



Li'l Tykes Childcare & Learning Center

...A Values Centered Program...

Parent Handbook
Calendar Year
2011

WELCOME!

This Parent Handbook has been written to provide you with information about programs, policies, and procedures at Li'l Tykes Childcare & Learning Center. Please keep this handbook in a convenient location so that you can refer to it as needed. We welcome hearing from you. Please contact us with any questions or concerns.

*Owners: Robert and Kathy Kimmel
Director: Kathy Kimmel
Associate Director: Courtney Kimmel*

Li'l Tykes Childcare & Learning
Center participates in:



Li'l Tykes Childcare & Learning Center
933 Baltimore Pike, Springfield, PA 19064
Phone: 610 544-8005
www.liltykeschildcare.net
info@liltykeschildcare.net

Philosophy and Goals

As a parent, there is nothing more important to you about childcare than piece of mind.

Li'l Tykes Childcare & Learning Center offers loving, stimulating, and creative educationally oriented childcare. Our center provides childcare programs which allow the child to develop in a warm and nurturing environment.

Li'l Tykes participates in KEYSTONE STARS, a program of continuous quality improvement with a commitment to enhancing early learning,

The learning center is open to all children regardless of race, color, religious creed, disability, ancestry, age, sex, national origin or Limited English Proficiency (LEP).

We meet or exceed the standards set by the Department of Public Welfare for the operation of a day care facility.

Our teachers provide your children with a friendly and secure environment. Our age-appropriate rooms are busy, interesting, activity-centered places where children participate in many fun activities.

We at Li'l Tykes believe that children learn best when they are given opportunities to participate in activities and games that involve concrete physical and social experiences. We carefully balance activities which develop cognitive skills with painting, block play and dramatic play. These activities enhance a child's social and emotional development. The staff of teachers and facilitators structures the classrooms and plan learning experiences to guide children in their development.

Enrollment

Children are assigned to specific areas of the center based on their age and development.

Li'l Tykes provides programs for infants, young toddlers, older toddlers, and preschoolers. To be eligible for the infant room, children must be at least six weeks old.

All information on children under our care is treated in strict confidence.

Li'l Tykes' policy regarding Limited English Proficiency (LEP) is designed to ensure that our staff makes every effort to guarantee communication and understanding for LEP children and their immediate families. Once a child or family has been identified as needing translation or interpretive services, Li'l Tykes will contact the appropriate agency.

Full-Time & Part-Time Programs, when available

Children may be enrolled full-time or part-time. Full-time is five days per week, Monday through Friday. Part-time, partial week or full week half-day schedules may be available and should be discussed with the director.

Part-time partial week parents may wish to add an additional day to their child's schedule. These requests should be made to the school director. A request for an extra day must be made at least 24 hours in advance and will be accepted pending availability. If accepted, the parent will be charged the daily tuition rate for the additional day.

Before and After School Program

We offer either Before or After School Programs or a combination of both. Please ask us for details and a separate brochure.

Our Summer Camp Program is part of our regular enrollment or is available freestanding. Ask us for further information.

Li'l Tykes Schedule

Li'l Tykes is open Monday through Friday 6:45 AM until 6:00 PM, twelve months a year. The center is closed on the following days:

Holidays 2011

New Year's Day	Friday, December 31st
Good Friday	Friday, April 22nd
Memorial Day	Monday, May 30th
Independence Day	Monday, July 4th
Labor Day	Monday, September 5th
Thanksgiving	Thursday, November 24th
Christmas	Monday, December 26th

Supervision of Children

Children at Li'l Tykes are supervised at all times. Within the center, staff members are assigned to the supervision of specific children based on age groups. Staff members are physically present with the children in their area. It is our policy that gentle and encouraging language is to be used in the presence of children, as they are guided in their group and individual play.

To meet standards required by the Commonwealth of Pennsylvania, all teachers at Li'l Tykes must be a minimum of 18 years of age (younger if in Early Childhood Ed Program); pass clearances in Child Abuse, FBI Clearance and Criminal Background screenings; complete a physical examination with the Mantoux TB screen and be able to provide a certified health assessment; take courses for certification in First Aid and Fire Safety; provide a high school (or higher) diploma; and provide a minimum of two verifiable references validating past childcare

experience. Also, all staff must complete and pass twelve (12) hours of Early Childhood Education course work each year.

In addition, all staff must be dedicated and able to engage in program activities with children in an age and developmentally appropriate environment to meet the standard of conduct as described in the Li'l Tykes Employee Handbook.

Inclement Weather

Our staff understands that parents greatly depend on our services including days when the weather is not good. Therefore, every effort will be made to keep the center open on bad weather days. There may be times when the weather is extreme and the Li'l Tykes staff, like everyone else, will find it difficult and dangerous to travel. Under such adverse conditions it may be necessary to open the center later than the usual time of 7:00 AM., or close the center for the day.

Li'l Tykes follows Springfield's public and parochial schools decisions to either close school or delay opening due to inclement weather. Please check with the local news stations, the web www.ssdcougars.org or Sabold Elementary weather hotline at 610-938-6055. **The Springfield Township School Closing number is 526.**

Li'l Tykes MAY FOLLOW on occasion its own decision about closing or late openings or early dismissals.

To keep parents informed as to the time or status of the center's opening in severe weather, the director will place a message on our answering machine by 6:15 AM of the day in question.

Arrival and Departure

Children must be signed in and out each day.

In the morning children may be brought to the center between 6:45 AM and 9:00 AM. Arrivals after 9:15 AM may be disruptive to activities already in progress, such as circle-time. If you are running late, we ask that you call the center and let the staff know the expected arrival time. Parents should get their children situated and say their good-byes quickly. Linger at the Center may only promote separation anxiety.

On a day that your child is not attending due to illness, please notify the center as soon as possible. If your child will not be attending school for any other reason, please notify your child's teacher or director ahead of time.

The center maintains an Emergency Contact form that includes persons authorized to pickup your child. At the end of the day a child will not be permitted to

leave the center with anyone who has not been previously given authorization by the parent. Regarding custody disputes, your child can be released to either parent unless we are notified otherwise in writing from the court.

If it becomes necessary for someone else to pick up your child and they are not on the Emergency Contact Form, then written advance authorization must be provided by the parent. In the event that you are unable to provide written notification, the parent must call the center and speak directly with the child's teacher or director to advise us of your authorized pick-up plans. These oral plans will be documented and put into your child's file. The person is required to provide identification and their signature will be required.

A child will not be released to a parent/guardian or other authorized person if the staff suspects that this person may be under the influence of drugs or alcohol. An authorized pickup person must provide the child with a proper seat restraint appropriate for his/her age and weight. Li'l Tykes may have a loaner child care seat available which we will provide upon request (no charge).

Parking Lot Policy

We ask that vehicles slowly enter and exit the parking lot; our children are either walking towards or exiting from cars and we appreciate your extra care. No cars are allowed overnight parking in our lot.

Drop-Off and Pick-Up Procedures

When arriving and leaving our center your safest route is to use Church Road to enter and exit Baltimore Pike. There is a traffic light at Church Road and Baltimore Pike. Use the back parking lot and park as close to the school building as possible.

When dropping off your child in the morning, please make sure your car is locked and the ignition is turned off. When you bring your child into our center, sign your child in on the clipboard located in the lobby. Please wash and dry your child's hands; this procedure helps prevent the spread of germs. Please make sure your child is greeted by his/her teacher so that the teacher knows your child has arrived.

When leaving in the evening with your child, please sign him/her out on the clip board located in the front lobby.

Early Drop-Off Policy

Early drop-off is not allowed. Children are not admitted before 6:45 AM.

Late Pick-Up Policy

Li'l Tykes closes at 6:00 PM. Our staff appreciates that the children are picked-up prior to closing. For each late pickup, a fee of \$1.00 is charged to the parent for every 1-minute interval or time therein after 6 PM. The late fees are to be paid directly to staff members, not to the center.

If you will be picking up your child late, please call the center to advise the staff of your expected time of arrival. If we do not hear from you by 6:00 PM, we will call a person on your Emergency Contact list and ask them to pick up your child. You will be required to pay the late pick-up fee.

Tuition Policy

Our fees at Li'l Tykes are competitive with other day care programs in the area. Parents are responsible for their child's tuition, regardless if their child does not attend due to illness, vacation or other reasons. Payments are due on the Monday immediately following the receipt of your invoice. Late payment of tuition will result in a \$5.00 per day assessment fee.

Li'l Tykes accepts cash or personal checks. Li'l Tykes does not accept debit or credit cards.

A returned check from the bank is assessed with a \$40.00 processing fee billed to the parent. If two or more checks are returned from the bank as uncollected, then Li'l Tykes may require future tuition be paid in cash.

When you enroll your child we require a 6 month enrollment commitment. No refunds are made for days missed due to illness, snow, vacation, holidays or any other reason.

Withdrawal of a Child

A two-week advance written notice to the director of Li'l Tykes is required when a child is voluntarily withdrawn from the center.

Otherwise a minimum of two weeks tuition will be charged from the day that the written notice is given.

A child may be dismissed from the center if the director determines that the child cannot adjust to the center's program or is disruptive to the center's program. A child may also be dismissed if a parent's language or actions are abusive, disruptive or disrespectful to children and/or to staff. If a child is dismissed from the center, no tuition will be charged from the date of dismissal.

Occasionally, a parent expresses a desire to remove his/her child from Li'l Tykes during the summer months. Should you find it necessary to withdraw your child and re-enroll for September, a fee of one (1) week tuition is due before you withdraw your child, in order to reserve a position for your child (this fee is

not applied toward future tuition.) You must also provide the director with two weeks advance notice. No additional fees will be charged for re-admission.

Referral Policy

We have a policy to express our thanks to our families who refer a new family, provided the new family enrolls their child in our center.

The details: The new family must be first-timers to Li'l Tykes. Li'l Tykes will credit you 1 week of your enrolled child's tuition after your referral has been enrolled and paid for six (6) weeks. If you have more than 1 child in Li'l Tykes, this credit will be applied against your oldest child's tuition.

Health Assessments

Pennsylvania law requires each child to be examined by a licensed physician. A completed Child Health Assessment, signed and dated by the pediatrician, must be provided to the center no later than **60** days following the child's enrollment date. Each child must have an annual physical examination (more often for infants) and a health appraisal updated annually as recommended by the American Academy of Pediatrics. The health appraisal includes:

- A review of previous health history
- A physical examination
- Growth assessments
- Review and update of the child's immunization status
- Any recommendations pertaining to the physician's assessments of a disability or health problem and any recommendations for treatment

If a child does **not** receive an immunization due to a medical reason, a parent's strong personal objection or a religious belief, then a statement to that effect must be provided to Li'l Tykes by either the physician or parent.

Medications

Li'l Tykes Childcare & Learning Center **does not administer any form of medication to the children.**

Illness

Children need not be excluded from Li'l Tykes for a minor illness, such as a cold, as long as they can participate comfortably in program activities and do not require greater care than staff can provide, without compromising the health and safety of the other children.

Any child, who has vomiting, diarrhea, conjunctivitis, bronchitis, strep throat, ear infection, ringworm, head lice, impetigo or an auxiliary fever of 100 degrees either alone or in combination with other symptoms including sore throat, cannot be brought to Li'l Tykes.

If your child develops any of these symptoms while at the center, you will be contacted and asked to make arrangements to have your child picked up as soon as possible.

A sick child may not return to the center until 24 hours after the signs and symptoms have subsided, the fever is gone, and/or treatment has begun. Children with head lice may not return until there are no nits present.

If a child shows symptoms of a potentially communicable disease, such as, a suspicious rash, sores, purulent eye discharge, then a physician must verify the child's diagnosis and begin an appropriate treatment. Written documentation must be provided to Li'l Tykes from the child's physician concerning the condition of the child, prior to returning to the center.

Whatever the nature of your child's illness, please call the center to advise the staff that your child will not be coming, what the symptoms are, and when your child may be well enough to return.

Meals and Snacks

Li'l Tykes will provide a morning and an afternoon snack. We provide juice and milk. Lunch is provided by the parent and should be "ready to serve." All food for ages 3 and under must be cut up and ready to be served. We can re-heat food, but not cook it. Please send lunch to school in a lunch box clearly labeled with your child's name. The lunch box will be placed in the refrigerator.

Staff will serve your child your cereal or other already prepared breakfast food that you send in from home. Children may eat their breakfast any time up until 9:00 AM. The center will provide cups, bowls and spoons, as well as, milk for cereal. **Popcorn and peanut butter are NOT PERMITTED in the center.**

We can provide optional, complete breakfast and/or lunch through the C.B.S. Food Program of Pennsylvania. There is a nominal charge for the wholesome meals and certain families may qualify for free or reduced prices. See the enclosed information in your packet

IFSP & IEP

For Children that have an Individualized Family Service Plan (IFSP) assessment or an Individualized Education Program (IEP) assessment, we request a copy of the report, which will be kept in the child's confidential file in the Director's office.

Release of Child's Records

Parental written permission is required in order to release your child's records, when they are transferring to another center or advancing to an elementary school.

Rest Time

Shortly after lunch the children have a rest period. Each child has his/her own cot. A sleeping bag is provided by the parent that should be clearly labeled with the child's name. Each infant has his/her own crib. Crib sheets and blankets are provided by the parent should be labeled with the child's name.

Sample Daily Schedule (13 months and older)

- Arrival & Greeting Time - quiet time, books, puzzles, free play
- Circle Time- specific teaching time, letters, numbers, colors, or shapes
- Activity Time - arts or crafts often associated with that taught in Circle Time
- Morning Snack
- Large Motor Skills Play Time-outside or inside playground free play
- Small Manipulative Free Play -puzzles, blocks, legos, etc.
- Lunch Time
- Nap or Rest Time - children are read to or music is played
- Afternoon Snack
- Outside exercise or dance, music etc.
- Activity Time - arts or crafts often associated with that taught in Circle Time
- Circle Time - specific teaching time, letters, numbers, colors, shapes and computers
- Free Play - Departure Time

Clothes

Children should come to school wearing comfortable, practical clothing that is appropriate for the season and free of complicated fastening. Belts, suspenders, one-piece rompers are difficult for staff when changing diapers and difficult for children when going to the bathroom. Since the children are often involved in creative activities that include the use of paints and glue, their clothing should be sturdy and washable so that the child does not have to worry about getting dirty.

The children go outside to play every day unless the weather is rainy, extremely cold or extremely hot, then they are upstairs in the "gym". Please make sure your child wears shoes that are suitable for running and climbing - no clogs, slip-ons, sandals, or flip-flops please. Also, please be sure that he/she wears a heavy jacket, hat, and mittens once the weather turns cold.

Extra Clothing

There must always be two complete changes of clothing, including socks and undershirts, and one extra pair of shoes in the extra clothes box in your child's cubby or back pack. These articles should be labeled with your child's name and be checked periodically to make sure that the clothes still fit and that they are appropriate for the season. If it is necessary for staff to use the extra clothes that were in the box, please make sure to replace the items on the following day.

Other supplies to be provided by parent:

Infants

Prepared bottles of formula and/or juice
Bag of disposable diapers
Box of wipes
Diaper Cream (if needed)
2 changes of clothing
Bibs

Toddlers

Sleeping bag
Lunch box
Bag of disposable diapers
Box of wipes
2 changes of clothes

Toilet learning group (begins around age 2½ and should be continued at home)

Sleeping bag
Lunch box
Big kid underwear
Pull Ups
2 changes of clothes
Box of wipes

Pre-School

Backpack
Lunch box
Sleeping bag
Set of extra clothing

Toys & Other Personal Items

Our policy at Li'l Tykes is to discourage children from bringing toys or small objects from home to the center unless a special "Show & Tell" day has been announced. Small objects can be put into the mouth and present a choking hazard, especially to the infants and toddlers who find tiny items fascinating. When a child brings a toy from home, the other children in the group want to play with the toy too, sharing becomes a problem, when this situation occurs. It is very upsetting for the child if the toy should get lost or broken. Therefore, except for a stuffed animal at rest time, toys, money, action figures, small plastic figurines, jewelry and so forth should be kept at home.

Communications

It is the desire of the staff at Li'l Tykes to remain in close contact with the parents of each child. You will be offered the opportunity to discuss your child's progress with his/her teacher a few times during the year. Additionally, all of us are always available for more informal discussions concerning events at school.

Other sources of information for our parents include daily reports, and announcements placed in cubbies or posted in classrooms. Parents will also receive monthly calendars indicating the themes children will be working on during a particular month.

Disciplinary Procedures

Proper limits and good structure enable children to function happily, safely and successfully in a group situation. Teachers praise good behavior. Some children have difficulty developing self-control. These situations are handled in a firm and loving manner with fairness and patience.

"Time-Outs" help a child regain composure. We follow the rule of thumb that a time-out should be no longer than the child's age (one minute per year). Children should always be spoken to and treated with respect and kindness. Any time a child acts in a physically hurtful way towards others, or his/her behavior is dangerous we will for the first offense, send home a note. The second offense will be followed by a call to the parent and the third offense we will ask that your child be taken home for the remainder of the day and a parent conference with the Director will be scheduled. In the event of a 4th offense, the child may be dismissed from the Center solely at the Director's discretion. This procedure may vary based upon the severity of the incident.

Parent-Teacher Conferences

Maintaining good communication between the parent and teacher is very important. When a parent is actively involved in their child's progress, there is greater success.

Parent-Teacher conferences are scheduled to discuss your child's development. Parents are encouraged to contact our director with questions or concerns regarding their child and his/her activities.

Parent Involvement

Do you have a special talent that you would like to share? Would you like to share with your child's class your type of job or skills you perform? Would you like to come in and read a favorite story or poem to our children? We welcome your participation. Please contact the director for more information and to schedule a visit.

Fire Drills

To ensure the safety of our children and in keeping with the state regulations, Li'l Tykes schedules fire drills monthly.

Safety, First Aid

The safety of our children is an absolute priority. Every precaution must be taken to insure their well-being. Children must always be within line of sight and sound of their teacher(s). Teachers are required to pass state certifications in first aid. If a child were to get hurt we notify the parent.

Additional Services

The staff is continuously assessing programs to offer and we will appraise you as these activities become available.

Please let us know whenever we at Li'l Tykes can answer any questions or otherwise be of help!

Stakeholders

Here at Li'l Tykes, we have many important people, companies, and organizations that help us accomplish our goals in caring for your child. We encourage you to take a look on the following page at the list of our stakeholders and think if you or someone you know could benefit Li'l Tykes and become part of our list. For instance, if you work at a hospital or if your child goes to a pediatrician that isn't on our list, you may be able to provide us and our other parent's with useful information and resources. Please talk to the Director if you need more information, or if you are able to contribute to our growing list! Thank you.

Li'l Tykes Stakeholders/Community Resources

Stakeholders are groups or individuals who are significantly impacted by the children and families of Li'l Tykes Childcare and Learning Center.

Li'l Tykes Stakeholders are:

- Family enrolled at Li'l Tykes
- Princeton Presbyterian Church (610)543-9533
- Sabol Elementary School (610)938-6550
- Springfield School District (610)938-6186
- Springfield Police Department (610)544-6900
- Springfield Fire Department (610)328-0055
- Local Head Start Program (DCIU) (610)938-9000
- Springfield Pediatrics (610)604-0888
- Children's Dental Health Associates (610)622-1949
- Springfield Township Library (610)543-2113

Community Engagement Coordinator

Ricky Pfeifer: (610)209-2846: rpfeifer@philamca.org

Delaware County Intermediate Unit

Delaware County Office of Early Intervention
(610)713-2406

CCIS/DPW

- Delaware County
- Department of Human Services
- Child Care Information Services (CCIS)
- 110 South 69th Street, 2nd fl
- Upper Darby, PA 19082
- (484)461-6400

Early Childhood Mental Health

(215)271-1267 ext 328

Local Interagency Coordinating Council

Delaware County Housing Authority (610)876-2521