

# Mary's S.K.Y Club

**Serving Kool Youth**

**Out of School Care Program**

*A division of Mary's Little Lambs Preschool*



*Where children dream, learn, and reach for the stars!*

## **PARENT HANDBOOK**

2020-2021

**506 SE Moberly Lane  
Bentonville, AR 72712  
(479) 273-1011  
(479) 273-1004 fax  
Email: [mllp2006@gmail.com](mailto:mllp2006@gmail.com)**

**Visit our website at [www.mllpreschool.com](http://www.mllpreschool.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**

**Enrolment Eligibility & School sites we service:**

Children who are in Kindergarten to summer after the 4<sup>th</sup> grade completion are considered for enrollment in the program. Transporting will pick up in elementary schools through 4<sup>th</sup> grade only; all other school-aged children may be dropped off by a responsible party at the facility.

Should you need transporting, Mary’s SKY Club vehicle will pick up your child at these current locations: Apple Glen Elementary, Sugar Creek Elementary, Thomas Jefferson Elementary, R.E. Baker Elementary. Due to limited transportation, we will not be able to service all elementary schools in the area.

**What our center will need from you for our files:**

- A complete student enrollment application
- Copy of Medical Insurance card
- Copy of court order documents (if applicable)

**FACILITY OPERATION:**

**Days and Hours of Operation:** We operate Monday to Friday 2:30p.m to 6:00p.m. during regular school season out of school care program. For full days out and summer breaks, our hours are 7:00a.m. to 6:00p.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.

**FEE POLICIES: \*\*MLL Preschool & SKY Club programs reserves the right to increase tuition annually when deemed necessary.**

We provide transporting or non-transporting options for the following Bentonville Schools upon available space:

**R.E. Baker, Apple Glen, Sugar Creek, Thomas Jefferson**

<b>REGISTRATION FEE ANNUALLY SCHOOL YEAR</b>	<b>NON-TRANSPORTING (We DO NOT pick up your child)</b>	<b>TRANSPORTING (We pick up your child at designated school site)</b>	<b>FULL WEEK OUT/HOLIDAY BREAKS/SUMMER CAMP</b>	<b>EARLY DISMISSAL DAYS</b>	<b>FULL DAY DISMISSALS</b>
<b>\$50.00 per child; \$25.00 for each additional child</b>	<b>\$75.00 per week base rate</b>	<b>\$90.00 per week base rate</b>	<b>\$145.00 per week base rate</b>	<b>\$5.00 per day additional to base rate</b>	<b>\$10.00 per day additional to base rate</b>

**Other financial responsibilities:**

- If your child does not attend, you must pay the base rate of **\$75.00 (Non-transport) or \$90.00 (Transport) to hold** the spot during holiday breaks or intercessions.
- **Insufficient/returned Funds:** There will be a charge of **\$30.00** for any insufficient funds or returned checks
- **Other Charges:** Please contact our office by **1:00 p.m.** the day of service if your child will NOT need to be picked up at the school site. There will be a **\$10.00** additional charge if we are not notified in a timely manner.

**Discounts:** There will be a 10% discount for the oldest sibling if you have more than one child attending either Mary’s Little Lambs Preschool or Mary’s SKY Club program, 5% for additional sibling. Discount does not apply to voucher participants or special services (ex: drop in, part time).

**Payments: Fees are due on Friday before the week of service** by the end of the business day. Tuition payments may be made weekly or bi-weekly by ACH Debits (automatic drafts) or credit card only. Parents are expected to pay fees whether their child is in attendance or not. This includes our Holiday Closings and Inclement Weather closings.

**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 an additional late pick up charge of \$5.00 per five minute increments after 6:00 p.m. as according to our facility clock** to be paid upon arrival or added to your child’s next week’s tuition. 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.

**Attendance:** Please notify the center if your child will be NOT be attending the Out of School Care Program or will NOT need to be picked up at the school site. There will be a **\$10.00** charge for no notification by **1:00 p.m. the day of service.** This is a vital responsibility as the parent for our program as our transporting service is limited and other children will be waiting at other school sites.

**Sign In and Out:** You are required by Arkansas State Licensing to sign your child in and out each day. Please sign in & out daily on the electronic system. If system is down, sign your full name and indicate time of drop off and pick up. 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 & SKY Club.

**Special Needs:** Mary's SKY Club 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.

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

**Voucher Participant Programs:** 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, 4<sup>th</sup> 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 SKY Club program 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/ SKY Club 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 may 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 adjusted. Possible opening will depend on the severity of the weather. Parents may also receive closing notification via text message. Visit [www.4029tv.com](http://www.4029tv.com) or [www.nwahomepage.com](http://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:** If your child is sick from elementary school, your child may not attend Mary’s SKY Club. Please be sure to call our center.

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

**Other health procedures:**

- **Mary's Little Lambs Preschool & Mary's SKY Club reserves the right to refuse administering any medications to your child at any time.**
- We will NOT administer any Over the Counter (OTC) medications to your child. You may come administer OTC at any time it is needed.
- We will only administer prescribed medication one time that requires the 3 or more dosages per day. 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 every day 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. 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 your child should stay at home.

**Injuries: Parents are responsible for all medical costs for any injuries incurred on the premises of Mary's Little Lambs Preschool & Mary's SKY Club.** 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/Accident 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:** NO FOODS WITH PEANUT INGREDIENTS ARE ALLOWED. We are a peanut-free facility. Children will be served a light snack upon arrival at the center. **If they attend on a full day, they will be served breakfast & lunch according to the Mary's Little Lambs Preschool lunch menu.** A sack lunch will be acceptable as long as it meets nutritional guidelines.

**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.

**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.

**Behavior Policy:** Discipline will be individualized and consistent for each student and appropriate to each child's level of understanding. Staff will use positive redirection and teach acceptable behavior and self-control. Discipline shall not be physical punishment or be associated with food, rest, or illness.

Our expectations for SKY Club children:

- All children must be restrained in safety seat belts & sit on booster seats if under legal weight of 60lbs
- Respect yourself
- Respect your teachers & other classmates
- Use inside voice
- Keep hands, feet, and other objects to yourself
- Never interfere with learning by following rules & directions

Consequences for abusing the rules may apply:

- Verbal warning
- Time out (stop & think time about the behavior up to the age of individual child)
- Remove from group

- Missing a field trip (if applicable)
- Speaking to parent
- Suspension (for continuous inappropriate behavior)
- Dismissal from program (in cases of severe & inappropriate behavior after several interventions)

**Bullying:** Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of their dignity, detracts from the safe environment necessary to promote student psychological and emotional safety, and will not be tolerated. Students who bully another person shall be held accountable for their actions whether it occurs on the center grounds; off center grounds at a center-sponsored or approved function, activity, or event; or going to or from center or a center activity.

**Definition:** Bullying is any pattern of behavior by a student, or a group of students, that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another child or group of children. Bullying behavior can be a threat of, or actual, physical harm or it can be verbal abuse of the child. Bullying is a series of recurring actions committed over a period of time directed toward one student, or successive, separate actions directed against multiple students.

Examples of "Bullying" may include but are not limited to a pattern of behavior involving one or more of the following:

1. Sarcastic "compliments" about another student's personal appearance,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
5. Demeaning humor relating to a student's race, gender, ethnicity or personal characteristics,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to center property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings, and/or
10. Threats of harm to student(s), possessions, or others.

Students are encouraged to report behavior they consider to be bullying; including a single action which if allowed to continue, would constitute bullying, to their group teacher or the site supervisor. The report may be made anonymously. Teachers and other staff members who have witnessed, or are reliably informed that, as a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the site supervisor. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the site supervisor. The director shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including disenrollment from the program. In determining the appropriate disciplinary action, consideration may be given to other violations of the discipline policy which may have simultaneously occurred.



**Parent's Responsibilities:**

- 1. To complete an enrollment application**
- 2. To pay current week's tuition Friday before service. All accounts need to be on our Tuition Express system.**
- 3. To notify the center if you will not need transporting service for the day by 1:00p.m.**
- 4. To update child's records as changes occur.**
- 5. To sign your child in/out daily (a.m. and p.m.)**
- 6. To pick your child up on time. (Call if you will be late.)**
- 7. To notify the Director of any special needs/allergies your child may have.**
- 8. To notify the Director in the event of a concern or problem with SKY Club policies or staff.**