



## Parent Handbook

2021-2022

# Little Angel's Academy Daycare and Learning Center

## **Mission Statement**

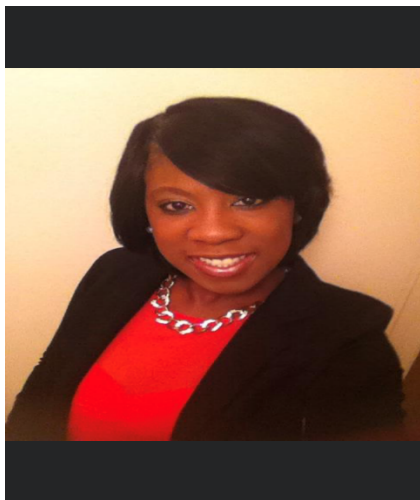
Little Angel's Academy Daycare and Learning Center is a comprehensive childcare facility providing care to children ages 6 weeks to 12 years old.

**Vision Statement:** To be the model daycare and learning facility for every child and parent in which we provide our services.

## **Our approach is based on the philosophy that:**

Little Angel's Academy Daycare and Learning Center believes in providing high quality services to meet the needs of children, families, and staff. We aim to provide a nurturing and educational environment for the growth and development of both our children and parents. We also aim to provide an atmosphere of Christian love and support to every child and parent. Services will be of a comprehensive nature and will include information trainings on child health services, child safety, nutrition, mental health, disabilities, and family and community services. We strongly believe that Christian education should be incorporated into daily life. While the program includes some Christian based education, there is no specific denominational influence. We believe that parents are a child's first teacher and we aim to ensure that we provide services that will help to ensure each family is assisted in any way to promote healthy family units.

## A Brief History of the Director



A'Kia Q Reese B.S. Psychology, M.S. Child and Adolescent Therapy

Little Angel's Academy is operated by A'Kia Q Reese. I A'Kia Q Reese am a native of Bassfield MS, born and raised. I am graduate of Bassfield High School and William Carey University. I am a proud mother of 3 boys and a godmother of 1 girl. I have many years of childcare experience and working with children and adolescence. It is a great passion of mine to help bring resources such as safe and adequate childcare program to the Jefferson Davis County community. I am aware of the great need for a childcare program in our county and take great pleasure in being able to bring a positive contribution to the community that laid a great foundation for me. I look forward to working with the families of Jefferson Davis County.

# Little Angel's Academy Daycare and Learning Center

## **Policy and Procedures:**

Each parent will receive a copy of the Parent Handbook with policy outlined.

## **Pick up and Drop off Procedure:**

### **Drop Off Procedure:**

1. Parents must sign in and drop off child/children through the main entrance of the daycare facility.
2. Parents must ensure that child/children are properly dressed for daycare. Please provide extra change of clothes.
3. No child can be dropped off prior to the center hours of operation.
4. Parents must drop off child no later than 9 a.m. unless prior arrangements have been made with the center director.

### **Arrival and departure transition tip!!**

1. Upon arrival spend a few minutes getting you child settled but don't linger too long or your child may think that you are unsure about leaving him/her.
2. Smile and cheerful "see you later!"

**Little Angel's Academy will take precautions and follow the MDHS Drop off and Pick up procedures as it pertains to Covid-19!!! All children ages 2yrs and older must wear mask to school!**

## **Pick Up Procedures:**

1. Children can be pick up only by individuals who are listed on child release form.
2. All authorized pick up persons must be at least 18 years of age.
3. All persons must complete the Sign In/ Out or Pick-Up/Drop-Off form.
4. Every child must be picked up prior to the center closing time.
5. There will be a \$20 late fee @ 5:30 p.m. and \$1 for every minute that the child is left at the center after 5:30 p.m. Center director will keep a record of these occurrences.

Any parent who picks up his/her child after 5:30 p.m. twice in any two month period will receive a written warning and placed on probation for the next month. (unless arrangements have been made with director) Any Parent who continues to pick up their child late will be subject to termination of services.

If your child has not been picked up by 6:00 p.m., a person from the child's dismissal pickup permission list will be called to pick up the child. **(Communication is Key)**

### **Items to be Provided by Parents**

We ask that all enrolled children have a change of clothes, which is seasonally appropriate, at the center at all times. **Parents of children ages 2yrs old to 4yrs old are to provided their child/children with a nap cot.** Diapers, pullups, wipes, sunscreen, bug spray, and supplies should also be provided by parents. These items should be labeled and kept in the child's cubby. Parents will also provide food and formula for infants who are not eating meals provided by the center. Food items and formula should also be labeled with the child's name and date. **All baby food must be store bought and cereal is not allowed in the baby's bottle without a Doctor's Note. Bottles must be prepared by parent prior to center drop off.**

### **Health and Medical Information**

No ill child/children will be allowed to attend school. If a child has symptoms of illness, including fever, diarrhea, yellow or green phlegm or nasal discharges, or an unidentified rash, please keep him/her at home. A child should be free of fever for 24 hours before returning to school. Should your child become ill at school, you will be notified immediately to pick up him/her. **If you, your child, or someone in your household has been diagnosed, exposed too and/or is experiencing signs/symptoms of Covid please do not return to the center until all MDHS Covid guidelines have been followed and negative Covid testing results have been received.**

If your child has a communicable disease, please notify the center so that other parents can be advised. A child that has been absent due to a communicable disease may not return to school without a signed physician's release.

Please notify Little Angel's Academy staff if your child has severe allergic reactions or any other serious medical conditions so that we can meet his/her needs. "Over the counter medicine" should only be given by the parent.

### **Special Needs**

We wish to provide the best possible learning environment for each child. Children who are receiving outside services will be able to continue needed services on site. Our center staff goes to great lengths to work with children and families; however, if we are unable to adequately provide services to the child and family, we may suggest a different center. If/when a child has been diagnosed with a special need, parents are expected to partner with our center staff in enhancing the overall learning experience and environment.

### **Hours of Operation:**

Monday through Friday from 6:30 a.m. to 5.30 p.m.

### **Center Closings & Attendance Policy**

Upon enrollment parents/guardians will receive a center calendar that lists all scheduled center closings. A copy of the center's calendar will be posted on the information board in the front office. Should any of these holidays fall on a weekend, we will be closed on the closest Friday or Monday. Tuition is not waived or altered for closings. There will be holidays such as New Year's Eve for which parents must sign up ahead of time in order for their child to attend. This allows us to plan the staff schedule and the children's meals. Depending on the number of kids that sign up, the director will schedule staff for those children only and it's possible that the center will be closed.

**\* Covid Closures: Parents are responsible for full weekly tuition in the event of quarantine or center closure due to Covid 19. Weekly tuition serves as security for your child's childcare slot and also the continuous operation of the childcare facility. This policy may be altered at Director's discretion.**

### **Holidays:**

- New Year's Day
- Martin Luther King Jr. Day
- Good Friday
- Easter Monday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving (TBA)
- Christmas (1 week)

### **Inclement Weather Closings:**

In the event there is inclement weather (e.g. snow, tornado, hurricane, etc.), the center may operate under delayed openings, early releases, or school cancellations. Little Angel's Academy Daycare and Learning Center LLC. will follow the Jefferson Davis County School schedule for inclement weather. Weather reports by professional meteorologists will be used to determine closings. The safety of the children, families, and staff are seriously considered during the determination of school closings.

### **Attendance/Absenteeism Policy:**

1. Each child is expected to attend day care/preschool on a daily basis in order to gain the full benefit of the developmental learning at Little Angel's Daycare and Learning Center LLC.
2. If a child does not attend school for 10 consecutive days and no successful contact has been made with parents or guardians, the child will be dropped from our program. Please notify the director as soon as possible if there are circumstances in which your family may move or you may need to drop your child from our program.

3. **Parents/ Guardians are responsible for full weeks tuition even if child is not in attendance everyday.**
4. Every effort should be made to ensure that children arrive to school no later than 9:00 a.m. Parents/guardians are asked to notify the center's director if the child arrive late, leave early, or if he/she will be absent. Verification of appointments and/or reasons for delays or absences may be requested by the Director at any time.
5. NO child who has been absent due to contagious illness or has under doctor's care is allowed to return to school without a doctor's release (excuse)

### **Enrollment Policy:**

All enrolled children are encouraged to start on a Monday of the week. However, if a child's start date is mid-week, the tuition will be prorated.

Little Angel's Academy Daycare and Learning Center is required by Mississippi Department of Health Licensing to have certain information about the child and family on file. Before a child is able to enroll in our program, an Enrolment Packet must be filled out and returned to the center no later than three (3) days before the child's first day of attendance. Items that must be submitted include:

- A completed Little Angel's Academy Daycare and Learning Center Application
- A copy of the child's shot record showing that all immunizations are current
- Completed and signed Special Nutrition Food Eligibility Form
- Doctor's note stating any known allergies
- Signed permission agreement form
- Any court orders or legal documentation
- Copy of parent/ guardian's Driver's License
- Signed Tuition and Fee Agreement
- Signed acknowledgement that the enrolling parent received, read, and agrees to abide by the Little Angel's Academy policies, procedures.
- A current, working telephone number and email address.
- Proof of insurance (medical)

## **Withdrawal and Termination Information**

### **Withdrawal Policy:**

It is mandatory and critically important that parents/guardians give a minimum two (2) week notice upon deciding to withdraw their child from our program. This allows us adequate time to inform parents on the waiting list of the opening. Families not giving a two weeks written notice shall be financially responsible for those two weeks.

## **Termination Policy:**

Little Angel's Academy reserves the right to terminate a child's/children enrollment if all efforts to solve a problem have been unsuccessful.

Grounds for termination include the following:

- Unresolved discipline issues
- Failure to pay tuition
- Habitually- late payments
- Habitually- late pick-ups
- Inappropriate parent actions on campus
- Endangering children and/or disrupting the safety of children and center environment.
- Failure to adhere to school policies and procedures

The termination process includes the following steps:

1. Written warning from the Director
2. Three day suspension
3. Termination

In situations of immediate urgency or those involving health or safety concerns, these steps may be modified, or eliminated at the discretion of the director.

## **Curriculum Statement**

Little Angel's Academy is dedicated to providing a great environment where each child can grow and learn. We are aware that each child learns at his or her own pace therefore we are prepared to develop and implement developmentally appropriate activities that includes literacy, mathematics, science, social studies, art, and technology. The Abeka Curriculum is used to enhance the overall learning of our children.

## **Kindergarten Transition Plan**

The teachers of LLA will partner with the Jefferson Davis County Schools to help provide families with kindergarten information about the enrollment process and acceptance policies for the surrounding schools. Parents will be encouraged to attend forums and information sessions provided by the school district. The teachers will create and maintain a portfolio on each child. The portfolio will contain information that can be beneficial to the kindergarten teacher in helping make the transition smoother for the teacher, the student, and the parents.

## **Family Involvement**

Parents/guardians are encouraged to be involved in the program at LLA. Family involvement includes but is not limited to attending parent meetings, assisting with special events and projects, volunteering in the classrooms etc.



## **Childcare Food Program**

Each day children are provided with a nutritious breakfast, lunch and afternoon snack. Center menus are posted weekly in the front office, kitchen area, and all classrooms. **Food will not be served after scheduled mealtimes.**

## **Food Allergies & Alternative Meals**

Parents must specify allergies that the child may have on the application upon enrollment or at the time of diagnosis. A note from the child's physician in reference to the allergy must be provided to the Director. Alternative food items, depending on the allergy, will be provided for your child. If the alternative food provisions are too costly for the center, parents/guardians will have to provide meals or supplement missing components. Parents/guardians are responsible for making arrangements with the center for alternate components. Children are not allowed to store any food in his/her cubby. There is not deduction in tuition or parent fees if parents/guardians have to provide meals or meal components due to food allergies or dietary preferences. Parents/guardians are welcome to celebrate special occasions. **Any food items sent to share with children must be store bought.**

## **Discipline Policy**

### **Discipline Policy:**

Little Angel's Academy Daycare and Learning Center aims to promote positive discipline and guidance. One of the most important phases of a child's educational development is that of learning acceptable behavior, cooperation, respect, and self-discipline. It is difficult for a child to maintain the proper attitude to develop intellectually without these characteristics. Our staff use a variety of methods in the classroom to encourage proper behavior. Redirection and setting boundaries are the two most used Methods of discipline.

**Corporal Punishment (spanking) is not used in our daycare program nor is it allowed in our buildings.**

### **The following behavior is prohibited by our staff:**

1. Corporal punishment, including hitting, spanking, beating, shaking, pinching, and other measures that produce physical pain.
2. Withdrawal or the threat of withdrawal of food, rest, or bathroom opportunities.
3. Abusive and profane language.
4. Any form of public or private humiliation, including threats of physical punishment.
5. Any form of emotional abuse, including rejecting, terrorizing, ignoring, isolating, or corrupting a child.

### **The Staff Will:**

1. Direct children toward behaviors that are age appropriate and acceptable.
2. Implement activities that will build self-esteem in children daily.
3. Develop a list of simple rules that are understood and practiced by children daily.
4. Let children know what behavior will be acceptable or unacceptable.
5. Involve parents when and where necessary regarding unacceptable behavior.
6. Give choices only if choices are there: Instead of, “would you like to ---- now” Say, “ It’s time for us to ---- now.”

### **Child Biting Policy:**

Biting is, unfortunately, not uncommon for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. As a childcare provider, we understand that biting, unfortunately, does occur. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent. When Biting Does Occur: Our staff strongly disapproves of biting. The staff’s job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child’s mouth out with soap.

### **For the child that was bitten:**

1. The teacher will comfort the child. First aid is given to the bite. Ice will be provided, and the area is to be cleaned with soap and water and covered with a bandage if needed.
2. The teacher will immediately notify office staff, at which time parents are notified.
3. An Incident Report will be completed, documenting the incident.
4. Parents may request a conference with the Director to discuss any concerns/questions.

### **For the child that bit:**

1. The teacher will firmly tell the child “NO! DO NOT BITE!” and show the child how he/she hurt their friend.
2. The parents are notified.
3. An Incident Report will be completed, documenting the incident.

### **When Biting Continues:**

1. If personnel is available, the child will be shadowed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.
4. The child will be provided a teething ring or other appropriate teething toy.

5. The Director will ensure the teacher has adequate resources and training necessary to keep the children active and engaged in supervised activities.

6. The Director will evaluate the biting log to determine the cause of the biting and make suggestions to the parent and teacher to stop the biting. The Director will provide literature to the parent and determine whether or not the teacher needs additional training. The Director will document all information.

5. The Director will schedule a conference with the parents of the child who is biting to develop a plan for home and the center to stop the biting.

**When Biting Becomes Excessive:**

1. After all preventative steps have been tried by the staff members, if the child continues to bite routinely the Director will call the parent to pick up the child for the remainder of the day.

Chronic biting may require that a child be suspended from enrollment for a period of time. If a child is suspended, the parent will be informed that the child may return to the center as soon as the biting is abated;

2. If the child returns to the center, continues to bite, and is endangering the other children, the child may be terminated from the program.

### **Visitation Policy**

All individual's requesting to enter the center must first report to the front office and complete a sign in form. This procedure is also required for individuals from state offices and other agencies. Each individual must present a state issued photo identification card. Additional verification steps will be made before center entrance is granted.

### **Accountability Policy**

One teacher from each classroom will check student roster at arrival, during lunch, at playtime, and upon departure.

### **Mandated Reporting of Child Abuse**

As early childhood professionals, we must comply with the State of Mississippi Laws which mandate us to report suspected abuse and neglect. When we deem a child to be at risk, we do our best to offer parents/guardians referrals on a preventive basis. If we suspect abuse may be occurring, we must contact the Mississippi State Department of Social Services, whose job is to investigate the claim.

### **Solicitation Policy**

Advertising or arranging for babysitting should be handled away from the center. No advertisement for babysitting services or recruitment shall be discussed and/or posted on site. Employees must devote full attention to job duties and cannot buy, sell, or distribute products while on the premises without the consent of the director.

## **Tuition and Fees**

**NOTE: ALL FEES ARE NON-REFUNDABLE**

### **Discount available**

Multiple children (10%)

District (for qualified applicants)

### **Weekly Tuition**

Infant Room (6wks to 12mths)

\$135.00 per week

One Year Old & Two Year Old

\$130.00 per week

Three Year Old & Four Year Old

\$125.00 per week

5yrs old -12yrs old

\$75.00 part-time/per week (after school)

\$120.00 full-time (summer)

Drop In: \$40 per day per child

### **Registration Fee**

\$80.00 (anually) July 1

### **Late Payment Fee**

\$25.00

### **NSF Fee**

\$40.00

### **Late Pick-up fee**

-\$20.00 at 5:30 p.m., therefore after \$1.00 per minute

### **Monthly Potty train Fee (2yrs and older)**

\$40.00 addition to tuition

## **Curriculum/Fees for Books (Abeka Curriculum)**

Ages 2yrs old - 4yrs olds

\$35.00 (annually)

### **Payment Policy & Procedure**

**Weekly Tuition Payments** are due on MONDAY of the week of service. Any payments received after drop off on Monday the week of service will be considered late, and as listed previously a \$25 late fee will be assessed.

**Acceptable forms of payment include cash, money orders, and cashiers checks. Please have correct change, for no monies are kept on site.**

**Every parent must sign a childcare enrollment/ payment agreement form.**

**Childcare Tuition Payment is not based on attendance!!! Tuition Payments secures your child's slot**

**Please Note: Payments are due regardless of attendance**

**Parent Co-Payment:** If a childcare voucher has been awarded by a local subsidized childcare agency, co-payments may apply. Co-payments are due in full before the 5<sup>th</sup> of every month. Should the 5<sup>th</sup> fall on a weekend or holiday, the co-payment is due on the following business day by noon.

**Part Time Childcare Fees:** Little Angel's Academy does provide part-time care for infants and children when the center is not full capacity and has adequate staff to child ratio. Part time tuition is due at the beginning of the week or day of care.

Other:

**Damaged equipment Fee:** If the center equipment is damaged or destroyed by children or family members, a replacement or repair fee may be assessed. Determination of this assessment will be decided by the LLA Director.

**Potty Training Fee:** There will be a \$40 monthly potty training fee for all children (2yrs and older) who are not potty trained and are not actively potty training. **(Parents please see staff to discuss potty training plan for your child.)**

#### **Electronic Devices (After School Age)**

Little Angel's Academy will not be held responsible for any electronic devices that may be brought to the center.

## **Transportation Policy**

Little Angel's Academy Daycare and Learning Center does not provide transportation to and from the center. It is the responsibility of the parents to transport each child to and from the center.

## **Emergency Transportation Policy**

During an emergency the children Little Angel's Academy are provided with transportation by Little Angel's Academy Daycare and Learning Center LLC. Little Angel's Academy has access to several vehicles for emergency use to transport the children to one of two designated sites for emergency evacuation purposes.

## **Emergency Policy**

During inclement weather the children are not allowed to leave the building under no circumstances if a warning has been issued. During lock-down practices and actual lock-downs the children are not allowed to leave the premises.

## **Emergency Relocations**

In the event of an emergency evacuation of Little Angel's Academy Daycare and Learning Center LLC facility, the staff will transport the children to one of the two emergency locations listed; 1. City of Bassfield Wellness Center Lincoln Avenue Bassfield Ms., contact info: Angela Ladner 601-943-5424 2. Jefferson Davis County Academic Success Center 11VoTech Rd Carson Ms.39427, contact info: Dr. Jason McLeod (601)-606-7385

## **Liability Statement**

Little Angel's Academy Daycare and Learning Center does not provide individual insurance for children/students.

**Little Angel’s Academy Daycare and Learning Center LLC Policies Signature Page**

I acknowledge that I have received, read, and understand the **Policies and Procedures Handbook.**

My signature verifies that I or anyone else authorized to drop off or pickup any child will govern him/herself accordingly. Furthermore, I understand that when policies and procedures are revised, I will receive a written update, and therefore make my signature and date current.

\_\_\_\_\_ Parent/Guardian Initials

I acknowledge I have received, read, and understand the **Summary of the State of Mississippi**

**Child Care Law for Child Care Centers.** \_\_\_\_\_ Parent/Guardian Initials

I acknowledge I have received, read, and understand the **Little Angel’s Academy Daycare and Learning Center LLC. Discipline**

**Policy** \_\_\_\_\_ Parent Guardian Initials

I acknowledge I have received, read, and understand the **Little Angel’s Academy Daycare and Learning Center LLC.**

**Transportation Policy** \_\_\_\_\_ Parent/Guardian Initials

**I understand that Little Angel’s Academy Daycare and Learning Center does not provide Liability Insurance.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

I do authorize Little Angel’s Academy Daycare and Learning Center LLC to take photographs of my child and permit Little Angel’s Academy Daycare and Learning Center LLC. to post them in the classroom and on their website.

Parent Signature \_\_\_\_\_ or

I do not authorize Little Angel’s Academy Daycare and Learning Center LLC to take photographs of my child and permit Little Angel’s Academy Daycare and Learning Center LLC. to post them in the classroom and on their website.

Parent Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_ Printed

Name \_\_\_\_\_ Child’s Name \_\_\_\_\_

