



# Little Roos Preschool Academy Parent Handbook

The writing of this booklet provides a clear description of what parents and caregivers can expect Little Roos Preschool Academy and what we expect from our enrolled families. It is our goal to be the leading preschool and early learning program in the Gulf Coast area. We believe early education's learning experiences provide a foundation that guides children academically, socially, and emotionally.

At Little Roos Preschool Academy, we teach with a blended curriculum, using the Scholastic Big Book for our academics and intellectual learning experience.

This curriculum includes activities that strengthen cognitive skills and assures school readiness. This curriculum has been carefully modified for all our age groups, offering a school-wide academic curriculum.

In combination with our academic curriculum, Little Roos Preschool Academy uses the Second Step Violence Prevention Curriculum. The curriculum is teacher-guided, teaching the understanding of resolving conflicts and developing empathy. The development of these personal and emotional skills helps children establish positive relationships with teachers and peers, helping to build respect for others and confidence for themselves, again ensuring school readiness.

Little Roos Preschool Academy offers a fully enriched program giving children birth through preschool the opportunities to develop the whole child. Our trained staff focuses on learning through child-directed play experiences, as well as teacher-guided learning time. We believe a balance of play and early education enhances growth and development in all areas, physically, socially, emotionally, creatively, and intellectually. Development is learned in a safe and loving environment.

At Little Roos Preschool Academy, we feel it is our honor to provide children with the proper foundations for school success. We are devoted to building a loving relationship with your child and establishing roots that will last a lifetime.

# Section 1

**CORE VALUES** Are based on and committed to the following core values deeply rooted in the history of the field of childhood care and education. We have committed to standards of ethical behavior in early childhood care and education.

- Appreciate childhood as a unique and valuable stage of the human life cycle.
- Base our work on knowledge of how children develop and learn.
- Appreciate and support the bond between the child and family.
- Recognize that children are best understood and supported in the context of family, culture, community, and society.
- Respect the dignity, worth, and uniqueness of everyone (child, family member, and colleagues).
- Respect diversity in children, families, and colleagues.
- Respect diversity in children, families, and colleagues.

## NON-DISCRIMINATION POLICY

Little Roos Preschool Academy does not discriminate based on gender, race, color, religion, nation, or ethnic origin in admittance, education, or other administrative policies. It extends to all the rights, privileges, programs, and activities generally made available to students at the school.

## REQUIRED POLICIES

Little Roos Preschool Academy is privately owned and operated. Little Roos preschool Academy is licensed and regulated by the Texas Department of Family and Protective Services.

## HOURS OF OPERATION

Operation hours are from 6:00 am – 6:00 pm, Monday-Friday, year-round. We close to observe the following holidays: New Year's, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving (Eve, Day, and following Friday), and day before Christmas Eve through New Year's Eve. The first full week in August is designated as a Teacher's work week and school will also be closed during that week. Full tuition is due for holiday weeks/month.

## RELEASE OF CHILDREN

**Per Texas State Laws, parents have a right to access their child at any time. However, we strongly encourage parents to drop off their children by 8:30 am each day so that they can take part in our full education program. If parents are unable to pick up their child, they may authorize another legal adult to pick up their child. Children will not be released to a minor. Authorized adults must be listed on the enrollment form to pick up, and the authorized adult must bring a picture ID and a proper safety seat.**

## **PARKING LOT POLICIES**

**At Little Roos, our priority is always the safety of our children. Please pull into the parking lot at a slow speed and always be prepared to stop. We have painted yellow arrows to keep traffic flowing in one direction. Please be thoughtful to others as well as set a good example for your children. We also ask the handicap parking to be used ONLY for the handicap.**

## **PROCEDURES FOR HANDLING EMERGENCIES**

**In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and report to parents when the child is picked up at the end of the day. If medical injury or illness requires urgent professional care (emergency), the staff will call 911, giving the location and nature of the emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents unavailable, those individuals designated as emergency phone contacts will be advised. All children must have an emergency medical release form on file in case of such an emergency.**

## **PARENT NOTIFICATIONS**

**Open communication with parents is essential to a child's success. Please always know that our doors are always open for you; this includes your child's teacher. In your child's classroom, folders/clips with notes and artwork are sent home daily. Be sure to check your child's folder for updates on activities for the classroom and center. There are also copies of the lunch menu and events calendar located at the sign-in area.**

## **DISCIPLINE AND GUIDANCE POLICY**

**All Little Roos staff members are trained to use a positive discipline and guidance method that encourages self-esteem, self-control, and self-direction. A few examples used in this situation are praise and encouragement of good behavior instead of focusing only upon unacceptable behavior, reminding a child of behavior expectations daily by using clear, positive statements and redirecting behaviors. There may be**

times during the day when a supervised separation time is needed. Supervised separation time-out is a “time-out” used according to the child’s age and development and limited to one minute per year of the child’s age. The Little Roos staff will never use Corporal Punishment or negative discipline that may hurt or humiliate a child. Research has shown that positive guidance teaches children skills that help them get along in their physical and social environments. This aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children guidelines they can understand and redirect their behavior helps them develop internal control of their actions and encourage acceptable behavior.

## SUSPENSION AND EXPULSION

Little Roos Preschool Academy does reserve the right to terminate care for a child for discipline/behavioral problems at any time.

## INFANT SAFE SLEEP PRACTICES

Due to minimum standards, infants are not allowed to sleep in bouncers or swings and must be laid to sleep on their backs in their cribs. They must also be taken out of car seats by parents and handed over to the teacher at drop off. An “infant safe sleep” information sheet will be sent home and must be signed and returned.

## FOODSERVICE AND PREPARATION

We do not charge an extra fee for meals or snacks. Our kitchen provides fresh fruit for a morning snack at 8:30 am. Lunch is served from 11:00-12:00. Afternoon snack is served after the rest period around 2:30 pm. Menus are available in the foyer at the beginning of the month. Please advise the center of any allergies.

## BREAST FEEDING

Little Roos is an advocate for breastfeeding mothers. You may bring a frozen supply labeled with name and date that can be stored in our freezer in the kitchen. We also welcome you to come on your breaks to breastfeed if you would like.

## IMMUNIZATION REQUIREMENTS

Immunization records must be current for all children enrolled. A copy must be in the child’s file. It is the parent’s responsibility to ensure that your child’s immunization records are current. Failure to keep children current on immunizations can lead to dis-enrollment. Teachers can get the Tuberculosis shot, but it is not necessary for our county.

## HEARING AND VISION SCREENING

Hearing and vision screening for a possible vision or hearing problem are required by the special senses and communication disorders act, Texas Health & Safety Code, Chapter 36, for children who are 4-years. Parents may bring proof of screening from their local pediatricians.

## ENROLLMENT PROCEDURES

Upon selecting Little Roos Preschool Academy, to meet your child's educational needs, all enrollment paperwork is required before the child can start our program. Incomplete paperwork will not be accepted. Paperwork required for enrollment includes:

- Enrollment Form
- Authorization for emergency medical attention
- Physician statement and current shot records
- Tuition agreement

Parents will be notified within 30 days of any policy change in writing. Signatures from parents are required.

## QUESTIONS AND CONCERNS

If parents have questions or concerns about our program, we encourage them to have open communication with their child's teacher and the center director. Through open door communication, we can ensure that all parties are well informed and partner in every child's education.

## OPEN DOOR POLICY

We welcome parents at any time, in any area of our school. Little Roos Preschool Academy is a privately owned and operated facility. We have the right to refuse service at any time. You can also sit in the classroom to observe your child or watch on the monitoring system in the office. If you feel that you do not get enough individual communication time with your child's teacher, please contact the office to schedule a designated time for a meeting. There is nothing more exciting than a parent being engaged in their child's education.

## Minimum STANDARDS FOR CHILD CARE CENTERS

Little Roos Preschool Academy is licensed and regulated by the Texas Department of Family and Protective Services, and we follow the Texas Minimum Standards for Child Care Centers. Parents may review a copy of these standards online at [www.dfps.state.tx.gov](http://www.dfps.state.tx.gov).

## COMPLIANCE HISTORY

Little Roos encourages parents to view our compliance history with childcare licensing, or you may review the most current inspection on our parent communication board posted in the foyer.

Intake information for Licensing is as follows: (956) 316-8275 or (361) 878-3451. Their office address is 5155 Flynn Pkwy Suite #623, Corpus Christi, TX 78411.

## Section 2

### EMERGENCY PREPAREDNESS PLAN

In the event of an evacuation emergency, our students will be relocated to Tri Sun Care Center located slightly behind the Little Roos location. The address is 3922 West River Rd. Our staff is trained to transport the children to a safe area with all emergency contact information. Infants will be evacuated in emergency cribs. Upon reaching our "SAFE" location, we will then contact all parents. There will be a bag of toys and books taken to help keep the children occupied.

There will also be a tub of snacks and cups to keep the children happy until the situation is resolved, or parents have picked up their child. Please ensure that you have filled out a text message form so you can be notified quicker for any emergencies.

### SEVERE WEATHER

Little Roos's severe weather, tornado, or hurricane relocation is in the center of the building, our gym. Our staff is trained to lead children to the "safe zone" in a calm manner where we will then start contacting parents.

### LOCKDOWN

In the event of a “Lock Down,” the director will announce via the intercom “Lockdown.” The staff has been trained to close and lock their classroom door and turn off the lights. Staff will then move the children to a hidden location in the classroom and give them age-appropriate “silent toys or books” to keep them calm and quiet until the lockdown is reversed. Little Roos Preschool Academy is equipped with a self-locking door(foyer) upon a silent alarm signal.

## INFECTIOUS DISEASE OUTBREAK

Little Roos not only offers but enforces all training for our staff members in sanitation as well as a contagious disease. All staff members will vigilantly follow policies and procedures regarding diaper changes, toileting, hand washing, food preparation, and general common-sense measures. Such measures are the 3-step sanitation on surfaces; this is to help prevent the spread of germs that cause illness. In the event of infectious disease, the director will post a notice identifying the condition, location, and the number of cases. At this time, the teachers will be on high alert for symptoms, and children showing signs will be sent home until released by a physician.

## MEDICATION PROCEDURES

If a child needs medication administered during hours of operation, a medication authorization form must be filled out and signed. The medication must also be in the original packaging, and a copy of the prescription is to be kept in the child’s file.

## INSECT REPELLANT OR SUNSCREEN

If your child needs insect repellent or sunscreen applied at school, it can be used with written permission from the parent/guardian. The child’s name and the current date must be labeled on the bottle.

## ACCIDENTS

The entire Little Roos Staff is trained and certified in First Aid and CPR for infants, children, and adults. Additionally, we are staffed with a pediatric first responder and certified pediatric AED/BLS provider. Upon any emergency, the parent will be notified as well as 911 if necessary. Such accidents also will fall under a “self-report” to State Licensing for investigation. Your child’s safety is always our priority. With minor accidents, the child will be seen by authorized staff, cleaned, a parent notified, Tender Loving Care (TLC) & accident report will be filled out by staff and signed by both parent and center director.

## ILLNESS AND MEDICAL EMERGENCIES

If a child is brought to the office for abnormal behaviors or symptoms, authorized staff will check the child's temperature using a digital ear thermometer. If the internal temperature is above 100, the parent will be notified that the child must be picked up within the hour. Your child may return to school after being fever-free (unmedicated) for at least 24 hours or is cleared by a physician. In the event of a medical emergency, 911 will be called, and any medications will be administered (insulin, inhaler, etc.), and parents will be contacted immediately. Each child's health and safety in our facility is essential, and each event will be handled in a safe and timely manner.

## TUITION, PAYMENTS, AND FEES

All payments can be made with cash, check, or it can be auto drafted from your credit card or bank account through Tuition Express.

To enroll your child there is a \$150 annual registration fee per child that is non-refundable.

Tuition can be paid monthly, or you can prepay for 6 months. All tuition paid 6 months in advance will receive a 10% discount for each month.

If you have more than 1 child attending, each older child/children will receive a Family Discount of 10%.

Tuition payments can be made in full on the 1st for each month or you will have the option to split it in half and pay twice a month (1st and 15th). If the 1st and 15th fall on a weekend or a holiday payment needs to be made on the last prior business day. Any payments not received by the 5th of the month will incur a \$40.00 late fee plus an additional \$5.00 each day thereafter. If payment has not been made by the 15th another \$75.00 charge will be added to your bill and your child will be locked out. Failure to make payment by the 15th will also result in an additional \$5.00 charge per day and your child will not be allowed to return until full payment is made. By the last day of the month if payment has not been taken care of another \$75.00 charge will be added.

## EXTRA FEES

Little Roos is licensed to operate Monday-Friday from 6 am – 6 pm. Any child not picked up by 6 pm will result in late pick fees of \$5 the first minute late and \$1 each additional minute.

## VACATION CREDIT / ABSENCES

**After your child has completed one year in our facility, you are entitled to one vacation credit per school year. You will receive a vacation credit for one week of your monthly tuition. Parents must request vacation credit in writing or by emailing [little Roos preschool academy@gmail.com](mailto:little Roos preschool academy@gmail.com).**

**If your child is going to be absent or late from school, we ask that you call by 9:00 am, or let us know in advance, so that your child will not be included in the lunch count.**

## PARENT REFERRALS

**We appreciate your business and know that you will be pleased with our service. If you share your pleasure with your friends and acquaintances about our services and enroll, you will receive a \$100 tuition credit after their children have been enrolled full time for 90 days and part-time for 120 days. Credit is a small way of saying thank you for your advertising.**

## CONFIDENTIALITY

**While your child is enrolled at Little Roos, you may encounter confidential information about staff, families, or other children. All information received from Little Roos families must always remain confidential. Breaches in confidentiality may lead to dis-enrollment. Confidentiality is to protect our families' privacy as well as every child's well-being.**

## PARENT RESPONSIBILITIES

**Children must be signed in and out by the parent or an adult person approved by parents. Parents who fail to sign their children in or out may be charged a \$5 penalty for each occurrence. Please understand due to liability issues, children need to be checked in and out of our system.**

**In order not to confuse school toys with children's personal property, we ask that children not bring playthings from home. Little Roos staff will not be responsible for lost or broken personal toys. Two exceptions are small sleeping stuffed animals and the show and tell items that our preschool children use in their "letter bags."**

## CHILD CUSTODY

**Our concern is the safety of the child and will follow the court order precisely as written and signed by the court. If your family has any court orders on file, please**

provide us with a copy. **PLEASE NOTE:** In the absence of a court order, both parents have equal rights by law. If a custody dispute occurs on our property, the local police will be called and asked to handle the conflict. If a custody issue creates a risk for our facility, care will be terminated.

## DAILY SCHEDULE

Our classrooms at Little Roos Pre-School Academy follow a daily schedule specified to meet the children's developmental, social, emotional, and personal needs. All schedules are contingent on the needs of the children and may vary from day to day, but for the most part, the daily schedule is followed to create structure and security. Here is an example of your child's typical day:

**6:00-7:00 Arrival (Drop off in Frog's Class)**

**7:00-8:30 Meet and Greet/Learning Centers.**

**8:30-9:00 Snack/Children's Choice**

**9:00-9:30/45 Big Experience #1**

**9:45-10:45 Craft Time/Small Group**

**10:45-11:00 Potty Time/Wash Hands**

**11:00-11:30 Busy Boxes (Prepare Class for Lunch and Nap)**

**11:30-12:00 Outdoor Time**

**12:00-12:10 Wash Hands/Read Aloud**

**12:10-12:40 Lunch**

**12:40-2:30 Nap Time/Quiet Time**

Our program usually gets rolling on the curriculum around 9 am. We ask that if you are going to drop off after 10 am to please give us a call. That way, we can make sure we have the correct counts for lunch and the appropriate amount of craft supplies for art.

## CHILD TO STAFF RATIOS

Little Roos strives to keep our teacher to student ratios under state compliance in ALL our classrooms.

**Child placement-** The placement of children in the classroom is determined by age.

The children's age group is based on the child's age as of September 1st (Similar to Texas public schools).

We want your child to be placed where his/her needs will be met, and their interest will be challenged.

Occasionally it will be necessary to move children or combine groups during emergencies. Parents will be notified if this happens.

The continuity of care is vital for your child's development, so every effort is made to minimize such disruptions. We do combine children in the mornings and the afternoons as ratios drop. Your child may or may not be in their classroom. A sign on the door should direct you to your child's location. The location will be consistent daily, as will the teachers under normal circumstances.

## **CLOTHING**

All children must have a change of clothing, clearly marked with the child's name. If your child has an accident and does not have clothes, the office staff will contact the parent to provide a change of clothing. Please keep a change of clothes in the child's provided cubby.

## **OUTDOOR PLAY AND LEARNING**

Outdoor play is part of the child's daily routine. Children should come to school with appropriate clothing and shoes to run and play every day. Please do not request that your child stay indoors unless a physician's statement is turned in.

## **SCHOOL SAFETY POLICIES**

Parents need to escort their children inside and out of the building at the end of the day. Each classroom has a window for viewing activities from the hallway and the monitor that can be found in the main office. If you wish to stay in the school to observe or interact with your child's lessons, please see the director so we can run a proper criminal history check required of all staff and volunteers by the Texas Department of Family and Protective Services.

## **HEALTH CHECKS**

If a daily health check needs to be done, the drop off adult must be present and sign off on the checklist. The same is to happen at pickup as well.

## CELEBRATIONS

Most children enjoy celebrating special events with their friends. Parents may send a “store-bought” treat to share with the class. Please let the teacher know that the treat will be coming. No pictures allowed in the classroom from personal cameras or cell phones. If you are going to invite children to your child’s private party, please pass out the invitations outside of the center. You may invite the whole class but refrain from exclusion if you are inviting only a few children.

## OUTSIDE EMPLOYMENT

Our staff is prohibited from outside employment with parents of the facility, including but not limited to, babysitting or odd jobs. Little Roos Pre-School Academy is not responsible for any activities that occur outside of the center.

## BITING

Biting is a common issue in early childhood development. The best way to deal with biting is consistency between providers and parents. Biting can occur for multiple reasons. Proper communication will help determine why a child is biting. Little Roos will work with parents when biting becomes a problem. We will make every effort to solve the issue as soon as possible.

## CELL PHONES

Proper parent communication is imperative when working with young children. As of December 1st, 2010, The Texas Department of Family and Protective Services passed new regulations prohibiting the personal use of cellphones in classrooms. Please help us stay in compliance with this standard.

## CODE OF ETHICAL CONDUCT

Code of Ethical Conduct– A position statement of the National Association for the Education of Young Children. –Revised April 2005.

–Exploitation of a child may be an extension of any of the above allegations and, more recently, [OUR MISSION, VISION & PHILOSOPHY OF EDUCATION](#).

