

Mary's Little Lambs



Preschool

A place where children learn, laugh, and are loved!

Parent Handbook

2020-2021

506 SE Moberly Lane
Bentonville, AR 72712
(479) 273-1011
(479) 273-1004 fax
Email: mlp2006@gmail.com

Visit our website at www.mlpreschool.com

Our Core Values:

1. Children Come First
2. Respect one Another
3. Be Compassionate & Understanding
4. Serve with Integrity

“Whatever you do, work at it with all your heart as working for the Lord” Colossians 3:23

Our Vision:

Mary’s Little Lambs Preschool is a licensed private preschool early education program dedicated to serve our community and provide quality care and education for children of all ethnic, religious, social, and developmental backgrounds. We offer early educational experiences in a safe, inspiring, and nurturing environment that will support children to reach their fullest potential.

Our Mission:

Teach children to be actively involved in their own learning through play and discovery while preparing them for individual success.

Our Administrative Team:

Rose Mary Pham, M.Ed.
Executive Director

Terry Young
Director

Courtney Jordan
Curriculum Director

Tiffany Rhamy
Administrative Assistant

**MARY’S LITTLE LAMBS PRESCHOOL
ENROLLMENT INFORMATION**

What you will need to bring for your child:

- A bag of diapers/pull-ups (if applicable to your child): We will inform you when your child is running low so you can re-supply.
- Extra change of clothing: Total set, including socks, appropriate for the season. We ask that you leave a set of clothes at school. For infants/toddlers, you may need to provide a minimum of 3 sets of clothing.

****PLEASE LABEL ALL OF YOUR CHILD’S BELONGINGS.**

What our center will need from you along with a complete student application form:

- Copy of your child’s Immunization Record (please continue to give us a copy each time you update your child’s records)
- Copy of parent medical insurance card (for emergency purposes)

Attendance: Children should arrive fully dressed and ready to participate in our day’s events. A daily schedule will be posted near your child’s classroom door. **Please notify the center if your child will be absent for the day by 9:00 a.m. if at all possible.** The full weekly fee will be charged regardless of absence.

Sign In and Out: You are required by Arkansas State Licensing to sign your child in and out each day. Please sign your full name and indicate time of drop off and pick up should the electronic sign in is down. We will only honor the time indicated by the facility clock.

Non-Discrimination Policy: No person shall, on the basis of race, color, religious belief, national origin, or gender be denied the benefits of or the activities of Mary's Little Lambs Preschool.

Special Needs: Mary's Little Lambs Preschool will accept any child whose needs can be met in the childcare setting, provided that space is available in the program and proper available staffing. In all cases, the child must be able to participate to some degree and substantially benefit from the program without risk to himself/herself or to the other children and this must be accomplished without fundamentally altering the nature of the program or resulting in an undue financial and administrative burden. Permission for a copy of your child's IEP may be requested as advised by the Department of Human Services Licensing Specialist in order to better serve your child's specific needs.

FACILITY OPERATION & FEES:

Days and Hours of Operation: Monday through Friday from 7:00 a.m. to 6:00 p.m.

Open-door Policy: We welcome family members and extended family members to visit our center at any time during hours of operation. Families are encouraged to participate in their child's class activities or have lunch with them to help support their daily learning.

Licensing Compliance Forms: The facility compliance forms are available for review upon request.

Registration fee: Registration is a non-refundable, one-time payment of **\$100.00** per child. If more than one child is registered at the same time, than the fee is **\$50.00** for each additional child.

Reservation/Wait List fee: There is a **\$50.00** non-refundable reservation fee to reserve a placement for your child. This fee will be applied towards registration fee upon enrollment. Please note that availability of placement *may not be guaranteed* as it depends on current enrollments in each classroom.

Tuition Payments: Fees are due on Friday before the week of service by the end of the business day. Tuition payments are made weekly or bi-weekly by ACH Debits (automatic drafts). We accept all credit cards. Please note that there will be a surcharge for use of credit card payment that varies by which card you use. Any other form of payments must be approved through the office. Parents are expected to pay fees whether their child is in attendance or not. **This includes our Holiday Closings and Inclement Weather closings.**

Child tuition will be as follows:

AGE GROUP	FULL TIME	THREE-DAY FEE (M-W-F)	TWO-DAY FEE (T-TH)	DAILY DROP-IN FEE
Infant/Tods (ages 6 weeks-29 months)	\$225.00	N/A	N/A	\$75.00
Preschool (ages 30 mos-47 mos.)	\$215.00	\$157.00	\$142.00	\$70.00
Pre-Kindergarten (ages 48 mos.-60 mos.)	\$195.00	\$152.00	\$137.00	\$65.00

****MLL Preschool reserves the right to increase tuition annually when deemed necessary.**

10% Sibling Discount Rates off the oldest sibling, 5% discount additional sibling:

	FULL TIME	MWF	T-TH
Infants-Tods (6wks-29mos)	\$202.50	N/A	N/A
Preschool (ages 30 mos-47 mos)	\$189.00	\$141.30	\$127.80
Pre-K (ages 48 mos-60 mos)	\$175.50	\$136.80	\$123.30
Mary's SKY Club Out of School Program (K-before 5th grade) Please see the SKY Club Parent Handbook for more details on Fees & Tuition			

Tuition is based on the child's age by months. Please notify us one week before your child reaches the next age benchmark for tuition decrease so that we can post your account properly. We do not have automatic birth date reminders. Please note that Mary's Little Lambs may not refund the difference as we will try to track your child's age as well.

Drop-In Service: Families must call the center in advance to check for availability for a drop-in day. Availability is NOT guaranteed for the dates you may need childcare service. For current enrolled families, a drop-in service applies to children enrolled in our part-time programs. Children not attending the center on a regular basis may enroll in our Drop-in Service. Parents must pay a non-refundable registration fee of \$100.00, which will be valid for one full year from day of deposit. Parents must also fill out necessary enrollment packet and provide a copy of Immunization records (preschool-aged children only).

Supplies fee: A supplies fee of **\$100.00 per child will be paid in March and September, \$75.00 per additional child.** We will pro-rate the supplies fee as necessary for New Student enrollment as follows: If enrolled before the 15th of the month, we will charge supply fee for that month of enrollment. If enrolled after the 15th of the month, we will charge pro-rated supply fee for the following month. Pro-rated supply fee is **\$20.00 per month/ \$15.00 per additional child.**

Late Charges: There will be a late fee charge of \$10.00 for payments made after Friday for that week of service. An additional \$10.00 late payment fee will be added each week thereafter if your account still has an open balance from previous weeks. There will be a \$30.00 charge for any returned checks or insufficient funds.

There will be an additional charge of \$5.00 the first five minute increment if dropped off before 7:00 a.m. and a late pick up charge of \$5.00 for every five minute increment after 6:00 p.m. as according to our facility clock. If your child has not been picked up by 6:30 p.m. and a parent or emergency contact has not been found, the Bentonville Police Department may be contacted for assistance. Please be considerate that our staff members have families as well and would like to leave the center on time.

Voucher Participants: MLLP accepts payments by voucher through the Department of Human Services. Parents are responsible for applying for vouchers through DHS and following all requirements to maintain their arrangement with DHS. Parents who use DHS vouchers are responsible for that portion of tuition incurred before they are accepted into the DHS program and for any payments that are due if their arrangement is terminated by DHS. The registration & supply fee is not covered by vouchers and must be paid by the parent upon enrollment (if applicable). If DHS does not cover your child's tuition in full, a **co-pay of \$20.00 per week** is required on Friday before each week of service for certain voucher programs. If not paid on Friday before service, you may be charged as according to our Late Payment policy. DHS will only pay for a certain amount of absent days. Please check your agreement for the maximum number of days you are allotted each quarter. *You may be financially responsible for the excessive absences beyond the allotted days allowed.* In the event a parent who attends college withdraws their child(ren) due to break in the college schedule, the child(ren)

must be re-enrolled and another registration fee paid in order to attend again if there is availability. Tuition will never exceed the amount of current center rates.

Holiday Closings: We will be closed for the following Holidays: New Year's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day and one day after Christmas (when applicable). *In the event the holiday falls on a Saturday, we will be closed on Friday, and if it falls on a Sunday, we will be closed on Monday.* On New Year's Eve and one day before Thanksgiving Day, we will close at 3:00 p.m. Late pick-up charges will be assessed after 3:00 p.m. **We do not pro-rate or refund for any closings. Full tuition must still be paid for the week.**

Teacher In-service Day: We will close one day per year on President's Day, which is usually on a Monday in February for teacher in-service or training. Specific date depends on the calendar year.

Vacation: **This will only apply to your child if your child has been in our center for one full year (12 consecutive months) from the date of enrollment.** Children may take one week credited vacation per year (one week equivalent to the number of days your child attends weekly). Your child may not attend during vacation week. Vacation days must be used in one full week and may not be carried over to the next year. If vacation is not used during your child's eligibility year, it will be considered voluntary forfeited. Vacation week may NOT be used towards a two week notice cancellation.

Dismissal or Suspension: Mary's Little Lambs Preschool reserves the right to terminate a child's enrollment if it is determined that continuation is not in the best interest of the child. Termination may occur when the following occurs:

- Parent fails to pay fees on time.
- Parents using offensive language or harassing staff.
- Abuse of the policies and procedures.
- Abuse of late pick-up policy.
- Failure to provide immunization documentations.
- Continued enrollment of the child becomes hazardous to the health and safety of the other children.

Voluntary Withdrawals: Should a parent decide to cancel your enrollment agreement voluntarily, you must notify the Director or Assistant Director in writing 2 weeks prior to removing your child from our care. In the event that a 2 weeks notice is not given, parents will still be financially responsible for 2 weeks of tuition. If payment is not made for the withdrawal, it will automatically be turned in to Ozark Collection Bureau, a collection agency.

This will help us to prepare your child for departure and to provide other families an opportunity to enroll their child. Spaces will not be held if your child drops for the summer and wish to enroll for the fall. Reenrollment will be based upon availability; otherwise, your child may be placed on the waiting list. Registration fees for reenrollment will have to be paid.

Inclement Weather: In the event of bad weather and possible school closing, the facility will be closed if Bentonville Schools announce its **first** day of closing. If Bentonville Schools close for the second full day or more, please continue to watch or log online to TV 40/29 or KNWA for possible opening from our preschool. The time we open or close may be modified. Possible opening will depend on the severity of the weather. Parents may also receive closing notification via text message. Visit www.4029tv.com or www.nwahomepage.com for all school closings. **We do not pro-rate or refund for any closings. Full tuition must still be paid for the week.**

HEALTH POLICIES & REQUIREMENTS

Disease or Health Condition	Health Requirement as Outlined by Dept. of Human Services	When Can My Child Return?
Fever	101 or greater or 100 degrees with obvious illness	Must be fever free for 24 hours (24 hours from start of being fever free) or a doctor's note stating the condition is NOT contagious
Diarrhea	3 or more watery stools in a 24-hour period; or extreme diarrhea	Must be diarrhea free for 24 hours (24 hours from last diarrhea) or a doctor's note stating the condition is NOT contagious
Vomiting	2 or more occasions within the past 24 hour period; or extreme vomit with obvious illness	Must be free from vomiting for 24 hours (24 hours from last vomit) or a doctor's note stating the condition is NOT contagious
Rash	Body rashes, not obviously associated with diapering, heat or allergic reactions to medications	Rash must be completely gone before returning or a doctor's note stating the condition is NOT contagious
Sore Throat	If associated with fever or swollen glands in the neck	Must be free from symptoms for 24 hours or a doctor's note stating the condition is NOT contagious
Severe Coughing	Episodes of coughing which may lead to repeated gagging, vomiting or difficulty breathing	Conditions must be minimized significantly and a doctor's note stating the condition is NOT contagious or completely free of symptoms
Pink Eye	Pink or red eye(s) which may be swollen with white or yellow discharge	Must be on antibiotics for a minimum of 24 hours
Scabies, Head Lice, Nits	Tiny insects that live on human scalps and nits (eggs) are found on the hair shaft	May return after treatment and removal of ALL bugs and nits
Mouth sores	Multiple sores in mouth with drooling	Health care provider determines the condition is non-infectious
Ring Worm	A fungal infection of the scalp or skin	After treatment by a health care provider has begun
Impetigo	Skin infection mostly seen on face—bumps or large patchy areas	May return 24 hours after treatment has been initiated
Other	Any contagious disease, illness or health condition	May return based on a doctor's recommendation

If a **doctor's note** is required, please make sure your doctor includes the following:

1. Child's Name
2. Date child may return to the center
3. Statement that the child is no longer contagious
4. If a rash is not contagious but is still visible, have the doctor notate the expected length of time it will be present

It is recommended that any obvious illness, your child should be kept at home. This is to protect your child and the health of the other children. We will notify you or your emergency contact as soon as possible if your child becomes ill while in our care.

Other health procedures:

- **Mary's Little Lambs Preschool reserves the right to refuse administering any medications to your child at any time.**
- Medications or treatments must be in written authorization from parent. Prescriptions must have the child's name and dosage requirements on the label. Medications will only be administered by member of management.
- Arrangements to pick up a sick child must be made within **1 hour** from the time we notify you or your Emergency Contact.
- Parents must inform the Director/Assistant Director in writing of any visible or non-visible injury on their child if something happened while away from our facility. Physical bruises and/or cuts on your child will be documented.
- In case of a minor injury, it will be cared for by a staff member. A written accident report will be given to you. In the event that a serious injury is involved, you will be notified at once, and if necessary, we will call the designated physician or emergency service. **Parents are responsible for any expenses incurred due to injury.**

Outdoor Play Policy: The children will go out everyday unless prevented by rain or extreme heat or cold. In cold weather, the time spent outside will be adjusted to the temperature. Please dress your child according to the weather or bring extra garments for possible daily weather changes. We recommend that your child wear closed-toe shoes and refrain from flip flops or sandals as they can be unsafe while at play. It is a licensing policy that children be taken outside for a period of time every day, unless prevented by weather. *Please do not request to keep your child inside if you are concerned about illness.* If your child cannot be outside than it may be best that your child stay at home.

Injuries: Parents are responsible for all medical costs for any injuries incurred on the premises of Mary's Little Lambs Preschool. In the event your child becomes injured at our center, we will contact you or your Emergency contacts immediately if the injury is serious. If deemed necessary, a staff member may transport your child to the nearest Emergency clinic or if 9-1-1 is called, an ambulance may transport your child.

If an injury can be taken care of by a staff member, we will gladly care for your child promptly and write an Incident/Injury Report. Please be aware that some bumps and bruises may not show during that time of injury. We take every precaution to keep your child safe; however, accidents do happen during the course of play that may not be prevented.

Nutrition & Snack Policy: MLLP IS A PEANUT-FREE CENTER

The following will be provided: Breakfast --8:30 a.m.
Lunch—Toddlers at 10:45/11:00 a.m.
Preschoolers at 11:15/11:30 a.m.
Afternoon snack—2:00/2:30p.m.

Breakfast will not be served after 9:00 a.m. If your child will be having lunch at the center, please notify us by 10:00a.m. You may have to feed your child prior to the late drop-off. Our kitchen staff does a head count of children present for lunch at 10:00 a.m.

Food Allergy: If your child has a food allergy, it must be accompanied with a doctor's note with an Action Plan in place at our facility.

No Outside foods. The only exceptions are infants up to 12 months old, scheduled Sack Lunch days/picnics, religious reasons, or severe food allergy that we may not be able to accommodate. Please restrain from packing any foods with peanut ingredients due to food allergies among young children.

Infant Meal: Infants are allowed to set their own feeding schedule. Infants will not be force fed. Please bring the necessary foods, formula, and bottles for your child. We will provide infant cereal and infant snacks, and bread or crackers for snack. A written schedule of your child's feedings will be helpful to the teacher. If your child can eat table food, please inform us and we will include your child in the lunch count. Please label ALL of your child's belongings. We also ask that you do not leave diaper bag/backpacks as we are limited in space.

Rest time procedure: Rest time will be approximately from 11:30-1:30 for Infants in the transitional class. Toddlers & Preschool-aged classes will rest 12:00-2:00 or 12:30-2:30 p.m. (see class schedule for specific time). If your child will be arriving late, please try to drop your child off before rest time or after so that there will be minimum interruptions for those children who are resting. If your child does not nap, he/she will still have to rest quietly.

Items from home: Children are *not allowed* to bring toys, playing cards, any form of games to the center, etc... We will not be responsible for any missing or broken items or replace or reimburse for items brought from home. Exceptions include special times such as show-and-tell or theme weeks. Teachers will inform you of these types of events.

Biting Policy: We understand that biting is part of a child's growth and development. This is a common behavior for children ages 12 months up to 36 months. Children bite for many different reasons: teething; frustration or anger; a way to communicate their feelings when they are frustrated or if they want something; ownership (for example, a toy); curiosity; attention; Sensory Processing Disorder or postural instability/body weakness (see physical or speech therapist for further explanation).

Our staff members try our best to prevent the biting by intervening as quickly as possible and redirecting the children. However, biting can happen at any time without warning or a known reason. If biting occurs, the biting child will be corrected of the behavior and be removed from the area immediately. The child may be placed in time-out (ages 2 and up only) or redirected to another area.

Biting Protocol:

- If your child bites three times in one day, your child may be automatically suspended for the rest of the day or the following school day.
- Excessive continued biting within a one week period may result up to 3 days suspension.
- If the skin breaks and there is blood present, your child must be removed from the center within the hour we contact you for the rest of the day and up to 3 days suspension.

***If your child is suspended, tuition must still be paid in full during that week of service.

Discipline Policy: Discipline will be appropriate to the developmental level of the child. Positive guidance and redirection will be enforced. Children will be given choices when resolving a situation and will also be asked for their own input on how to make the situation better. This will help them to learn to make positive, responsible choices and to get along with other children. Children will always be praised when they are doing something positive.

If it becomes necessary, time-out will be administered. The child will be removed from the situation and sit quietly for "thinking time" for one minute per year of age (only applies to children 2 years and up). The teacher will then have a brief discussion with the child afterwards about his/her behavior and redirect the child.

Discipline will NEVER be physical or associated with food or toileting.

EXAMPLE Classroom Schedule

***Please note that this is a *provisional* daily schedule. Each classroom will be slightly modified. Curriculum is integrated throughout daily activities. Please see classroom teacher for daily schedule.**

7AM – 8:15: Arrival/Bathroom/Free Exploration

8:15 – 8:30: Wash hands for breakfast/Bathroom

8:30 – 9:00: Breakfast and Clean Up

8:45 – 9:00: Bathroom Break/Quiet Activities

9:00 – 9:20: Table Time (art, sensory play)

9:20 – 10:20: Centers/Free Exploration/Outside Play

10:20 – 10:40: Bathroom Break

10:40 – 11:00: Circle Time

11:00 – 11:15: Wash hands for Lunch

11:15 – 11:45: Lunch/Clean Up

11:45 – 12:15: Outside Play/Centers

12:15 – 12:30: Read Aloud/Bathroom

12:30 – 2:30: Rest time

2:30 – 3:00: Bathroom Break/Quiet Activities

3:00 – 3:20: Snack Time

3:20 – 4:00: Outdoor Play/Table Time (art, sensory play)

4:00 – 4:15: Circle Time

4:15 – 5:15: Free Exploration/Centers

5:15 – 6:00: Teacher Clean-up/Free Exploration/Dismissal

Kindergarten Readiness Indicator Checklist for Parents

Arkansas's Definition of School Readiness: School ready children have the social and academic knowledge, skills and behaviors for school success and lifelong learning. School readiness occurs when families, schools and communities support and serve ALL children, so they are successful in school and in life.

This list of indicators identifies skills, knowledge and behaviors that will help your child be prepared for that special day, going to kindergarten. The checklist is NOT a test. It is a tool that you can use to help your child make the transition to kindergarten.

The Kindergarten Readiness Indicator Checklist

Social & Emotional Development

- Separates from caregiver to another trusted adult
- Shares, takes turns and plays cooperatively with other children
- Expresses basic emotions such as happy, sad, mad, or scared
- Responds sympathetically to others' distress with words and actions
- Recognizes similarities and differences in self and others (for example, boy or girl, hair and skin color)

Cognitive Development

- Is curious, interested and willing to try new things
- Completes a task such as working a puzzle
- Adapts to new situations
- Focuses and pays attention during an activity such as, during story time
- Engages in memory games such as, "What's Missing" and simple memory matching card games
- Uses number and letter like forms and/or drawings to represent ideas or feelings

Physical Development & Health

- Gallops, slides, hops, leaps and skips
- Steers a tricycle, balances on beam or sand-box edge
- Catches ball with both hands
- Tosses or throws balls
- Kicks moving ball while running
- Pours liquids without spilling and builds with Legos® or blocks
- Uses a 3-point finger grip on pencil, crayon or paint brush
- Makes a variety of lines and shapes such as ○, __, +, □ and △
- Uses scissors correctly to cut simple shapes and pictures
- Buttons, zips, laces and buckles
- Names a variety of foods and begins to classify food items as either fruits or vegetables
- Is aware of safe behavior and follows basic safety rules and routines
- Takes responsibility for personal self-care routines such as handwashing, brushing teeth, dressing and toileting
- Can express own health needs such as, "I'm hungry", "My head hurts", "I'm tired."

Language Development

- Understands an increasing number and variety of words for objects, for actions, and to describe things
- Comprehends who, what, why and where questions
- Performs up to three-step directions
- Uses four to six word sentences
- Tells increasingly detailed stories or ideas
- Communicates clearly enough to be understood by most people

- Takes turns in conversation with others
- Responds to the English language
- Speaks and expresses self in English

Emergent Literacy

- Listens, tells and engages in story being read
- Participates in singing songs and saying rhymes
- Retells stories from favorite books and personal experiences
- Decides if two words rhyme for example, cat and bat
- Holds books right-side up, turns pages one at a time from front-to-back
- Recognizes print they see in their everyday life (for example, stop-signs and logos for Wal-Mart and McDonald's)
- Recognizes and names some letters of the alphabet, especially in their own name
- Produces the correct sounds for some of the letters of the alphabet
- Writes some letters correctly, especially those in own name

Mathematical Thinking

- Counts in sequence up to 20
- Understands and uses terms such as first, second and last
- Counts objects using one number for each object
- Recognizes four objects in a group without counting
- Recognizes numerals 1-10
- Sorts objects by color, shape and size
- Recognizes and repeats patterns such as triangle, square, triangle, square
- Measures and compares height of objects
- Arranges objects from shortest to longest, (for example, shoe sizes or different lengths of yarn)
- Recognizes and names familiar shapes such as square, triangle, circle, and rectangle
- Understands and uses words such as inside, outside, up, down, over and under

Science & Technology

- Asks questions about the world around them (for example, "What do plants need to grow?")
- Recognizes that living things change over time (for example, babies grow and become adults and seeds grow and become plants.)
- Recognizes and names these five colors: red, blue, yellow, green and black
- Uses simple technology devices such as touch screen, e-book reader or digital camera

Social Studies

- Knows own first and last name, age, and knows names of family members
- Understands and talks about today, yesterday, tomorrow, after lunch, day and night
- Is aware of familiar buildings and special places in the community such as, home, school, grocery store, and park

Creativity & Aesthetics

- Enjoys singing and moving to the beat and speed of music
- Explores drawing with crayons and markers
- Enjoys pretend play (for example, rocking a baby doll, driving a truck or pretending to talk on a toy telephone)