



# Little Life

## PARENT HANDBOOK

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# 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: **812-877-9494**

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





# Partnership & Communication

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

 **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. For more information, please contact the Little Life Director.

- **A parent information board** containing current information about upcoming events, located at Check-in Counters.
- **Daily Schedules, Monthly lesson plans & Themes** allow us to keep a variety of student activities and our parents engagement.
- **Courtesy Calls** are used in the event of sickness, an abnormal discovery in the child's health or behavior, but not limited to, being a victim of a behavior by another child or a perpetrator of an action.
- **Accident/Incident Reports** will be posted through **Brightwheel** for the perpetrator and the victim of the action and discussed with the families involved.

### **Parents/Guardians can communicate by:**

- Leaving a written note with the Director of Little Life Early Learning or the child's teacher. Disenrollments, absences, or vacation requests or must be in writing.
- Calling the center to leave a voice message.
- Sending a message on **Brightwheel** to the teacher or director of Little Life Daycare Preschool.
- Direct conversation followed by documentation.
- If any personal information has changed, please update on **Brightwheel** or let the Director know and fill out the change of information form.

### **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 and or guardian 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 any communication concerning the child/family such as, but not limited to: daily and emergency information, medical information, or transportation, we will use the documents on file to communicate to the parents. Based on the Shared-Parenting Agreement, Little Life teachers, staff, administration and Director will communicate with both parents. In the event of a conference, parents will not be required to attend the same meeting. We 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 in how to detect Physical and Sexual Abuse.*







# Arrival & Departure Policies

## First Day Check List:

1. Extra change of clothes labeled with name to store in cubby in disposable bag
2. Small Blanket labeled with name
3. Unopened Package of Diapers and Wipes, if needed
4. Tuition Fee
5. All Enrollment Paperwork:

Enrollment Application	Fire Safety Form
Parent/Provider Contract	Parent Authorization Form
Getting Acquainted Form	Child Pick-up Authorization Form
Parent's 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:

For your convenience, our daycare is open from 6:30AM to 5:30PM. All children need to arrive by 9:00AM unless they have a doctor's appointment. 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. It is the parent/guardian's responsibility to ensure the teacher and staff know the child has entered and exited the classroom.

When picking up a child/children, The adult **MUST** use the sign out procedure located in the kiosk at the entry of the building. Once the child is signed out, the child will now be the parent/guardian's responsibility to ensure safety for everyone. Everyone **MUST BE 18 YEARS OR OLDER** with a **VALID DRIVER'S LICENSE** in order to leave with a child that is on the approved pick-up list. Every approved contact will have their own 4 digit code to sign the child out with under our **Brightwheel** program.

**\*\*We demonstrate the right to call to confirm, or deny a departure of a child from our care\*\***

## 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

*\*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\**

Little Life staff will not be able to mix bottles for feedings. In the event a feeding would be needed and it is unavailable, the parent and or guardian of the child will be required to come pick up the child or bring the necessary feeding for the continued hours.



# 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-degree 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 or Pink Eye:** 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 or families 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 and kept in the child's file. A copy can be obtained upon request of the parent. The parents will be notified via telephone, per our discretion, unless otherwise specified by the parents. 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

### WE ARE 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 an allergy will be given a mat during meal times to ensure their safety. Their mat will include your child's name and their 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

- 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 other appropriate uses. 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 and/or are considered a ward of the state will have photos used for classroom only and will not be posted to any business 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. Regular size cupcakes are discouraged, but mini 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**

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

**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 and jealousy; 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:**

Persons with complaints or concerns about the general operation, procedures, or policies of Little Life Early Learning should follow the steps below:

1. Schedule a meeting to speak with the Director of Little Life Early Learning.
2. Submit a written complaint via email or in-person. The Director of Little Life Early Learning will notify an administrator of New Life Fellowship Office.
3. Once complaint is reviewed, a meeting may be scheduled to resolve the warranted complaint with the Director of Little Life Early Learning.
4. If the Office Administration calls a meeting, the following personnel will be present, but not limited to:
  - Director of Little Life Early Learning
  - Complainant
  - Administrator of New Life Fellowship
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 the Administration Office of New Life Fellowship/Little Life Early Learning.

## 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. In the event a child would need a temporary suspension or expulsion, we will try the following to aid in the behavior:

- Redirect behavior
- Assess classroom environment/triggers
- Positive methods and language through our trauma-resilient program, Conscious Discipline
- 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

### Schedule of Expulsion:

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 about the child's behavior warranting the date of expulsion.



A child's hand is shown pouring sand from a small shovel into a grey plastic toy dump truck. The truck is filled with sand and sits on a sandy surface. The entire image has a yellowish tint.

# Financial

## Payment Policy

Our tuition schedule 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 your child is enrolled you will be expected to pay your weekly bill whether your child is in attendance or not.** This allows us to always be prepared with the accurate teacher to child ratio.

## Child Care Pricing Chart

Infants	\$185.00
Toddlers	\$155.00
Pre-School	\$155.00 w/ \$75 curriculum fee
Enrollment Fee	\$100.00

**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.

## Tuition/Status Changes

If your child's schedule, status, or tuition category will change, 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. Only one late fee per year will be excused with the Director's permission.

After multiple late payments, you will be required to set up autopay for all future tuition payments. Failure to set up autopay will result in suspension of your student. Failure to set up autopay within a one-week period after suspension will result in automatic disenrollment of your student.

## Non-Payment

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

## Vacation

After your first three months, you will receive one-week vacation time per year per family. We will need a written notice on **Brightwheel** stating your vacation week in order for us to hold your child's place at Little Life without charge. This vacation time applies **only** if your 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 Director and/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
- Good Friday
- Memorial Day
- Independence Day (Observed)
- Labor Day
- Columbus 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

## Inclement Weather

If Little Life is closed for 3 or more days within a given week for inclement weather, 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 personnel policies of the center at anytime.***

