

Little Feet

Child Care^{LLC}

LOCATION ONE:

10477 SW Riverwood Lane
Tigard, OR 97224
503-679-8539

misty@littlefeetchildcare.com

www.littlefeetchildcare.com

LOCATION TWO:

23737 Pinecone Ave
Sherwood, OR 97140
503-707-0319

sarahhardcastle333@hotmail.com

LOCATION THREE:

TBA

WELCOME

Parent Handbook
Sep 2017 - Jun 2018

Welcome to Little Feet Child Care, LLC. Thank you for considering our in-home child care for your child's care. The Parent Handbook will give you all of our policies and procedures to abide by.

WHO WE ARE

Little Feet Child Care, LLC is a for-profit certified family child care based in a private home. This handbook describes all of the policies and procedures. We are happy to answer any questions that you may have. Please read it carefully. Sign and return the last page.

CENTER LOCATIONS

Location One:	10477 SW Riverwood Lane Tigard, OR 97224	Location Two:	23737 Pinecone Ave Sherwood, OR 97140
Phone:	503.679.8539	Phone:	503.707.0319
Hours:	Monday - Friday 7:00 am to 5:00 pm School Schedule Sep - Jun	Hours:	Monday - Friday 7:00 am to 5:30 pm Year Round

Location Three:

TBA

DAYS AND HOURS OF OPERATION

Little Feet Child Care, LLC is open Monday through Friday, except for holidays and vacation. We follow the Tigard/Tualatin School District schedule and are closed during the summer. Child care and preschool is provided for children 6 weeks to 6 years of age, from 7:00 am to 5:00 pm. Preschool begins promptly at 9:00 am, so please try to have your child at Little Feet Child Care, LLC on time so your child is able to participate in all of the activities offered. Before/After School care, non-school days and summer vacation care is no longer provided due to limited space available. A holiday/vacation schedule is attached in **Addendum 1**.

ENROLLMENT REQUIREMENTS

To be eligible for enrollment, a child must be at least 6 weeks old and not older than age 12. A registration form, immunization form and emergency plan must be completed and on file with Little Feet Child Care, LLC before a child can attend daycare/preschool. All required forms are included in the enrollment packet. **IF YOU HAVE NOT COMPLETED AND SIGNED THESE FORMS, YOUR CHILD WILL NOT BE ALLOWED TO ATTEND THE CHILD CARE FACILITY.** All information is required to be updated as necessary and all forms must be updated annually. **Little Feet Child Care, LLC reserves the right to cancel your child's enrollment at any time for a reason or for no reason; with notice or without notice.**

COMMUNICATION IS IMPORTANT

As parents, you deserve to know everything that happens while your child is in our care at Little Feet Child Care, LLC. We make great efforts to ensure that you are always in the know. We love to tell you about and show you, your child's experiences through daily communications via the Brightwheel app, your child's personal care plan, parent conferences, and the photographs on our Facebook page and on our website. To make sure the care we provide is just right for you and your child, a personal care plan includes a schedule, nutritional guidelines, and an online daily sheet that documents the events of the day. Phone calls, conferences, and email are all part of this important partnership. Conferences are done twice a year; once in December and once in June and are optional, however, these are important meetings to view your child's progress as well as goals we set for your child to reach in their development.

PHILOSOPHY AND GOALS

Little Feet Child Care, LLC believes that each child is a unique individual and must be treated with respect. Our philosophy of appropriate behavior provides the foundation for a safe and nurturing environment where we encourage children to feel safe, strive to do their best, and develop a sense of their own self-worth. For this to occur, we must consistently apply these guidelines:

- All children and adults must be treated with respect and dignity
- All children and adults must act in a respectful manner towards each other
- All children will work towards developing problem solving skills, which will them empower them to act as self managers
- All children will work towards developing social skills, which will enable them to interact positively with others

To support our efforts and realize our goals, we must create a cooperative partnership between home and our program. We must work together to foster this atmosphere.

Little Feet Child Care, LLC believes responsible behavior is shown through:

- Recognizing each individual's unique worth
- Showing clear expectations of appropriate behavior
- Redirection and
- Seeking parental advice and assistance

Little Feet Child Care, LLC believes that children thrive in a warm, friendly and supportive environment where adults in authority provide consistent and positive ways to develop and value fairness, justice and responsibility towards themselves, property and others.

Little Feet Child Care, LLC believes every child desires to be successful. Most behavior problems can be handled routinely by friendly encouragement, redirection, understanding, guidance and a chance to change behaviors.

Little Feet Child Care, LLC will decide when a child should be removed from an activity or environment. We also give children positive reinforcement for appropriate behavior.

Little Feet Child Care, LLC recognizes the need to be consistent in dealing with behavior management and recognize the need to analyze the conditions that may contribute to certain behaviors.

Little Feet Child Care, LLC will use a sequence of procedures to modify inappropriate behavior of children in the program.

INFANT PROGRAM

Ages 6 weeks to 2 years

We offer a rich learning environment for all children, with programs that focus on the child as a whole. The experiences an infant encounters during the early years of life are crucial for healthy brain development. Our infant program offers a warm, nurturing, creative environment that helps infants develop their bodies and minds. Infants have their own schedule for playing, eating and sleeping so our teachers will create individual activity plans to cater to each infant's schedule. The activity plans will:

- help them make sense of their world by exploring an environment filled with rich sensory explorations including different sights, sounds, and textures,
- discover and develop their growing bodies with soft, safe places to roll over and pull up, to creep and crawl, and to take their first step out into the world

- learn to communicate fully in a place filled with wonderful conversations, poetry, finger plays, singing, and reading
- connect with caregivers and others in a caring environment that helps your baby build cognitive and social skills that encourage them to foster a sense of security and trust

TODDLER PROGRAM

Ages 2 years to 3 years

We offer a rich learning environment for all children, with programs that focus on the child as a whole. Our curriculum is based on the philosophy that young children learn best through play and hands-on experience. Our program will help toddlers explore their world in a safe and nurturing environment and promote the toddler's growing independence, to enhance social skills, and to build the confidence needed to reach their individual potential and prepare for preschool and beyond. Our program promotes the toddler's development by:

- Offering age-appropriate learning opportunities to encourage individual skills and independent choices
- Creating learning centers that include language and reading, construction, math, fine motor, art, dramatic play, science and sensory exploration, and outdoor learning
- Providing activities to develop motor skills such as climbing and throwing
- Establishing a relaxed environment to accommodate the unique disposition of the age group while fostering self-confidence and self-help skills

PRESCHOOL PROGRAM

Ages 3 to Kindergarten

We offer a rich learning environment for all children, with programs that focus on the child as a whole. Preschool children have many interests and are beginning to investigate the workings of a widening world and experiment with their emerging use of language. Our program provides activities to help preschool children become problem solvers and lifelong learners. Through independent exploration, structured activities, and hands-on learning, preschool children will work on early literacy, math, science, and social studies concepts. Preschool is a time of enormous educational strides in language and conceptual thinking, and in the development of self and social skills. Our program promotes the preschool child's development by:

- Offering a rich variety of projects and activities that build upon established foundations for learning while focusing on advancing language ability, mathematical reasoning, and scientific thought

- Providing opportunities for children develop independently and in small groups
- Setting up learning centers that offer guided experiences to encompass all the skills and understanding necessary for optimum development and academic success

TUITION

Little Feet Child Care, LLC's current tuition rates are available upon request and can also be figured on our website using the tuition wizard. Rates may increase 5% annually to adjust for the cost of living. Increases occur September 1st of each year. Due to limited space available, a discount for multiple children is not offered. Rates can be found in **ADDENDUM 3**.

Tuition is due on the first of the month and payment is made in advance. You are responsible for payment and all fees incurred in connection with Little Feet Child Care, LLC, and we reserve the right to remove your children from our care for non-payment of tuition and other fees. Checks should be made payable to "**Little Feet Child Care, LLC or LFCC**". Tuition may also be made via the online account that Little Feet Child Care, LLC sets up for each family or via direct deposit if you bank with First Tech Credit Union. A \$35.00 fee will be charged for any check that is returned for non-payment and you are responsible for any other late fees that accrue due to insufficient funds. You will also accrue the Late Payment fees until your tuition payment clears the bank account. **Non-payment will result in the termination of your child's enrollment at Little Feet Child Care, LLC.**

LATE PAYMENT

There is a late payment charge of \$25.00 for each day payment is not received after the first of the month. Late payments and insufficient funds will result in the termination of your child's enrollment. **Repetitive late payments will result in the termination of your child's enrollment at Little Feet Child Care, LLC**

ENROLLMENT FEE

The \$100.00 enrollment fee is due prior to your child's first day and June 1st of every year after. The fee helps cover state required registration, training, licensing, music class, Spanish class, curriculum and t-shirts for field trips.

WITHDRAWAL

Little Feet Child Care, LLC requires a 30 day written notice for withdrawal from our program.

SIGN IN AND OUT PROCEDURES

ALL CHILDREN MUST BE SIGNED IN AND OUT BY AN AUTHORIZED ADULT ON THE SIGN IN SHEETS. Children cannot sign themselves in or out. There are no exceptions. Parents are required to do this daily. This procedure is required by the state and Little Feet Child Care, LLC to ensure that your child is safe at all times. The notebook will be located near the front entrance and each child will have a tab with their name for you to easily turn to their page and sign them in/out.

INTOXICATED/IMPAIRED PARENTS

Children will not be released to persons under the influence of alcohol or drugs and are obviously impaired, even if the said person is a parent or guardian. An authorized, unimpaired alternate may pick up child, or an emergency contact will be called.

AFTER HOURS CHARGES

Our child care center closes at 5:00 pm each day. If you do not pick your child up by 5:00 pm, you will be charged a late fee as shown below. If you show up on time but are detained in leaving because you need to discuss things regarding the program, you will not be charged a late fee. However, special arrangements should be made to discuss things regarding your child/program after hours.

Late fees are as follows:

<u>Minutes</u>	<u>Late Fee</u>
1-60 minutes	\$10.00 plus 2.00 per minute
Over 60 minutes	Children's Services Notified

Payment of after hour fees will be billed with your next tuition payment. Continued problems in picking your child up on time will result in your child's removal from the program. **Refusal to pay the late pickup fees will result in termination of your child's enrollment.**

INSURANCE

You are encouraged to carry health insurance, which will cover your child in the event of an accident at our program. Little Feet Child Care, LLC does carry appropriate liability insurance through Liberty Mutual Insurance.

MEDICATION

Each child must have a signed authorization on file allowing the staff to dispense medication to your child. Medication may be given to your child only under the following conditions:

- Medication (including over the counter medication) in the original container on which the child's name has been marked. If a physician prescribes the medication, the container must also show the prescribing physician, the name of the medication and the dosage
- A written medication authorization form signed by the parent or guardian. This form is in addition to the medication authorization you signed at the time of enrollment
- The medication must be given to staff upon arrival so it can be stored in a locked container. It may not remain in a child's diaper bag or cubby.

DAILY PLAN

A schedule of activities is posted each week and can be viewed on our website calendar. A monthly newsletter is also posted on the website. Activities include individual and group activities including art, games, cooking, dramatic play and reading. Time is set aside each day for free choice play. Your child will have a daily sheet that gives you an idea of what we did throughout the day available on the Brightwheel app. Everything is listed under Parent Resources on our website.

MEALS AND SNACKS

Little Feet Child Care, LLC provides meals, which are prepared in our kitchen. We provide a breakfast (from 7:00-8:00), a mid-morning snack and afternoon snack each day. We also provide a healthy lunch and beverage for your child daily. Our menu is now posted daily on your child's **Daily News**. If your child requires special foods that the menu does not have, parents must provide the child's meals, following the USDA food guidelines. A note from your child's doctor is also required for us to serve food or milk substitutions that you are providing. Whole milk or Almond Milk is served to all children one year of age and older.

SPECIAL DIETARY REQUIREMENTS

If your child requires a special diet or specialty food, you must bring it daily to the center in a container marked with your child's name and the date. Once the food is served, any remaining food in the container will be disposed of and may not be reused. These foods must follow the USDA food guidelines. A note from your child's doctor is also required for us to serve food substitutions that you are providing. If you do NOT provide food that follows USDA guidelines, Little Feet Child Care, LLC will supplement your child's meal with the appropriate foods.

INFANT FORMULA AND BREAST MILK

If your child is eating breast milk, bring 4-6 bottles labeled with your child's name. Frozen breast milk is not longer accepted. Breast milk needs to be thawed and in individual bottles. If your child is eating formula, bring 4-6 bottles labeled with your child's name. Formula bottles must be prepared at home. A travel container can be left in diaper bag with 1 - 2 additional bottle servings, if desired.

HOLIDAYS

Little Feet Child Care, LLC is closed on all major holidays-New Year's Eve, New Year's Day, Martin Luther King Jr Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Eve & Christmas Day. Holidays are paid days off. If holidays fall on a weekend, the daycare closures will occur during the week. See **Addendum 1** for holidays and additional closure dates.

VACATION

Little Feet Child Care, LLC takes paid vacation each year. **All Vacation Time Is Paid.** See **Addendum 1** for vacation dates and other closures. If your family takes vacation time, you must still pay your tuition for the time your child is not in our care. By planning my vacations a year in advance, my hope is that your family will be able to schedule your vacations accordingly. Please inform LFCC of your vacation times via email at misty@littlefeetchildcare.com so that we know not to expect your child on those dates.

OTHER CLOSURES

Little Feet Child Care, LLC follows the Tigard/Tualatin School District closures when there is freezing rain, snow, ice etc. You may contact the provider in the morning to confirm closure. The morning news also reports the school closures. There is also an app called FlashAlert that will notify you if our school district has closures. It is important to watch for these closures because if there are extreme weather conditions, it is likely that LFCC staff will be unable to get to work.

PHOTOGRAPHY

Little Feet Child Care, LLC enjoys documenting the events and activities that your child participates in throughout the day. We create a scrapbook throughout the year of these great adventures. In order for your child to be photographed and placed in the scrapbook, you must sign off accordingly in the enrollment paperwork. Here's the breakdown:

- still photos, display in provider's scrapbook and give to current clients. If we can't put the photo in our scrapbook to give to current clients, your child's photos won't be taken at all

- bulletin boards and shown to prospective clients - these would be pictures that we have around the classroom
- promotional materials is just that
- dropshots and snapfish are the online resource for you to print the photos. However, if the first bullet point above isn't selected, there will not be pictures of your child to print
- website and facebook page are just that - if we post group shots and your child is not selected, their face will be blocked in the picture or they won't be in the group shots at all

ILLNESS

Children who are ill should not be brought to the center. Parents are required to notify the center on the days a child is ill or will be absent from the program. If your child becomes ill while in our care, we will notify you or the other emergency contacts you have identified. We will isolate your child and request that you pick up your child immediately. If you are asked to pick up your child and do not act promptly, you may jeopardize your child's enrollment in Little Feet Child Care, LLC. **Little Feet Child Care, LLC also reserves the right to have you keep your child at home if they feel the child is too sick to be in care.** If your child can't participate in our daily activities, they need to stay home. If your child requires tylenol to feel okay, they need to stay home. Parents have paid sick days, I do not. If you bring your child sick, you are risking getting the other children sick, the provider and staff sick, as well as my family. If we end up too sick to care for the children, daycare will have to be closed. If staff can't make it to work due to illness, to remain in ratio, children will have to be turned away. It is important to keep your ill children home.

COLD. Mild, no temperature, feeling okay. If there are no other symptoms, and if discharge from the nose is clear, then your child may attend daycare.

FEVER. A warning that all is not right with the body. If your child has a fever of 99 degrees or higher after adding a degree under the arm, then you must keep your child home for 24 hours after it goes down to 98.6 degrees.

SINUS INFECTION. Greenish discharge from the nose might be a sign of infection. Child needs to stay home until gone or return with approval from your doctor.

COUGHING. If the cough is chronic, deep, or hacking, it might mean an infection. Child needs to stay home until gone or return with approval from you doctor.

COUGHING. If coughing is minor, your child may attend daycare.

SORE THROAT. If mild, child may attend daycare.

SORE THROAT. Child may appear to have one of the following: swollen tonsils or glands, white spots on throat, hurts when swallows and/or complains of not feeling well. You might need to seek advice from your doctor. Child needs to stay home until gone or return with approval from your doctor.

RASH. Not contagious, child may attend daycare.

RASH. We are unable to determine what it is. Child needs to stay home until gone or return with approval from your doctor.

STOMACH ACHE. Light stomach ache, no diarrhea, no vomiting, and no temperature. Fed light foods to him/her today. May return to daycare.

STOMACH ACHE. Vomiting, diarrhea, severe cramping. Must be kept home 24 hours past last episode.

DIARRHEA. After the third really loose stool or if hard cramping, child must stay home 24 hours after last episode.

CONJUNCTIVITIS (pink eye). Suspected redness or discharge from one or both eyes. Very contagious. Your child will need to be on medication for 48 hours and have a doctor's release before returning to daycare.

EAR INFECTION. Suspected, complains of ear hurting. Needs to be on medication and have a normal temperature with no pain before returning to daycare or return with a doctor's release.

HEAD LICE. If we detect nits or lice, you will be required to pick up your child. Child may return after he/she has been treated with medicated shampoo and ALL THE NITS ARE REMOVED. A vinegar and water rinse will soften the nits so you can comb them out.

ALLERGIES. Runny nose and slight congestion. Your child may attend daycare.

FLU. You must keep your child home 24 hours after the last symptom.

VOMITING. Mild. Your child only vomited once. He/she may attend daycare.

VOMITING. Chronic. Your child vomited more than once. You must keep your child home for 24 hours after he/she last vomited

EMERGENCY EVACUATION PLAN

In case of an emergency evacuation that doesn't allow us to return into the building (fire, earthquake etc) Little Feet Child Care, LLC has an evacuation plan.

In case of fire or natural disaster:

1. Caregivers line children up quickly, take attendance chart, emergency evacuation clipboard and phone
2. Caregivers and children leave through nearest door or window
3. Caregivers and children go to meeting spot, across the street (Riverwood Lane) on sidewalk
4. Caregivers take attendance
5. Notify fire department - call 911
6. Do not re-enter building until given permission by the fire department
7. **If unable to re-enter building, meet at Southwest Church of Christ, 9725 SW Durham Road, Tigard (located on the corner of Durham Rd and SW 98th)**
8. Notify parent of fire or natural disaster and if unable to re-enter building, parents must pick up their child from care

If case of a lockdown:

1. All doors and windows will be locked and blinds will be shut.
2. Caregivers will gather children into the hallway, away from doors and windows.
3. No one will be allowed in or out until the lockdown is lifted.
4. No phone calls in or out during the lockdown.
5. Parents will be notified of the lockdown after it has occurred.

If we experience a power failure:

1. Portland General Electric will be called to determine estimated time for power to be restored
2. If outage is estimated longer than 1 hour, parents will be notified to pick up their children from care

Ill Children:

1. If child is too ill to remain in care, child will be isolated and parent or other authorized person will be called to pick the child up. See Illness Policy in Parent Handbook.

Ill Provider:

1. If provider is too ill to care for the child care children, arrangements for a substitute will be made. If a substitute is unable to fill provider's place, parents will be notified to pick up their children from care. Provider will call parents by 6:00 AM if unable to care for children that day. However, in 16 years, I have never called in sick.

ADDENDUM 1

2017 - 2018 HOLIDAY AND VACATION CLOSURES

All Vacation Days And Holidays Are Paid

Month	Date	Holiday/Vacation
September 2017	Fri, September 1 Mon, September 5	Summer Break Labor Day
October 2017	No Closures	No Closures
November 2017	Friday, November 4 Fri, November 10 Wed-Fri, November 22-24	Teacher Training Day Veteran's Day Thanksgiving Break
December 2017	Mon-Fri, December 18-22 Mon-Fri, December 25-29	Christmas Break Christmas Break
January 2018	Mon, January 1 Mon, January 15	New Year's Day MLK Day
February 2018	Mon, February 19	President's Day
March 2018	Mon-Fri, March 26-30	Spring Break
April 2018	Fri, April 27	Teacher Training Day
May 2018	Mon, May 28	Memorial Day
June 2018	Fri, June 16 Mon-Fri, Jun 19-30	LAST DAY LFCC Closed
July 2018	Entire Month	LFCC Closed
August 2018	Entire Month	LFCC Closed
September 2018	Fri, September 1 Mon, September 4	Summer Break Labor Day

ADDENDUM 2
ENROLLMENT FEE

The \$100.00 annual enrollment fee is due prior to your child's first day and June 1st every year after. The fee helps to cover state required registration, training, field trips and licensing.

ADDENDUM 3
Sep 2017-Jun 2018
TUITION RATES

Infant - ages 6 weeks to 2 years

5 days per week	\$46.00 per day	\$230.00 per week	\$1000 per month
4 days per week	\$49.00 per day	\$196.00 per week	\$850.00 per month
3 days per week	\$54.00 per day	\$162.00 per week	\$700.00 per month
2 days per week	\$64.00per day	\$128.00 per week	\$550.00 per month
1 day per week	\$93.00 per day	\$93.00 per week	\$400.00 per month

Toddlers - ages 2 to 3 years

5 days per week	\$44.00 per day	\$220.00 per week	\$950.00 per month
4 days per week	\$47.00 per day	\$188.00 per week	\$800.00 per month
3 days per week	\$50.00 per day	\$150.00 per week	\$650.00 per month
2 days per week	\$58.00 per day	\$116.00 per week	\$500.00 per month
1 day per week	\$81.00 per day	\$81.00 per week	\$350.00 per month

Preschool - ages 3 (potty trained) to 5 years

5 days per week	\$42.00 per day	\$210.00 per week	\$900.00 per month
4 days per week	\$44.00 per day	\$176.00 per week	\$750.00 per month
3 days per week	\$46.00 per day	\$139.00 per week	\$600.00 per month
2 days per week	\$52.00 per day	\$104.00 per week	\$450.00 per month
1 day per week	\$70.00 per day	\$70.00 per week	\$300.00 per month

LFCC no longer enrolls after school children due to limited child care openings

ADDENDUM 4

DISCIPLINARY GUIDELINES

Little Feet Child Care, LLC follows the following guidelines for and not limited to

- Biting
- Hitting
- Kicking
- Inappropriate Language

Any behavior which endangers the child(ren), teacher or environment

1. IDENTIFY-the inappropriate behavior
2. DOCUMENT-behavior, time of incident, place, activity occurring, including staff and director signatures
3. INFORM-parent (verbally and written, requiring parent signature)
4. OBSERVE-the environment, schedule, child/child interaction, developmental stages, staff/child interaction
5. CONFERENCE-with parent(s), teacher and director
6. PLAN OF ACTION-developed with developmentally appropriate practices as a guideline, in conjunction with parent(s) and facility input. Including responsibilities of each party, time frame and date of follow up with the understanding that any inappropriate behavior can and will necessitate immediate response which could occur prior to scheduled follow up conference
7. FOLLOW UP AND OBSERVATION-track either successful improvement or any continuation of the inappropriate behavior
8. COMMUNICATE-with parent(s) concerning observation. Could require development of an additional action plan and/or request for alternative care

If the inappropriate behavior persists and/or the behavior is demonstrated routinely, Little Feet Child Care, LLC reserves the right to request that alternative care be provided which can include one or all of the following: removal from daycare on the day of the incident, brief request of absence from daycare, or dis-enrollment.

PARENT HANDBOOK AGREEMENT

September 2017 - June 2018

I, We have read the above parent handbook and understand and agree to all the terms.

Signature

Signature

Date

Date

COMMENTS/SUGGESTIONS: