

CENTER INFORMATION

Location: 45135 Waterpointe Terr. # 100
Ashburn, VA 20147

Near George Washington University in the University Heights Apartments.

Telephone: (703) 729-2224
(703) 724-1632 fax

E-mail and Website: LittleLearnersA@aol.com
Little-Learners-Academy.com

Center Operation: Year round, Monday through Friday from 6:30 AM to 6:30 PM for full day children.

Our half day preschool program follows the Loudoun County Public School calendar and closings. Classes are held Monday through Friday from 9:00 AM to 12:00 PM.

Closed: New Year's Eve, New Year's Day, Memorial Day, Fourth of July, Labor Day, Columbus Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve and Christmas Day.

If a holiday falls on a weekend it will be observed the Friday before or the Monday afterwards.

Occupancy: The Center capacity is 95 children from six weeks to twelve years.

Committed to making the most of a young child's years

ENROLLMENT/ADMISSIONS

Little Learners Academy admits children and hires employees on a non-discriminatory basis, without regard to race, color, religion, sex or national origin.

Children are accepted on the basis of availability in the classroom. If there is no availability you may put your child on a waiting list and we will contact you as soon as a space becomes available. To be put on the waiting list a registration form will need to be filled out and the registration fee paid. This registration fee is completely refundable until your child is enrolled into the center. When a spot becomes available if you decide to enroll your child a security deposit of the first week's tuition will be due. **Please note that the registration fee and the security deposit are non-refundable once you've enrolled your child.**

Upon enrollment parents will receive an enrollment packet which will need to be filled out and turned in before your child's first day of school. Included in the enrollment packet are the entrance application, policy agreement, emergency information card, health form (physical examination and immunization record), lunch form, picture release form, rate sheet and sick policy. We will also need to see a copy of your child's birth certificate or passport.

It is the parent's responsibility to keep medical and emergency form information current and up-to-date while their children are enrolled at the center.

For the first day of school your child will need to have the following:

- Completed enrollment packet.
- A complete change of clothing labeled with your child's name.
- Pack of diapers and wipes (for children who are not potty trained).
- Toothbrush (for children two and up).
- Special blanket or stuffed toy for nap (optional).

NOTES OR QUESTIONS

PROGRAM

Philosophy: Little Learners Academy is committed to making the most of a young child's years by providing quality, developmentally appropriate programs for children in a safe and secure environment. The children entrusted in our care will receive the best learning environment in an atmosphere of acceptance, understanding, respect, and love. Little Learners is staffed by teams of consistent caregivers who implement programming and routines that are appropriate to the needs of young children.

Program Goal: Little Learners goal is to help children develop a positive sense of self, be active and creative explorers and in the process become enthusiastic learners. We work on creating an environment that meets and, when appropriate, challenges the needs and abilities of the children. Our program addresses goals in all areas of development:

Socio-Emotional: To help children feel comfortable at the center, to nurture their sense of trust, autonomy and belonging. To give them daily opportunities to experience pride and self-confidence, to develop independence and self-control, and a positive outlook on life.

Cognitive: To foster children's ability to ask questions, describe their ideas, observations and feelings. To help children acquire problem solving skills and develop a love for learning by providing play opportunities through which they can explore and investigate, construct and create, pretend and recreate, discover and document.

Physical: To help children develop their large and small muscles skills and feel confident in using them.

Each classroom environment is carefully organized, with a selection of toys, books, and materials accessible to children. Each week, staff plans a daily schedule of activities around a theme and with a focus on specific skills to meet the developmental needs of the children in the classroom. The toddler and preschool classrooms are organized into different interest areas, such as blocks, art, table toys, library, science, etc.

Group Placement and Transition: Upon enrollment, your child will be placed in a group based upon his or her chronological age. Each child's advancement to the next age group is based on chronological age, developmental readiness and availability of space. In the early mornings and late afternoons, age groups may be mixed.

Behavioral Management: Children are encouraged to use language to resolve conflicts whenever possible, or are redirected to alternate activities as necessary. A child may be required to choose a different activity or refrain from interaction with other children until he or she can regain appropriate control.

When redirecting is ineffective a child may be placed in "time-out" for a short period of time not to exceed 2 minutes plus one minute for each year of the child's chronological age i.e. for a 3 year old "time-out" would be 3-5 minutes; for a 4 year old it would be 4-6 minutes, etc.

Outdoor Play: It is generally our policy that a child who comes to the center must be well enough to participate in both indoor and outdoor play. Children will remain inside when weather is inclement or in extreme cold or extreme heat.

Please dress your child appropriately for the weather. Flip flops, sandals and dress shoes can be hazardous on the playground. Do not send your child in with flip flops, "jellies", sandals or clogs. Closed toe and closed heel shoes are recommended.

Nap Time: Infants nap in assigned cribs or in swings according to their own individual schedules and parent's desires. Toddlers through PK rest on assigned cots or mats each day after lunch.

Toys/ Personal Item: Please leave toys, game boys, videos, money or other such items at home except for "Share Day". Any item brought from home should be clearly labeled with your child's name. We cannot be responsible for these items.

Field Trips: Occasionally during the school year and usually once a week during the summer months field trips will be scheduled for children 4 years of age and older. Also, children 2 and 3 years of age occasionally go on fieldtrips throughout the year. Parent volunteers and the Little Learners mini-bus will be used to transport the children. Your written permission is required.

Lunch/Snacks: Little Learners Academy provides a morning snack, afternoon snack, milk and juice. Morning snack is usually cereal Monday- Thursday and bagels, muffins or something similar on Fridays.

You have two options for lunch:

1. Hot catered lunch meeting all USDA food standards can be provided for a small fee.
2. Provide your child with a healthy lunch from home that does not require heating. Do not load up your child's lunch with high sugar content foods. Be sure that the lunch box is clearly marked with their name. The

center will provide all drinks. Please do not send anything to drink.

Please **do not** send your child to school with extra snacks, drinks, candy, gum, peanuts or nut products. All snacks and drinks are provided.

If your child is on formula, please provide all formula.

Birthdays: Parents may bring special treats in for birthdays, but we suggest that you speak with the teachers prior to doing so in order to schedule the celebration.

NOTES OR QUESTIONS

COMMUNICATION AND PARENT INVOLVEMENT

Daily Reports: It is important to have communication between center personnel and parents. We make every effort to communicate to you daily the kind of day your child had at the center.

Infant and Toddler parents will receive a Daily Report from your child's caregiver in which your child's activities and routines for that day are outlined.

Preschoolers will receive a "My Day" report with detailed information about your child's day.

Weekly Lesson Plans: These will be posted in each room. Each plan outlines the week's theme with daily activities planned.

Conferences: If you would like an individual conference with your child's caregiver, please let us know so we can schedule a convenient time.

Newsletters: Monthly newsletters will keep you informed of the center activities. The newsletter includes announcements, notes about upcoming events and news about group activities.

Special Events: The center schedules several events during the year designed to provide parents, children and family members with opportunities to enjoy each other at the center.

NOTES OR QUESTIONS

POLICIES

Parent Visitation: Little Learners Academy has an open door policy for parents/guardians. You are welcomed to visit your child at any time. You have unlimited access to the center during business hours for the purpose of contacting your child and assessing the care provided. Please notify us of your presence upon arrival.

Arrival and Departures: *You must always bring your child into the building to his/her classroom and sign them in everyday.* Never “drop” your child at the front door or send them into the classroom alone. See the teacher in the room to sign in on the Parent Sign-In/Out clipboard. These precautions are for the safety and protection of your child and are also a licensing requirement that must be followed.

Little Learners will not allow your child to leave the building with anyone not on their emergency information card. If your child is being picked up by someone other than yourself or a regularly assigned person, you must inform the office in advance. Please note that we require photo identification for anyone picking up children. **Do not forget to sign in and out every day!**

Absences: Please call the Center if your child will be absent for the day for any reason.

Late Pick-Up Fee, Non-Pickup Policy: There is a late pick-up fee of \$15.00 per 15 minutes or part of 15 minutes for children picked up after 6:30 PM. This fee may be adjusted if parents are continuously late.

Tuition Payment: Tuition is due and payable in advance. The payment of weekly tuition is due on the preceding Thursday. If payment in full is not received by the opening of business Monday of the service week, a late payment fee of \$20.00 will be charged to your account.

Withdrawal: If it becomes necessary for you to withdraw your child from our program, we require that you give the Center written notice at least two weeks in advance, and that you fill out a Withdraw Form, available in the office. If written notification is not provided you will be charge two week tuition.

Enrollment/ Dis-enrollment: Little Learners Academy is an equal opportunity provider of childcare services. Applications for enrollment are accepted without regard to race, color, religion, sex or national origin. However, all children are accepted into the Center on a trial basis for a period of one month, with a provision for termination from the program with two weeks written notice.

After the trial period, the Center reserves the right to dismiss a child from the Center for the following reasons:

1. Consistent disruptive behavior by a child causing excessive classroom management problems for the staff and/or any special developmental needs which the staff cannot adequately meet.
2. Habitual late pick-up of child.
3. A child consistently left at Center when sick.
4. Out of date health and emergency forms.
5. Verbal, physical, or psychological abuse of staff, parents, children or anyone connected with the Center by an adult associated with the child.

6. Continued failure to comply with any of the Center's policies and procedures as defined in the Parent Handbook or Policy Agreement.
7. Lack of Cooperation for the Parents to support the following Behavior Management Guidelines:

All children exhibiting negative behavior(s) will be subject to the following phases of disciplinary action:

Guidelines

- Documentation: Teachers will document the incident(s) of negative behavior with observation reports sent home with the parent requiring a signature of receipt.
- Notification of Increasing Negative Behavior: Three of such observation reports documenting the same behavior will result in the child being sent to the office. While in the office, an Office Observation Report noting that the child was sent to the office for demonstrating the behavior frequently.
- Remediation: If the child receives five observation reports documenting the same behavior within a one month time frame a Parent/Teacher/Director conference will be scheduled. This conference will facilitate the coordination of a Goals Plan specific to the individual child of what the teachers and parents will implement to achieve an improvement in the child's behavior. This plan will be implemented consistently for two weeks. All parties will sign the Goals Plan. After the two week implementation, another Parent/Teacher/Director conference will be

scheduled to discuss the success of the Goals Plan. If the steps for improvement are showing no results, parents will be notified that the child will receive a one week suspension from Little Learners Academy.

- If, after the suspension, the behavior continues, the child will be expelled from Little Learners Academy.

The Center will make every effort to work with and accommodate behavioral problems.

Two weeks written notice is required to the parents in any case of enrollment termination.

Safety: Sign In/Sign Out- Children must be signed in and out by authorized persons every day they are at the center. No child will be released to anyone without your authorization. If custody is an issue, we must have a notarized court order on file outlining the custody arrangement. Identification will be required from any person picking up your child.

You must escort your child into the classroom, notify the caregiver of their arrival and sign them in. Please do not leave your child unattended or unsupervised for any reason.

No Minor Pick-Up Policy- No person under the age of 16, including family members, may pick up a child from the Center.

Closing Policy- We ask that you make every effort to pick up your child before the Center close. Just as you do, our staff have families and responsibilities after the center closes.

If a child is left in the center after closing, staff will take the following measures:

1. Try to contact you by phone.
2. Try to call your emergency contacts.
3. If unsuccessful, the appropriate community authorities will be contacted.

Additionally, there will be late charges should you leave your child in the center past closing time.

Weather Emergencies- In the event of severe weather conditions we will make every effort to open the center on time. Please call ahead to make sure staff have arrived. Likewise, should severe weather conditions make it necessary for the center to close early, you will be notified so that you can make appropriate arrangements for picking up your child. In this situation we will follow the same measures outlined above in our closing policy.

Emergency Evacuation- Evacuation drills are held regularly. Staff are instructed to have children's emergency information on hand. Should an emergency occur which requires evacuation of the center, you will be notified as soon as possible and you will be asked to pick up your child if the emergency is expected to last a significant length of time.

Door Locks- One of our primary concerns here at Little Learners is the safety and wellbeing of the children entrusted to us. As an added safety feature we have combination locks on all entrance doors to the center. Only Little Learners' staff and parents will have access to the code and the combination will be changed periodically to ensure a greater level of security.

Prevention and Management of Illness/Accident:

Immunization of Children- All parents should make certain that their child is immunized according to the schedule recommended by the American Academy of Pediatrics.

Illness- This center is a well childcare facility. This means that if your child is not feeling well, for any reason, you will need to find alternate care. Please do not bring your child if he she has a contagious illness or exhibits any of the following symptoms:

- a fever of 100 degrees or above
- vomiting, in excess of typical infant spit-ups
- diarrhea
- conjunctivitis ("pink eye")
- consistent complaints of ear or stomach pain
- bleeding other than minor cuts and scrapes
- excessive greenish nasal discharge, indicating possible infection
- head lice.
- unexplained rash

In general, if they are too sick to go outside and play or participate in swim days (summer camp only) then they are too sick to attend childcare.

If your child has a common cold (slight cough, sneezing, clear runny nose) your child may attend. However, if your child reaches a point when they require constant attention, will not play, cries continuously, wants to be held constantly, then they will need to stay home.

Any child requiring prescription medication will need to be kept at home for a period of at least 24 hours (after the first dose) and until

no longer contagious, unless accompanied by a signed note from the child's medical practitioner, stating they may return to school.

If your child is brought to school sick or becomes ill while in school, you will be phoned and asked to pick your child up immediately. **If your child is sent home sick**, they may not return to the center the following day unless you have a doctor's note stating your child is able to return to school.

Notification of Communicable Diseases- If your child is diagnosed with a communicable disease, it is imperative that you notify the center as soon as possible so that a health notice can be posted alerting other parents of the situation.

Medication Policy- Medications must be checked in with a staff member and put in a locked box. Do not leave any type of medication in child's cubby or diaper bag. All medications shall be in the original container with the prescription label or direction label attached. Medication must be labeled with your child's name. A Medication Form must be filled out and signed by the parent and a staff member before any medication will be administered. Medications will only be administered at designated times unless authorized by a doctor. If your child has never received this particular medication before, **you must** administer the first dose at home.

If Your Child is Bitten- Little Learners will do it's best to minimize biting accidents. However, it is highly likely that your child will be bitten at some time. If this should happen, we will do our best to comfort your child and care for his/her needs immediately. We will also inform you and the parents of the biter and work with them and their child to change this behavior.

If Your Child Bites- Although we acknowledge that biting is a developmental stage, it is very serious and is unacceptable. If your child bites, Little Learners will develop a plan with you to try and correct the problem. However, if the biting is aggressive, breaks skin, does not lessen within a reasonable time, you may be asked to temporarily dis-enroll your child until the biting diminishes. If the biting continues upon your child's return, you may be asked to withdraw your child until he/she is older.

Confidentiality- Little Learners Academy respects the right of each family to privacy and confidentiality regarding all health, behavioral and developmental records and information concerning their child.

Suspected Child Abuse- Little Learners Academy's employees are mandated by state licensing regulations to report any and all suspected child abuse or neglect.

NOTES OR QUESTIONS

HEALTH and HYGIENE

Hygiene Practice: At Little Learners we assist the children in developing good health habits. We practice hand washing after toileting, before and after meals and snacks, after coming in from outside and other times during the day as necessary. We also promote oral hygiene for children two and up. Children brush their teeth after lunch every day.

We use bleach and water sanitizing solution to clean the diaper table before and after each diaper change. We sanitize the eating tables before and after each meal or snack. Toys and chairs are also frequently sanitized. We also have a sanitizing schedule that the teacher follow in each classroom as well as a janitorial crew that cleans the center, sinks, toilets and floors three times a week.

Little Learners Academy requests parents and staff to wear “booties” over their shoes when entering infant rooms. This is to contain the spread of bacteria which shoes or feet might bring from outside to the floor where infants play.

Diapers: Little Learners Academy requires the use of disposable diapers. Children in the Preschool classrooms need to be fully potty trained.

Soiled Clothing: It is Little Learners Academy’s policy as well as a requirement of the Centers for Disease Control of the U.S. Public Health Service, that clothing soiled with bodily fluids (stool, urine, blood, vomit) is to be placed *unrinsed in a sealed plastic bag*, to be picked up by the parent at the end of the day.

Toilet Training: We believe toilet training should be started at home by parents. We will support your efforts to help your child become toilet trained. Staff will encourage and assist your child in his/her attempts at independence and will offer praise when your child tries or is successful. We make every effort to follow your directions to ensure consistency between home and the center whenever possible. When your child starts potty training please provide pull-ups (easy open sides), avoid pants with zippers, buttons or belts and do not use onsies.

Allergies: If your child has allergies, please discuss this with Management and your child’s caregivers. We will make every effort to accommodate your child’s special needs.

Thank you for choosing Little Learners Academy and intrusting us with the care of your child(ren). We look forward to getting to know you and your family. If you have any questions, concerns or comments, please feel free to contract us at any time.

NOTES OR QUESTIONS

