

## Little Blessings PDO Information Pack

Hours of operation: Monday-Thursday from 8:30 AM – 2:30 PM during the months of August-May. We offer childcare for children ages 1-5.

### Parent Communication

Please enroll in our remind communication messages. Along with our Facebook page this is our main source of communication with all parents when we are sending out tuition information, snow days, party days, etc. Below is our class link:

<https://www.remind.com/join/ech3f2>

### Tuition Information

We have a non refundable \$15 registration fee required on the first day your child will be attending the program.

Tuition is \$25 per day by age and is based on the current operating expenses of our program.

Your payment is due the first Monday/Wednesday or Tuesday/Thursday of the month in full unless stated otherwise by the director. Our payment options are check or cash only. If you choose to pay cash you will need to pay the exact amount. **We do not keep change for cash payments any excess payment will be accepted as a donation.** If you do not have your dues paid by the second week of the month without any contact with the director there will be a \$10 late fee added to your balance. Furthermore, if you have not paid your dues by the end of the month and have once again not made any contact with the director, you will have a \$20 late fee added to your balance and we will not allow your child to return until your balance is paid.

### Breaks and Closings

We follow the White County School Schedule. We close for spring break, fall break, Thanksgiving, Christmas, etc. If schools are closed and it falls on a day we are in session, we will close as well. If schools are 2 hours late, we will be 2 hours late as well unless stated otherwise by the director. You will not be charged for the days we are closed for a full day such as spring and fall break, \*\*this does not apply to snow days as they are unpredictable therefore there will be no refunds for snow days.\*\*

Snow Days: If White County Schools close for a snow day and it falls on a Tuesday or Thursday that we are in session, we will close as well. We care about the safety of you, your children, and our staff. These days are completely random and we will not issue a refund or credit for the snow days we are closed.

### Things Your Child Will Need

- Extra change of clothes with their name labeled/attached
- Diapers/wipes if they are not potty trained
- Mat/sleeping bag with their name labeled/attached
- Their own packed lunch and drink each day

### Parties

We will have parties for the holidays during the year. The holidays we plan to have a small party for are: Halloween, Thanksgiving, Christmas, Valentines Day, St. Patrick's Day, Easter. Parents will be sent a sign-up sheet to volunteer to bring snacks or drinks.

If your child has a birthday and you want to send cupcakes or snacks for all of the children that is fine, please let our teachers know in advance.

### Daily Schedule

This is just a tentative schedule that we may tweak while the children adjust. Each day can be a little different but we try to stick to this to keep everyone in a steady routine.

- Arrival and Free Play @ 8:30
- Snacks and Group Activities (letter/number, crafts, coloring, story time) @ 9:30-11:00
- Gym/Outside playtime @ 11:00
- Lunch @ 12:00
- Nap and Rest Time @ 1:00-2:30

Each day we will go over a letter, number, color, and shape. We will also be learning how to trace, glue, and cut with scissors. Other hand-eye coordination activities we will do include: putting cheerios on a pipe cleaner, separating colored buttons into colored cups, and other activities like that. We are a biblically based program so we will also talk about Bible stories and relate Bible based principles into everyday things we will do.

### Health Standards

A healthy environment, free of communicable disease and illness is very important to us. Every effort will be made to keep the classrooms clean and free of disease. If a child becomes ill during the day with one of the following symptoms the parent will be contacted immediately to pick up the child. The parent should pick up the sick child within the hour. A child with these symptoms or illnesses (but not limited to these symptoms) should be kept at home:

1. Diarrhea - The child will be sent home after one incident if it is a watery stool, two incidents of loose stools during the day. If there are any other symptoms that accompany loose stools, such as fever or vomiting, the child will be sent home after one loose stool. Nursing babies normally have loose stools and these situations will be handled differently.
2. Hand, Foot & Mouth Disease- until rash and or blisters disappear.

3. Fever 101+ Degrees -If a child is suspected to have a fever, the temperature will be taken. If the temperature is over 101 degrees, we will ask you to pick up your child immediately.
4. Impetigo-until sores have been treated with an antibiotic and covered. If sores persist or spread the child is excluded until there is a physician approval to return.
5. Inflammation of the eye(s) or discharge from the eye(s) PINK EYE-until the physician has been contacted and medication administered for at least 24 hours.
6. Vomiting.
7. Severe coughing/Whooping cough.
8. Unusual Spots or Rashes – until we have a doctors note stating the child is not contagious.
9. Strep/Sore Throat – until 24 hours after treatment begins and fever is gone.
10. Ring worm – scalp and body- until 24 hours after treatment is begins.
11. Scabies - until 24 hours after treatment is completed.
12. Lice – until the child is nit free.

### Discipline

Positive reinforcement will be used to encourage acceptable behavior. Teachers and assistants will help the children solve problems verbally and by example. Every attempt will be made to foresee problems and direct the child to another activity before a conflict occurs. As a last resort, a child may be removed from the activity to regain control. Corporal punishment of any form will NEVER be used. Parents are encouraged to work with the staff as a team to develop the best way we can work with your child. If at any time it is determined that the parents are not working with the staff to achieve the best results, you may be asked to find other care for your child. Little Blessings PDO reserves the right to request a child's withdrawal from the program if he/she requires special attention that we cannot provide without jeopardizing the supervision of the rest of the class.

I, \_\_\_\_\_ Acknowledge that I have read, and agree to the above standards,  
(Guardian Name)

policies, and procedures.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_