

LITTLE SEED CHILD
DEVELOPMENT CENTER

CENTER POLICIES FOR PARENTS



The **Kingdom of Heaven**

is like a mustard **seed**

Which a man took and planted in his field

Though it is the smallest of all your seeds

yet when it grows,

it is the largest of garden plants

STUDENT NAME: _____ DATE: _____

THANK YOU FOR TAKING THE TIME TO READ OUR POLICIES.
UNDERSTANDING THIS INFORMATION HELPS YOU TO HELP US
PROVIDE THE QUALITY CARE YOUR CHILD DESERVES!

Handbook updated January 1st, 2023

GENERAL INFORMATION

INTRODUCTION

Welcome to Little Seed Child Development Center! Little Seed is a Christ-centered childcare program offering children from 24 months to 6 years of age (Toddler and Preschool Program) both full and part time care in a safe and healthy environment. Our program provides a full care day of fun that integrates both age-appropriate preschool curriculum along with opportunities for gross and fine motor growth, field trips and outdoor play. Please read on to discover all about our program and policies!

MISSION STATEMENT

God is the one we proclaim, admonishing and teaching everyone with all wisdom, so that we may present everyone fully mature in Christ. (Colossians 1:28)

CORE VALUES

Christian Based - We teach in love and truth, and care the wellness of each student physically, emotionally, and spiritually.

Creative Learning - Stimulative and diversified teaching methods to encourage student to develop independent thinking and creativity.

Character Learning - Guiding student to build virtues and to thrive in their lives and communities.

BUSINESS HOURS

Little Seed is open from **7:00am to 6:00pm Monday through Friday**. We observe religious holidays and some national holidays. Closing dates are indicated below, and also through Brightwheel.

- New Year's Day (2)
- Chinese New Year Day
- MLK Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day (2)
- Christmas Day (2)
- Teacher Training Day (3)

ENROLLMENT

To enroll at Little Seed, parents must first complete an enrollment application. If classroom enrollment is full, then the application may be dated and filed in our wait list. Filing an enrollment application for the wait list does not guarantee admission nor does it bind the applicant in any way financially. Enrollment at Little Seed Child Development Center is non-discriminatory and without regard to race, color, creed, sex, national origin or disability. We enroll children that are 24 months to six years old. Considerations for admission are based on date of enrollment, availability in the appropriate classroom and our ability to meet a child's needs. Please see our tuition and payment section below for more information regarding rates, registration fees and tuition payment.

ADMISSION

All necessary forms must be completed in **entirety (including enrollment form and policies contract, current immunizations or waivers and the child's health appraisal completed by a physician and Child Information Record)** and turned in along with registration fee for enrollment. Once paperwork is complete, at least two weeks will be required to process information so that attendance may begin. Parents will be required to review childcare contracts, enrollment paperwork and center policies annually.

WITHDRAWAL AND DISENROLLMENT

Parents must notify the Center Director 30 days before withdrawing a child from the program. Tuition deposit will be applied toward the last month of your child's tuition. *If withdrawal notice is received in less than 30 days, deposit will not be applied or refunded.*

The director and teacher reserve the right to deny or terminate enrollment of any child if it becomes apparent that a child's needs are not consistent with the childcare program. Termination could result if a child engages in behavior that repeatedly presents a risk of harm to self or others. This includes biting, aggressive or disruptive behavior.

RATES AND PAYMENT

Tuition is based on each class and includes potty training, AM & PM snacks, lunch meal, and all curriculum materials.

Tuition (full time program only): Tuition is based on each class and includes potty training (Toddlers only), AM & PM snacks, freshly made hot lunches, daily Chinese lessons, curriculum lessons and materials.

Toddler Program (2-3 yrs old): \$1400 per month

Preschool Program (3-5 yrs old): \$1350 per month

FEES (Non-refundable, new student only): Application \$50 | Enrollment \$100

DEPOSIT: \$500 (will be applied toward last month of tuition with 30-day notice)

PAYING TUITION

Tuition is due on the **1st school day** of each month. Payment can be made through the Brightwheel app with credit / debit card (with processing fees) or ACH (no fees) payment. For in person payments, only checks are accepted. A \$50 fee per week will occur for late payment if tuition is not received after the 5th of the month. Returned checks are subject to a \$25 fee. **Paid tuition is non-refundable including absences due to illnesses.** If a payment becomes delinquent at any time, the child or children in question may be disenrolled without written notice until the balance is paid in full. If payment is chronically delinquent or not promptly paid in full, student(s) will be disenrolled without written notice.

Parents will be charged a flat rate for tuition, regardless of center closings, illness or vacation days. This includes holidays and three center training days per year. Monthly tuition will always be the same throughout the year. Please contact the director at any time if you would like to alter your child's regular schedule.

ARRIVAL AND DEPARTURE

For your child's comfort and safety, your child must be escorted into the classroom by an adult, and not dropped off at any other place inside or outside the center. Until staff physically recognizes anyone responsible for picking up a student (including a parent or guardian) they will be asked for proper picture identification. Please bring identification with you when arriving to pick up your child(ren). Your child must be signed in and out when arriving or departing, daily. **Sign in / out Kiosk (iPad) is located at the front desk.**

Little Seed requires parental notification either by phone, email, or Brightwheel messages of anyone other than a parent or guardian who will be picking up a student, even if that person is listed on the Child Information Record. **Individuals picking children up MUST be listed on the Child Information Record for each individual child (this includes any instances of siblings).**

LATE PICK UP FEE

Little Seed Child Development Center is open from 7:00 a.m. until 6:00 p.m., and parents or guardians who arrive late for pickup will be charged a late fee of **\$10 for the first 10 minute, and \$1 per minute hereafter.** This late fee will be PER CHILD. Repeated lateness or failure to pay these charges may be grounds for disenrollment. **Please arrive 10-15 mins prior to our school closing time.** Students must be picked up no later than 6:00pm.

CHANGES IN SCHEDULE

Parents or guardians must send notice in Brightwheel, emails, or phone calls to the office staff in advance of any changes in children's schedule days and times of attendance including late drop off, early pick up, illness, and vacations.

REPLACEMENT POLICY

Parents or guardians are responsible for fixing, paying for or replacing any equipment that their child willfully and purposely damages.

NO FIREARM POLICY

Little Seed Child Development Center has a no firearm policy. If a parent, guardian or staff member comes inside the facility with a licensed and permitted firearm despite the "open carry" rights for the State of California, they will be informed of our firearm policy and asked to leave the building and remove their weapon before returning. Designated staff will call the local police, report the incident and request a police escort for the individual.

LITTLE SEED CRISIS MANAGEMENT AND EMERGENCY PROCEDURES

Little Seed Child Development Center trains employees and children routinely to prepare for crises and emergencies. Procedures for fire, earthquakes, injuries and other natural disasters are posted throughout the center and included in our emergency procedures manual. Some procedures, such as those for an intruder or bomb threat, are confidential but thoroughly provide the necessary steps to keep children safe in the event of an emergency.

ACCIDENT OR INJURY INVOLVING CHILD

Detailed procedures are posted in each room regarding the treatment of children in an accident situation. Employees are required to familiarize themselves with these instructions and follow them. All employees are required to be first aid/CPR certified. Employees always use universal precautions when handling bio-hazardous materials.

RELEASE FORM LIABILITY / MEDICAL TREATMENT

Upon enrollment, a release from liability and medical treatment must be signed that absolves Little Seed Child Development Center, and all of its personnel, from all financial responsibility in case of accident or injury to any child (ren). Additionally, the release grants Little Seed permission to secure emergency medical and/or emergency surgical treatment for your child (ren) in our care in the event that parents cannot be contacted immediately.

CHILD INFORMATION RECORDS

Child Information Records must be kept current for every child enrolled. Parents must update any contact information by phoning, emailing or submitting written notice to the office staff. The center must be notified regarding any changes in address, phone numbers and persons to be added to, or removed from, the Child Information Record. Parents are required to review child information records and enrollment documents annually. Little Seed cannot release children to individuals NOT listed on the Child Information Record as explained in our arrival and departure policy.

VISITORS

Parents are welcome to visit any time. All visitors must stop at the childcare office and notify the Director upon arrival and departure. For everyone's protection, visitors are not allowed to participate in any activities without a staff member present.

PROGRAM LICENSING AND STAFF QUALIFICATIONS AND TRAINING

Little Seed is licensed by the State of California Department of Social Services, Office of Community Care Licensing. The state has detailed regulations governing staff qualifications, number of children per staff member (ratio), number of square feet of play space per child, discipline, equipment, nutrition, health records, emergency medical care, and fire safety. Little Seed childcare program meets or exceeds each of the state's requirements, and is insured. Our childcare staff consists of adults with degrees in early childhood education, elementary education and child development, and/or years of preschool and daycare program experience. Upon hiring, a staff member has completed an application and interview process, which includes a review of the applicant's past work history. All of our staff is background and criminal history screened (through FBI and the California state police) to check for any crime other than traffic violations. No person with any history of abuse or neglect will be allowed to work with children. Staff members are also required to be First Aid/CPR certified, and trained in our methods of interacting with children, as well as the proper methods of cleaning and handling emergencies using universal precautions, before working with students.

LICENSING

LITTLE SEED CHILD DEVELOPMENT CENTER is licensed by the State Department of Department of Social Services/Community Care Licensing. These regulations (Title 22) establish health and safety standards for child care centers. A licensing analyst has the authority to inspect the facility and interview children in care. The findings of each visit are posted on the parent bulletin board or a copy can be requested from the campus director. For the safety of your child, CCA follows Department of Social Services, Community Care Licensing regulations that require staff members to complete a rigorous background screening, which includes screening for criminal records. All staff members are required to obtain a health screening and T.B. test clearance.

CURRICULUM / DAILY PROGRAM

Each day at Little Seed offers your child a variety of appropriate developmental activities to stimulate an inquisitive mind, build self-esteem, compassion for others and a positive attitude towards learning. Our full day of care incorporates age-appropriate preschool curriculum with many other fun activities such as:

- Large motor and creative movement activities
- Chinese language lesson
- Academic and social emotional learning
- Bible stories and Storytelling
- Mealtime prayer / say grace
- Arts and crafts / Dance and music
- Group projects organized around a topic or concept
- Celebration of holidays and seasonal events
- Exposure to different cultures and parts of the world
- Outdoor classroom / Field trips
- Best practice in kindergarten preparedness

HEALTH CARE PLAN

The following health care plan outlines all of our goals and policies regarding health, nutrition, cleanliness and infection control at Little Seed. Please note that staff members and volunteers adhere to the same illness policies that are outlined for students.

LITTLE SEED STUDENT HEALTH GOALS

At Little Seed Child Development Center, we have physical and emotional health goals for all of our students that are the supporting drive behind all of our policies and guidelines. We know that, in order for students to function optimally and thrive at the childcare center, they need to feel well. Play is work for children, and the rigors of our every day schedule at our childcare center require optimal health and energy. The following goals and guidelines define what we consider being well in our care. When students do not meet these goals, we may become concerned about their well-being, and take action to ensure that their physical health needs are being met and that there are no health problems or illness arising. (See our illness policy below for more information.)

1. Student has a fairly regular and healthy appetite.
2. Student seems emotionally well, and is alert and ready to participate.
3. Student is symptom-free of illness such as fever, vomiting, etc.
4. Student is not in pain.
5. Student has received ample time to recover from an illness (such as a bacterial infection) with proper resting time and prescribed medication at home.

If a student doesn't meet our health goals, we become concerned and will inform parents or guardians. When health goals aren't met, we also begin to assess children for illness or causes for their compromised well-being.

MEDICINE SLIPS AND DOCTOR'S NOTES

A **medicine permission slip** (signed by a parent or guardian) must be used for any other topical or oral medicine that is to be given to children. Correct dosage and permission to administer the medicine must be given using the form. Little Seed Childcare cannot administer medicine that is either mislabeled (not in its original container) or expired. Doctor's Slips may also be required before a child can return to child care in the

event of an illness. **If your child has received any medication before starting their day at Little Seed, please make teachers aware.** Receiving this information is imperative for caregivers in assessing a child's well-being and providing them with quality care. **Please note that if your child has received a fever reducer before arriving for the day to treat a fever or suspected fever, they will be required to return home until any instance of fever or illness has subsided for 24 hours without the use of medication.**

REGARDING ILLNESS AND INFECTION CONTROL

When a child exhibits any of the following symptoms, they do not enjoy being at the childcare facility and are most likely contagious to the other children. Please design some kind of backup plan when your child is ill and you can't be absent from work (grandparents, neighbor, older teen, etc.) The center will notify parents if a child becomes ill and parents are expected to pick up the sick child **immediately**. When a child presents symptoms of illness, they will be detained in the office sick area until a parent, guardian or authorized adult comes to pick them up. Because illness or injury needs to be addressed immediately, proper contact information is of utmost importance. Parents and guardians are expected to keep each enrolled student's Child Information Record updated, and children are expected to be vaccinated as regulated by law. Failure to provide health information papers may result in disenrollment.

Parents and guardians will be expected to keep a child at home if displaying any of the following symptoms:

- Contagious skin rash
- Headache accompanied by fever
- Earache accompanied by fever
- Temperature above normal
- Excessive runny nose
- Nausea or vomiting
- Severe allergic reaction (presence of anaphylactic symptoms, etc.) or asthma
- Excessive eye irritation (red, watery, mattery, weepy, or pink eyes)
- Diarrhea
- Sore throat not caused by allergies
- Indication of head lice (scratching)
- Open sores
- Excessive coughing
- Symptoms of seizure
- Loss of consciousness

- Severe injury that prevents participation in daily normal activities (until mobility and comfort are assured and injuries are properly addressed)

****A child will be required to be picked up immediately if fever, vomiting, diarrhea or other symptoms of illness are present.***

Fever, diarrhea and vomiting should be gone, without the use of medication, for **one full attendance day** before a child returns to the daycare. The child should be able to participate in all daycare activities. This means that a child who was with fever or above symptoms on a Monday will not return to school Tuesday and may only return the following day if all symptoms have been gone without medication for one full day.

Children will also be required to be monitored at home if they have presented symptoms of a seizure, or have been administered medicine by an epi-pen. Child (ren) must remain symptom free and/or obtain a doctor's note to ensure safe participation in childcare before returning. Antibiotics of any sort (if prescribed) should be taken/used for 24 hours, during a contagious illness, before returning to the daycare. A doctor's note may be required to confirm that a child is no longer contagious after a viral or bacterial illness. Children with lice must be treated appropriately and checked by a designated staff member for any incidence of nits or lice before returning to the classroom setting. Parents or guardians must wait for clearance while child is being examined. Any re-occurrence of nits or lice will require immediate pick-up from school and continued treatment.

In the event that a child is suspected to have a particular condition/illness or is being preventively treated for it, Little Seed Childcare's sick policy will default to the same procedures that outline how a confirmed case of that particular illness would be handled. For example, a child who has an unconfirmed or suspected case of Conjunctivitis (pink eye) that is being treated for the illness will be required to adhere to the same guidelines with which a confirmed case would be handled.

If Little Seed Childcare suspects that a child may have a contagious illness and recommends a doctor's visit or diagnosis but parents or guardians choose not to seek medical advice, preventative measures and cautionary actions may be taken in accordance with our illness and infection control plan to prevent the further spread of a potential illness. Pre-diagnosed illnesses such as asthma or epilepsy will require that parents inform the center clearly of the child's symptoms and history, so that a health care plan may be established and followed routinely.

Please do not allow your child to attend daycare if they have recently vomited, had incidence of diarrhea, a fever within 24 hours (or fever treated with medicine of any sort) or are otherwise unable to

participate due to compromised health or energy level. If a child tells a caregiver that they have been administered medicine or experienced any of the aforementioned symptoms, a parent or guardian may receive a phone call inquiring further about the child's health.

Thank you for your assistance in following our health care plan with honesty and consistency. Your adherences to the policies ensure the health and well-being of everyone—including you and your family.

PEANUT FREE POLICY

Little Seed is a peanut free center. Please do not send your child with any outside foods / snacks containing peanut oils or products. Nut-alternative products are allowed.

NUTRITION

Little Seed offers AM, PM snacks and lunch meals for all children. All meals will be healthy and nutritious. A monthly menu will be posted. Parents may choose to send meals or snacks as long as foods are **nutritious, peanut free and ready to eat.** This means that items do not need to be prepared or heated. Food items intended to stay at center for more than one day must be dated. **Food receptacles will not be washed or rinsed and will need to be taken home daily.**

INFANT AND TODDLER PROCEDURES

Parents may supply the center with bottles of breast milk or premixed formula. Little Seed employees may not prepare infant formulas. Any unused bottles are required to be taken home at the end of the day. Empty and used bottles will be rinsed. Bottles may not be washed per licensing requirements. Parents may bring unopened labeled store-bought baby food for children eating solids. Parents may also provide freshly prepared homemade foods in labeled containers daily. All children's items, including bottles, foods, and clothing must be labeled with child's name.

REST TIME AND ITEMS FROM HOME

Parents shall provide a small sheet, pillow, blanket and stuffed animal/comfort item for their child to rest with. **Parents are responsible for laundering nap blankets each week and should take their child's nap items home on the last day of the week the child is attending Little Seed.** All toys other than nap items should be left at home. There are absolutely **no weapons or toy weapons allowed.** Please do not send your child to school with items that are valuable or that may cause a distraction to the child or the child's classmates. Please contact your teacher regarding appropriate sharing items and designated sharing times. Little Seed is not responsible for any lost or stolen items.

PROPER ATTIRE

Children will participate in daily outdoor activities in accordance with State of California Daycare Licensing requirements, and must be dressed appropriately for daily outdoor play. NO SANDALS OR FLIP FLOP, please. **Students are required to bring one pair of indoor shoes and one pair of outdoor shoes.** Contact will be made with parents or guardians if children are not dressed appropriately, or if children do not have the necessary clothing or foot wear for playing outdoors. If this is the case, it may be required to either deliver necessary items of clothing or retrieve student until proper attire is acquired. **All students' items need to be labeled** with his/her name and may be marked with permanent marker at school if they are not previously designated. Little Seed is not responsible for any lost or stolen items.

SUNSCREEN POLICY

Parents or guardians are expected to apply sunscreen in the morning on their child(ren) before dropping him/her off during the summer months. Afternoon application of sunscreen will be provided by Little Seed.

POTTY-TRAINING AND RESTROOM USE

Potty-training procedures vary from room to room but are consistent in method and child-led. Children at Little Seed are never forced to use the bathroom. All classrooms encourage self-help skills and proper hand washing. Children use age-appropriate facilities located either in their classroom, or in the hallway. Adult facilities are located throughout the building. Adults **do not** use the restroom facilities at the same time as children, nor are they alone in enclosed bathroom areas where door may be shut. Please note that Little Seed may NOT rinse any items soiled with feces, urine or vomit in any sink or toilet area located throughout our center. To do so is a violation of California state licensing requirements.

HAND WASHING

Child and staff hands are washed with soap under running water upon arrival, before handling food, before and after meals, after toileting, coughing, sneezing, nose blowing, and at any other time as needed.

Hand washing Procedure:

1. Turn on the water to a comfortable temperature.
2. Moisten hands with water and apply soap.
3. Rub hands vigorously until a soapy lather appears and continue for at least 20 seconds.
4. Rub areas between fingers, around nails/under fingernails, jewelry, and the back of hands.
5. Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying hands.
6. Dry hands with a clean, disposable paper. Turn taps off with the paper towel.

7. Dispose of the paper towel in a lined trash container.

UNIVERSAL PRECAUTIONS PROCEDURES

The following guidelines are used at Little Seed when handling biohazardous materials (blood, urine, stool, or vomit):

- Children are removed from area containing hazard. Area is covered with paper towel and isolated.
- Workers use gloves, and face mask, if necessary.
- For any mess containing blood, urine, stool or vomit, DISPOSABLE MATERIALS (paper towel) must be used to remove as much of biohazard as possible before proceeding to next step.
- Soiled paper towels are disposed of and area is cleansed with more paper towels and soapy water.
- Area is sprayed with sanitizer. Sanitizer is allowed to disinfect area thoroughly before being removed or dried with additional paper towels.
- Gloves are removed and disposed of, and hands are thoroughly washed. Heavily soiled garbage is double bagged. Garbage is removed from center immediately and taken to outside dumpster.
- Staff/children/parents will be informed if area is deemed unusable or further steps must be taken.

CLEANING AND SANITIZING OF TOYS AND PERSONAL ITEMS

Toys, equipment, and surfaces in each classroom and common areas are cleaned and sanitized regularly as needed. Soiled items children chew are placed in a bin immediately after being soiled or put into a child's mouth (baby items). Toys are run through the sanitizer regularly. Toys played with by older children are sanitized as they become soiled or earlier if staff feels it is necessary. Cots are used by one child only, and are sprayed with sanitizer weekly with Lysol disinfectant.

CLEANING AND SANITIZING OF TABLES, CHAIRS, PLAY EQUIPMENT AND FACILITY

Tables and chairs are cleaned and sanitized using disinfectant wipes before and after meals, and as needed throughout the day. Larger equipment (such as indoor climbers, gym mats, and riding toys) will be cleaned and sanitized by hand as needed. Our center is cleaned each evening by janitorial staff and all restroom facilities and sinks are sanitized daily or as needed. Floors are swept, mopped and vacuumed daily.

DISCIPLINE AND OTHER POLICIES

All childcare staff use disciplinary and guidance tools that promote an idea of patience and self-control, such as:

- Clear expectations that are communicated to children in an age-appropriate way
- Positive guidance (Replacing the negative behavior with a positive direction, such as "Use your walking feet, please!" rather than "Don't run!") and the teaching of appropriate social behaviors
- Thoughtful consideration about origins of negative behavior and methodical planning and strategy implementation to encourage desired behavior
- Consistency in methodology and consequences
- Self-evaluation as a teacher (understanding the teacher and classroom's role in the appearance of an undesired behavior and what steps may be taken to address the issue)
- Careful assessment and recordkeeping of extreme or ongoing behavioral problems

A child who poses a risk to themselves or another child may be separated from the group as needed, and children may "take a break" from activities to calm down and consider a plan for correcting behavior.

Under NO circumstances are children at Little Seed disciplined with corporal punishment (physical), verbal abuse, humiliation or withholding of food or toys.

All of the following means of punishment shall be prohibited:

- (a) Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
- (b) Restricting a child's movement by binding or tying him or her.
- (c) Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
- (d) Depriving a child of meals, snacks, rest, or necessary toilet use.
- (e) Excluding a child from outdoor play or other gross motor activities.
- (f) Excluding a child from daily learning experiences.
- (g) Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle.

HANDLING SPECIFIC BEHAVIORS

Young children who are learning how to function with their peers and manage their emotions have a variety of common, developmentally normal behavior problems. Listed below are some of the most typical problems and how Little Seed handles them:

Biting

First and foremost, Little Seed immediately treats a bite by focusing on and caring for the child who has been bitten. Any visible injury is always cleaned and assessed while comforting the child who has been hurt. After the biting injury is handled, the behavior itself is then handled. This means helping the bite victim to use assertive language to the biter: "I didn't like that!"

Biting can be motivated by different emotions and developmental stages. Younger children who are still teething and oral may bite in an exploratory manner. In these instances, Little Seed offers appropriate chewing and oral stimulation items (such as icy teethers, crunchy food, etc.) and redirection along with the teaching of appropriate teeth use.

For the child who bites out of aggression or as an attention seeking behavior, the same techniques may be coupled with strategies for self-calming. **A child who is repeatedly biting other children may be separated from the group for the safety of all students when issues occur, and parents of both the biting child and the bitten child(ren) will always be informed in a timely manner of incidents as well as how the situation was handled.** Depending on the age of the child, a behavior plan with both positive reinforcement and approved consequences may be used.

Exclusion Due to Excessive Biting

A child who bites multiple times in a day will be sent home for the remainder of the day. A child who bites, or attempts to bite, daily will be suspended from care for one school day/ three school days/ five school days. If the biting continues after returning, the child will be disenrolled from care for the remainder of the school year. Tuition will not be refunded for the child staying home.

Aggression and Bullying

When a child displays aggressive behaviors at Little Seed, such as yelling, hitting, or any other form of destructive physical behavior, the first concern for staff is to discover what is motivating the aggression. Using Conscious Discipline methods, staff members will attempt to help a child recognize and label emotions

and motivations for his or her behavior, and coach the child through conflict, enabling them to use other methods to resolve their problems in the future.

Clear expectations are given to children regarding appropriate physical and social behaviors, and the use of modeling/teaching appropriate social behaviors is also used. Little Seed is a bully-free zone. We encourage our students to treat each other with love and respect, and encourage/expect those same behaviors from their peers. Student –handled conflict resolution is considered optimal.

If a behavior becomes a repeated concern, parents or guardians will be included in creating a behavior plan for the student. Little Seed always includes parents or guardians in the development and implementation of strategies and behavior plans for their child. If a child’s behavior does not respond to these methods or it becomes apparent that a child's needs are not consistent with what our program offers, disenrollment may be considered.

Exclusion Due to Excessive Aggressive or Disruptive Behavior

A child who is aggressive toward teachers and other students, including hitting, kicking, throwing objects, slapping and spitting, will be sent home for the day. If the behavior continues the next day, the child will be suspended from care for one week, during which time a half-rate tuition will be charged.

****Children who are disruptive and/or oppositional to the point of hindering the learning, routine and overall environment of the classroom as well as children who compromise the safety and integrity of the program will be sent home for the day. Continued disruptiveness will be cause for disenrollment.***

FIELD TRIPS / FIELD TRIP RELEASE

Upon enrollment, consent must be given for any child (ren) to take part in field trips or excursions away from the childcare facility, under proper supervision, by signing the Field Trip Permission section in the Policies Contract of the Enrollment Form. A field trip is considered any outing away from the childcare building. Infants, toddlers and two-year-olds may ride in a stroller or buggy to “field trip” away from the building without prior notification and as part of their daily activities. Two-year-olds through school age may walk to area parks, activities, businesses/events as “field trips” away from the building without prior notification and as part of their daily activities. Three-year-olds, four year olds and school age children may ride a Transit bus to/from local activities or events, but will do so only with prior notification.

PHOTOGRAPHY RELEASE

As a normal part of everyday activities in our program, your child(ren)’s learning and enjoyment are documented through digital photography and video taken by lead teachers and administrative staff. As a

school, we enjoy sharing these photos both through display at our facility, and online at our websites and Little Seed Instagram / Facebook, giving families an opportunity to share in the school experience both at school, and at home, on the internet. As a part of our policies contract (attached to enrollment form), parents sign a photography release form annually, which outlines basic photo permission as well as individual authorization for social networks and media submission. Little Seed will never distribute photos or misuse them in any way. Please share any questions or concerns you may have regarding this photography with your lead teacher or the office.

DONATIONS AND FUNDRAISING

Little Seed Child Development Center is a 501c3 not for profit organization under the umbrella of the Jesus Loves Children Mission Group, and our school relies on donations and fundraising so that we may continue to serve the community in our area with high quality childcare. We also provide services such as scholarship funds for families in dire financial circumstances or times of crisis, and our program strives for the constant professional and educational development of staff, along with continued improvements in center materials for children.

Creating quality, modern spaces for children to safely grow and learn in is a continued effort that requires many resources both labor and financially based. We deeply appreciate all donations made to our school whether they are monetary, materials to be used or volunteer efforts. We offer tax deductible donation receipts for interested individuals, and ask our families to participate in occasional. We are able to accept cash and checks here in the office, and we are also able to accept Paypal or credit card donations online.

Individuals are able to make one-time donations, or recurring donations, and you can also fill out a "pledge form" online to request an invoice to be paid later! Also inquire about our SCRIP program or visit the "Fundraising" tab on our main website to discover the large variety of pre-paid and reloadable gift cards for your favorite stores, restaurants and more. Each time you purchase a SCRIP card, Little Seed receives a percentage as a donation for our program, and we split that percentage and apply half of the monetary value to your childcare tuition. Therefore, when you use our SCRIP program, you earn money for Little Seed and yourself!

WEBSITE AND ONLINE INFORMATION

Information including Lunch & Snack Menu, Class Schedule, Admission Agreement, Academic Year Calendar, and Curriculum Overview are available on our website is located at www.LittleSeedChildCenter.org

Our school email address: info@littleseedchildcenter.org

Follow us on Facebook page and Instagram [@LittleSeedChildCenter](#)

Official WeChat account: [@Lalittetrees](#)

Time-sensitive information will always be communicated via home or cell phone, and information may be sent in children's cubbies as well. Ways in which we will communicate with parents or guardians online include:

- Emails regarding tuition or account (statements are only printed by request)
- Important notifications about potential closings and schedule changes through email
- Information regarding students
- Information regarding center events and reminders

Little Seed checks emails frequently throughout the day and responds in a timely manner, but all emergency contact must be communicated through our phone line at **(909) 551-2558**.

Always feel free to address any questions, concerns or share ideas by email, phone or in person.

We appreciate your feedback and look forward to hearing from you!

School & Family Partnership Agreement

Collaboration between parents and school is essential to create a partnership that allows a child to succeed, and this agreement allows both the School and Family to commit to their responsibilities in partnership.

The School Will

- Provide a safe and positive learning environment.
- Provide quality programs based on our Core Values: Christian Based, Creative Learning, and Character Building.
- Maintain regular ongoing communication with parents through Brightwheel.
- Inform parents of the progress of the class through updates in Brightwheel. Via these communications, teachers will encourage and educate parents on how to be actively involved and supportive of their child's education.
- Provide time for at least one parent-teacher conference per child per year.
- Maintain the quality of the program by providing professional development for teachers.
- Resolve conflicts by following the communication model outlined in the Parent Handbook.

The Family Will

- Understand that this is a school of choice and agree to support the school and teachers in their endeavor to educate.
- Assume primary responsibility for the values, attitudes, and behavior of their children, and support the school's Discipline and Academic Integrity Policies.
- Monitor/ limit their children's exposure to media and screen time.
- Ensure children are dressed in compliance with the Dress Code.
- Attend parent-teacher conferences as scheduled by the teacher.
- Have children attend school regularly, arrive on time, and pick them up promptly at dismissal time.
- Read the Parent Handbook and agree to adhere to the school's philosophy and policies.
- Meet with school administration in the event that the school believes any of the above partnership agreements are not being met.
- Cooperate in accordance with all policies as listed on the admission agreement.

Child's Name _____

Date of Birth _____

Parent/Guardian _____

Today's Date _____