



Little Life

PARENT HANDBOOK

Table of Contents

New Life Purpose Statement	1
This Book	2
Partnership & Communication	4
Parent Communication	
Confidentiality Policy	
Custody Agreements	
Mandated Reporter Information	
Arrival & Departure Policies	8
First Day Check List	
Arrival & Departure	
Protective/Court Orders	
Meals & Bottle Feedings	10
Health	12
Sick Policies	
Medications	
Short-term Exclusions	
Incident Reports	
Allergies	
General Policies	16
Clothing & Outdoor Play	
Photo Policy	
Birthday Celebrations	
Classroom Ratios	
Pedestrian/Parking Lot Safety	
Smoking Policy	
Personal Belongings	
Complaint Procedure	
Expulsion Policy	
Financial	22
Payment Policy	
Contracted Childcare Hours	
Tuition/Status Changes	
Late Payment	
AutoPay	
Non-Payment	
Vacations	
Refunds	
Disenrollments	
Insufficient Funds	
Late Pick-up	
Holidays	

New Life Fellowship Vision

Love God

Without controversy, a personal relationship with God is the first and most critical step in leading people. Leaders must remember that the process is both to grow personally, then assist others in their growth. Seeing that exemplifying is the primary method of leading, the emphasis on "Who" we are becomes more important than merely "What" we say. Your faithfulness in all areas of life displays your devotion to God. Naturally, leaders must be faithful in attendance, worship, and their giving. A personal prayer life and a study of the scripture is necessary and required for all leaders.

"Do not forsake the assembling of yourselves together" Hebrews 10:25

"And thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind, and with all thy strength: this is the first commandment." Mark 12:30

Love Others

God created us to live in community with others. Our love for others speaks greater than our knowledge of the subject. New Life is a church based on loving others. This demands an absence of self and a focus on people. More lives are changed; the Apostolic doctrine is accepted; and people become committed when they know that they are loved. This love brings about a "life-change" in others that cannot be equaled with programs, events, or processes.

We love through kindness, forgiveness, longsuffering, and patience.

"... bearing with one another in love, endeavouring to keep the unity of the Spirit . . ."
Ephesians 4:2-3

"This is my commandment, That ye love one another, as I have loved you." John 15:12

"A new commandment I give unto you, That ye love one another; as I have loved you, that ye also love one another. By this shall all men know that ye are my disciples, if ye have love one to another." John 13:34-35

Serve

At New Life Fellowship, there are a variety of ministry opportunities available for you to use your giftings and talents to help not only our local assembly, but also our community.

"...but by love serve one another." Galatians 5:13

"As every man hath received the gift, even so minister the same one to another, as good stewards of the manifold grace of God." 1 Peter 4:10

"For even the Son of man came not to be ministered unto, but to minister. . ." Mark 10:45

A background image showing three children sitting on the floor, reading books. The image is overlaid with a semi-transparent purple filter. The text 'This Book' is centered in white. The page number '2' is in the bottom left corner.

This Book

Parent Handbook

7900 Wabash Ave, Terre Haute, IN 47803

Monday-Friday 6:30am-5:30pm

Little Life: **812-917-2200**

New Life Fellowship office: **812-877-9348**

About Us

We are a faith-based registered ministry serving Vigo County and surrounding areas for over 20 years under New Life Fellowship located on the corner of Chamberlain and US 40 in Terre Haute, IN. We are affiliated with the beliefs and systems associated with New Life Fellowship. While your early learner is here at Little Life, they will receive compassionate care, exemplary early education building blocks, and learn of a Savior who died on a cross for them and His Name is Jesus.

"And she shall bring forth a Son, and thou shalt call His name Jesus, for He shall save His people from their sins." Matthew 1:21

Our Mission

For every child to know: I am loved. I am safe. I am His.

Our Vision

It is our vision here at Little Life Early Learning to provide a Christian environment where every early learner, from 8 weeks to 12 years old, feels safe to grow socially, emotionally, physically, cognitively, and spiritually. We strive as a team to provide the best resources to promote an environment where children can learn through both structured activities, faith-based practices, and play.


"Play is the answer to how anything new comes about."
Jean Piaget, psychologist, early childhood theorist

A close-up, slightly blurred photograph of a child's hands playing with alphabet blocks on a table. The child's head is visible in the upper left, looking down at the blocks. The blocks are white with black letters and numbers. The background is a light blue wall with some decorations. The overall image has a blue tint.

Partnership & Communication

Open and frequent communication between administration, parents, and teachers will help your child have a positive early learning experience.

Communication:

 **brightwheel** is our main platform for communicating with families. This is an app based system that will allow you to follow your early learner in real time throughout the day, send messages to teachers, and online billing access for weekly charges or any other extracurricular activities. This also will act as a **daily communicator** for you to access meal times, activities, and pictures.

- **A parent information board** containing current information about upcoming events, located at Check-in Counter.
- **Daily Schedules** allow us to keep our parents involved in a variety of student activities.
- **Courtesy Calls** are used in the event of sickness, an abnormal discovery in the child's health or behavior.
- **Accident/Incident Reports** will be posted through **Brightwheel** and discussed with the families involved.

Parent Communication:

1. Direct conversation with teacher.
2. Send a message on **Brightwheel** to the teacher or administration.
3. A written note in the drop box at check-in.
4. Disenrollments, absences, or vacation requests cards are available at check-in. All requests must be in writing.
5. Call the office to leave a voice message (812.917.2200).
6. If any personal information has changed, please update on **Brightwheel** or let the teacher know by completing a change of information form and placing in drop box.

Confidentiality Policy:

It is crucial to our staff that we have a trusting and honest relationship with families and children alike. We accept the responsibility of confidentiality to ensure the confidence of the community we serve. In the event that we need to increase our understanding of a child and or family, we would first meet/speak with the family to ensure we could share the new information with other staff to certify the best education for the child.

Custody Agreements

Upon enrollment, it is required parents provide court documentation to remain in the child's file for communication concerning the child. In the event of a custody battle any communication concerning daily and emergency information, medical information, or transportation, we will use the documents on file to communicate to the parents. Unless the Shared-Parenting Agreement states otherwise, Little Life teachers, staff and administration will communicate with both parents regarding the child's participation, progress, development, health, nutrition and safety.

Mandated Reporter Information

The Indiana State Penal Code requires that certain professional and lay person must report suspected child abuse and/or neglect to the proper authorities. Little Life requires its staff to immediately report every situation that is described under this code. We are also required to report certain medical information to the Indiana Board of Health. All Little Life Early Learning staff have been trained and are up-to-date on how to detect Physical and Sexual Child Abuse.



Arrival & Departure Policies

First Day Check List:

1. Extra change of clothes labeled with the child's name to keep at the center
2. Small blanket labeled with name (will be sent home each Friday to be washed)
3. Unopened package of diapers and wipes, if needed
4. Tuition Fee and Enrollment Fee
5. All Enrollment Paperwork:

Enrollment Application	Fire Safety Form
Parent/Provider Contract	Parent Authorization Form
Getting Acquainted Form	Child Pick-up Authorization Form
Registered Ministry Notice	Child Discipline Form
6. Immunization Records with up-to-date shot records
7. For safety reasons, we ask that all personal items be left at home (for more information see General Policies).

Arrival & Departure:

Little Life is open from 6:30AM to 5:30PM. We ask that children arrive by 9:00AM. This allows us to have an accurate lunch count and to be prepared with the accurate teacher/staff/child ratio. Please make sure your child is checked in at the kiosk provided upon arrival.

Parents/guardians over the age of 18 years old, must sign child in and accompany the child into the building and classroom. The same procedure is used for checking out child. Once the child has been signed out, the parent/guardian assumes all responsibility.

****If someone attempts to pickup that is not on approved pickup list, a phone call to confirm or deny will be made.**

Protective/Court Orders:

Please provide court documentation in the event that a child is never to go with a specific person that is not authorized on the contact list. This allows us to be able to better serve you and your child with the utmost safety and concern.



Meals & Bottle Feedings

Meals

Breakfast, lunch, morning and afternoon snack will be provided for your child, with the exception of lunch on FRIDAY, your child will bring a labeled, disposable, sack lunch from home. There are menus posted on the Parent Board for your convenience.

- Hot meals prepared at Little Life follow the State Food Program Guidelines: protein, fruit, vegetable and milk/juice.
- We request all lunches brought from home follow the same (protein, fruit, vegetable).
- No fast food and meals must not require heating.

Bottle Feedings

Parents/Guardians of infants are REQUIRED to bring in the necessary amount of bottles for each feeding for the hours that they are in our care that are:

- Labeled with child's name
- Date
- Time in which they were made
- Brought in a sack with an ice pack that will return at the end of the day
- Little Life is unable to mix bottles for feedings

Frozen mother's milk will be kept in a labeled and dated container as stated above, in the freezer for up to 6 months and used as needed



Health

Sick Policies

Children need to be in good health in order to get the most out of their day at Little Life. Please do not bring your child in if he/she cannot participate fully in the indoor and outdoor programs.

We understand that this is an inconvenience for you and your employer and we suggest that you find back up home child care for sick days. In order to reduce the spread of many illnesses, please keep your child and any siblings home if the following symptoms occur:

1. **Vomiting and/or diarrhea:** your child may return to the center after all symptoms have been gone for 24 hours.
2. **Runny nose with green or yellow discharge or associated with fever or cough with mucous secretion:** any discharge other than clear is usually a sign of infection.
3. **Fever of 100.6° F or above:** Children may return to Little Life after being fever free of fever for 24 hours without Tylenol or other such products.
4. **Conjunctivitis, Pink Eye, or Infected sty:** Children with red, itchy, draining, or crusty eyes may have conjunctivitis. Children may return to Little Life after 24 hours of successful antibiotic therapy or a doctor's release.
5. **Rashes or Skin Conditions such as poison oak, impetigo, or contagious cold sores:** Any unusual rashes must be examined by a doctor. Children may return to the center after any sores are crusted over and dried or a doctor's release is presented.
6. **Chicken Pox:** Children with chicken pox may exhibit the symptoms of low fever, rash, blisters, scabs, and malaise. Children may return to the center after any sores are crusted over and dried.
7. **Lice/Hair Infestation:** Children may return to the center after receiving a specified shampoo treatment and all signs of eggs or nits are gone.
8. **Covid-19 Symptoms:** Children with Covid-19 may exhibit the following: symptoms: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nos, nausea or vomiting, or diarrhea.
9. **Other Symptoms:** Any symptoms the Director or Health department determines to be inappropriate for the child to attend Little Life will be upheld.

*Unfortunately there will be no reduction of fees for being absent for a sick day.

*If a child is sent home for any of the above reasons, but not limited to, they are not able to return to Little Life the next day. After being sent home they have to be out the full next day. There will be no exceptions unless a doctor's excuse is presented.

Medications

We know that many children may need to continue medication even after they are well enough to return to school; however, in order for us to give children medicine here at Little Life, the following guidelines must be followed:

1. Prescribed medicine must be in the original container labeled by a pharmacist with the child's name, name of medication, expiration date, dosage, and time of medication.
2. The first dose of any new medication whether it be prescription or over the counter (OTC) must be given at home before returning to the learning center.
3. Non-Prescription medicine (over the counter drugs such as Tylenol or cough medicine) will be administered if accompanied by a note from the parent indicating time and amount of medicine to be administered.
4. Parents must complete and sign a medicine form and leave the medicine at the office.
5. All unclaimed medication will be disposed of after 5 consecutive days of non-use.

Short-term Exclusions

The health and safety of all children will be assured by requiring exclusion of children and siblings who have short-term acute conditions that are contagious and pose an immediate risk to others in our early learning setting, such as chicken pox, strep throat or Corona Virus.

A child who is sick is defined as:

- The child is defined as too sick to participate in the daily routine and schedule.
- The child can not adequately participate comfortably in the program's activities without compromising the care of other students.
- The child could possibly have a communicable disease that could spread to other children and or staff.

A child could also experience a short term non-illness related to situations like biting, though we know this is an early form of communication.

If a child is sent home for any of these reasons, but not limited to, a medical note could be required with a physician's signature to state the child is able to return.

Incident Reports

Although many precautions are taken to ensure a safe environment, occasional incidents or accidents occur. If an incident or injury occurs, first aid is administered and a report is completed on **Brightwheel** and will be discussed with the parent or guardian. The parents will be notified via telephone, per discretion. In case of emergencies, when the child requires immediate medical care, the parents must assume the responsibility for all costs and transportation to a medical facility.

Allergies

LITTLE LIFE IS A PEANUT FREE ZONE

In the event your child has an allergy, we require a note and signature from a Physician confirming the diagnosis.

A child with a food allergy will be given a mat during meal times to ensure their safety. The safety mat will include child's name and food allergy.

General Policies



Clothing & Outdoor Play

Here at Little Life Early Learning we believe in learning through play. We offer many opportunities for children to explore. We encourage children to be dressed in clothes that may get stained with food/drink, paints, etc. A child should be dressed appropriately for the weather conditions. Please provide warm clothes in the cold weather, cool clothing for the summer weather, and shoes that are good for running and climbing. **Shoes are required for children over one year of age or walking infants.**

We require every child to bring an extra set of clothes that are appropriate for the season, to keep in your child's cubby. **For the safety of your child, closed toe shoes are required.**

- Please mark all clothing & jackets with permanent ink with child's name
- Please do not send heirloom or meaningful blankets, pillows, clothes etc. Little Life cannot be responsible for lost, torn, damaged, stained, or soiled clothing or other personal items.

We follow the Indiana State Child Care Weather Watch Chart, and make alternative playtime where weather is as follows:

- Chill factor below freezing (30°F)
- Steady rain or downpour/humidity
- Thunder and or lightening
- Storm watch or warnings period
- Heat advisory/Ozone/or Air Quality Alerts

Photo Policy

Unless otherwise requested in writing, we reserve the right to take photos of the children enrolled in our center for the purpose of using them on classroom bulletin boards, craft projects and social media promotions. Please let us know if there are any issues surrounding photographs of your children. No parent will be allowed to take a photo or video of any of the children or the facilities unless first approved by all parents in the class and the director.

Children in the foster care system will have photos used for classroom only and will not be posted to any social media accounts.

Birthday Celebrations:

All food items must be store bought and in original unopened packaging. It must abide by your child's classroom allergens. A healthy option is preferred, such as: cheese, fruit, crackers, veggies and dip, or yogurt. Mini sized cupcakes are an option in the event a healthy choice is not available.

Please speak with the child's teacher to arrange for the best time to celebrate in the classroom.

Classroom Ratios:

Child/Staff Ratios

For Licensed Child Care Centers

Age of the Youngest Child in Group	Maximum Number of Children Supervised By One Caregiver	Maximum Number of Children in One Group
Infant	4	8
Toddler	5	10
2 years	5	10
30-36 months	7	14
3 years	10	20
4 years	12	24
5 years/Kindergarten	15	30
1st Grade and Above	20	40

**Family and Social Services Administration
Office of Early Childhood and Out of School Learning
402 W Washington Street
Indianapolis IN 46204**

Pedestrian/Parking Lot Safety:

- Do not leave children in a vehicle alone or unattended
- Hold child's hands at all times
- Children must remain with parent/guardian at all times until received by staff inside the building
- Children may not enter building alone

Smoking Policy

Here at Little Life Early Learning, we are committed to our student's health. At our facilities and school functions, nicotine products (cigarettes, electronic nicotine delivery systems, smokeless tobacco products, and ext.) are prohibited.

Personal Belongings

We ask that you not let your child bring toys from home. Not only do they create tension among children; they may get lost or stolen. If your child uses a special blanket or soft toy to sleep with or feel secure, you may certainly bring that. Please make sure that such items are labeled with your child's name and that the teacher is aware that you have brought it. **LITTLE LIFE DOES NOT ASSUME RESPONSIBILITY FOR LOST OR STOLEN ITEMS BROUGHT FROM HOME.**

Complaint Procedure:

At Little Life communication is important and encouraged. Please know if you have a question or concern, we are interested. Persons with concerns about the general operation, procedures, or policies of Little Life Early Learning should follow the steps below:

1. Submit a written complaint via email, in person, or in the drop box.
2. Schedule a meeting to speak with the Administrator.
3. Once complaint is reviewed, a meeting may be scheduled to resolve the warranted concern.
4. If the Office Administration calls a meeting, the following personnel will be present, if needed:
 - Teacher
 - Parent
 - Little Life Administrator
 - New Life Fellowship Administrator
5. Complaint Resolution Committee process:
 - A copy of the complaint will be shared with everyone serving in the meeting.
 - The committee meets to determine any necessary action.
 - A copy of the written report will be sent to person(s) who issued the complaint.
 - Any further action will be determined by Little Life Early Learning and Administration personnel of New Life Fellowship.

Expulsion Policy

Behavioral Disruption:

Unfortunately, there are times when we will have to ask a student to be removed from our program, either on a short term or permanent basis. We will do everything possible to work with a family and their student(s) in order to prevent this from happening. Prior to suspension or expulsion the following will take place to aid in the child's behavior:

- Redirect behavior
- Assess classroom environment/triggers
- Positive methods and language usages through our trauma-resilient training
- Child will be given choices/verbal warnings
- Child will be given time to regain control by offering the "safe place" to regroup
- Parent/Guardian will be notified verbally
- Parent/Guardian receives an incident report on Brightwheel
- Parent/Guardian will be given written notice regarding disruptive behavior that may lead to expulsion
- Parents/Guardians offered resources and literature on methods of improving behavior
- Recommendation/Agreement of evaluation of professional behavioral consultant
- An Individual Education Plan, IEP, could be required and signed by a Professional Consultant, if the behavior does not improve

If remedial actions, as stated above, have not improved the behavior, the child's parent and or guardian will be advised in a verbal and written notice for a temporary suspension or expulsion.

Temporary Suspension: Suspension means a child cannot attend class or participate in any Little Life activities.

Expulsion: A child may be expelled from Little Life or disenrolled for continual disobedience or for offenses which threaten the safety of other children.

Policy for Biting:

- The first time a child bites a child or teacher, an incident report will be written.
- The child will be removed from the situation immediately and parents will be informed.
- Second incident will result in a conversation with parent.
- Third incident will be subject to meeting with Administrator and possible suspension or dis-enrollment.

A close-up photograph of a child's hand pouring sand from a small plastic shovel into a grey toy dump truck. The truck is filled with sand and sits on a sandy surface. The entire image is overlaid with a semi-transparent yellow filter. The word "Financial" is written in white, bold, sans-serif font across the middle of the image.

Financial

Payment Policy

Little Life's tuition rate is established to provide your child with the best possible care at the most reasonable cost to you. **We have a guaranteed rate policy which means as long as a child is enrolled the parent is expected to pay the weekly bill whether the child is in attendance or not.** This allows us to always be prepared with the accurate teacher to child ratio.

Tuition fees are due Monday by 5:00PM. Failure to keep fees current may lead to termination of childcare services. Monthly payments can be established if requested, but payment must always be in advance.

Contracted Childcare Hours

Your contracted childcare must be followed in order for us to provide accurate teacher/child ratios. Childcare hours are not to exceed 10 hours on any given day. In the event a child is in attendance for more than 10 hours on a given day, additional fees will be assessed.

Tuition/Status Changes

If your child's contract changes, Little Life Early Learning must be given a two week notice in writing.

Late Payment

A late fee of \$10.00 will occur, per week, on your account if your payment is not made by Monday at 5:00PM for that week.

AutoPay

For your convenience autopay is available through **Brightwheel**.

Non-Payment

There will be a one-week grace period of non-payment before automatic disenrollment. During this time your student will not be able to attend Little Life.

Vacations

After the first three months, you will receive a one-week vacation time per year per family. We will need a written 2-week notice dropped in the drop box or a 2-week notice in **Brightwheel** requesting vacation week in order for us to hold a child's place at Little Life without charge. This vacation time applies **only** if the child's bill is current.

Refunds

Refunds will only be made in the form of credits to your account to be used for future services. All refunds are at the discretion of the Financial/or Administration Office.

Disenrollments

If a disenrollment is desired, we require a two week written notice on **Brightwheel**. We require that a disenrollment notice is completed along with payment for those two weeks. The last two weeks need to be paid in full in advance, whether your child is in attendance or absent.

Our center reserves the right to disenroll a child from our center if financial obligations are not met.

Insufficient Funds

There is an automatic fee for insufficient funds added to your account for a re-deposited or returned checks. If we receive returned checks, you will be required to make your payment in the form of a cashier's check, a money order, or in cash before your student can return.

Late Pick-up

Please make every effort to pick up your child on time. If lateness is unavoidable, notify the center immediately and arrange for your child to be picked up by another adult. A fee is charged for late pick-up. If you arrive between 5:31PM-5:45PM the charge will be \$15.00 per child. After 5:45PM, it will be an additional \$2.00 for every minute late per child. This charge will be applied to your **Brightwheel** account and will need to be paid before your child can resume attendance.

Holidays

Little Life will be closed in recognition of the following holidays:

- Presidents Day (Teacher Training Day)
- Good Friday
- Memorial Day
- Independence Day (Observed)
- Labor Day
- Columbus day (Teacher Training Day)
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve – New Year's Day (Prorated credit if closed more than 3 days in a week.)

Little Life will close at 3PM on the following days:

- Wednesday before Thanksgiving Day
- December 23rd

If Little Life is closed for 3 or more days within a given week for inclement weather or other purposes, prorated credit will be applied to your account. If closed for less than 3 days within a given week, no credit will be given.

*****Little Life reserves the right to amend, modify, or change the policies of the center at anytime. A written addendum with changes will be given to parents with signature of receipt.***

