



Standards
of
Excellence



A Letter from the Owner

WELCOME to Little Frogs & Polliwogs Learning Center, Inc. My name is Geri Silck and I am the owner of LF&P. This center has been operating since 1979. I purchased the center in 2004.

Debra Asquith is our center Director. She has been an employee of LF&P since 1991.

We are very proud of our center and the caregivers who work here. Our policy has always been and will remain an “open-door” policy. We have an honest and comfortable relationship with the families who are enrolled. We look forward to adding your family to ours. Take all the time you need during the interview process and allow your child to get to know his/her caregivers and classmates. Ask for references and feel free to ask lots of questions. We are accredited by the National Association for the Education of Young Children (*NAEYC*), and our goal is to provide a quality educational program and the happiest environment possible for your child (*ren*).

Geri

“A Hundred years from now.....

It will not matter
What my bank account
Was, the sort of house
I lived in, or the
Kind of car I drove

But.....

The world may be
Different because I
Was important in the
Life of a

CHILD.” Anonymous

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MOST COMMONLY ASKED QUESTIONS

1) COST: Full time – with a regular and repeating schedule:

- ✓ Infants in the Caviar/Hoppers room, \$200 weekly
- ✓ Toddlers in the Polliwogs room, \$190 weekly
- ✓ Toddlers in the Tadpoles room, \$180 weekly
- ✓ Children in the Nursery room, \$170 weekly
- ✓ Children in the Preschool room, \$160 weekly
- ✓ Children in the Kindergarten room, \$150 weekly
- ✓ School age children \$75 a week (15 hours total, no transportation)

(Staff to child ratios can be reduced for children over the age of two during naptime in accordance with state regulations.)

2) IS PART TIME AVAILABLE? Yes, check with the office for availability.

3) WHAT IS INCLUDED? Morning snack, milk at lunchtime and afternoon snack. A crib, mat or cot is supplied. Also included in tuition for children 1 year and older is a music/movement lesson on Friday mornings by “Tumbleweeds”, during the school year only.

4) WHAT ARE THE PROGRAMS AVAILABLE? We offer 2, 3 or 5 – half or full day programs. Half day is 4 hours with pick up by 12:00. All schedules must be regular and repeating.

5) WHAT IS THE CHILD TO CAREGIVER RATIO?

- ✓ Caviar is 4 to 1
- ✓ Hoppers is 5 to 1
- ✓ Polliwogs is 5 to 1
- ✓ Tadpoles is 6 to 1
- ✓ Nursery is 8 to 1
- ✓ Preschool is 12 to 1
- ✓ Kindergarten/School Age is 15 to 1

6) WHAT ARE THE HOURS OF OPERATION? We open at 6:30am and close at 5:30pm, Monday through Friday, 52 weeks a year.

7) WHEN DOES THE CENTER CLOSE? We close on ALL federal holidays, as well as the day after Thanksgiving, and the last day of the summer program (to be announced) for Staff Development Day. Late openings and storm closings will be announced on WZID95.7 FM and on WMUR channel 9 by 6:00am. Tuition is payable for all closings.

8) DO I PAY IF MY CHILD IS ABSENT? Yes, the tuition remains consistent, whether your child is absent due to illness, vacation, storm or holiday closing.

9) WHEN DO I PAY? Every Friday the tuition is payable for the following week. An initial Non-refundable Registration Fee of \$50 and the first week's tuition is necessary in order to register your child.

10) ARE THERE DISCOUNTS? The discount is in the form of the Registration Fee, at \$50 per family, not per child. Also, 1 week of free tuition when you refer a family, after their 3rd month of enrollment.

11) DO YOU ACCEPT FINANCIAL ASSISTANCE? Yes. If you receive financial aid we require documentation and all the appropriate paperwork. You will need to pay your portion and the Registration Fee in advance. We will require you to sign a release allowing conversations between the center and the agency providing the assistance. If your child is on Medicaid we will require a copy of the card, and your social security card. Before you are considered enrolled, we must speak to your state caseworker to verify that your family is qualified for assistance, what your cost share is and that you are associated with our center for payment. It is important that you understand that if your child drops below the amount of hours required by the State for payment, you will be responsible for the difference.

12) WHAT DO WE BRING? Guardians provide diapers, wipes, an extra set of labeled clothing, a crib sheet and blanket for naptime. When necessary a meal with an ice pack (ready to heat and serve).

MISSION

Our mission is to have a positive and lasting effect on every child who enters our center. To help them reach their potential, create happy memories and feel good about themselves.

PHILOSOPHY

We endeavor to provide every child with a nurturing, healthy and stimulating environment, where children can comfortably reach their full potential. Our goal is to instill in all children a love of learning and to foster growth in all areas of development. Children feel good about themselves when they are successful and we present situations that are challenging, yet within their ability to accomplish. Given this environment, we hope to instill in every child a sense of self-esteem and a strong desire to learn.

We treat each child and adult as an individual, taking into consideration their cultures and backgrounds. We provide creative, hands-on activities that allow children to learn through experimentation and exploration. Our environment is safe, and kept safe by performing regular safety inspections and immediately addressing every concern.

Their world is made predictable by ensuring certain routines are in place. These include Circle Time, mealtime, naptime and outside play. Teachers are assigned to a particular age group for one full year. Children will graduate to the next program as a group, except for the very young.

Room arrangements are designed with areas of interest, allowing children to make choices every day. Positive role modeling, reasonable rules, kindness and consistency reinforce positive behavior and discourage unacceptable behavior.

CONTACT US

Owner: Geraldine Silck geri@littlefrogsandpolliwogs.com
Director: Debra Asquith deb@littlefrogsandpolliwogs.com
Mailing Address: Little Frogs & Polliwogs Learning Ctr.
3011 Brown Avenue
Manchester, NH 03103
Phone: (603) 669-2695
Fax: (603) 669-9947
Email: littlefrogs3011@comcast.net
Website: littlefrogsandpolliwogs.com
Federal Tax ID: 020399503

REGISTRATION & ENROLLMENT

In order to consider your child enrolled, you must provide the following:

1. \$50 non-refundable Registration Fee
2. The first week's tuition
3. A signed Policy Acknowledgement/Releases Form
4. Health Form and Immunization Record
5. Registration Forms
6. For financial assistance, we require documentation and paperwork
7. A snapshot size family picture for our records. You may provide one or we will be glad to take one. This picture is posted in the classroom and kept as a permanent record for your child's file.

When space is available you must enroll your child to start within two weeks. Priority is given to siblings of children enrolled. Every year in August the center will send out new Registration Forms, as all forms must be less than a year old.

WITHDRAWAL

A two-week paid/written notice is required for withdrawal from the center, unless otherwise approved by the Owner.

SCHEDULE/CALENDAR/HOLIDAYS

We are open from 6:30am to 5:30pm Monday through Friday 52 weeks a year. However we observe the following federal holidays:

- ✓ New Year's Day
- ✓ Civil Rights Day
- ✓ President's Day
- ✓ Memorial Day
- ✓ Independence Day
- ✓ Labor Day
- ✓ Columbus Day
- ✓ Veterans Day
- ✓ Thanksgiving and the Friday after Thanksgiving
- ✓ Christmas Day
- ✓ The last day of summer vacation for Staff Development Day (TBA).

When a holiday falls on a Saturday, the center will be closed the Friday prior- and when on Sunday, the center will be closed the Monday immediately following.

TUITION/PAYMENT POLICY

Tuition is prepaid a week in advance and due on Friday's. You may drop off payments in the mail slot between the front doors. Late payments will incur a \$25 Late Fee DAILY, which will be added to your balance at 9:00am the following Monday. Childcare will be terminated at the discretion of the Owner. Returned checks will result in a \$35 fee applied to the week's tuition. Tuition increases may change with a 30-day notice. Tuition is payable for all closings, vacation or illness.

IF YOU RECEIVE FINANCIAL ASSISTANCE - It is important that you understand that holidays, sick days, or any other days that you do not bring your children into the center may require payment from you. The State of NH requires minimum hours in order for reimbursement.

LATE PICK UP

After closing there is a \$2 charge (per child) for every minute your child (ren) are at the center beyond 5:30pm. We ask that you call the center when possible, to notify your child's room when arriving late. We reserve the right to notify the police if there is a question of desertion.

RE-REGISTRATION

Occurs the first week of April and requires completing a Re-Registration Form and attaching a \$50 non-refundable fee. This is necessary in order for your child to continue at the start of the new school year. A leave of absence or “summer off” will result in your child being placed on the waiting list and no longer guarantees a September placement.

STAFF PROFILES

Most of our staff come to us with ECE credits and valuable experience. We further encourage their professional development with information on ECE courses and workshops in the area. To aid them in achieving state standards for number of workshop hours needed yearly. First aid/CPR courses are mandatory for all pertinent staff and are kept current according to state laws.

STAFF DEVELOPMENT DAY

The center is closed on the last day of summer, which is the business day prior to the opening of the Manchester Public School System. This is so our caregivers may prepare their classrooms for our first day of school, as we follow the Manchester school calendar.

SIGN IN/OUT SHEET

The caregiver will write the time you dropped off/picked up your child on the weekly sign in/out sheet. These sheets are used to verify attendance of the children.

FORGOTTEN ITEMS

In the event that you neglect to bring your child’s diapers, wipes or lunch and we are forced to supply them, the following charges will apply:

- | | |
|------------|----------------|
| 1) Lunches | \$2 per child |
| 2) Diaper | \$2 per diaper |
| 3) Wipes | \$2 per day |

COMMUNICATION

ORIENTATION/SEPARATION ANXIETY

We strongly suggest at least two visits with your child before her/his start date. Never leave without saying good-bye to your child. If your child cries we will try to provide comfort and encourage your child to join in. However, some children do not want to be touched or talked to and want to be left alone. In this case we will keep a close eye on your child and continue to encourage your child to join in. A guardian may say good-bye and leave the room, using the two-way mirror in the hall as long as they would like. Feel free to call and check in often. Please bring in a family picture we can post as a welcome and make part of their permanent file.

ARRIVALS/DEPARTURES

Our doors do not open until 6:30am, once the building is open and 2 staff members are on site, waiting parents will be allowed to enter. Guardians over the age of 16 are required to bring their child into the classroom and greet the morning caregiver as well as the afternoon caregiver to ensure the child's safety. Because our curriculum is done in the morning we require that all children be in attendance by 9:00am. Help your child hang up their coat and put their lunch away. At pick up time the caregiver may ask for a picture ID and require the password if they have not met the pick-up person. If you will not be at your usual location, please let the caregiver know where you will be and how to reach you.

"OPEN DOOR" POLICY

Guardians may come in unannounced to use the two-way mirror or enter the classroom. Feel free to participate in whatever activities are planned for that day. If you have an activity or special event you would like to share with the children, please be sure to schedule a time with the caregiver. You may come in early to pick up your child without a prior phone call. If you choose to do so you may find your child in the middle of a messy activity, so allow a few extra minutes.

GUARDIAN CONFERENCES

Guardians may sign up for conferences two times a year. They will be scheduled in February to review how the school year is going and in June at the end of the school year. In August you will be given the upcoming registration paperwork for your child's September classroom.

GUARDIAN CONCERNS/COMMENTS

The Director is always willing to listen to your concerns and comments. Concerns need to be discussed in a professional and discreet manner with the Director or caregiver. No concern will be ignored. Positive comments can be shared with everyone.

GUARDIAN INVOLVEMENT

Guardians may visit at will and participate in curriculum. With caregiver approval, Reading to your child's class is always welcome. If you have a special talent and would like to share it with the children, you must see the Director for scheduling. The holidays bring special events where guardians are always welcomed. Field trips are dependent upon guardian involvement for low ratios. Seminars and First Aid/CPR will be offered to guardians on occasion, if you would like a seminar on a particular subject - see the Director.

PARENT TEACHER ADVISORY BOARD

We welcome and encourage parents to join our Parent Advisory Board. We meet monthly and plan activities and service projects, which greatly enrich our program here at LF&P. Please see the Director if you have an interest.

ABSENCES

Please call ahead to let the center know if your child is going to be absent. If your child is ill and may have a contagious illness, it is fair to let us know, so we can post it (without names). We also are able to watch for symptoms.

CURRICULUM REPORTS

Caregivers complete a Curriculum Report daily. It will be in the same designated place daily for you to review. Here you will see just what your child did for activities for the week, including music, art, outside play, science, and books read.

“WHAT WE DID TODAY”

This is posted on the outside of the classroom door. It is a nice idea to read it before you enter the room, so you may discuss the day.

ASSESSMENT FORM

The Annual Guardian Assessment Form, sent out in January, is your opportunity to let us know how you feel about our center and suggest constructive ideas. You are always welcome to stop in the office or drop off a note in the suggestion box when you have a comment, or concern.

DAILY REPORTS

Children in Caviar, Hoppers, Polliwogs and Tadpoles receive a daily report. This report lets you know how your child ate, napped, when they were changed, what activities they did and their mood during the day.

NEWSLETTERS

Caregivers will send out Newsletters monthly. Newsletters will review the upcoming events, possible class trips, curriculum themes and lots more. They can usually be found in your child’s classroom cubbies.

TRANSITION TO A NEW CLASSROOM

When children are ready and there is an opening available, transfers are discussed with guardians. Caregivers follow a procedure which includes room tours prior to any transfer. As a child grows older, we attempt to move children as a group, keeping in mind the age cut-off date of September 30th that many school systems use. That is not to say that a child will not be transferred at other times of the year. Our goal is that every child experiences a complete year in our Nursery, Preschool and Kindergarten program before going off to First grade.

LENDING LIBRARY

These books are found in the office, and cover many subjects. You need only to sign for one. There is no cost if the book is returned. If not, there will be a reasonable charge added to your child's account to cover replacement cost.

SUMMER PROGRAM

The school year ends in mid June (we follow the Manchester school calendar) concluding with a recital for three to six year old children, and a cap and gown graduation for Kindergarten. The summer curriculum will consist of a variety of fun activities, special visitors, and a few class trips for children enrolled in our Nursery, Preschool and Kindergarten programs. A "Summer Curriculum Sheet" will go home for guardians to review. We may ask you to supply small items, such as a plain white tee shirt for "T-shirt Day."

NOTE: Your child must remain enrolled throughout the summer in order to maintain September's placement. The child's summer schedule is what will be guaranteed in September.

HEALTH POLICY

ILLNESS

Your child should be excluded from the center if they have had the following within the last 24 hours: 101°+ fever, Conjunctivitis, lice or nits, vomiting, rash, or diarrhea. You will be notified to pick up your child when your child becomes ill while attending the center- to include, but not limited to, a fever of 101°, + vomiting, diarrhea, sore throat or any other condition the caregiver feels could be communicable. Children will be separated and allowed to lie down while waiting. There may be cases where a doctor's note will be required prior to the child's return. Absence does not affect tuition. Because pediatricians vary in length of time for exclusion, we have created an Exclusionary List using the New Hampshire Disease Control Guidelines, which is posted in every classroom and is our policy for determining length of time before a child may return. Children must be healthy enough to participate in all activities, including outside play, unless the child has a special need.

SKIN PROTECTION

The center will ask you to provide a sunblock and bug repellent. When shopping for these items please be aware that we suggest your child's sunblock be PABA free, and the bug repellent 30% DEET or less. These items need to be labeled with a permanent marker, and permission given on the Policy Acknowledgement & Releases form. You must apply at home before drop off. We are only allowed per NAEYC requirements to apply once a day, which we will do after nap.

OUTSIDE PLAY

We take the children out all year in good weather. In the winter we have lots of snow play and in the summer we have lots of water play. Therefore it is important for guardians to provide appropriate clothing and protection. It is our policy that if your child is healthy enough to attend he/she is healthy enough to go outside.

PHYSICALS AND IMMUNIZATIONS

Per the State of New Hampshire Licensing Standards, no child shall be admitted to the center without a Record of Immunizations. Physicals are required annually, and the center must receive a complete Health Form from your doctor's office within the first 30 days immediately following the child's enrollment and an updated one annually. Also, signing the "Authorization to Release Information" gives Little Frogs & Polliwogs permission to contact your pediatrician to answer questions in regard to physicals, immunizations or your child's general health.

MEDICATION

You **MUST** give your child the first dose of any medication at home. Afterwards the following procedure is required:

1. Complete one of OUR Medication Slips (no notes from home).
2. Medication must be in the original container and labeled.
3. Leave medication and slip in the predetermined area within the classroom.
4. A member of our staff will be administering the medication per the Medication Slip.
5. Any left over medication will be properly closed & must be picked up from the predetermined area.

NOTE: The above procedure is followed for all prescriptions, non-prescriptions and topical substances. (i.e. Diaper rash cream, Sun block, Bug spray, chap stick etc.) If your child is prone to fevers or has allergies we suggest leaving a labeled bottle of Tylenol and/or Benadryl in the event it is needed throughout the day. No medication will be administered without written/verbal permission.

NUTRITION

Our center will provide morning snack, milk at lunchtime, and afternoon snack. When sending in meals from home please keep in mind the following:

- ✓ Candy and, soda are **NEVER** allowed.
- ✓ provide an icepack and be sure the meal is ready to serve.
- ✓ Cut up food into bite size pieces.
- ✓ Be certain to inform all caregivers of any food allergies.
- ✓ Leftovers will be returned, so you can see how your child ate.
- ✓ Label tops and bottoms of all containers.
- ✓ We offer microwaves for warming your child's meals.
- ✓ If your child is under 2 years you should not pack firm-round foods. Some examples would be grapes, coin size slices of hot dogs, popcorn or raisins.
- ✓ Products containing nuts are not allowed due to allergies.

If participating in the lunch program please keep in mind the following:

- ✓ Lunches will be provided by Healthy Cameals.
- ✓ A monthly menu will be distributed.
- ✓ The cost is \$2.00 per day, per child and will be added to weekly tuition.
- ✓ Parents will be charged for absent days.
- ✓ Parents will be charged for days when the child does not like what is on the menu and brings in a lunch.
- ✓ There will be no charge for holidays.
- ✓ There will be no charge for vacations with a 2-week prior written notice.
- ✓ To cancel the lunch program there is a 2-week written prior notice required.

ORAL HEALTH

Your child will have the opportunity to brush his or her teeth following a meal or snack. You must provide a toothbrush, toothpaste and a container to house it, and it should be kept in your child's backpack when not in use.

EXERCISE

Children will participate daily in a form of gross motor activity such as outside play, our music/movement program, or a large group activity. At no additional cost to you we have a creative movement lesson on Friday mornings for children 1 year and older provided by "Ms. Sherri" from Tumbleweeds.

REST TIME/NAP

Rest/nap time is scheduled between 12:00 and 2:30. Every child will rest on a numbered and assigned cot, mat or crib. Pacifiers are used throughout the day with infants. They are only allowed at naptime in our Hoppers & Polliwogs room. A minimum quiet time of at least 1 half-hour is a State Regulation. Children who cannot fall asleep will be given a quiet activity to do on their cot/mat after the half-hour has elapsed.

BITING

A child's inability to communicate, according to experts in the field, is the primary reason children bite. For whatever reason and however unpleasant, bites do occur on occasion. When a child does bite, the following will occur:

- ✓ The wound is washed with warm soapy water.
- ✓ A wrapped ice pack will be placed on the wound if needed.
- ✓ If the skin is broken a guardian will be called. Pick up is not necessary.
- ✓ The biting child will be redirected and the caregiver will assess the situation.
- ✓ A form will go home for both children, and the caregiver will discuss the incident with both guardians.
- ✓ The identity of both children will be kept confidential.

Most children stop biting soon after these actions have been taken.

For children who continue to bite, it may become necessary, only as a last resort to remove them from the center, either for a short period or permanently.

TOILETING/DIAPER TRAINING

Potty training occurs for the most part in the Tadpoles rooms. Guardians and caregivers work together and communicate daily.

We provide positive reinforcement and repetition. Punishment and discipline are not used in conjunction with training. This is a time for lots of extra sets of labeled clothing. Soiled clothing will be returned in a sealed plastic bag. For sanitary reasons soiled clothing will not be washed at the center.

SAFETY

FIRE DRILLS

These are unannounced and are held 9 to 12 times a year. All children are evacuated from the building. Caregivers reinforce what to do when an alarm goes off, or if you smell smoke - and not to be afraid of firefighters.

STORM CLOSINGS/LATE OPENINGS

It is rare that the center closes altogether or early/late. In the unlikely event that we forced to close, it will be announced on WZID 95.7fm and WMUR channel 9. If the center will be opening late or not at all – it will be announced by 6:00am.

REVERSE EVAC/BUNNY IN THE HOLE/SHELTER IN PLACE

These are designed to prepare children in how to react when an emergency causes them to remain in the building. Such events might include earthquakes where they are safer under a table or in a doorway.

INJURIES

We continually monitor the center to assure the safest conditions. However, in the event of an injury, it will be recorded on an Incident Report. You will be asked to read and sign the report. All reports will be filed in your child's folder. If your child has any medical issues, we require that you write it down clearly, and let every caregiver know. We will call you only if it is an injury that we feel may require a doctor's attention. In the rare case of a severe health/accident emergency we will call 911 and have your child transported to Elliot Hospital. You will be notified so that you can meet the ambulance at the hospital.

TEMPORARY SHELTER

We have Emergency Procedures posted in every classroom. Emergency drills are held several times a year, during which proper evacuation procedures are reviewed. Although it is extremely unlikely, should the building be deemed unsafe all children will be evacuated to Pine Island Park on Brown Ave., or Bethany Chapel on Newbury Rd. in Manchester, where they will await your arrival. Should an emergency occur, there would be a serious attempt to contact each and every guardian.

PASSWORD/SAFE PICK UP

Upon registering your child you will be asked to choose a password. Anyone picking up your child needs to know the password and we require a picture ID. You will need to let the center know in advance, telling the caregiver exactly who is coming and at what time. A written permission slip is not necessary, however it is strongly recommended.

SECURITY SYSTEM

The center is armed with a security system, which causes the front door to beep every time a person enters or exits the center. It also has the capability of being a "restricted access" doorway. On occasion, if we feel a need; we may choose to "restrict" the doorway. There are two other security systems in place. One is a fire system directly wired to the fire department, and the other is a burglar system with security cameras located throughout the inside and outside of the building.

PICK-UP RESTRICTIONS

No person may place restrictions on a legal guardian unless they provide legal court documents. If there is a restriction on a guardian it will need to be supported by a legal document, which we will copy and keep on file. Furthermore, the center requires a written statement instructing us on what procedure you would like us to take, should the restricted guardian appear to visit/pick up your child.

GENERAL POLICIES

DISCIPLINE

Room arrangement, curriculum, good role modeling, kindness, and consistency reinforce acceptable behavior and discourage unacceptable behavior. Everyone respects the rights and property of others. Inappropriate behavior is handled with redirection. When redirection does not work, we may need to employ some alone time coupled with healthy conversation. Children are taught simple ground rules. If a child does not respond and is disruptive in the classroom she/he maybe momentarily separated from the group to regain control of his/her self. Office personnel are another resource available to remove the child from the class for a calming walk and time to regroup. This does not include infants or toddlers; they are simply placed in an adjacent play area within the room with a caregiver.

EMOTIONAL HEALTH

Pacifiers and security blankets are acceptable IF they are absolutely necessary and must be clearly labeled. These are only used at nap or if the child is not feeling well. Pacifiers will only be allowed for children under the age of 2 years old.

CHILDREN WITH SPECIAL NEEDS

We will comply with the Americans with Disabilities Act and applicable federal, state, or local law in providing services to children with disabilities. Any child may have a special need from time to time. Every reasonable effort will be made to meet the special needs of children within our program, while maintaining a healthy and safe environment for all children and caregivers. Prior to enrollment, guardians will be asked to provide any documentation of the special needs of their child, and will be asked to sign a release giving the caregiver or Director permission to speak to a doctor or other professional.

VACATION

The center is open 52 weeks a year and does not close for a general vacation. Tuition remains payable even when your child (ren) is on vacation. We request that you let the center know, in advance, when your child (ren) will be on vacation. If you are taking time off of work and bringing your child (ren) to the center, please be sure to let us know how you can be reached that day.

CELEBRATING BIRTHDAYS

All birthdays are special! We require a courtesy of a one-week notice if you would like to do something special for your child, such as a magician. We limit your imagination to simply no rubber balloons, and a pre-approval from the center to bring cake, party supplies, and visitors. We do not encourage children to bring gifts to the party. If your child's celebration is outside of the center and you would like to invite ALL classmates we will be glad to distribute the invitations.

FIELD TRIPS

These can be as creative as simply playing in the front of the center, towards the Hoppers/Tadpoles side or taking a ride with your friends/caregivers and a few guardians to a special place. Only children enrolled in our Nursery, Preschool and Kindergarten programs will go on field trips off the premises, and only with advanced signed permission from their guardian. Transportation will be provided in private cars, with licensed/insured drivers. We suggest sneakers be worn. On occasion an additional fee or brown bag lunch may be required. These trips average three to six times a year. Guardian volunteers are not only recommended, they are often a must to provide added safety/security. We will ask you to provide a copy of your license and insurance. At least one staff member must carry a cell phone with them on the trip for emergencies and to call the office to arrange alternative transportation if needed.

SCHOOL PICTURES

These are scheduled both in fall and spring. Class pictures will be taken in the month of October and cap and gown pictures for Kindergarten in the spring.

CLOTHING

Caregivers will do their best to keep track of clothing, however it is inevitable that some things get misplaced, so do not send in that "one in a million outfit". Every child needs to have a complete labeled change of clothing, underwear, socks, etc. in a labeled bag. Dress your child for play and expect they will get dirty. Even children's finger paint can stain. We provide aprons for art, however children will be messy. Comfortable shoes that stay on and tie are required. Jellies, flip-flops, and slippers are not allowed.

LOST & FOUND

The lost and found is located in the hallway. Its contents are donated twice a year, and a sign will be posted well in advance.

TOYS

Every room is stocked with materials, supplies, and toys - enough for all the children. For this reason and because toys do become damaged or broken, we ask that you not bring toys from home. The exception will be if it is a scheduled "show and tell" day for your child. However, donations are accepted when you are "cleaning out."

CULTURE/RELIGION

An intricate part of our curriculum is to lightly introduce or include different cultures. In doing so, some holidays will be reviewed and we will do appropriate activities with the children to support the theme. Some of these holidays include, but are not limited to – Christmas around the World (celebrating all different cultures), Harvest festival, Chinese New Year, etc... Our goal is that all children participate and enjoy what is happening in the classroom. If you have any further questions, please talk with your child's caregiver, as all children are allowed to participate. If you have strong religious beliefs that cause your child not to eat certain foods, or participate in certain activities – it is your responsibility to write it down clearly.

CLEANLINESS

Floors are swept and washed daily. Bathrooms and hand washing sinks and bubblers are sanitized twice daily. Toys and equipment are washed and sanitized on a regular basis. Dressing tables are sanitized after every diaper change. Bedding is washed weekly or immediately - when soiled. Children are kept clean. Diapers are changed approximately every two hours (unless napping). Bowel movements are changed immediately. Hands are washed upon arrival, before and after meals, after nose wipes and toileting. Noses and bottoms are kept dry. Good hygiene is a policy of the center. If your child arrives unclean we reserve the right to ask you to pick up your child.

AFTER HOURS

We do not have a policy against after hours childcare provided by our caregivers, outside of the center – as long as it does not cause a conflict of interest. However, we cannot attest to the character or professionalism of any individual outside of the center.

SCHOOL AGE PROGRAM

This program operates from the Kindergarten room. The center does not provide transportation. Please notify the center if your child will be absent. Children will be escorted to the bus stop in the morning due to the wait time. However they will not be escorted from the bus stop in the afternoon. The School Age children are combined with Kindergarten. Remembering that our numbers are limited, you **MUST** receive advanced approval from the office in order for your child to attend when public school is out. The After School curriculum consists of arts/crafts, outdoor play, free choice and music. Homework may or may not be done at the center, and the caregiver is willing to help as long as it doesn't take away from the other children. If you would like your child to do their homework, please notify us in advance.

LICENSING INFORMATION

The licensing authority for this agency is the Bureau of Child Care Licensing. Guardians have a right to review statements of findings and the agency's corrective action plans for findings of recent licensing, monitoring and founded complaint investigation visits. Agencies are required to maintain copies of the 2 most recent statements of findings and the corrective action plans for those findings and make them available for guardians to review upon request. Statements of findings and corrective action plans are also available for a reasonable charge for copying and postage, by calling the Bureau at 271-4624 or 1-800-852-3345 x 4624.

SUGGESTED LUNCH BOX IDEAS

BREADS	FILLINGS	FRUITS	VEGGIES
Pita	Egg Salad	Oranges	Carrots
Whole Grain	Tuna Salad	Grapefruit	Peppers
Pumpernickel	Chicken	Apples	Tomatoes
Rice Cakes	Meatloaf	Grapes	Mushroom
Bagels	Cheese	Bananas	Lettuce
Crackers	Cold Cuts	Peaches	Beans
Matzo	Spinach	Plums	Peas
English Muffin	Cream	Melons	Broccoli
Bran	Cheese	Pineapple	Celery

USDA FOOD REGULATIONS

Daily Requirements provided by the center

Morning Snack	Ages 1 to 2	Ages 3 to 5	Ages 6 to 12
Juice	4 oz.	4 oz.	6 oz.
Toast w/butter	½ Slice	½ Slice	1 Slice
Lunch	Ages 1 to 2	Ages 3 to 5	Ages 6 to 12
Milk	4 oz.	6 oz.	8 oz.
Afternoon Snack	Ages 1 to 2	Ages 3 to 5	Ages 6 to 12
Fruit	½ Cup	½ Cup	¾ Cup
Crackers	¼ Cup	1/3 Cup	¾ Cup

SMOKING POLICY

Little Frogs & Polliwogs operates a non-smoking policy. All areas inside and outside the building within the perimeter of the property is a no smoking zone. Employees will be required to smoke inside of their vehicles or off of the property and to discard the filters properly (Not on the ground). For the safety and health of all employees, everyone must adhere to this policy. Failure to comply will result in disciplinary action being taken up and including dismissal.

This policy applies equally to all employees, guardians and visitors.

