Little Hands

Parent Handbook

Little Hands

Childcare and Development Center

200 East Lodge Rd

Hiawatha, KS 66434

785-740-2012

littlehandsinc@gmail.com

**Amy Gibson, Director**

Dear Parents,

I would like to welcome you and thank you for choosing Little Hands, Inc. for your child care needs. We look forward to serving your family and the entire community in a manner that promotes early childhood education in a safe and predictable environment.

This booklet outlines the policies and procedures of Little Hands, Inc. I encourage you to read through this handbook and keep it for future reference. This handbook clearly identifies what you can expect from Little Hands, Inc. and what we expect from you, the parent, and your child.

When you sign a contract with Little Hands, Inc. for childcare services, you are agreeing to abide by the policies set forth in this booklet.

Thank you, and I look forward to working with you and your child.

Sincerely,

Amy Gibson

Director of Little Hands, Inc.

**Little Hands, Inc. Program Goals**

Thegoals of the daily program and activities at Little Hand, Inc. are:

1. To provide a variety of age appropriate learning experiences.
2. To make learning fun for children.
3. To teach children how to express themselves in a positive manner.
4. To give opportunities for learning through play.
5. To build each child’s self-esteem and feeling of self-worth.
6. To encourage each child to develop at their own pace and to their fullest potential.
7. To offer skill development in the following areas: cognitive (thinking and reasoning), physical (gross and fine motor), emotional, and language development.
8. To maintain highly qualified and caring staff.

Little Hands, Inc. operates on a nonprofit basis with tuition used to pay salaries and to cover operating expenses. Money from fundraisers will be used for special purchases and projects or placed into the general operating budget.

**Mission Statement**

Little Hands, Inc. is committed to providing a safe and enriched environment for young children to learn and develop their school readiness skills.

**Admission Policy**

This program is non-discriminatory in regards to race, color, religion, national origin, ancestry, physical handicap, or sex. If your child is in need of more intensive care that we can reasonably provide with our staff-child ratios, additional services or other accommodations may need to be provided or arranged by the family to give their child appropriate care.

**Little Hands, Inc. Classrooms/Programs**

[](http://www.google.com/imgres?um=1&hl=en&rls=com.microsoft:en-us:IE-SearchBox&rlz=1I7ACEW_enUS369US369&biw=1366&bih=587&tbm=isch&tbnid=ZBrHb9uinPTlIM:&imgrefurl=http://babychildhealthcare.com/2011/01/10/is-breast-really-best&docid=r6sKIzPbIVC2AM&imgurl=http://babychildhealthcare.com/wp-content/uploads/2011/01/baby-bottle.jpg&w=566&h=848&ei=VdoLT9PrNYPG2wWkxLnSBw&zoom=1)**Infant Program:**

The infant program provides consistent loving attention from our

dedicated and nurturing staff. Developmental materials as well as

activities for children between the ages of two weeks and one year

are emphasized. At the end of each day, parents are provided a daily

report of their child’s sleeping, eating, and diapering.

**Toddler Program:**

The toddler program will serve the children between the ages of 12 and 36 months. Children in this program will be provided a loving and nurturing environment from our staff. Children will be introduced to a variety of learning

[](http://www.google.com/imgres?um=1&hl=en&rls=com.microsoft:en-us:IE-SearchBox&rlz=1I7ACEW_enUS369US369&biw=1366&bih=587&tbm=isch&tbnid=z9ypytoY8udP6M:&imgrefurl=http://www.wpclipart.com/toys/blocks/abc_blocks.png.html&docid=oKkrhPAs7piUmM&imgurl=http://www.wpclipart.com/toys/blocks/abc_blocks.png&w=400&h=389&ei=x9sLT7CsHszy2gXP_JyXBw&zoom=1&iact=rc&dur=0&sig=116092961730241321469&page=1&tbnh=110&tbnw=113&start=0&ndsp=26&ved=1t:429,r:1,s:0&tx=56&ty=65) experiences including: socializing with other children, books, short stories,

creative art projects, music, outdoor play and taking walks. Parents

will be provided with daily reports of their child’s sleeping, eating, and

toileting/diapering. Bathroom skills are introduced at this age as children

and families are ready.

**Pre-K Program:**

[](http://www.google.com/imgres?um=1&hl=en&rls=com.microsoft:en-us:IE-SearchBox&rlz=1I7ACEW_enUS369US369&biw=1366&bih=587&tbm=isch&tbnid=bZ4234JHwZUZkM:&imgrefurl=http://www.msskinnersclass.com/&docid=G_xuGTbyZpEkhM&imgurl=http://www.msskinnersclass.com/yahoo_site_admin/assets/images/school-kids-clipart134164512_std.118134608_std.gif&w=400&h=197&ei=atwLT8CXD6GK2QWolcWmBw&zoom=1)Our pre-K program will serve children from age three to five years. It is designed primarily to make your child’s first school experience a positive and educational one. Social development, learning how to treat and share with other children, is another one of our main objectives with this age group. Letters, numbers, name recognition, name writing, and fine motor skills are

introduced as the children are ready for them. Learning

through play and outdoor activities will still be a large portion

of this age group as well. Walks will also be taken

frequently as weather and schedules allow.

**Before and After School Program:**

The before and after school program accommodates working parents who have school aged children, kindergarten through age 12. The purpose of this program is to provide a safe and nurturing environment. We will be providing the children with a variety of activities that will allow them to expend some of their energy after being involved in school activities all day. Breakfast and afternoon snacks will be provided. We will also provide all day childcare for the school age children on days when school is not in session. However, we will have a sign-up sheet posted prior to these days to ensure we have adequate staffing and food service. These full days of care will be at an additional rate as noted on the contract. If school is canceled due to inclement weather you must also call ahead to insure adequate staffing. (see inclement weather section)

**Summer Camp:**

Our summer camp program will serve children entering first grade through sixth grade. A wide variety of activities provides a summer filled with fun, learning experiences, and field trips within walking-distance.

**General Policies**

**Child’s Records:**

State licensing regulations require the following forms be completed and in Little Hands, Inc. possession two days BEFORE your child may attend.

\*Child Information sheet/Photo and Sunscreen Release Form

\*Little Hands Contract

\*KDHE Health and Environment Medical Record form, including a copy of up-to-date immunization record and a Child Health Assessment (dated within 6 months prior to child’s first date of attending the facility)

\*Authorization for Emergency Medical Care Form

\*Parental Permission Form for Off-Premise Trips

\*CACFP Income Form

\*Two emergency contacts other than parents

We must have your current address and phone numbers (home, work, and cell) on file at all times. It is the parent/guardian’s responsibility to inform us of any changes in your address/phone number, custody, or in your child’s medical condition.

**Infant Files must also include:**

\*Infant Meal Offer form (CACFP)

\*Infant Daily Schedule

**Supplies to Send to Little Hands**

**Nursery (2 weeks to 12 months)** – Please bring the following to be left at Little

Hands, Inc. and marked clearly with your child’s name or initials:

\*Enough clean bottles for the day of care

\*Adequate supply of diapers and diaper cream

\*Supply of Formula if you choose different formula than provided (which is Parent’s Choice Premium)

\*Wipes, only if you prefer another brand than what we provide

\*Two complete sets of extra clothes

\*Pacifier if used

\*Two blankets

\*Family Picture

**1 year to Pre-K** – Please bring the following to be left at Little Hands, Inc.

and marked clearly with your child’s name:

\*Small pillow and small blanket

\*Two complete changes of clothing with name/initials written on the tags.

\*Adequate supply of diapers, “pull-ups”, or training pants if your child is not

toilet trained.

\*Swimming Suit, Towel, and Little Swimmers Diapers (only during the summer)

**School Age** – Please bring the following to be left at Little Hands, Inc.

\*Two complete changes of clothing

\*Swimming suit and towel for the summer

**Arrival and Pick-Up Procedures:**

During the enrollment of your child into our facility you stated anticipated drop off and pick up times as listed on your contract. These times will be used to determine appropriate staffing. If your times will alter, we ask you to call us prior to the change so we can plan accordingly. As stated in your child’s contract, a “full time” slot for a child is based on a 50 hour per week schedule. If your child is in attendance over 50 hours in one week, you will be charged an hourly rate as explained in the contract.

[](http://www.google.com/imgres?um=1&hl=en&rls=com.microsoft:en-us:IE-SearchBox&rlz=1I7ACEW_enUS369US369&biw=1366&bih=587&tbm=isch&tbnid=BNftLC3S45kmsM:&imgrefurl=http://www.iconspedia.com/icon/clock-12817.html&docid=HI6Y08i0XmcTjM&imgurl=http://aux2.iconpedia.net/uploads/482063585452602669.png&w=256&h=256&ei=bt0LT4vRK9Sl2AX0qtXQBw&zoom=1&iact=rc&dur=0&sig=116092961730241321469&page=4&tbnh=108&tbnw=108&start=79&ndsp=26&ved=1t:429,r:20,s:79&tx=61&ty=62)Your child is to be picked up by 6:00 p.m. For every

minute after 6:00 p.m. there will be an additional

$1 fee per child, which will be added to your

account due by the following week.

For the safety of your child, you MUST come into Little Hands, Inc. with him/her and take child to the classroom. NEVER DROP A CHILD OFF AT THE DOOR, WHICH INCLUDES SCHOOL-AGE CHILDREN. Only those persons authorized by you may pick up your child. The director and teachers will not release your child to any other person without your authorization. All children must be signed in and signed out using the tablet in the lobby or in the classroom.

When your child first starts attending childcare it can be difficult to be separated from family. Please try to make the drop off times as quick and positive as possible for your child’s sake. The staff are well equipped to help make these transitions as smooth as possible for everyone involved.

**Absences:**

Please call Little Hands, Inc. if your child will be absent. Full tuition is due even in the event of illness, vacation or other absences.

If possible, parents must give a 24-48 notice if their child will not be attending on a specific date.

**Paid Holidays:**

Little Hands, Inc. will be closed the following days, which are paid holidays:

[](http://www.google.com/imgres?um=1&hl=en&rls=com.microsoft:en-us:IE-SearchBox&rlz=1I7ACEW_enUS369US369&biw=1366&bih=587&tbm=isch&tbnid=lh4H0T8Sr0IAnM:&imgrefurl=http://blog.timesunion.com/crime/sending-fireworks-fliers-to-new-york-residents-not-illegal/8587/&docid=yMR_20HOX0WolM&imgurl=http://blog.timesunion.com/crime/files/2011/06/fireworks.jpg&w=1280&h=1024&ei=Ed4LT_eJCIGy2QXxwNniBw&zoom=1)New Year’s Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

The Friday following Thanksgiving Day

Christmas Eve

Christmas Day

If any of these holidays fall on a weekend, it will be observed either the Friday before or the Monday after said holiday.

[](http://www.google.com/imgres?um=1&hl=en&rls=com.microsoft:en-us:IE-SearchBox&rlz=1I7ACEW_enUS369US369&biw=1366&bih=587&tbm=isch&tbnid=aL5J8v947Q0yOM:&imgrefurl=http://graphicssoft.about.com/od/digitalscrapbooking/ig/White-Christmas-Kit/Snowflake-2.htm&docid=mTZ7Cplxl_ftuM&imgurl=http://0.tqn.com/d/graphicssoft/1/0/E/N/1/snow_flake_2.png&w=1216&h=1116&ei=a94LT9mcAaHm2AXDq72zBw&zoom=1)**Inclement Weather:**

If the local school district closes Little Hands will be open unless there is no electricity. If you need child care for your school age child on a snow day please call prior to bringing your child due to limited space. Little Hands, Inc. may close or open late for inclement weather. Listen to local news media for information on school closings. It will be called into KNZA channel 103.9 radio, WIBW 13, KSNT 27, KTKA 49 and posted on our Facebook page.

\*If Little Hands closes due to severe inclement weather, parents will be required to pay the normal rates of child care for one business day. If Little Hands must close for more than one day, parents will not be charged for those additional days.

**Discipline Policy:**

[](http://www.google.com/imgres?um=1&hl=en&rls=com.microsoft:en-us:IE-SearchBox&rlz=1I7ACEW_enUS369US369&biw=1366&bih=587&tbm=isch&tbnid=fefy_R2bPCGvoM:&imgrefurl=http://wastetimepost.com/61395a16d0c/hand%20in%20hand%20heart%20in%20heart&docid=3P8blb82-YeA2M&imgurl=http://jootix.com/upload/DesktopWallpapers/cache/Heart-Hand-heart-hand-love-1600x1200.jpg&w=1600&h=1200&ei=rN4LT-fgE4bg2QWZoMHSBw&zoom=1)“Discipline,” as defined by state licensing, is “the on-going process of helping children develop inner control so they can manage their own behavior in a socially approved manner.” At Little Hands, Inc., this is achieved through rewarding and encouraging appropriate behavior. Appropriate behavior and expectations will be taught through modeling and will be age appropriate. If a child shows an inappropriate behavior, they will be given a warning, expectations will be reminded or redirection will be used. If the inappropriate behavior persists, the child will be removed from the situation and asked to visit a designated area to regroup themselves before joining the group again. Before the child rejoins the group, the teaching staff will

visit with the child about the expectations and reason for them

being removed from the activity. When appropriate and

necessary, further action may be needed such as a note home

to parents, a phone call to parents, a conference with

parent/teacher/director, or dismissal from the program.

**Illness**

If your child is ill and will not be in that day, please give us a call at Little Hands. The following exclusion guidelines are given to us by Kansas Department of Health and Environment.

The parent, legal guardian, or other person authorized by the parent will be notified immediately when a child has a sign or symptom requiring exclusion from the facility, as described below:

1) The illness prevents the child from participating comfortably in facility activities; 2) The illness results in greater care needed than what the child care staff can provide without compromising the health and safety of the other children; or 3) The child has any of the following conditions and poses a risk of spread of harmful diseases to others:

A. An acute change in behavior including lethargy/lack of responsiveness, irritability, persistent crying, difficulty breathing, uncontrolled coughing, noticeable (spreading) rash, or other signs or symptoms of illness until medical evaluation indicates inclusion in the facility.

B. Fever (temperature above 101 degrees Fahrenheit orally, above 102 degrees Fahrenheit rectally, or 100 degrees or higher taken auxiliary (armpit)) and behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, diarrhea). Oral temperature should not be taken on children younger than 4 years (or younger than 3 years if a digital thermometer is used). Rectal temperature should be taken only by persons with specific health training.

C. Uncontrolled diarrhea, consisting of an, increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper until diarrhea stops; blood or mucus in the stools not explained by dietary change, medication, or hard stools.

D. Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines the illness to be non-communicable, and the child is not in danger of dehydration.

E. Abdominal pain that continues for more than two hours or intermittent pain associated with fever or other signs or symptoms of illness.

F. Mouth sores with drooling, unless a health care provider or health official determines the condition is noninfectious.

G. Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease.

H. Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after treatment has been initiated.

I. Untreated scabies, head lice, or other infestation.

J. Untreated Tuberculosis, until a health care provider or health official states that the child can attend child care.

K. Known contagious diseases while still in the communicable stage (chicken pox, streptococcal pharyngitis, rubella, pertussis, mumps, measles, hepatitis A).

Children who have been ill can be readmitted into the childcare facility when these conditions no longer exist, and they have been free of symptoms for 24 hours without the use of Tylenol, etc. OR when they have been seen by a doctor, been on medication for 24 hours, and/or are determined to be no longer contagious.

**Medication**

Medications (oral or topical, prescription or over the counter) can be given to your child ONLY when the parent has completed the appropriate form. When you bring in a medication for your child, please notify the director or teaching staff. Little Hands, Inc. staff will provide you with the appropriate form to complete. All medications must be clearly identified with the child’s first and last name and in the original container. Each dose of medication given will be documented by Little Hands, Inc. staff.

**Withdrawing from Program**

If your needs change and you wish to withdraw your child from Little Hands, Inc., a 2 week written notice is required. Tuition is to be paid even if you choose to not send your child the final 2 weeks. When withdrawn, the child’s spot may be filled. If you choose to re-enroll in the future, it will be on a “first-come-first-serve” basis as openings occur.

**Tuition Payment**

Weekly tuition is to be paid in advance. Payments are due on Monday by the end of the work day. Payments can be placed in the payment box in the office. If your tuition check is returned to us because of insufficient funds, you will be asked to write Little Hands, Inc. a new check for the tuition plus additional $35 to cover the bank charges assessed to Little Hands, Inc. If two checks are returned due to insufficient funds, then cash payment will be required from that point forward.

**Clothing**

Please dress your child in play clothes that are appropriate for the weather. Send your child in clothing that you would not be upset if it gets dirty or gets an occasional dab of paint on it. Children are not allowed to wear flip flops or open toe shoes for safety reasons. Also, make sure your child has two sets of extra clothes in their cubby in case of a spill or accident. Even during the cold winter months and hot summer months we still go outside when we can. Therefore, be sure to send your child in clothes that allow them for outdoor play.

**Meals and Snacks**

All meals and snacks are planned and served following the amount and nutrition guidelines of the CACFP (Child and Adult Care Food Program) associated with USDA. Since we are on the food program and we have children with severe nut allergy, we cannot allow food to be brought to Little Hands, Inc. except for special celebrations. Breakfast is served at 7:15am for before school children and 8:30am for the rest of the children. Lunch is served at 11:30am and snack is served at 3:30pm. If you would like your child to eat at our facility, please have your child here at mealtime. No outside food allowed inside Little Hands, unless it is for a birthday party or a holiday party.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint\_filing\_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1)   Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2)   Fax: (202) 690-7442; or

(3)   Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

**Communication**

The teaching staff of each class will inform parents through conversations, daily reports, and newsletters. Daily reports will be sent home for infants through 3-year-old, which will inform the parent of their child’s day. The younger the child the more in-depth the report will be. The director will also send out periodic newsletters which will be found in each child’s cubby. Please feel free to contact your child’s teacher or the director with any questions or concerns you may have. We strive for an open door policy; positive and frequent communication is our goal. If you desire to have a confidential meeting or lengthy discussion, please schedule an appointment with your child’s teacher or the director.

**Fund-Raising Projects**

Little Hands, Inc. will sponsor several fundraisers per year for the purpose of raising money for special purchases/projects or general funds. Your support of these fund-raisers is greatly appreciated.

**Show and Tell and Items from home**

Show and Tell will be implemented differently in each classroom. Check with your child’s teacher to find their guidelines for show and tell. Please do not send any toys to Little Hands, Inc. at any other time. Little Hands will not be responsible for any broken or stolen toys. Small, noiseless stuffed animals or blankets may be allowed on a daily basis for rest/nap time depending on the classroom.

**Disaster Plans**

**Serious Injury Plan**

\* The teacher will check the injury and administer first aid. An ambulance

will be called if needed.

\* Parent will be notified and told where the child is being taken for care.

\* An emergency substitute will be called to help care for the other children.

\* The child’s teacher will accompany him/her, with the child’s emergency file,

to receive necessary medical attention and will stay until the parent arrives.

\* When the teacher returns to Little Hands, Inc., an injury report will be filled

out and sent to the local health agency by the next working day as required

by the state.

**Fire Plan**

\* Children and teachers will go out the safest exit. The teacher will take

the children’s emergency files and the class roster sign in sheet. All groups will meet at the far east side of the parking lot, where another count of children and staff will be taken, comparing to the roster sheet.

\* One teacher will be designated to call the fire department. Please do not

call us. We need the phone line to call for emergency help. If your child

has been injured, you will be called as soon as safety allows.

**Tornado/Severe Weather Plan**

\* If weather looks threatening and/or we are in a severe weather watch, the staff will monitor the weather with the radio or internet.

\* If sirens sound, or threatening weather seems imminent, teachers will take

the children to the reinforced storm shelter in the middle of the building

(Safari Room). The teacher will take the children’s emergency files and the

class roster sign in sheet.

\* Children and staff will sit with their backs against the wall and cover their

heads for protection.

\* If tornado/storm damage occurs, emergency help will be called for and

first aid will be administered if needed.

Again, please do not call us. We need the phone line to call for emergency help. If your child has been injured, you will be called as soon as safety allows.

**Flood Plan**

\* If a flood was to occur, teachers would take the children to higher ground

and do so as directed by emergency personnel. The teacher will take

the children’s emergency files and the class roster sign in sheet with them.

\* Teachers will call parents to arrange for parents to pick up their children.

**Crisis Emergency/Intruder**

\* If an unusual, unexpected dangerous situation occurs, the Hiawatha Police Department will be called immediately.

\* Teachers will be notified over the intercom for a lock down situation, they will lock the classroom doors, take the children to the restroom areas in the classrooms and wait for an all clear or wait for further instructions.

Any questions don’t hesitate to contact us!