in an envelope with your child's name on it. Tuition may be given to your child's teacher or placed in the drop box. **If a child misses any portion of the month or a full month, tuition must still be paid in full.**

**LATE FEE:** A \$15.00 fee will be added for payments that are paid after the 10<sup>th</sup> of the month.

## DAYCARE RATES

Part-Time (25 hours/week or less)	\$84.00/week
Full-Time(over 25 hours/week)	\$108.00/week
After-School Care	\$45.00/week
School-Age Care (part-time)	\$65.00/week
School-Age Care (full-time)	\$85.00/week

## DISCOUNT RATES

If your child is enrolled in preschool and daycare, the rates are as follows:

Full-time daycare & TTH preschool	\$121.00/week
Part-time daycare & TTH preschool	\$96.00/week
Full-time daycare & MWF preschool	\$125.00/week
Part-time daycare & MWF preschool	\$100.00/week

## MULTI-CHILD DISCOUNTS

If you have more than one child enrolled in preschool, the rates are as follows:

2 children	will not exceed \$160/month
3 children	will not exceed \$175/month

If you have more than one child enrolled in daycare, the rates are as follows:

<u>Full-time Rate</u>		<u>Part-time Rate</u>	
1 <sup>st</sup> child	\$105/week	1 <sup>st</sup> child	\$80/week
2 <sup>nd</sup> child	\$95/week	2 <sup>nd</sup> child	\$70/week
3 <sup>rd</sup> child	\$95/week	3 <sup>rd</sup> child	\$70/week

## ENROLLMENT FORMS

All daycare **and** preschool children must have the Information Sheet and Medical Release Form (must be notarized) on file by the child's first day. In addition, all daycare children must have a copy of current shot records and a signed Parent Notice on file.

**ONLY** those listed under Authorized Persons on the Information Sheet will be allowed to pick-up your child. We reserve the right to check identification on any person. You may add to the authorized person list at anytime.

The daycare and preschool **MUST** at all times have a current home number, parent work number and home address for every child. Please let us know immediately if any information on your child's records change.

## PRESCHOOL TUITION PAYMENTS

Tuition is due no later than the 10<sup>th</sup> of each month. If tuition is paid later than the 10<sup>th</sup> of the month, a \$15.00 late fee will be added. If paying in cash, please be sure to place it in an envelope with your child's name on it. If paying by check, write your child's name in the memo section.

Tuition may be handed to your child's teacher or placed in the black drop box. Receipts are available upon request. Monthly preschool tuition is due even if your child misses days and/or the preschool is closed for weather reasons. All checks are made payable to: SELMA UNITED METHODIST CHURCH or SUMC

## DAYCARE TUITION PAYMENTS

Tuition is due on the first day of the week your child attends daycare. A \$5.00 fee will be added for each day tuition is late. If paying by check, please write your child's name in the memo section of the check. If paying in cash, place the payment in an envelope with your child's name on it.

Tuition may be placed in the black drop box. There will be a \$15.00 late fee for any returned checks. All checks are made payable to: SELMA UNITED METHODIST CHURCH or SUMC.

## DAYCARE DROP-OFF and PICK-UP

An adult must accompany your child(ren) into the daycare and an adult must come into the building for pick-up. **THERE ARE NO EXCEPTIONS TO THIS RULE.** In addition, an adult must sign-in your child on the SIGN-IN SHEET upon drop-off and sign-out your child on the SIGN-IN SHEET at pick-up. If it is necessary for anyone listed on the enrollment forms as an authorized person to pick-up your child (other than the parent or guardian), PLEASE NOTIFY YOUR CHILD'S TEACHER. All daycare children must be picked up **NO LATER THAN 5:30pm** each day. A \$15.00 late fee will be added for every fifteen minutes the child remains in the daycare.

Example:	\$15.00 fee	5:31pm-5:45pm
	\$30.00 fee	5:45pm-6:00pm

**PLEASE NOTE: The daycare reserves the right to check I.D. or question any person during pick-up with regards to your child's safety and well-being.**

## PRESCHOOL DROP-OFF and PICK-UP

**DROP-OFF:** Teachers will be ready to accept children at 8:30am for morning classes and 12:00pm for afternoon classes. A **green sign**, located at the entrance doors, will indicate when you may bring your child in. Please do not bring your child in to preschool before the designated time. A **red sign** will indicate that it is too early to bring your child in. **AN ADULT MUST ACCOMPANY** your child into the classroom everyday.

**PICK-UP:** Children in all classes will be dismissed by teachers at 11:00am (morning classes) & 2:30pm (afternoon classes). Please pull your car up to the first set of doors so that the doors will be on your right side. A staff member will load your child into your car while another staff member supervises the other children. Each car will take turns loading at the doors.

## DAYCARE HOLIDAYS and CLOSINGS

The daycare will be closed on the following holidays:

New Year's Day

Memorial Day

Fourth of July

Labor Day

Thanksgiving Day

The Friday after Thanksgiving

\*When one of these holidays falls on a weekday, tuition is still due in full.

In addition, there will be two weeks per year the daycare will be closed. These weeks include the week of Christmas and one week in the summer (during Vacation Bible School). Tuition will NOT be due for these two weeks.

## DAYCARE PERSONAL DAYS

Each daycare child will receive 12 days (for full-time) or 8 days (for part-time) per year in which tuition will not be due. These days may be used for illness, vacation, etc. These days may only be used when your child is **NOT** at daycare. Tuition **WILL BE** due for any additional days missed.

## PRESCHOOL WEATHER CLOSINGS

In the event of bad weather, it may be necessary for the preschool to close. Please listen to WLBC 104.1 for announcements. We will follow the Liberty-Perry School Corporation for delays and closings. If Liberty-Perry is closed, then the preschool will be closed. If Liberty-Perry has a one-hour delay, the preschool will also have a one-hour delay. If a two-hour delay occurs, there will be no morning classes but afternoon classes will meet as usual.

## DAYCARE WEATHER CLOSINGS

The daycare will only close in a very severe situation. Examples of this include, but are not limited to: a stated weather emergency for Delaware County or the facility is without power. Daycare closings will be announced on WLBC 104.1 as soon as a decision has been made to close.

## FIRST AID and INJURY

All daycare employees and preschool teachers are certified in CPR, First Aid and Universal Precautions. In an event of a minor injury that needs treatment, Little Learners is equipped with the following First Aid Supplies:

Hydrogen Peroxide	Ipecac Syrup
Neosporin	Band-Aids & Bandages
Vaseline	Antiseptic Wash

## SICK CHILD POLICY

We are concerned about the health and safety of every child. We ask that you do not bring your child to school if one or more of the following symptoms are present within the last 24 hours:

Unusual fatigue or irritability	Pink eye
Coughing	Impetigo
Runny nose and/or eyes	Inflamed mouth or throat
Fever	Vomiting or diarrhea

If a child is being treated with antibiotics, he/she should be on the medication for at least 24 hours before returning to preschool or daycare. If it is necessary for your child to take prescribed medication at preschool or daycare, please obtain the Medication Policy Form from your child's teacher.

If a child is found to be ill, he/she will be isolated from other children and a parent will be called. An authorized adult must pick-up the ill child within 1 hour from the time the call is made. For each additional 15 minutes a sick child remains at Little Learners, a \$15.00 fee will be charged.

## DISCIPLINE PROCEDURE

When needed, the preschool and daycare teachers will use time-out as a disciplinary technique. If behavior problems continue to persist, the teacher will then contact the parent. Together the teacher and parent will work towards improving the behavior. AT NO TIME will corporal punishment, such as hitting or spanking be allowed in the preschool or daycare.

## VISITORS POLICY

No person(s) other than a parent or a guardian may visit the preschool or daycare at anytime unless accompanied by a parent/guardian or approved by the directors.

## PRESCHOOL SNACKS

Parents are responsible for providing snacks and juice for your child's class on a rotating basis (about once per month). A snack schedule will be sent home at the beginning of the month indicating the day in which you will need to provide the snack. Please be sure to provide enough snack and juice for the entire class. To ensure that children with food allergies are not exposed to something that could be harmful, **ONLY** choose snacks that are listed on the snack schedule. Any other snacks brought in that are not listed will be sent home.

## DAYCARE MEALS and SNACKS

Two snacks per day are provided by the daycare. Children have juice with the morning snack and milk with the afternoon snack. School lunches are included in the weekly tuition. A lunch menu will be sent home every month. If you prefer to send lunch for your child, please put it in a lunchbox with your child's name on it. Your child's lunchbox will be kept in the refrigerator until lunch and the daycare will provide milk and silverware for lunch packers. Parents are welcomed to pack items that need to be warmed up.

**IF YOUR CHILD HAS A FOOD ALLERGY, PLEASE LET THE DIRECTORS KNOW SO THAT ALL NECESSARY PRECAUTIONS MAY BE TAKEN.**

## NAP TIME PROCEDURE

Naptime will be approximately 2 hours each afternoon for those children enrolled in daycare. All daycare children are required to rest during these hours unless they are enrolled in an afternoon preschool class. Each child will have his/her own cot to use. Parents are responsible for providing a blanket and/or a small pillow. **PLEASE BE SURE TO LABEL ALL ITEMS WITH YOUR CHILD'S NAME OR INITIALS!** All bedding will be sent home on Friday to be laundered by the parent and will need to be returned on Monday.

## ITEMS NEEDED FROM HOME

### PRESCHOOL

Preschool children may **ONLY** bring toys when authorized by a teacher (ex: show and tell.) It is an excellent idea for each preschool child to bring a backpack to preschool each day. This is good practice for kindergarten (and beyond) and gives your child's teacher a place to put important papers. Please check your child's backpack each day. **BE SURE TO LABEL YOUR CHILD'S BACKPACK, JACKETS, HATS, ETC. WITH YOUR CHILD'S NAME OR INITIALS!**

### DAYCARE

Children enrolled in daycare may bring one small toy daily to daycare. Also bring all bedding on Monday or on your child's first daycare day for the week. **BE SURE TO LABEL ALL ITEMS WITH YOUR CHILD'S NAME OR INITIALS!** Do not allow your children to bring valuable or sentimental items. Although we will do our best to keep track of your child's items from home, the daycare is **NOT** responsible for missing and/or broken toys.

In addition, all daycare children will need to have a change of clothes, including underwear and socks, to leave at daycare. Please check these clothing items periodically for size and weather appropriateness. Parents will be responsible for providing diapers or pull-ups for any child not potty trained. The daycare will provide wipes.

## ATTIRE

Please dress your child in comfortable clothing and keep in mind that daycare and preschool can be a messy place! Also, be sure to dress your child for outdoor play. This includes tennis shoes and cold weather gear (hats, mittens, extra sweatshirts, coats) when appropriate. Children in the daycare will go outside once the temperature reaches 40 degrees unless it is raining, muddy or too windy.

## BUS RIDERS

Children riding the bus to the daycare after school will be expected to behave appropriately on the bus and to follow all school/bus rules. Please call the daycare if your child **WILL NOT** be riding the bus due to illness, other arrangements made, after school activities, etc. If your child does not get off the bus on a day we are expecting him/her, we will be contacting you.

