

Little Footsteps Academy LLC



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DCF Certificate Number: C10PO0859

Welcome

Welcome to the Little Footsteps Academy LLC family! We are delighted that you have chosen us to care and educate your precious one(s). It is our goal to provide a quality "Place" that your will be proud of. Our center has been in operation since August 2010. We serve children 6 weeks to 5 years of age, a school age program along with offering a before/after school care and a summer program.

LITTLE FOOTSTEP'S PHILOSOPHY

Little Footsteps Academy believes in the importance of all children being given the opportunity to learn and explore in a safe, positive and nurturing environment. It is our primary goal to provide the kind of environment that will allow the children to feel secure and happy. Our program will encourage all children to become creative, independent and responsible. Here at Little Footsteps Academy we except children of all faiths. We use Christian beliefs in our daily activities and bible stories and songs are an important part of our curriculum, as well as prayer before meals and snacks.

It is our Vision...

To nurture every aspect of a child's development

To value parents and staff as partners in each child's education and care

To provide a balanced program to meet the total needs of the child to grow developmentally: socially, emotionally, physically and cognitively

To value a child's play experience as an avenue of learning and provide a developmentally appropriate program for all children of any race, creed, nationality, ethnic background or, religion

To develop positive, nurturing, trusting relationships with each child and their family and God

To provide a safe, stimulating, hands-on small group environment for children where they can interact with others and increase their abilities and knowledge

To nurture the professional development of our staff in order to stay informed about current research and understanding in the early childhood field.

Table of contents

Our Program	4
Television	4
Tuition Rates and Fees	5
Tuition	5
Additional Fees and or Misc Credits	5
Vacation Policy	5
Days and hours of operation	6
Holidays and School Closure	6
Parent / Center Communication	7
Screening and Assessments	7
Volunteers	8
Conferences	8
Arrival / Departure	9
Security and Access control	9
Clothing	10
Treasures and Possessions	10
Birthdays	10
Health	11
Infants and Toddlers	12
Breakfast and Lunch	12
Snacks	12
Nap time	13
Children with special needs	13
Discharge Policy	13
Child Abuse and Neglect	13
Discharge Policy	14
Withdrawal Policy	14
Discipline Policy	15
Supplies	16

OUR PROGRAM

Little Footsteps Academy employs the use of the following combination curriculums *Learn Everyday*, *High Reach Curriculum*, *Nemours and Beyond Centers and Circle Time/ Beyond Cribs and Rattles* in our weekly lesson plans. This curriculum enables teachers to be intentional about the experiences they offer, while retaining the flexibility to be responsive to the changing needs and abilities of our children. We encourage children to choose freely from a wide range of play and learning experiences, and in doing so, help them to recognize, understand and express their own emotions as well as to sympathize with the emotions of others.

Our school offers a variety of programs that include opportunities for creative self-expression. These enrichment activities are offered to the children at no additional cost.

Discovering Spanish: introduction to basic Spanish vocabulary

Our days are planned so that children will:

Be safe

Feel secure

Receive individual attention and affection

Develop satisfying relationships with other children and adults

Develop self-discipline

Experience successes in order to develop a positive self-image

Learn to respect the personal and property rights of others

Develop intellectual and physical skills

Television

We do not watch Television in our program. Our curriculum is based in a belief that children learn through active exploration and interaction with their world and others in it.

Tuition Rates and Fees

<u>Room</u>	<u>5 day</u>		
Infant	\$208		
Ones	\$196		
Twos	\$186		
Threes (potty trained)	\$176		
Fours (potty trained)	\$ 168		
VPK Wrap	\$131	VPK ONLY Hours: 8:45 am-12:30 pm	Wrap Care Hours: 7 am - 5:30 pm
Registration Fee	\$150		

TUITION

Tuition costs are weekly and should be paid by the Friday prior to the week of service if you would like to pay cash. If cash payments are not may ACH payment will be debited form you bank. Tuition includes, morning breakfast, nutritious lunch, afternoon snack, all beverages, and supplies. If you decide to keep your child home for any reason, you will be required to pay your tuition in full for the period of absence as part of your agreement.

Additional Tuition Fees and/or Miscellaneous Credits:

Registration fee of \$75 is due upon enrollment for each family and is non-refundable and is due yearly. Tuition not paid on Monday of the week of service will be subject to a \$50.00 late fee. Weekly fees are due whether your child is in attendance or not by Monday of the week of service. If your child is not picked up by closing at 5:30pm a late fee of \$5.00 per minute will be charged. This fee will be due when child is picked up or billed to the account. There is a returned check fee of \$30.00 that will be charged if proper funds are not available. When payment is not made for a returned check is not paid you will be prosecuted. A 10% discount will be given for multi-child enrollment. This discount will be taken off of the oldest child's tuition.

VACATION POLICY

After one year of enrollment you will be entitled to one week paid tuition (not to be broken up into days). We must have a two week notice when using vacation. The child may not attend school on this week. If your child is not going to be in school for a period of time a post dated check must be left at the center for the week of tuition this includes holidays.

Days and Hours of Operation

We are open from the hours of 7:00am -5:30pm Monday - Friday.

HOLIDAYS AND SCHOOL CLOSURES

The school will be closed for the following holidays and other scheduled days:

New Year's Day

President's Day

Good Friday

Memorial Day

Fourth of July

Labor Day

Thanksgiving Day

Friday after Thanksgiving

Christmas Eve (We will close at 2 if Christmas Day is on a weekday. If Christmas Day falls on a weekend we will be closed the full day.)

Christmas Day

New Year's Eve

**** Inclement weather (hurricanes, etc.) closings will follow the Polk County School district.**

***** Regular weekly tuition is due during holiday weeks. Our teachers need this time to spend with their families so they can return rejuvenated and ready to care and educate your children.**

****** See VPK handbook for additional days off for our VPK Program.**

PARENT/CENTER COMMUNICATION

Parents and teachers need to communicate! Please feel free to talk to your child's teacher or the Director. This is a good time to share a comment or a few words with the teacher, or to arrange a later time to talk. A bulletin board is available in each classroom and at the front desk with announcements for you to view and read.

Please take the time to scan the parent board regularly to keep informed of the facility's happenings and/or announcements. Weekly lesson plans will be posted in each classroom for viewing.

VOLUNTEERS

Volunteers in the classroom are welcomed. You, a grandparent, an uncle or aunt, or other significant family friends are welcome to come to the classroom and share special skills, interests and experiences with the children. Possibilities include but are not limited to:

- ☐ Read a book
- ☐ Tell a story
- ☐ Assist with a special art lesson in drawing, painting, sculpture (no arts/crafts project)
- ☐ Do some science or math experiments
- ☐ Show photos from a past trip
- ☐ Tell about your job, hobbies, etc.
- ☐ Cooking activities, holiday foods, ethnic recipes, healthy snacks
- ☐ Play an instrument, teach new songs
- ☐ Teach a dance or exercise program, yoga
- ☐ Share information about your culture/country, teach a language
- ☐ Talk about your favorite artists, musicians, bring examples of their work
- ☐ Gardening and planting

Classroom volunteer hours will be coordinated with the lead teacher of the classroom. If you are interested in volunteering on a regular basis, please indicate that interest.

Visitors will be asked to do a Background check and the fee will be \$40.00. Background checks are done for the safety of the children.

ARRIVAL

Little Footsteps Academy opens each day at 7:00am. Please clock your child in at the front desk. **An adult must escort all children to and from the classroom.** Parents need to allow enough time to assist their children to their class and assist them in putting their belongings away. We request that children arrive by 9:00am so that they may take full advantage of the center's program. We are a preschool and not a babysitting facility. If you are running late you may call us before your arrival and we will meet you at the front door to escort your child to class. It is very important for you to call us before 9:00am if you will be coming late so that we can staff according and have our counts for lunch. Please do not drop off between 11am and 2pm. If your schedule varies, please see the office for special arrangements. We also appreciate your communication of anything that may be helpful to our teachers for the day, things like how your child slept, family news, any booboo's or, anything that may cause emotions for your child. We ask all parents to wear a mask upon entry.

DEPARTURE

Little Footsteps Academy closes at 5:30pm, children are to be picked up by this time. Parents should sign their child out at the front desk. If you are going to be late please contact the center so that the child does not feel abandoned. If someone other than persons listed on the "Authorized Pick-Up List" is to pick up your child, a written, signed note should be given to the front desk upon arrival. Picture ID will be required. Any person that appears intoxicated or otherwise impaired will not be allowed to pick up any child.

Security and Access control

We strive to keep our center secure and only grant unlimited access to individuals that are part of our preschool family. We have a keypad system in place for parents and staff to have their own unique code to access the building. We ask that you do not give your code to your family and friends that are picking up your children and that they ring the doorbell. Please make sure that anyone other than

yourself coming to pick up your child has the proper id in order for us to check and make sure they are on your child's pick up list.

CLOTHING

Dress your child in washable, sturdy, play clothes for school. Messy art and creative activities are planned every day and your child will want to participate. **Please send a smock or an "old" men's dress shirt labeled with your child's name for use at the school.** Children should wear closed toe shoes/tennis shoes. No flip-flops please. All children need an extra set of marked clothing left at school. Please place this set of clothing in a plastic bag with the child's name on the outside for easy storage.

TREASURES AND POSSESSIONS

Each child has their own labeled storage space for extra clothes, nap blankets and other important items. Please check your child's folder each day for artwork, notes from teachers or personal items. Children may want and need the security of something of their own in a school situation. They may bring these items, but please label everything. Things that should remain at home are guns, gum, candy and money.

BIRTHDAYS

If a birthday is to be celebrated away from school and the entire class is not invited, please mail the invitations. If the entire class is invited, please feel free to bring the invitations to school. Please be considerate of our children's feelings and comply with the above request. Children are invited to celebrate their birthdays at school. If parents choose to bring a birthday treat for the class, it must be pre-packaged. No homemade items are allowed and we will need to know in advance to get permission slips signed for the items being brought.

HEALTH

Medical (blue and yellow forms) and emergency information forms must be on file before your child can enter school. All immunizations and physicals must be current. We are concerned about the health of every child in our program. To keep all

children as healthy as possible, we ask you to keep children home if there are any signs of:

Fever
Pain
Frequent Coughing
Signs of Conjunctivitis
Vomiting
Diarrhea
Excessive Nasal Discharge
Rash
ANY Covid-19 symptoms

If a child exhibits any of these symptoms at school we will call you to pick up the child. When called, you (or an alternate emergency person) are expected to pick the child up immediately. There are no exceptions to this rule. This is to protect the health of your child and his/her classmates. We appreciate your cooperation in this matter.

Contagious diseases must be reported to the school by the parent as soon as the illness has been diagnosed, so that other parents may be notified of the exposure. When a potentially contagious illness occurs, notes will be sent home to the parents of children who may have been exposed.

After your child has been ill, it is important to adhere to the following guidelines when determining whether or not your child is ready to return to school.

*A Doctor's note is required

*Mood, appetite, behavior are normal

*No fever for 24 hours

*Antibiotics (if prescribed) have been used for a full 24 hours

*Vomiting, diarrhea cleared for 24 hours

*Frequent coughing, excessive nasal discharge resolve Minor injuries will be treated with soap, water, ice and Band-Aids. Should there be a serious accident, parents or other persons listed on the emergency form will be contacted. If no one can be reached, we will call the physician you have listed. Please notify us in writing of any dietary restrictions your child may have. We do not administer medicine here at Little Footsteps. Please see the office for instructions and administering medicine to your child here at the center.

INFANTS AND TODDLERS

Parents are responsible for supplying all diapers, barrier creams and baby wipes. If a child is on formula or eating baby food. All items must be labeled with the child's name and left in their cubby. Children who are potty training must have a supply of underpants and/or pull-ups if used. Play Yard sheets are also required for each infant, as well as a blanket. We will need a crib sheet and a blanket for all children one year's old to VPK. Your child's items will be sent home each Friday to be washed. If diapers, Pull-ups or, wipes are not brought to school you will be charge a diapering fee of \$2 a diaper and \$3 a pack of wipes. A 2 Gallon or bigger zip-lock bag must be provided for all bedding and extra clothing.

BREAKFAST & LUNCH

Nutritious breakfast and lunches are \$15 weekly (\$3 daily). Meals are prepared on premises by our kitchen staff. The weekly menu is posted on the parent bulletin board. If you choose to pack your child's lunch, we ask that all foods are prepared in child size portions, cut-up/sliced/peeled and in non-breakable containers with a frozen ice pack for easy and safe eating. If your child's lunch needs to be heated please heat prior to coming to school and place in a thermos. All lunch boxes, bags and thermoses need to be labeled with your child's name. Breakfast and snacks must be included if your child is bringing his/her own lunch.

SNACKS

We provide an afternoon snack daily. If your child is bringing a lunch, you must provide enough snacks for after nap and a 5:00 snack if your child is still at the center. Weekly menu is located on the Parent Bulletin Boards.

NAP TIME

We provide a quiet rest time or naptime for all children. Some children may sleep while others may only rest. We try to accommodate each child's sleep needs.

Children ages one and older will rest on a cot and need to bring a crib sheet and a blanket. All children are welcome to bring a small pillow and stuffed friend to sleep with if they wish. Children who cannot go to sleep are offered a quiet activity during the school rest time

CHILDREN WITH SPECIAL NEEDS

Little Footsteps Academy will not discriminate against children with special needs. We will admit any special needs child on a trial basis of one month, after which we will require a conference with the parents. At this conference, we will assess whether we are able to adequately care for the child. If we are not able to meet the child's needs we will give parents the time and assistance needed to find more appropriate care.

DISCHARGE POLICY

Little Footsteps Academy reserves the right to cancel the enrollment of a child for the following reasons:

- non-payment or excessive late payment of fees
- not observing the rules of the center as outlined in the parent agreement
- child has special needs which we cannot adequately meet
- physical/verbal abuse of staff or children by parent/child
- behavior problems (please see behavior policies)

CHILD ABUSE AND NEGLECT

Staff members are required by law to report any suspected child abuse or neglect.

Withdrawal Policy

If you are going to withdraw your child from our center a two week notice is required. The notice is to be written and handed to the front office. If a two week notice is not given, you will be responsible for the tuition regardless if your child attends the last two weeks.

DISCIPLINE POLICY/ CHRONIC DISRUPTIVE BEHAVIOR

At Little Footsteps Academy, we view discipline not as a means of punishing a child who has acted inappropriately, but rather as a means of teaching a child. Positive discipline teaches children where the limits are set, how to maintain control over their bodies and how to problem solve in the event of conflict. Since the purpose of discipline is to teach, more verbal children should be encouraged to talk to their peers when conflict arises. This helps children to empathize with one another's feelings and really see the results of their actions. Limiting a child's choices of activities due to inappropriate behavior is an effective means by which to teach children to respect property and one another. (i.e. A child who is stepping on plastic blocks should be warned that he/she will be asked to find a different toy if they do it again because stepping on toys can break them.) There will absolutely be no form of corporal/physical punishment used at our facility!

We will make every effort to work with the parents of children having difficulties in child care. We are here to serve and protect all of our children. Children displaying chronic disruptive behavior may require the following actions:

Initial Consultation

Management may require the parent(s) of any child who attends Little Footsteps Academy to meet for a conference. The problem will be defined on paper. Goals will be established and the parent will be involved in creating approaches towards solving the problem.

Second Consultation

If the initial plan for helping the child fails, the parent(s) will again be required to meet with the Director. Another attempt will be made to identify the problem, outline new approaches to the problem, and discuss the consequences if progress is not apparent.

Suspension

When the previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from childcare indefinitely. The center Director may immediately suspend a child at anytime if he/she exhibits a behavior, which is harmful to him or herself or others. A parent may be called from work at anytime if the child exhibits uncontrollable behavior that cannot be modified by the childcare staff. That parent may be asked to take the child home immediately.

Suspensions from the childcare program may vary from a few hours to an indefinite period. Tuition is still required during suspension periods.

Classroom Supplies List

Infants:

- Play Yard Sheet ((with blanket in a 2 gallon zip-lock bag)
- Change of clothing at least two sets (In zip lock bag labeled with child's name)
- Sleep Sack
- Diapers and Wipes
- Diaper Cream Barriers (please fill out medication form along with a Doctor's Note)
- Bottles for Feeding (we need one bottle for each feeding. Every bottle must have child's first and last name on it. We recommend you get inch bugs to place around the bottle. (An inch bug is a label with your child's name already engraved in it. See front office about how to order them.)
- Formula and Baby Food
- Breast Milk (must have child's full name and date listed on bag)
- Regular and Plastic Bibs
- Burp cloths if needed
- Two Pacifiers (if your child uses one)
- A 1 ½ Inch Binder
- A Pack of Protective cover sheets

Toddlers:

- Crib Sheet (with blanket in a 2 gallon zip-lock bag)
- Change of clothing at least two sets(In zip lock bag labeled with child's name)
- One small blanket for sleeping
- Sleep friend (If needed)
- Diapers and Wipes
- Diaper Cream Barriers (please fill out medication form along with a Doctor's Note)
- A 1 ½ Inch Binder
- A Pack of Protective cover sheets

Two year Olds:

- Crib Sheet (with blanket in a 2 gallon zip-lock bag)
- Change of clothing at least two sets(In zip lock bag labeled with child's name)
- One small blanket for sleeping
- Sleep friend (If needed)
- Pull Up's and Wipes (If potty Training)
- Diaper Cream Barriers (please fill out medication form along with a Doctor's Note)
- Extra Clothing for Potty Training(Please bring in at least five complete sets of clothing and a pair of shoes)
- A 1 ½ Inch Binder
- A Pack of Protective cover sheets

Three and Four year Olds

- Crib Sheet (with blanket in a 2 gallon zip-lock bag)
- Change of clothing at least two sets(In zip lock bag labeled with child's name)
- One small blanket for sleeping
- Sleep friend (If needed)
- A 1 ½ Inch Binder
- A Pack of Protective cover sheets

VPK Children

- Change of clothing at least two sets(In zip lock bag labeled with child's name)