



Updated June 1, 2016

Parents' Handbook: Policies and Procedures

Contact Information:

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Lori Rolison
Owner/Director

"Little People's Christian Academy, Inc., does not discriminate against any person seeking entrance into our program on basis of race, creed, sex, national origin, handicaps, and/or religious beliefs."

Introduction

We would like to take this opportunity to welcome you and your child to Little People's Christian Academy, Inc. Our center is a fully accredited childcare facility with Christian values. Little People's is a family-owned and operated business; therefore, it is our priority to make you and your family feel at home in our center.

Little People's Christian Academy (LPCA) provides childcare as well as child development for children from birth to 12 years of age. The first years of your child's life are the most important for his/her development; therefore, we are honored that you have chosen us to participate in these precious early years.

All of our rooms are equipped with age-appropriate toys and video surveillance cameras. Daily activities include arts and crafts, math and science exploration, music appreciation, dramatic play, outside play, free play, and a defined curriculum for our children. Our teachers are all first aid and CPR-certified and receive a minimum of 15 hours of continuing education each year. We complete FBI fingerprinting and background checks on all staff members before they join our team.

Objectives

- ✓ To encourage your child's natural abilities and to promote his/her well-being.
- ✓ To assist working parents with the daily separation from their children by providing a caring, fun, and loving atmosphere.
- ✓ To provide quality childcare at affordable prices.
- ✓ To provide a healthy and safe learning environment.
- ✓ To adequately prepare your child for kindergarten.

Lines of Authority

The following lists the appropriate lines of authority if you are unable to resolve an issue with a caregiver or teacher.

Owner/Director: Lori Rolison
Assistant Director: Ginny Jackson
Director Designee: Nancy Stanford, Sebrina Atkinson
Caregivers/ Teachers

Admission

We must have the following items **before** your child attends:

- Enrollment Application
- 121 Shot Compliance form (updated each time your child receives shots)
- Parent Handbook Signature Form
- Non-refundable registration fee *and* first week's tuition
- Tuition Express Form
- Meal Application
- All needed supplies.

Calendar
Monday through Friday
6:30am-6:00pm

Holidays (center is closed):

- New Year's Eve- close at 3:00pm
- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the Friday after
- Christmas Eve and Christmas

If a holiday falls on a weekend, the center will close on an **adjacent** weekday. **Full tuition is due during these holiday weeks.**

Children must arrive by **8:15am** to eat breakfast. Children arriving after 8:15am need to eat breakfast at home and will not be served a breakfast plate at the center.

Our daily cutoff time is **9:30am**. Children arriving after 9:30am **will not** be admitted in to the center. Children who arrive late in the morning usually will not take a nap, and it is unfair to expect them to lie quietly for 2 hours. The late arrivals usually wake up other children who require a nap to be successful in our afternoon program.

Weekly Rates

Infants	\$135
Toddlers, Tykes, Preschool, PreK	\$120
Summer Camp (ages 6-12)	\$125 & non-refundable \$100 registration fee
After-school care	\$50/\$60

Our after-school program serves Saucier Elementary, West Wortham Elementary, and the Saucier Head Start. Children receive homework assistance and a daily snack.

A \$100 registration/supply fee is required upon enrollment and is due **annually** on August 1st. The registration fee holds your child's slot in the center and covers the time and cost involved in the paperwork filing as well as some supply costs (copies, art supplies, books).

Our weekly fee is based upon a **maximum of 11 hours per day; Infants are limited to 10 hours per day.** Children staying longer will be charged an extended day fee of \$5 per child per day. We encourage parents to leave their children at the center for no more than 9 hours per day, if possible. Longer days are very hard on children and they need to spend as much time as possible with their parents.

We assess late fees at closing time. Children who are not picked up by 6:00pm will be charged \$1 per minute per child. Late fees must be paid before your child can return to the center.

Advanced Payment Procedures

Tuition is collected through an automatic draft system called **Tuition Express**. You must fill out the Tuition Express form and include your checking or savings account number as well as your routing number, or your tuition can be billed to a debit/credit card. Tuition Express billing is done each Monday morning. If you do not have adequate funds in your account, you will receive a \$30 NSF fee each time the bank attempts to draft your tuition. If your credit card expires or your account information changes, you are responsible for letting the office know in order to prevent NSF fees.

Full weekly tuition is due even if your child is sick or absent. A late fee of \$10 will be added for each day that your tuition is paid late. **We do NOT accept checks.** Payments are logged on the computer and you will be given an annual statement in January for tax purposes.

Withdrawal Procedures

Parents are required to give a written notice to the director at least **2 weeks** prior to withdrawal. If your child drops without the appropriate notice, you will still be billed for 2 extra weeks. Most of the time, we have waiting lists and need to let other parents know when we can accept their children.

Little People's Christian Academy, Inc. has the right to terminate enrollment of a child for non-payment for services; not showing up for several days without calling; disregard to the center's policies; or verbal abuse by parents to teachers, other students, or other parents. If we are unable to meet your needs or your child's needs, we will also terminate their enrollment. We may suspend a child for 1-5 days for continual misbehavior. Payment will still be due. If the suspension does not solve the problem, then the child may be withdrawn from the center at the director's discretion.

Discrimination

LPCA prohibits discrimination against any person seeking entrance into the center on basis of race, creed, sex, national origin, handicaps, and/or religious beliefs.

Parent Conferences

Parents are encouraged to participate in at least two conferences per year to discuss their child's development. Parents who wish to meet more often may schedule an appointment with the director.

Curriculum

Our children are immersed in a pleasant atmosphere where learning is occurring every day. It is our goal to provide each child with age-appropriate tasks in order to help them thrive. We use a defined preschool curriculum with our children in order to give them a social and academic advantage when they begin kindergarten. Our preschool curriculum begins daily at 8:30am. Children in the preschool classes should arrive by 8:30am, so they will not miss important instructional time or disrupt the teacher's class.

The owner of our center has a master's degree in education and has taught kindergarten to seventh grade and has been in the childcare industry for many years. She checks teachers' weekly lesson plans and advises them on their objectives and methods as well as the skills being taught. We follow the Mississippi state benchmarks for kindergarten to adequately prepare your child for school entrance. You may access the benchmarks at www.mde.ms.us or ask the director how you can assist your child's learning.

Daily Class Schedule

Infants

The typical infant day consists of:	Outside time	Tummy time
Rocking & hugging	Storytelling	Feedings
Listening to music & being sung to	Naps	Free play
Teacher-directed activities	Child-directed activities	

Toddlers

6:30-8:00	Centers, diapering, wash hands
8:00-8:30	Breakfast, wash hands
8:30-8:45	Bible story, circle time
8:45-9:30	Centers
9:30-10:00	Outside play (weather-permitting)
10:00-11:30	Centers, diapering, wash hands
11:30-12:00	Lunch
12:00-2:00	Nap
2:00-3:00	Centers, diapering, wash hands
3:00-3:15	Snack
3:15--4:00	Centers, diapering, wash hands
4:00-5:00	Outside play (weather-permitting)
5:00-6:00	Centers, Clean-up, Departure

"diapering will be done as needed for each individual child"

Tykes

6:30-8:00	Centers, diapering, wash hands
8:00-8:30	Breakfast, wash hands
8:30-10:00	Centers, diapering, wash hands
10:00-11:00	Outside play (weather-permitting)
11:00-11:30	Bible story, circle time
11:30-12:00	Lunch
12:00-2:00	Nap
2:00-3:30	Centers, diapering

3:30-4:00	Snack, wash hands
4:00-5:00	Outside play(weather-permitting)
5:00-6:00	Centers, Clean-up, Departure "diapering will be done as needed for each individual child"

Preschool

6:30-8:00	Centers, restroom, wash hands
8:00-8:30	Breakfast
8:30-8:45	Restroom, wash hands
8:45-9:00	Bible story, circle time
9:00-10:00	Outdoor play (weather-permitting)
10:00-11:30	Centers, restroom, wash hands
11:30-12:00	Lunch, wash hands
12:00-2:00	Nap
2:00-3:30	Centers
3:30-4:00	Snack, restroom, wash hands
4:00-5:00	Outside play (weather-permitting)
5:00-6:00	Centers, clean-up, departure

Pre-K

6:30-8:00	Centers, restroom, wash hands
8:00-8:30	Breakfast, brush teeth, wash hands
8:30-10:00	Centers, Circle time
10:00-10:15	Outdoor play (weather-permitting)
10:15-12:00	Bible story, Curriculum
12:00-12:30	Lunch, wash hands
12:30-2:00	Nap
2:00-3:30	Centers
3:30-4:00	Snack, restroom, wash hands
4:00-5:00	Outside play (weather-permitting)
5:00-6:00	Centers, clean-up, departure

Arrival and Departure Procedures

When arriving at the center you are to:

- ✓ Escort your child into the center.
- ✓ Clock your child in on the center time clock. Read all messages.
- ✓ Assist your child to the appropriate room. Do not leave children at front door.
- ✓ Assist your child in placing his/her belongings in the proper cubby.
- ✓ Notify a teacher of your child's arrival.

The center is not responsible for any child who is not properly checked in on the time clock or who is not escorted to the correct room.

Children should not cut through Ms. Lori's office and should enter the key-coded door with the parent.

When checking your child out of the center, you are to:

- ✓ Enter the center to pick up your child.
- ✓ Clock your child out on the center time clock. Read all messages.
- ✓ Check your child's cubby for daily reports or class work.
- ✓ Assist your child with any belongings he/she needs to take home.
- ✓ Inform a teacher you are leaving with your child.

A list of responsible people to whom your child may be released is kept in your child's file. Please update these names as needed. The center must see a picture ID of the person picking up your child if we do not know them. Children will not be released to any individual who is obviously impaired (intoxicated, disoriented, aggressive, etc.).

Emergency Procedures

In case of an emergency, parents will be contacted immediately. If parents cannot be reached, contacts from your child's file will be called. If no one can be reached and the child may need medical assistance, the

physician listed on the application or an ambulance will be notified. Fees for medical services are the parents' responsibility. Our protocol is to call an ambulance or take the child to the nearest medical facility if we are ever in doubt of whether or not a child needs medical assistance.

Disaster

Children and staff rehearse fire and tornado drills monthly.

In the event of a disaster, parents should stay as calm as possible since phone lines may not be working and traffic may be heavy. Parents, or persons on contact list, will be notified immediately. We will evacuate, if necessary, to West Wortham Elementary. If we cannot go to West Wortham Elementary for some reason, we will evacuate to Saucier Elementary. Parents should make the proper arrangements to pick up children immediately if such an event should occur.

In the event of a hurricane warning or severe weather, the center will be closed along with the Harrison County School District or at the advice of Civil Defense. If the schools close early, all children in our center need to be picked up immediately as well. Please watch WLOX-13 for center closings.

Lock-Down Policy

In the event that there is a threat to the children of our center, we may have a lock-down. This means we will lock all doors and place the children away from all windows. Examples of threats would be having an enraged parent or person trying to pick up a child, or being advised by the local authorities that there is just cause for us to lock all doors. People may not enter or leave the building until local authorities tell us the situation is over.

Meals

Our center participates in the Mississippi Department of Education Child Nutrition Program. All meals are routinely evaluated to meet the requirements of the USDA. All enrollees must complete the USDA meal application before coming to the center and once each year in July/August. The weekly menu is posted by the front door. Children will be served what is on the daily menu unless they have food allergies. You must inform the center if your child has any food allergies and provide a note from the child's physician.

Because of children who have food allergies, no outside food or drinks may be brought into the center except for prearranged celebrations and food for infants. Bottles must be *pre-mixed* and labeled with the baby's name and the date. All baby food must be labeled with the baby's name and date as well.

Children are not allowed to chew gum at the center.

Personal Items

The center discourages children from bringing toys from home except to present for show-and-tell. Bringing things from home usually instigates a fight among the children. The center is not responsible for lost or stolen toys. LPCA has all of the latest age-appropriate toys that a child will need for playing and learning. If your child has toys he/she has outgrown and they are in good condition, the center will accept them as a donation.

Supply Lists- Due on 1st day of attendance

Newbies/Infants:

Copy paper-2 packs No diaper bags due to parents bringing in pests from the outside.
Diapers, wipes, extra clothes, bottles (pre-mixed), bottle bag, & any other baby supplies

Toddlers:

Copy paper- 2 packs
Construction paper
Diapers & baby wipes
Kleenex – 2 boxes
Paper Towels
Jumbo crayons- 8 count
Glue (sticks only)
Ziploc bags (gallon size)
Change of clothes in a Ziploc bag
Nap pad & blanket & body pillowcase/nap mat cover

Tykes/Prek2:

- Copy paper- 2 packs
- Construction paper- 1 pack
- Diapers or pull-ups & baby wipes
- Kleenex – 2 boxes
- Paper Towels
- Glue Sticks
- Markers
- Jumbo crayons- 8 count
- Crayon box
- Ziploc bags (gallon size)
- Toothbrush with cap and toothpaste
- Change of clothes in a Ziploc bag
- Nap pad & blanket & body pillowcase/nap mat cover

PreK3 and Prek4:

- Copy paper- 2 packs
- Kleenex- 2 boxes
- Construction paper- 1 pack
- Markers & colored pencils
- Ziploc bags (gallon size)
- Toothbrush with cap and toothpaste
- Glue sticks and Elmer's Glue
- Baby wipes
- PreK or kindergarten handwriting paper
- Crayons
- Change of clothes in a Ziploc bag
- Nap pad & blanket & body pillowcase/nap mat cover

PreK5A and Prek5B:

- Copy paper- 2 packs
- Kleenex- 2 boxes
- Construction paper- 1 pack
- Pencils- standard
- Block eraser
- Zippered pencil pouch- large
- Scissors- Fiskars brand
- 3 Plastic 2-pocket, 3-prong folders
- Ziploc bags (boys bring quart size; girls bring gallon size)
- Toothbrush with cap and toothpaste
- Glue sticks- 8 or more
- Hand sanitizer
- Baby wipes
- Crayons (4 packs of 16 count)
- 2 Handwriting tablets- Prek or Kindergarten
- Change of clothes in a Ziploc bag
- Nap pad & small blanket & body pillowcase

**Please do not bring backpacks, pillows, sleeping bags, or large blankets.

After-school Children (for cubbies so homework can be done):

- Pencils
- Notebook paper
- Markers
- Any other items needed to do homework each day.

All items should be labeled with the child's name. Please use a permanent marker. We are not responsible for unmarked items.

Clothing

MS state regulations require our children to go outside year-round. Please dress your child for outdoor play each day. Sturdy shoes must be worn at all times in the center (except infants) and on the playground.

Children will not be admitted if they don't have shoes on. Flip-flops, shoes without backstraps, and cowboy boots are prohibited. Long dresses and dressy clothes should not be worn to the center. We strongly encourage the children to wear play clothes and tennis shoes for comfort and for safety.

Children should have an extra change of clothes in their cubbies at all times. One-piece outfits and overalls are not the best choice for children who are potty-training. Dirty clothes will be placed in plastic sacks in your child's cubby to be taken home. If your child does not have extra clothes in his/her cubby, you will be called to pick the child up if he/she has an accident that soils the clothing.

All jackets and coats need to be labeled with the child's name.

Insurance

The center carries liability insurance and accident insurance for our children. All of the center vehicles are fully-insured.

Transportation

All children are transported in a bus driven by a licensed driver. When transporting children, we maintain our teacher to child ratio. Our bus will meet the safety inspection standards at all times.

Medicine

All medications to be administered while at the center must be prescription with the child's name and directions on the bottle. Medicine and an appropriate dispenser or measuring cup should be placed in a Ziploc bag with the child's name on it. Parents must fill out and sign the medication log at the sign-in area, or the medicine cannot be given under any circumstances. As much as possible, please administer medicines before coming to or after leaving the center. Medicines cannot be kept in the child's cubby and must be given to a director.

Parents are not allowed to place medicines in sippy cups or bottles. This could be very dangerous if another child got a hold of your child's sippy cup or bottle. Parents who place medicines in sippy cups or bottles will be held liable if another child ingests the medicine.

Sun-Safe Policy

During the hot months of the year, our children will not be outside from 10am-2pm in order to eliminate their exposure to the intense sunrays. We will apply sunscreen to your child at your request.

Illness

Only well children will be admitted to the center in order to prevent the spreading of germs and diseases. Your child will be sent home if he/she:

1. has diarrhea 3 times in one day
2. has any diarrhea that will not stay contained in a diaper or spills through the child's clothing
3. has any vomiting
4. has a fever of 101 or higher or has had a fever of 101 or higher in the past 24 hours
5. has a rash other than a diaper rash
6. has symptoms of a communicable disease
7. cannot not be soothed or is excessively fussy (crying children usually upset the other children and cause them to cry)

In case of illness, your child will be taken to the director where he/she can rest quietly while parents are notified. The child must be picked up within an hour if he/she is sick.

Do not give a sick child fever-reducing medicine and then send them to the center. The medicine will soon wear off and your child will have exposed everyone else in the center. It is very unfair to other children, parents, and caregivers to send a knowingly ill child into the center. Children who are sent home with a fever must stay out of the center for **24 hours** after the fever breaks.

Health Policy

Our center follows the guidelines outlined by the State of Mississippi Health Department that licenses childcare facilities. Regulations state the following requirements must be adhered to by all centers in Mississippi:

"A child who is suspected of having a serious, contagious condition must be isolated and returned home as soon as possible. A child having a serious, contagious condition shall not be allowed to return to the child care facility until they have been certified by a physician not to be contagious." (MSDH-750-IA0021).

Your child must stay home if he/she has any of the following contagious diseases: bacterial meningitis, chicken pox, diphtheria, hepatitis A, measles, mumps, pertussis, pneumonia, or rubella. The state also mandates other regulations for various illnesses. Please ask the director when your child can return to the center if you are unsure.

Discipline Policy

At Little People's Christian Academy, we feel that discipline is one of the most important techniques the teachers and parents can use to enhance their child's behavior. The purpose of this policy is to inform you about the techniques that our teachers will use to ensure appropriate behavior in our center.

Differences between Discipline and Punishment

Discipline means "to teach." We feel that effective discipline should be used in order to teach children acceptable behaviors. Good discipline techniques give children the opportunity to gain self-control, which is the ultimate goal of discipline. Discipline is a long-term approach that our teachers will use to teach children self-help skills, responsibility, and suitable alternatives to any poor behavior.

Punishment refers to inflicting negative consequences to control behavior through fear and intimidation. Although children may stop their poor behavior temporarily when punished, they won't know how to handle the situation the next time. It is important to separate discipline from punishment when caring for children.

Our caregivers and teachers will use 3 basic rules in the center:

1. Be Safe.
2. Be Kind.
3. Be Neat.

How We Communicate with You about Your Child's Behavior

This policy will serve as our first step in communicating with you about discipline and punishment. (By signing the PARENT HANDBOOK, you are agreeing to all of our center's policies, including this one). Secondly, our teachers will let you know about your child's behavior through daily reports (ages 0-1) or weekly reports (ages 2-5). These reports will be placed in your child's cubby for you to take home and read. Thirdly, our teachers will also talk to you when you drop off or pick up your child to let you know about good or poor behavior issues. Sometimes, it may be necessary for the director to speak with you about continual behavior issues. Occasionally, severe behavior issues may require that your child's teacher or the director call you immediately. Dismissal from the center may be necessary if a child's behavior threatens the safety of another child or staff member,

Discipline Techniques that Teachers Will Use

- Separate the child from the behavior- Teachers will use positive statements with the children. For example, a teacher will say, "Kicking is not allowed in our center. Use your words to ask Tom to move out of your way" instead of "DO NOT hit. You are a very mean boy."
- Redirect the behavior- Children who are misbehaving in one area or at one activity will be guided to another area or activity by the teacher.
- Give the child acceptable choices- Teachers will give 2 appropriate choices to children. For example, the teacher will say, "You may play with the yellow truck or the blue one" instead of "Susie had the red one first. Give it back or else!"
- Use positive language- Teachers will give directions in a more positive manner. The teacher will say, "Use your indoor voice" instead of "Stop yelling in class!"
- Try to find the deeper problem- Like adults, children get stressed out from time to time. Our teachers will try to talk to the child or read books relating to any stressors such as the death of a family pet or the arrival of a new sibling.
- Give the child a time-out- Teachers may ask a child to go to a quiet place in the room where he or she can calm down or think about what has happened. The teacher will talk to the child about the behavior and acceptable alternatives to the poor behavior after the time-out is over.
- Use humor whenever possible- Teachers will not get upset about things that are no big deal and laugh to help relieve the stress in the children.
- Refuse to argue about non-negotiable issues- Teachers will not discuss or argue about any issue that is final. Children must know the limits on certain behaviors.
- Natural or logical consequences- Sometimes, the teacher must let children do the inappropriate behavior to see its natural consequence. For example, a child will learn that throwing the ball over the playground fence means that he or she is unable to play with it for the rest of that day.
- Anticipate or plan for new or difficult times- Teachers will be prepared for unusual days such as field trips or class parties. Teachers will discuss the expected behavior with the children ahead of time.

Type of Punishment Not Allowed in Our Center

- Corporal punishment.
- Humiliating or frightening the child.
- Total isolation from the teacher or any emotional abuse.
- Verbal abuse including the use of profanity.
- Children disciplining other children.
- Taking away meals or snacks.

Staff Training on Discipline Issues

New teachers will receive information on the center's discipline policy during their orientation. On-going training will be given to the teachers during regular staff meetings and through professional literature or videos

Biting Policy

Biting is an age-related concern that usually happens during the toddler years.

Why Young Children Bite:

- They are very oral and everything goes into their mouths (including other children's fingers).
- They do not have the mental ability to tell the difference between things that are real and things that are not (may bite another child's plump arm instead of a teether).
- They have not developed social skills or may not be able to talk yet or express themselves verbally.
- They are territorial and do not want others in their space.
- They bite because they are hungry, tired, not feeling well, or generally want to be left alone.
- They may be teething and biting relieves the pressure they are feeling from the new teeth coming through their gums.
- They bite to get attention (even though it is negative attention).
- They bite when they are around a lot of other children or are intimidated by another child who may be too close or who is being too rough.
- Some children bite often while some children may never bite.

Steps Our Center Will Take to Help Prevent Biting:

- We will communicate with you by providing literature about biting when you child enrolls in our toddler class.
- We will maintain our teacher to child ratios throughout the day to keep class size smaller.
- We will provide teethers, rattles, and toys children can chew on when they are teething or are frustrated.
- We will encourage toddlers to use their words to express themselves.
- Our caregivers will stay as close as possible to any child who has a history of biting, so he or she can quickly intervene.
- We will attach a teether to the clothing of any child who is biting and encourage them to bite on the teether instead of their peers.

Center's Action If Biting Occurs:

- The focus will be on the child who was bitten, not the biter.
- Teacher will clean the bite with antiseptic and may cover it with a band-aid. Ice may be applied, if necessary, to minimize bruising and swelling.
- The biter will be encouraged to comfort the bitten child and apologize if old enough to do so.
- Parents will be notified immediately if the bite breaks the skin on a prominent place such as the face.
- The incident will be logged in both children's files.
- A note will be sent home to the parents of the child who did the biting and the child who was bitten.

Actions That Will Not Be Taken:

- Child will not be bitten back or physically punished.
- Biter's name will not be given out to the parents of the biter (due to confidentiality issues).

Since constantly drawing blood can create health issues and much distress for other children, staff, and parents, a child who constantly bites may be temporarily withdrawn from the center at the director's discretion. Withdrawing the child for a few weeks or months will give him or her time to mature and get through this developmental stage.

Communication with Parents

The center will publish monthly newsletters (placed at front door and emailed to all parents who have provided their email address), so parents can receive updates, weekly events, and monthly calendars. Many times, there may be announcements placed at the sign-in area for parents to read. Please check your child's cubby daily to see if the teachers have sent home information for you as well. If you have email, most announcements such as center closings will be emailed to you. It is the parents' responsibility to look for daily reports and important information by the front door/time clock. If you provide your cell phone number and your carrier (AT&T, Sprint, etc.) the director can send you reminders via text message. We will also use an app called BRIGHTWHEEL beginning in the fall of 2016 to share pictures and information with the parents.

Parent Involvement

Parents are encouraged to visit the classrooms. We discourage visitation at nap since children are sleeping and the center is very quiet at this time. People who are not on the child's pick-up list are not allowed to visit the children while they are at the center.

Conferences should be scheduled ahead of time with your child's teacher or the director in order for us to give you our full attention regarding your child. Caregivers cannot conference while they are teaching an entire class.

We love to have parent volunteers, and we will consider any suggestions you have that may better our center.

Potty Training

Children who are potty training must be in a diaper or pull-up. For health purposes, our staff may not handle body fluids or feces. If a potty-trained child has an accident in his/her clothes, the clothes will *not* be washed out but will be placed in a sack to take home. This is the law made by the State of Mississippi Health Department.

Our 3, 4, and 5-year-olds have a preschool curriculum they follow each day; therefore, the teacher does not have time to change diapers. We will not move a child into a preschool class unless he/she is completely potty-trained.

There must be a formal conference between the director and the parents before any potty-training can begin at our center (even if the training was started before enrolling at the center).

Summer Adventure Club

The center has a limited number of summer camp slots for children ages 6-12. We suggest you enroll your child before the end of the school year to guarantee a slot. Our summer camp students go on field trips daily. These field trips are included in the weekly tuition. Please call the director for a copy of the summer camp calendar or visit our web site at www.littlepeoplems.com.

Before and After-School Care

The center accepts children from Saucier Elementary, West Wortham, and the local Head Start for our after-school programs. See the director for the exact times the buses pick the children up and drop them off. The school-age children are enrolled as part-time enrollees. If there school closes unexpectedly, our center may or may not be able to care for them that day.

We will have a caregiver here for elementary children on the days when we know school will be closed. You must let the director know if your child will be attending on those days.

State Assistance/Certificates

Our center accepts State childcare certificates. These programs help single parents, full-time students, foster parents, grandparents, and some low-income families with their childcare. If you think you may qualify, please fill out an online application at www.childcareinfo.ms. Parents are responsible for paying all co-pays and any weekly difference that the certificate may not pay.

Military Assistance

We also have a program to assist military families with their child care tuition. This is through a program called Child Care Aware You can find out if you qualify by calling (800) 793-0324 ext. 341. Our provider ID # is 34980.

Please read this page, sign it, and return it to the director before your child's first day at our center. Your child will NOT be admitted without the signed Handbook Signature Form!

2016-17 HANDBOOK SIGNATURE FORM

Please detach and return this form to the director of Little People's Christian Academy, Inc.

I, _____, parent of _____, have read and fully understand the policies and procedures outlined in the Parents' Handbook. I have discussed any policy or procedure I do not understand with the childcare center's director. I agree to the policies and procedures that are set forth in this handbook. I will be given an updated copy if any changes are made by this center or by the State of Mississippi Health Department.

Child or children's names

Parent's Printed Name

Signature

Date