



Little Treasures

Early Childhood Center

Little Treasures Early Childhood Center, LLC

Parent and Student Handbook 2019-2020

3525 Elizabeth Lake Road, Suite C
Waterford, MI 48328

248-270-5158

www.littletreasuresecc.com

*"An inspiring environment where children can discover,
play, learn and grow together!"*

Updated 8/19

Welcome to Little Treasures Early Childhood Center! We are licensed through the State of Michigan Licensing and Regulatory Affairs. We are excited to begin a new school year and are looking for a fun-filled time with your little learner. Please read through this handbook and keep it as a reference. We hope to work together with you as a team to provide the most enriching learning experience for your child.

We will communicate through the Remind app, email, newsletters, daily conversations and by phone. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely, Stephanie Medina

Unity

By Cleo V. Swarat

I dreamed I stood in a studio And watched two sculptors there,
The clay they used was a young child's mind And they fashioned it
with care.

One was a teacher:

the tools she used were books and music and art; One was a
parent

With a guiding hand and gentle loving heart.

And when at last their work was done, They were proud of what
they had wrought. For the things they had worked into the child
Could never be sold or bought!

And each agreed she would have failed if she had worked alone.
For behind the parent stood the school, and behind the teacher
stood the home!

Little Treasures Mission Statement

Our mission is to provide excellent high-quality care that is developmentally appropriate. Each child is special and unique and has their own strengths. Students will learn in a fun, safe, and nurturing environment that provides opportunities for growth. Children will learn social and emotional skills, how to respect others, and construct their own knowledge through play.

Philosophy

At Little Treasures we believe that all children can learn! Little Treasures celebrates each child's unique abilities and cultures. Each day children learn valuable life skills through movement, songs and active engaging learning experiences. Our curriculum is play-based and student-centered to help students reach their full potential and develop critical thinking skills. Students plan and recall their daily experiences. Routines are modeled to set students up for success. Children develop social and emotional skills by working with others, expressing feelings appropriately and taking turns. The curriculum is differentiated to incorporate different learning styles and student interests. Students begin each day with a positive mindset in a nurturing environment. Students learn the importance of being open-minded, caring and respectful people in the world around them. We work closely and communicate with parents to create a successful school year.

Class Schedule

Children at Little Treasures Learning Center learn through play in a high quality, nurturing environment. Classes are held Monday-Friday from 9:00 am-3:00 pm for children ages one-five. Half-

Day options are also available. Children may come to class 2-5 days a week. You may choose the option that best fits your family's needs. **Optional** before and after Care is offered from 7:30am-9am and 3pm-5:30pm for \$3.00/half hour. There will be a charge of \$5.00 every 5 minutes if your child is picked up after 5:30pm.

Each day 1-5 year old students will participate in various learning experiences. They will work in groups and develop character and social skills. Students will work on activities that are student led.

They will learn in a variety of play-based methods. Music and movement activities are incorporated into the daily activities.

They will have a rest time each afternoon. There will be daily opportunities for literacy, math, science, social studies and social skills experiences. Students will work in centers and small groups to develop critical thinking and fine motor skills. They will have quiet time to read and learn as well as creative crafts and projects. Each month activities will be based on the curriculum and monthly theme. Students will be assessed to show growth throughout the school year.

The toddler classroom at Little Treasures provides a nurturing environment where children can learn at their own pace. The children create projects and explore with their own personal interests in mind. They play and investigate through different types of language and hands on sensory experiences. The kids love to have dance parties and participate in various music and movement activities. The curriculum focuses on each child's growth and development of communication, gross and fine motor skills, social skills and self-help.

There will be daily communication with parents. Little Treasures utilizes the HighScope curriculum, COR Advantage assessment

and the Ages and Stages Questionnaire. Students will be assessed three times per year. Parents may attend conferences in November and May during the school year.

Center Closing

We will follow closely with the school-closing schedule for the Waterford School District for inclement weather closing. Closings will be announced through our Remind message system and through the local news channels. Please have alternate care in case of a snow day.

Preschool Programs:

1-3 year old Program options

Monday-Friday 9:00am-3:00pm

OR

Monday-Friday 9:00am-12:00pm

3-4 year old Program options

Monday-Friday 9:00am-3:00pm

OR

Monday-Friday 9:00am-12:00pm

****2,3,4,5 full and half day options also available****

Sample Daily Schedule

9:00- Arrival and Morning Routine- Students will complete the morning routine as they arrive. The routine includes putting their things away, saying bye to family, signing in and working on the table activity.

Table Time- Students will do an activity at a table of their choice. Students will work on various math, literacy, science, art and fine motor concepts/skills. The activities will be connected to our monthly learning theme.

9:10- Calendar and Music and Movement- We review the calendar and talk about our day. We read the morning message, which builds literacy skills. Music time consists of songs, rhymes, instruments and gross motor skills. During this time we are building language skills, phonemic awareness, phonics, math concepts and social skills.

9:35- Craft- Students work on a project or craft related to our curriculum or theme.

9:50- Choice Time- Students pick a center they want to work on independently or with a friend. The centers include: blocks, discovery, art, library, games and pretend. Students are working on science, math, art, fine motor and social skills. Students will plan and recall their work time daily.

10:35- Snack and Read aloud- Students eat a snack from home or school. We read a story that is related to our theme and learning unit. Students join in to make connections while building reading comprehension, book knowledge and concepts of print.

10:50- Small Group- Students will work with a teacher. The centers will include math, writing, handwriting and art centers. Students write and draw about their experiences in their journal. Students are learning about concepts of print, writing, letters, sounds and strengthening fine motor muscles.

11:30- Outside- Students play outside and develop gross motor

skills.

12:00 Lunch- Students eat lunch provided by parents. 12:30- Rest time- Students will rest in the classroom.

1:30- Quiet activities/Centers with teacher while other students are still sleeping.

1:45-Choice time - Students pick a center they want to work on independently or with a friend. The centers include: blocks, discovery, art, library, games and pretend. Students are working on science, math, art, fine motor and social skills. Students will plan and recall their work time daily.

2:15- Outside- Students play outside and develop gross motor skills

2:45- Music and Movement- Students will participate in various movement activities.

3:00-Dismissal

Rest Time and Outdoor Play

Full day classes will have a rest time that is about 60 minutes each day. Little Treasures will provide nap mats. Parents will send in a blanket or pillow and a fitted crib sheet for their child. Children do not have to nap, but they must be able to sit quietly on their cot or work on quiet activities while other children are napping. Students will go outside two times a day to play.
(Weather permitting)

Arrival and Dismissal

Students may enter through the front doors of the building at 8:55am. Please sign your child in and they may put their

belongings in their cubby. After they have put their things away they can find their morning activity.

Please pick your child up at 12:00pm for half-day programs and 3:00pm for full day programs.

Personal property

Little Treasures is not responsible for lost, stolen, or damaged items. Please label each item or article of clothing. Please keep personal toys or other items at home. We do not want them to get lost or broken.

Discipline Policy

Teachers at Little Treasures will utilize positive methods of discipline, so that each child is provided with a safe and nurturing learning environment. Students will learn to develop self-control and how to take responsibility for their own actions.

Expectations will be clear and consistent. Kicking, spitting, hitting, disrespectful verbal behavior and other behaviors that will put your child or another child in danger are not permitted. Age appropriate behavior will be modeled and taught.

Logical consequences and a calm tone will be used for discipline. Students will discuss their emotions and feelings in order to solve the behavior issue and may be redirected to a new activity. We know that conflicts will arise. We will work with children to solve their problems and create a positive learning situation. Children will learn conflict resolution skills and will be respected.

If a certain behavior (excessive or aggressive) continues to become harmful to others, a parent meeting will be held to come up with a plan to resolve the concern privately. Parents will be provided with a behavior notice. If necessary, families will be connected with community resources for support.

- If families are unable to follow the rules and agreements set by Little Treasures, the child will be withdrawn. If families and students are unable to speak/treat staff members with respect, their contract will be terminated immediately and payment will still be due for the withdrawal period of two weeks after withdrawal date/notice. Based on the severity or

danger of the situation, Little Treasures reserves the right to immediately exclude a child from the program permanently.

- If needed, a behavior plan will be implemented.
- If efforts to correct inappropriate behavior are unsuccessful, your child may be suspended from care for a specific amount of time.
- At the time of the third behavior notice, a short-term suspension of 1-3 days will be issued.
- The fourth write up will result in a 4-10 day suspension.
- The fifth write up will result in expulsion from Little Treasures.

Parents have the right to expect that their children will have proper supervision. A child who consistently needs the attention of the staff is taking away the rights and learning experiences of the other children and not allowing the needs of all children to be met.

Sign In/Out

The state of Michigan requires all children to be signed in and out daily. Only authorized persons that are listed on the enrollment sheet may pick up your child. If a person other than those listed on the enrollment form will be picking up your child please let the center know and have the person bring photo ID.

Planned Food Service Program Policy

Meals are eaten family style with staff sitting with the children. Children will bring food from home for lunch. You may provide a snack from home or we will have a snack available each day. Please see monthly snack calendar. Please provide meals for lunch from home for your child. If your child has any allergies, please notify us and provide a doctor's note that states the allergy name and reaction that can occur.

Illness

Little Treasures has a responsibility to protect the health of all our students.

Please do not send your child to school if they have these illnesses:

A fever of 100.4 or higher (The child must be fever free for 24 hours before returning to school)

Vomiting

Diarrhea

Pink or red watering eyes

Lice

Any other contagious condition

If your child becomes ill during the school day, we will notify you to pick them up from school.

Please call, email or send a message if your child will not be attending school because of illness or other reasons.

Medications

Prescription medications can be given to your child only:

If it is a prescription that states the name of the doctor and child on the container

If you have a signed doctor's note and have completed the medication policy form

Payments and Fees

In order to provide a safe, quality learning experience and plan for needed resources and teachers for the children at Little Treasures; Payment is expected regardless of absence after vacation time is used. If you have used your yearly vacation time, payment will still be due if your child is absent. Payment obligations are based on the days that you agree to use Little Treasures, not on actual attendance to ensure a spot for your child. You may pay tuition weekly or monthly.

Families will receive weekly invoices. Registration requires a non-refundable fee of \$50.00 per family in order to reserve a spot for your child. **Payments may be paid by check, cash, credit card, Cash App, on the website or with PayPal.**

Please make each payment by Friday, prior to the start of the upcoming week or monthly on the first school day of the month. If payment is not made, your child may not be able to attend school until the account is brought current and a \$10.00 late fee may be charged if payment is not made by Monday of each week.

I understand that illnesses, vacations or situations may arise. **If a child attends part time, they may make up a day if they were absent on a future date of your choice. Children attending part time may not use vacation days outside of Christmas and Spring Break.** Each child will receive (13 Days) of vacation time per school year (September-August). If attending for summer only, families will receive 5 days of vacation. After vacation has been used up, the regular weekly tuition amount will be due each week. Vacation may be used for holiday breaks if you choose. Vacation must be requested in writing prior to absence. If you have already used your vacation, payment will still be due for holiday breaks (Christmas Break, Spring Break, Thanksgiving). **There will be no reduction in tuition for holiday breaks, school closings, student absences, vacations or snow days outside of vacation day allowances.** Payment will be due weekly, regardless of absences, school closings or holiday breaks.

If a concern or family situation arises with payment, please speak with Stephanie Medina to discuss options.

Admission and Withdrawal Criteria

Interested families seeking enrollment at Little Treasures Early Childhood Center should call or email Stephanie Medina to inquire about our preschool programs. Families may also schedule a tour or stop in to visit the school.

The following must be submitted prior to the first day of attendance:

Enrollment Fee of \$50.00
First week's Tuition

Enrollment Form
Child Information Sheet
Tuition Agreement Contract
Receipt of Parent Handbook
Receipt of Licensing Rules Disclosure Form
Photo Release Form
Receipt of Discipline Policy
Health Appraisal Form (Within 30 days of start date)

Withdrawal:

Parents must notify Little Treasures **two weeks** in advance if their child will no longer be attending Little Treasures or if you would like to change your weekly schedule. Payment will still be due for the two weeks until the written final withdrawal date. If payment is not made you may be sent to collections. Please fill out a written withdrawal form to request withdrawal. If you have been withdrawn for reasons listed below, payment will be due for the two weeks after the date you have been withdrawn, to comply with the withdrawal requirement of two weeks. Director has the right to immediately terminate a family's contract and request immediate withdrawal.

The director has the right to request withdrawal of a child for reasons such as:

Failure to provide the requirements listed above for admission
Non-payment of fees or tuition (1 week behind)
Parental failure to follow school policies
Parental failure to show respect to staff members
Non-attendance of at least two weeks
Behavior

Pictures and Videos/Reviews

Little Treasures would like to take pictures and videos of the students throughout the day. These pictures will be used to show learning activities. The pictures will be used to send to parents, in newsletters, and on our website for school purposes.

Please fill out and sign the Picture/video Release Form to give approval. Little treasures utilizes security cameras inside and outside of school. When you agree to enroll your child in Little treasures you agree to the use of security cameras. If you sign the parent form to not allow photographs to be posted on the website/social media, your child will still be recorded by the security cameras. By enrolling your child at Little Treasures, you are agreeing to the recording of your child with security cameras during school. Little treasures will never post photos without your permission. Little Treasures would like your permission to post your reviews from social media to our website.

Clothing

Please dress your child in comfortable clothing that you do not mind getting paint, dirt, markers or food on during the school day. We have a very active school day and are constantly on the move.

Accidents happen! Please send in an extra pair of clothing that can be left at school. Little Treasures may change students into extra clean clothing/pull-ups from little Treasures if children use their own extra clothing during the day because of an accident.

Please return the clothing to school the next day.

Little Treasures Learning Center Calendar 2019-2020

First Day of School	9/3
Halloween Party-11am	10/31
Thanksgiving Break (No School)	11/28 & 11/29
Christmas Party-11am	12/20
Christmas Break (No School)	12/23-1/1
Valentine's Day Party-11am	2/14
February Break (No School)	2/17 & 2/18
Spring Break (No School)	4/6-4/10
Memorial Day (No School)	5/25
Preschool Graduation	6/12

Tentative (Dates may change)

Emergency Plans

Parents will be contacted through the school remind message system and over the phone to reunite families in the case of emergency. We will locate to Selectronics if necessary. There will be a fire drill each quarter. There will two tornado drills during the months of April to October. Parents will be notified by phone for emergency disasters, fires and serious injuries and an incident report form will be filed with the state.

Injury and First Aid

Child will be given care needed depending on the situation. For minor injuries or illnesses a form will be sent home upon pick up and the parents will be notified by phone if necessary. A first aid kit is on site. Teachers will speak with parents upon pick up and parents will be notified with a Boo-Boo Report form when they

pick up their child from school. Class list with number of students will be posted in emergency folders.

Licensing Rules Disclosure

Little Treasures Learning Center is required to inform you that Pursuant to rule

146 (i) (III) of the Licensing Rules for Child Care Center for the State of Michigan:

(i) The licensing notebook contains all of the inspections, investigation reports and corrective action plans.

(ii) The licensing notebook is available to all parents during regular business hours.

(iii) Licensing inspection and special investigation reports from at least the past 2 years are available on the child care licensing website at www.michigan.gov/michildcare.

If at any time you would like to see this notebook it is available during regular business hours.

Visitors

Visitors and volunteers are welcomed here at Little Treasures Learning Center. They help to enrich the learning process for students. Visitors may work with students during activities and read to students. Visitors may come in through the front main door and sign in. They will be asked to wear a badge and show identification to keep our students safe. A volunteer may not be with children in the center unsupervised, without first providing documentation that the volunteer has not been convicted of a listed offense in section 2 of the sex offenders registration act, 1994 PA 295, MCL 28.722, child abuse or neglect, a felony involving harm or threatened harm to an individual within 10 years preceding the date of volunteering in the center. A volunteer may not be unsupervised with children in the center until documentation is received that shows the volunteer has not been named in a central registry case as a perpetrator of child abuse or neglect by the Department of Human Services and no criminal history. A volunteer may be parents, friends or other family members.

Personal Cell Phones

Teachers at Little Treasures are not permitted to give out personal cell phone information. If you have a question, concern, change in schedule or pick up person during school hours, please call the school phone number at **248-270-5158** or email **littletreasuresecc@gmail.com**. You may also send a message using the Remind text message system or message the Facebook page. Teachers will respond within 24 hours or sooner. If it is an urgent message or question please call 248-270-5158. Teachers are engaging with students and may not have time to respond instantly during the school day. A daily sheet will be sent home each afternoon with information on amount of lunch eaten, things that are needed for school and any information pertaining to your child's school day. Teachers will also discuss any concerns at pick up each day.

Thank you for respecting the learning and time of all children and teachers at Little Treasures. If you have any questions or concerns, please do not hesitate to speak with Mrs. Medina.

Potty Training and Diapers

Preschool class children should be potty trained or currently working on potty training before beginning school. We understand that accidents happen and that children are still learning. Please send children to school with pull-ups if they need to wear them for nap or throughout the day. Children in the toddler classroom that wear diapers will be changed at least every two hours or sooner, if needed. Teachers will wear disposable gloves when changing children. Children over one year old may be changed standing up in the bathroom or on a changing mat. Please discuss any questions or concerns with Stephanie Medina.

Teacher and Student Absence

At times, a substitute teacher may be teaching at Little Treasures Early Childhood Center. The teacher who is substituting will have the necessary qualifications as per the licensing rules for the State of Michigan. **If your child will be absent, please call, email or send a message prior to the start of school.**