



## Parent Handbook

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# LITTLE SCHOLARS ACADEMY

## POLICIES AND PROCEDURES

### COMMUNICATION & INTRODUCTION

"Communication is the best tool we have, as human beings, for solving problems and creating understanding." We have chosen communication to head up our Policies and Procedures, as we believe it to be the most vital element in any successful relationship. In our years of interacting with parents we have experienced many different viewpoints and perceptions. What one parent might think is a terrible thing, another might hardly blink at the situation. And where one might be overjoyed, another will merely smile; the spectrum is broad. It is not always easy to find common ground, that is why it is all the more important to choose carefully a provider who thinks along the same lines as yourself.

While reading through this material, we hope that you will begin to see how we think and how Little Scholars Academy is run. Our philosophy regarding children, their tender physical care and mental nurturing has evolved to the point where we feel very at ease and confident with our skills and intuition. We believe in open two-way communication. Not a day will go by, that your child has been in our care, that you will not be informed of the day's events. The special things that happen or items of concern will all be relayed. The teaching profession is taking on a new dimension and slowly gaining the respect it *often* deserves. We are professionals and feel that what we are doing is as important as any doctor or research scientist. The precious first years of a child's life and development, we believe, are monumental. The way they are spoken to, the respect they are given from birth and the manner in which their bodies are cared for is unprecedented in laying the foundation for their high self-esteem. These policies and procedures were written with thoroughness in mind and we hope that we have been able to encompass all applicable data herein.

It is requested of all parents to read through this material carefully and ask for clarification if necessary. We truly believe you know best for your child, yet we will be happy to help or offer advice when asked. We will do our best to follow your instructions, provided it does not conflict with these policies or our basic integrity. And if ever a concern or upset arises, please discuss it with us immediately. Do not allow anything to continue to bother you. A thing that seems too small to mention today may, in time, accumulate resentment and be distorted, so bring it up. We cannot know your thoughts if they are not spoken. We will do our best to create a safe enough place where you can communicate anything.

### OUR PROGRAM

As your child makes the transition to our preschool they will be welcomed and helped in every way to adjust to their new school. They will learn the rules and routine. We make sure each student understands how things work at our school and

they are acknowledged for their efforts. No child will be required to participate, but will be encouraged to join in. The whole world of learning lies before your child and we are privileged to be taking those first steps with them.

It is very important to know when a child is ready to take the next step. There are ways of teaching them and encouraging their interest that makes them feel good about themselves and happy to learn something new. Each day should be an adventure and you will see your child change and grow a great deal during this time. Their first experience with school should be the most positive of their life. It can easily set the tone for their feelings about education in the future. We make our preschool fun and interesting, with lots of games and projects to coincide with what they are learning.

Our preschool curriculum is available for parents to look over. Each child is given a check-sheet to track their preschool progress. We have been achieving wonderful results with our students. Making sure a child understands fully what they are being taught, before moving on to the next item, is vital. Our ratio is 8:1 (versus the state normal 10:1), this makes a difference in the quality of our program comparatively.

We are located in private homes that have been transformed for the children, each offering more than twice the state required square footage. Each of our preschools has at least two playrooms including a “Jungle Room.” Our classrooms are fully equipped with a variety of learning tools, books, and materials. Fenced yards are a must and we offer lots of outdoor fun, under the watchful eyes of the teachers. Our facilities are bright, cheery, safe, very clean and equipped with a large variety of toys, books, puzzles, and all manner of fun things. We remain media free with the exception of a movie as part of each birthday celebration.

Our capacity for each home is 16 children with 2 full-time staff. Each family is free to use their child’s spot as much or as little as they need. Nutritious meals, with many organic items, are included. Little Scholars Academy homes are very green; we recycle and use all natural cleaners and laundry soaps. As we see it, helping to preserve the planet is the least we can do for the children, and their children!

## **ENROLLMENT AGREEMENT & FORMS**

An initial agreement will be signed when enrolling your child. You will receive notice of any rate increases at least 60 days in advance. Your written 60-day notice will terminate the agreement (see below). New authorization and release forms are required each year in August and must be kept updated. It is vital that your information is kept current.

## **TRIAL PERIOD**

There will be a 30-day trial period to give you, your child, and Little Scholars Academy an opportunity to discover each other. The trial period begins on the first day of attendance. In this manner, we can determine if there is a working relationship. If at the end of the 30 days (*unless an extension is agreed upon*), it is

determined (*by either party*) that for some reason, it is not the best situation, the contract will be considered null and void at that time and the deposit money will be returned. One month's tuition is the minimum fee for any enrollment, regardless of start.

### **60-DAY NOTICE**

Termination of enrollment is everyone's right. Your right as a parent to freely decide what course of life your child should take and ours to ensure we are able to maintain an optimum environment for the group we care for. Reasons for termination from either party can be numerous, but it is stated here clearly that the terminating party will give the other a minimum of 60 days written notice (email is sufficient) of intent and is liable for all fees/services for that period. If the 60th day falls on any part of the working week (*Monday-Friday*) the entire week will be charged and delivered. Your deposit will be held for the *last part* of the 60-day notice.

### **HOURS & DAYS**

We are open from 7:00 a.m. – 5:30 p.m., Monday – Friday (*except holidays, vacations, and provider project days*).

### **LATE PICKUP**

In the event that you are unavoidably detained, we ask that you call ASAP to let us know the circumstances. A standard late fee of \$4.00 per every 5 minutes (*including any part of each 5-minute increment*) past 5:30 will accumulate. Example: If you arrive at 5:36 p.m. you will be charged \$8.00 (*\$4.00 for the first 5 minutes and \$4.00 for any part of the next 5-minute increment*). Payment of all late fees will be due by the beginning of the following day's service. The staff person who stays late receives the late fees (*cash is appreciated or a check made out to that person*).

### **PART-TIMERS**

If your child has a part-time schedule, you are free to use any other days or hours you like. The rate for part-time care is the same as full-time. If your child is going to be part-time, it is appreciated if you let your teachers know when your child will be at school and any changes to your regular schedule. This helps them to plan their day and meal preparation.

### **TUITION PAYMENTS & LATE FEES**

The fee for care is \$1,300 per month, full or part-time. Your tuition allows you to use all hours we are open for business, and all meals are provided (*see section regarding Meals & Mealtimes for details*). Payments of \$1,300 will be due on the 1st of each month. We use an online communication platform & payment system (*Brightwheel.com*) for all financial transactions (*no credit cards accepted*). You will receive a reoccurring payment request,

via email, each month on the 23<sup>rd</sup>. Your payment is due by the 1<sup>st</sup>. A late fee of \$50.00 is charged for payment submitted after the 3<sup>rd</sup>. If your payment is not received by the 6<sup>th</sup>, we reserve the right to suspend service until payment and late fees are paid in full.

## RETURNED PAYMENTS

Any payment that is returned or rejected by your bank will incur a \$30 charge and if as a result your payment is late, a late fee will also apply.

## DEPOSIT

We collect a deposit equal to one month's fee at the time of enrollment. This deposit is held and will be used as payment for the last part of your required 60-day notice. All points of the "60-Day Notice" must be followed exactly, to make use of your deposit. In the event that the 30-day trial period is found to be unsuccessful, the deposit money will be returned at the end of that time. No interest is paid on deposit.

## RECEIPTS, TAX STATEMENTS & REIMBURSEMENT FORMS

A receipt, via email, for your child's tuition is issued when your payment is made. You will need to keep this receipt for tax purposes etc. as copies are not available. All receipts include our office contact information and our Fed Tax ID number CN Corp 20-4176555. If you need a signature for your flex-pay or any other employer related reimbursement, please send fully completed form to: [Jenny@littlescholarsacademy.com](mailto:Jenny@littlescholarsacademy.com)

## PHOTOS

We take lots of photos while your child is in our care. We primarily send photos to parents via Brightwheel. Occasionally, there might be a group photo & we may use some photos for promotion. We ask all parents to sign a photo release for us to do this.

## BRIGHTWHEEL

We strive to be as paperless as possible; we use a classroom management and communication platform called Brightwheel. Brightwheel can be accessed by their website and can also be downloaded as an app on your phone or electronic device. Brightwheel is used for recording and tracking daily check in and check outs, events and activities in the classroom and managing administrative tasks such as enrolling and billing. As a parent, you'll get private updates on your child delivered to your mobile device throughout the day, a real-time feed of activities and photos. Brightwheel messaging allows you to receive notifications of photos, incidents & notes from the teacher, you can let teachers know when your child is sick or you're running late. View upcoming events and important dates at your child's school. Paperless Billing. Secure, online system for receiving receipts for tuition, as well as bill-paying digitally via your bank account.



## **BIRTHDAYS**

Birthdays are wonderful and a celebration for every child's birthday will be held. We will make their day extra special with a cake, balloon, a gift from Little Scholars Academy and of course, photos.

## **VACATION & HOLIDAYS**

Our vacation and holiday schedule is posted yearly on our website. We hope this will help you to plan in advance. We are closed two weeks a year for vacation; one during the winter holidays and again during the summer.

Holiday and Personal Days: We are closed New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after Thanksgiving as well as Christmas Day. If Christmas, Independence Day and /or New Years Day fall on a weekend, a Friday or Monday may be substituted for that closure. If we are open on either Christmas Eve day or New Year's Eve day, we will close early at 3:00. We may also be closed for up to 3 Personal or Teacher Project days each year.

## **ARRIVAL & DEPARTURE**

In order for us to keep accurate records, we ask that all parents (*or any authorized person picking up or dropping off*) sign in and out. In the morning, if you are in a hurry, one of the staff will be happy to sign your child in. However, at the end of the day, we ask that all persons picking up, come in and sign the child out. This gives us the opportunity to brief you on your child's day. Your sign-in sheets should reflect the exact time and your initials each time you drop off and pickup your child.

## **PICKUP AUTHORIZATION**

Your child will be released to authorized persons ONLY. They must be on your signed form in order for us to release your child. A verbal okay is NOT authorization. You must fill out and sign an "Authorization for Release" form in order to have anyone, other than yourselves picking up your child. Picture ID will be required if we have not been introduced to the person or if there is any question of identity. We also ask that parents let us know when someone else is going to pickup their child. Please Note: Little Scholars Academy staff are not allowed to assist in securing your child in a car seat. Little Scholars Academy takes no responsibility that the car seat they are transported in is either appropriate or adequately fastened in; this is the parent's responsibility.

## **HAVING YOUR CHILD READY FOR THEIR DAY**

It is important that parents have their child bathed, dressed in clean clothes and well rested, prior to drop off.

## **KEEPING YOUR TEACHERS INFORMED**

Please let us know if your child did not sleep well or had a change in eating habits the night before or over the weekend. Also if a parent is out of town or even if a guest is staying with you. These types of things can affect your child's day. The more we understand what is happening in your child's life, the better we can provide for his/her needs. Our goal is the absolute best care your child can receive.

## **VISITING PARENTS**

Keeping our environment consistent is a top priority to us. Knowing who is caring for and associating with your child is our responsibility. Not all adults interact with children as our staff are trained to do. In the past when parents were allowed to stay for longer periods of time, the opportunity to interact with the other children (*besides their own*) was almost guaranteed. We found that this was not always positive and at times uncomfortable for the staff to correct that parent. We have a routine and way of doing things that our little ones can depend on and enjoy. The inconsistency of other parents coming in at any time during the day to visit, makes it nearly impossible to maintain the harmonious atmosphere we strive for. We ask that you make your pick-up and drop-off as brief as possible. You may, of course, pick-up your child and bring them back to school if you wish to spend time with them during the day.

## **OPEN DOOR POLICY**

We have an open-door policy that allows our parents to come in at any time without notice. Our doors are locked for safety purposes, from 9-4:00 for the safety of our children. Please knock to enter during those times.

## **DROPPING OFF & PICKING UP**

Through the years we have found that the most successful way to ensure a child has an easy drop off is to have the cycle be a relatively quick one. There may be days when a child is upset and it has been our experience that if the parent stays, it prolongs the upset. On almost every occasion if the parent just kisses their child, says goodbye, and leaves; the child stops crying almost immediately. We ask that parents make their drop off as A-B as possible. At the end of the day, we want to make sure you have been fully briefed on your child's day and you should not feel rushed when your teacher is going over your chart. When your briefing has concluded, please gather up your child and their things and allow other parents their time. We are not setup for parents to play for long periods of time with their children at Little Scholars Academy. We ask that you save that for when you are home. Please be mindful that we close at 5:30 and time your pickup accordingly. Coming through the door at 5:25 will leave very little time for your teachers to tell you about your child's day.

## **TRAVEL**

Little Scholars Academy children are not transported by staff unless an emergency situation arises or when specifically authorized by the parent. If a staff person is taking your child off the Little Scholars Academy premises, they must be included on your “Authorization for Pickup” form. Little Scholars Academy releases all responsibility to the parent, the moment their child leaves site.

## **SAFETY, CLEANLINESS & GREEN**

We have taken many precautions to ensure the safety of all children in our care. All children have the basic right to explore in an environment unimpeded by dangerous factors. We keep our facilities extremely clean and sanitize toys and equipment daily. Your child is part of their class and they will help clean-up and put their things away. We ask that all parents keep their child bathed regularly and in clean clothes. Little Scholars Academy uses green products and recycles in an effort to preserve our environment for future generations.

## **SHOE POLICY**

We have found that when all parents and staff remove their shoes our facility stays cleaner and the chance of outside chemicals being brought in is reduced considerably. This has a direct effect on the health of the children in our care. We ask all parents to remove their shoes and their child's shoes at the door, before stepping into the facility.

## **SCHEDULES**

Class schedules, meal and nap times are posted at your school.

## **MEALS, MEAL TIMES & NUTRITION**

Little Scholars Academy participates in the USDA program. Nutrition is an area where many claims are made, and new discoveries happen frequently. We use common sense in regard to nutrition. We have found a happy medium; we don't serve wheat grass juice, nor do we serve pop tarts. We serve fresh fruits, lots of vegetables, lean meats (*no nitrates*) Tillamook cheese, hormone free milk, cage free eggs and whole wheat bread. We do offer treats on occasion but keep sugar items at a minimum. Our menu is available on our website as well as being posted in your school, with any changes to it reflected. We serve a child as much as they want and never require that they eat if they choose not to. Fluids, including water are offered frequently. Meal and snack times should be relaxed, enjoyable and social. We do not reward or discipline with food.

Mealtimes are as follows: Breakfast is served at 8:30 a.m., lunch: between 11:30 and 11:45 and snack: between 2:15 and 3:15p.m. We are happy to serve your child breakfast if you arrive no later than 8:20. We are sorry we will not be able to make exceptions for this, so if you are detained, please make certain your child is fed and ready for their day.

## SPECIAL DIETARY NEEDS & REQUESTS

When a child has allergies or special food requirements such as: lactose intolerances, kosher, vegetarian, or preference for strictly organic foods, etc., we will work with the parent to accommodate those needs. However, no special foods will be purchased by Little Scholars Academy. The parents will be responsible for supplementing or providing the items needed. Your food from home must be prepared and ready to serve. We will do our best to make certain all needs are met.

## DISCIPLINE POLICIES

First let's look at the word "discipline." It has several different definitions.

Noun~	Verb~	Noun~	Verb~
<b>Training</b>	<b>Form</b>	<b>Punishment</b>	<b>Subdue</b>
<b>Development</b>	<b>Prepare</b>	<b>Chastisement</b>	<b>Penalize</b>
<b>Instruction</b>	<b>Educate</b>	<b>Castigation</b>	<b>Limit</b>
<b>Practice</b>		<b>Limitation</b>	

Isn't it interesting how one word can have such different meanings? It's no wonder that many people are confused with this issue. We, of course, prefer the left columns. We have also witnessed the right acted out many times. We've all seen the mom in the grocery store or bank yell at her child or hit them. It makes everyone uncomfortable and yet she seems oblivious to the disapproving onlookers. We are caretakers, teachers and guides for our children. This in no way means that we should allow them to be rude, screaming children, but that's where the teacher part comes in and this would be where our "discipline" methods would come into full view.

Consistency and clearly defining the boundaries of what is acceptable behavior, from the beginning, allows for great freedom within those guidelines. "Total Freedom," that freedom which allows no one else to have rights and only the child to run wild, is not good for anyone, especially the child. Being treated with respect teaches respect and limiting privileges, when inappropriate behavior is acted out, reinforces the code of the group to which the child is a part of. We have been very successful in

handling children.

Acknowledging what a child is doing correctly is the best way to teach a child. Recognizing what wonderful people they are and praising them regularly will cut down on difficulties and will set the tone for them to listen to you when you do need to correct them. Each child will be spoken to with respect, and when necessary, a teacher will get them to observe what rule they have broken (*and the effect they have created*) and why that rule exists.

The child will be given the opportunity to correct their own behavior. There is a specified "time out" which is in view of the teachers and also allows the child to observe other children playing and having fun.

Time outs will not be of long duration, a few (2-3) minutes at most. When it is time for the child to come back into the group, they will be reminded of the rule they violated, and a teacher will get verbal agreement that they are going to abide by that rule.

Punishment that humiliates or frightens a child, and physical punishment such as slapping or spanking is not something we use or allow at Little Scholars Academy. "Time out" will be used to give the child some space and create a time of reflection under the watchful eye of a teacher. We don't use baby talk or condescending vocabulary with children.

Parental help is essential to ensure the child understands and follows the rules we have set forth here. There may come a time when it becomes necessary to hold a "Parent/Provider" conference if a problem persists. We have seen the cooperation of the parents, do wonders in quickly resolving any behavioral problem.

We will provide immediate attention to the emotional and physical needs of your child. We hope we have been able to convey a picture of our philosophy and how we create harmony in our group.

## **BITING OR INJURY TO OTHERS**

Biting is a serious problem and needs to be addressed swiftly and with the intention of stopping the problem. Children that become aggressive and/or physically endanger or threaten the other children in care (*such as biting*), must be handled immediately. If your child bites or is bitten, we will write it on his/her daily diary sheet. If biting/hitting continues, twice a week or more for three consecutive weeks, your child will be expelled. Keeping this in mind, please understand, if other children are in danger, due to your child's behavior, no 60-day notice will be given. If your child is expelled due to the above, you will not be entitled to a refund of your deposit money or monthly fees already paid. The safety of the children in our care is our highest priority. When parents work as a team with us, almost any issue or problem can be resolved. Children may be sent home at our discretion for biting or injury to another child.

## PARENT/PROVIDER CONFERENCES

In the event that more communication is needed to resolve an issue or simply to better understand one another, we may call a conference. In this circumstance it is helpful when both parents attend. These will be scheduled at least one week in advance. Parents may also request this meeting.

## ILLNESS

### **You will need to have back up care available!**

In the case of illness, you will need to arrange for another source of care for your child. No child will be permitted while indisposed. If your child begins to show signs of illness, i.e. elevated temperature 101° (*over 100° taken under the arm*), vomiting, persistent diarrhea, yellow/green discharge from nose or a persistent cough (*more than once every 10 minutes*) excessive fussiness, etc., we will contact you immediately to pick up and quarantine him/her until you arrive.

In addition, if your child is diagnosed with an infection such as ear or sinus infections, we ask that they be on their prescribed antibiotics for a full 24 hours prior to their return. You need to be here no later than 1 hour after we have contacted you (*late fees will apply here*).

Please have a convenient way for us to get in touch with you in these circumstances. If we cannot contact you directly then voice mail, pagers, messages with office will serve as a contact and the 1-hour time frame will apply. In those instances, we will try to contact you at least twice. We reserve the right to make the decision on when a child is too ill to be at Little Scholars Academy. This policy is strictly observed for the protection of your child and others. Please do not bring your child if they have been suffering from any of the above symptoms, they need to be symptom free for 24 hours before returning to care. If your child was sent home due to a fever and they are now returning to school, they need to arrive non-medicated, so we are able to clearly assess their health. If we are unwell, we will, if possible, have backup help available so that any inconvenience to you or disruption to your child will be limited.

If your child comes down with any contagious childhood diseases such as, but not limited to: Chicken Pox, Measles, Pertussis, Strep throat, Mumps or Rubella, you will need to have a written statement from your Dr. that your child is no longer contagious prior to returning. You are expected to maintain your full financial commitment to Little Scholars Academy for the duration of your child's illness.

## MEDICATIONS

In order for us to administer any "non prescription" or prescription medications to your child we will need to have you fill-out, sign and date a form giving your consent. (*These forms are available behind your child's diary sheets*). For any prescription medications, we will need to have the medication in its original container with the dosage amount and prescribing doctor's name on the container (*if applicable*).

## **IMMUNIZATIONS & MEDICAL PROCEDURES**

We keep a current immunization form on file for each child in our care. Many children will be mid process, so we ask that you keep us up-to-date. Any child undergoing a procedure that requires general anesthesia, will need to be home for at least two days following the procedure.

## **MEDICAL RELEASE STATEMENTS**

Medical release forms must be filled out and signed by both parents before a child can attend Little Scholars Academy. These forms include a release, stating that Little Scholars Academy has the authority, in an emergency, to have your child treated by a doctor and/or hospital if we deem necessary. We will always try to contact a parent before such an action *IF TIME PERMITS*. All forms updated with any changes.

## **ACCIDENT REPORTS**

Any accidents and injuries of a serious nature (*more than the little bumps and bruises of normal childhood*) will have a report written on them. Parents will receive a copy of the report within 24 hours. We will always inform parents of any injuries (*no matter how small*) that occur while your child is in our care.

## **AMBULANCE**

We will call an ambulance or rescue assistance if we feel the situation is beyond our abilities. We will also authorize any other emergency transportation if deemed necessary. Parents are responsible for all costs.

## **DISASTER PLANS (FIRE & WINTER STORMS)**

### **FIRE:**

A smoke detector is on each floor of the home and in every sleeping and playroom. These are cleaned regularly and tested monthly. Our dryer exhaust hose is cleaned every 6 months. The home escape plan is practiced every month (*after child care*). Drills are done using different fire location scenarios. We use an outdoor meeting place as a point of safety. In a real emergency 911 would be called and all parents following that. Our students are taught to understand what the smoke detector sound is and what they need to do when they hear it. Again, drills are conducted monthly.

### **WINTER STORM:**

Although storms are not a common problem here in the Portland metro area, they can occur. Some storms can even last several days. The best way to handle a storm is to stay inside. In such an emergency we have stocked goods including water, food, medicine, blankets, flashlights and extra clothing. We will do our best to keep the walkways clear to prevent injuries. All children will be taken care of until they can safely return to their homes.



## **EARTHQUAKE:**

In the event of an earthquake, we are prepared to be inside the home for up to a week if needed. Our staff are well equipped to maintain a safe environment for your children in the event of any emergency. We have well stocked emergency preparedness kits at each home. These kits include ample supplies of food (canned foods, evaporated milk, etc.), water purification tablets, first aid kits, a week's supply of fresh water in a 5 gallon drum, extra flashlights, and extra batteries. All staff would remain on site unless ratio permits, and staff who have children would be the first to leave when ratio drops.

## **SNOW DAYS & POWER OUTAGES**

If Portland Public Schools (Multnomah County) are closed or starting late due to inclement weather, Little Scholars Academy will follow suit. The safety of our staff is paramount; they commute from all over the Portland metro area. Please see our website: <https://LittleScholarsAcademy.com> for media links to closure announcements and further clarification of this policy. Little Scholars Academy staff are paid for snow days.

If we are without power we will be closed. If the power goes out during care, we will call the electric company as to the *expected* duration and will call parents for pickup if the outage is presumed to be longer than 2 hours. Parents will need to pick up within 2 hours of being notified. Likewise, if a snow storm hits while children are here, we will follow Portland Public Schools' example. We will leave a message if you cannot be reached. Late fees will apply. So please, as always, make certain Little Scholars Academy has a way to contact you at all times.

## **CPR TRAINING - A CHILD INJURED OR NOT BREATHING**

All Little Scholars Academy staff are certified in pediatric CPR and 1st aid within the first 30-days of employment. In the event an emergency situation arises the appropriate emergency number will be called for help. CPR and/or first aid will be administered to the child until help arrives.

## **STAFF TRAINING & QUALIFICATIONS**

Each one is subject to a criminal background check and is screened thoroughly including references and work history before starting employment. They are trained in Pediatric CPR and 1st aid and handling food. Each of our staff complete a 52-page check-sheet within the first few weeks of employment. With this they are trained in all the successful actions we have learned over the past 18 years of experience. Every staff member is trained the same from one site to another to ensure the quality of care provided. They continue their hands-on training for a minimum of 60 days before coming on as a permanent employee. Teachers attend regular staff meetings, do fire drills and a class in recognizing and reporting child abuse. We also require they complete a 20-hour course in early child development, particular to



preschoolers, in their first six months of employment. Every staff member is required to have continuing education classes each year of at least 15 hours.

Our Lead Teachers must have at least 1500 hours of experience in a certified setting and at least 50 clock hours of developmentally appropriate education.

### **STAFF TREATMENT**

The greatest asset Little Scholars Academy has by far, are the dedicated staff that provide our stellar service on a daily basis. On average they are on-site 38 hours each week. The providers tend to every need the children have and do it with love and kindness. They teach, play, make “boo-boos” okay and cuddle. They also keep the home sparkling clean. We believe our staff deserve the greatest of respect and kindness. It is something the management displays and something that is expected of every parent that walks through our doors. Families are screened during interviews and any condescension or disregard that is detected at that time, will of course, rule them out as clients. Likewise, it is expected that all parents continue to treat the staff with manners and the respect they so clearly deserve.

Remembering to acknowledge and thank the staff for their hard work, goes a long way in making them feel needed and worthwhile, as well as helping us to retain our good staff. Any parent who chooses to be rude or disrespect our staff will be warned. If it is not resolved the family will be given notice. We expect our staff to keep their personal problems away from Little Scholars Academy, always treating the children and the parents here with respect. We expect the same from the families we serve.

### **STAFF ADHERANCE TO POLICY**

Our staff do not have a choice of whether or not to adhere to our policies. If they work here they uphold these policies. No changes can be made to them without a written authorization from the management. They must abide to the letter and are trained to do so. If you have a problem with any policy, it is best to address it prior to enrollment. You may always speak directly to the Director.

### **STAFF BABYSITTING**

Only permanent\* staff are allowed to do off-site babysitting for Little Scholars Academy families. However, this is a completely separate activity and Little Scholars Academy accepts **NO RESPONSIBILITY** for anything that occurs while a child is not in our immediate (on-site) care. We accept no exchange nor do we guarantee any arrangements between any Little Scholars Academy staff and families. Parents will need to ask for contact information directly from each staff as we cannot release that information. Please do not call the staff at work to arrange for babysitting. If your child is to be transported to and/or from Little Scholars Academy by a staff member, you must submit your written authorization for them to do so. (*\*have successfully completed their 60-day trial period*)

## **RECRUITING OUR STAFF**

Over the years we have had a few instances where parents who enroll their child with us, have then recruited one of our staff for their personal childcare needs, such as nannying or nanny share, etc. We spend a great deal of time and effort to find and train our staff. They are screened, reference and background checked, finger printed and put through an intense 52-page copyrighted training program developed over twenty years. We invest in our staff. A family who has enrolled their child with us for any length of time, must agree not to recruit any staff for any position relating to childcare. This includes staff who are or have been employed with My Bundle of Joy or Little Scholars Academy, at any time during your child's enrollment here, for at least one year following your child's departure, unless a \$5000 finder's fee is paid directly to the company. Occasional babysitting does not violate this policy.

## **OUR NEIGHBORS**

When we open a home in a neighborhood, we feel it is very important to create a kind and respectful relationship with our neighbors. We let them know who we are and what service we provide. We also give them an information packet. Respecting and abiding by the "Driving & Parking" guidelines will help us to maintain the good relationship we have created. Little Scholars Academy is not a typical preschool and we want our neighbors to feel they can happily co-exist with us. Please be kind and respectful of their needs, when dropping off and picking up your child.

## **DRIVING & PARKING**

Little Scholars Academy schools are located in quiet, family neighborhoods. For this reason it is very important that when you enter our area, you drive slowly and watch for others. We ask that you drive no more than 15 miles per hour when approaching or departing our facility. When parking, please obey the laws and do not park in front of anyone's driveway. Park going in the correct direction and be courteous of our neighbors; please do not turn around in their driveways.

## **POTTY TRAINING**

Little Scholars Academy has NO potty-trained prerequisite. Over the years we have successfully potty trained over 100 children. When they are ready, the process is fun, simple and quick. Lots of books, songs and acknowledgement makes this a happy and rewarding process for the child. Typically, girls are ready between 2–2½ and boys between 3–3½. Each child needs to be physically and emotionally ready for this. If a child is ready before then, we will provide this service. Both parents and the providers need to agree the child is ready and commit to the process. We have a Potty-Training contract that is signed before starting the "official" training. Sometimes parents will try to rush this process and it is the child who suffers. It is an important step and it should be fun and enjoyable for the child. Below is a sample contract.

## **SAMPLE Little Scholars Academy Potty Training Contract**

This contract is entered into on this the \_\_\_\_\_ day of \_\_\_\_\_.  
It is agreed that our child \_\_\_\_\_ is ready for potty training  
and we agree to help in the following manner:

**1. We will not use diapers under any circumstances, once potty training begins. “Pull Ups” are fine but only while sleeping.**

2. We will provide **8 cloth training pants** (underwear), the ones with several layers at the crotch. We will replenish these underwear as needed so that there are always 8 at the beginning of each day.

3. We will provide **3 clean changes of clothing** for our child (*daily*) at Little Scholars. These will be either pants that pull down easily and top or a dress. We will replenish these outfits as needed so that there are always 4 at the beginning of each day.

4. We will provide **1 box of Zip Lock bags** (gallon sized) for soiled training pants and clothing to be sent home in.

5. We will provide **treats or stickers** as a reward when our child *goes potty*. We will bring enough for each week in a labeled container with a lid.

6. We understand that all soiled training pants and clothing will be sent home every day to be laundered. Poopy pants will have the majority of the poop dropped off into the toilet but will not be rinsed.

7. We understand that for the first few days of potty training (during waking hours) Little Scholars will set the timer and take our child potty every 30 minutes. The next step will be to take he/she potty every hour. This is to prevent accidents and to get our child accustomed to using the toilet regularly. We agree to do this at home as well.

8. It is agreed that positive reinforcement is the key to a successful potty training and we will continue to acknowledge all potty attempts. We agree that when accidents occur, we will make them as uneventful as possible with no negative comments and move onto something else positive as quickly as we can.

9. We will try our best to keep our lives and home environment as normal as possible and will try to stay close to a toilet so that this potty training can be done with as few accidents due to outside interference as possible.

Both parents and the teachers sign this contract. All in all, we want every child to have a positive experience with potty training, and if they are ready and these guidelines followed, they will.

## **PRESCHOOL ACTIVITY CALENDARS**

Our preschool activity calendars can be found every other month, on our website at <https://LittleScholarsAcademy.com> on the “Parent Resources” page. These calendars tell our parents what activities their child will be involved in. At the preschool there are copies of the calendar posted by the sign-in board where you can check each day for the next day’s projects. Some of these will require your help, such as color days, field trips and special dress-up days.

## **FIELD TRIPS**

Our preschool has at least two field trips each year. One is in the summer to the Oregon Zoo and the other in late October to the Pumpkin Patch. In order for preschoolers to participate, parents are required to attend. Due to our insurance requirements, we are unable to transport children. We will let you know well in advance when these outings are and if you are not able to take your child, you will need to arrange for care for them until we return to our school.

## **NAP AND QUIET TIMES**

Regular nap/quiet time will be from 1-3 p.m. daily. An all-in-one sleeping mat can be found on Amazon. This will need to be left at Little Scholars for your child and will be sent home at least once each month for cleaning. Thick, washable mats are provided by us to go underneath your child’s mat.

## **REPORTING CHILD ABUSE**

### **WE ARE REQUIRED BY LAW TO REPORT ALL SUSPECTED CASES OF CHILD ABUSE.**

These Policies and Procedures are subject to change. If there are any modifications, you will be notified in writing. We have been as thorough as we thought necessary and valid here, to help all parties concerned to more clearly understand what guidelines we are following as a quality childcare provider. All points of these Policies and Procedures are understood and considered part of the agreement upon signing the contract itself. Upon entering into the contract these points to become bound by applicable law.

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