

*LITTLE WONDERS LEARNING CENTER &
CHILD CARE, INC.*

Parent Handbook

About us

Little Wonders Learning Center is designed as a comprehensive child care/ child development center to serve children 6 weeks to 12 years old. We are a fully licensed and insured child care facility. We are a Keystone Stars 1 site, a member of REECHE (Recognizing Excellence in Early Childhood Education) and NAEYC. All of our instructors are certified in early childhood development.

Our goals are to nurture self-esteem and self-confidence through secure relationships, and independence through successful and satisfying learning experiences.

- To encourage good work habits in caring for self and materials.
- To develop attitudes of caring, cooperation and sharing with children and adults.
- To foster awareness, understanding, and respect for themselves, family, peers, adults.
- To stimulate a curiosity for learning and the ability to be resourceful, to observe, think, and problem solve through developmentally appropriate hands-on learning experiences.



Hours of operation

7:00 am-6:00 pm Monday thru Friday

Please check our web page for center information and center closings.

littlewonderschildcenter.com

Forms in enrollment packet: Parent Handbook, Enrollment Data form, Agreement, Child health report, Permission slips, ALL FORMS MUST BE COMPLETED, SIGNED AND DATED.

Age Requirements

For admission, children must be at least 6 weeks of age. Children may attend our program until the end of their 12th year. We offer an infant program, a toddler program, a Pre-K & Pre-school program and a school age program.

Enrollment

We do not discriminate on the basis of race, sex, gender, religion, or national origin. Upon enrollment, each child's family will receive several forms which will need to be completed and kept on file at the center before the child begins attending school. This includes a health form with record of recent physical examination, & an up to date immunizations record signed by your physician. **AN ORIENTATION WILL TAKE PLACE WHEN ALL ENROLLMENT FORMS ARE RETURNED.**

Tuition

There is a \$35.00 registration fee and a deposit equivalent to one week's tuition for each child to be admitted to the program. **Tuition MUST always be one week ahead at all times.** It is assumed that children will be enrolled for the entire year, the deposit is non-refundable and will be applied to the last week your child attends. If your child is withdrawn from the program during or before the last week of the year your deposit will be forfeited. **The school age program is considered part time and therefore not entitled to Holiday Breaks and Vacation time.**

Weekly tuition is due each Monday morning of the week services are provided. Checks should be made payable to Little Wonders Learning Center & Child Care Inc. If paying by cash, please send payment in a sealed envelope with your child's name and amount enclosed. Please make sure you request a receipt.

Voucher payments are accepted from outside agencies offering assistance.

Adjustments to your fees will be made if the center is closed for the full day due to inclement weather. If the center has a delayed opening of no more than 2 hours, normal fees apply.

Parents are responsible to keep up with their payments as per the signed agreement upon enrollment. It is understood that a spot is being held in our program for your child as long as the weekly fees are kept up to date. *You are responsible for your tuition regardless if your child is at the center on their scheduled days or not.*

Clothing and outdoor play

Children need to wear clothing and shoes that allow for easy movement. We spend a good amount of time cooking, painting and working in sand and water, washable clothing is advised. Shoes should be sturdy and soft soled and socks should be worn at all times. No sandals, slick soled or plastic shoes should be worn. Outdoor play is essential in building physical fitness and developing group play. Children play outside every day unless it is raining or very cold (less than 25 degrees) and should be dressed appropriately for the weather. Please have all outerwear marked for identification. Be sure boots are easy for your child to put on and take off.

Toys and articles to share

Frequently, children want to bring toys to school. For several reasons we discourage this practice. Activities are planned for the children and toys from home tend to get in the way of children participating in school experiences. We do plan days for sharing special toys such as book day or show and tell days. **Similarly, we ask that children do not bring videos or electronic hand-held games to the Center.**

Birthdays: *"We know that now is the time to teach our children about good food choices. This will not only help with health issues but also provide necessary nutrients for learning. Brains fed nutritious diets (not the high calorie, fat and sugar junk foods marketed to us) are what provide for optimal learning."*

Each child's birthday may be celebrated in the classroom with their peers and teachers. For celebrating we encourage healthy treats, some examples may be chewy granola bars, mac & cheese, Pizza, graham crackers, pre-packaged cheese and crackers, vegetables and dip or a fruit salad, yogurt, etc. **Your child's favorite food!!!** Birthdays are celebrated during the 10:00 am snack time. Parents are welcome to join their children in celebration. If you wish to plan a party for your child outside of school and will not be inviting everyone from the class, to avoid hurt feelings, please send all invitations through the US mail. Please give your child's teacher the invitations if you intend to invite all students in the classroom. Teachers will distribute in each child's cubby.

The center's food program is developed in accordance with the national nutritional guidelines and the PA Division of family and children services. The dietary needs are based on each child's age and the length of the child's daily attendance. If your child has any food allergies or other restriction, state law requires a note from the child's doctor as to such and to any substitutions that may be required. This will be kept on file.

Breakfast is served at 7:30 am thru 8:00 am. We will have a small snack about 10:00 am. When sending in lunches, please make sure it is healthy. **No cupcakes, cookies, brownies, gummy snacks are allowed.** There is an afternoon snack served at 3:00 pm. Infant feeding schedules and dietary needs are determined on an individual basis. During bottled feedings, infants are held in the arms of an adult familiar to them, in a quiet relaxed environment. **Baby bottles are not propped nor are any children put to bed with a feeding bottle. If your child will be receiving breast milk, please speak to the staff for procedures to keep the milk from spoiling. Babies are put to sleep on their backs according to the American Pediatrics Association.**

Infant Sleeping Position: Infants will be placed on their backs, as recommended by the American Academy of Pediatrics. If there is a medical reason why a child cannot sleep in this position, it needs to be documented in a statement signed by a physician, physician's assistant or CRNP to be placed in the child's file.

Neither an infant nor toddler is permitted to sleep with a bottle in his/her mouth.

Discipline

Discipline policies in our program have been established to encourage and strengthen positive behavior through opportunities for the children to interact with people and materials. One of the primary goals of the program is to maximize the learning of appropriate social skills including safety and respect for oneself and others. Guidance is not punitive. Positive techniques include redirection, anticipation, and elimination of potential problems. Positive reinforcement and encouragement rather than competition, comparison, or criticism. Limits are set for children and the environment is arranged so that a minimum number of "no's" are necessary. Clear consistent rules are explained to the children. When children exhibit challenging behaviors (including physical or verbal aggression to staff or children and disruptive behaviors) the following steps will be followed:

1. The problematic behavior will be documented
2. The classroom teacher will consult with the director to discuss ways to work with the child and improve the problematic behavior

3. Our director will hold a meeting with the parents to discuss and consider solutions and establish a timeline.

If minor changes to the routine, environment, or behavior plan do not seem to be effective or if the parents are unwilling to work with us, the child will be removed from the program.

At any time in the process if the child's aggression seems to be dangerous to themselves, other students, or the staff the child will be withdrawn from the program

Biting

Biting is behavior that is prevalent with 1 year old and 2 years old children because children of this age have very limited language ability. Biting can become a way of expressing their feelings and from getting frustrated. We have methods of dealing with this type of behavior and we will conference with parents should this type of behavior occur.

Helping your child adjust

We encourage you to visit our center with your child prior to his/her enrollment. Parents of non-English speaking children are encouraged to spend at least a portion of the child's first day at the center to explain our daily routines and answer their child's questions. This will help the child to get off to a secure start at the center. If the parent is unable to do so, a relative or neighbor capable of speaking the child's language may act on the parent's behalf.

- Some children have difficulty separating from their parents in the morning. We have found that parting comments such as "I'll pick you up right after nap time" or "you can tell me about your day tonight" are more desirable than "Mommy doesn't want to leave you, I just have to go to work". Please feel free at any time to call the center if you have a concern about your child.
- It has been our experience that parents that have mixed or negative feelings about enrolling their child in a program such as ours, sometimes communicates (often non-verbally) these feelings to the child resulting in problems of separation, anxiety, and adjustment. Please speak to your child's teacher about these feelings and try to convey a positive "matter of fact" attitude about the daily separation.

Parent involvement

Parent conferences- Conferences are held throughout the year and help the parent and teacher to communicate and share in the child's progress. There need not be a problem situation for you to request a conference.

IEP's- If your child has an IEP or ISFP, Little Wonders, with permission would like to have a copy in order to better serve your child's needs.

Parent meetings- Meetings are held throughout the year and are designed to share information about goals and objectives of the center as well as provide social interaction between parents and school staff. Parents are encouraged to help in developing topics of interest.

Parent resource center-This is located at your local library and contains books, pamphlets, articles, and videos available for checkout.

Grievances- In the case of problematic situations or grievances, parents are encouraged to speak with the classroom teacher, then the director.

Daily program

Our staff plans daily activities designed to foster development in the areas of social, emotional, physical, and intellectual growth. There will be a choice of various activities such as art, science, dramatic play, language arts, and others. A small portion of the day is set aside for group activities such as music and storytelling, but for the most part the children are given the opportunity to interact with their friends and teachers individually and in small groups. We offer a variety of hands-on experiences in which the children learn by doing. We are committed to providing an anti-biased, multicultural curriculum. The children's developmental needs and interests form the basis for our program.

Supplies required

One plastic shoe box with an extra set of clothes (pants, shirts, socks, and under garments) all marked with your child's name. Infants and toddlers will need 2 sets. Please make sure your child has an appropriate set of clothes at all times that is in accordance with the season.

One small blanket, a toddler size sheet is required for nap time. Blankets are sent home each Friday to be laundered and returned on Monday.

One package of diapers for infants and toddlers and children not potty trained. Teachers will communicate with parents when their supplies are running low. Parents are responsible for checking on their child's supply. **If a child runs out of diapers, parents will be charged \$5.00 per diaper supplied by Little Wonders Learning Center (no exceptions will be made).**

During cold weather please be sure to send a warm coat, hat, and gloves with your child each day.

Late pick-ups

A fee will be charged any time a child is picked up late. If there is an emergency and you will be late, we need you to call the center as soon as possible and contact someone on your emergency list to pick up your child. If we cannot reach you or someone on your contact list by 6:30 pm, Children and Youth Services will be notified.

Drop-off/Arrival Procedures:

- Parents will need to wear a cloth mask at arrival and departure times.
- Your child's temperature will be taken in the foyer before entering the building.
- Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, individuals with serious underlying medical conditions should **not** pick up children because they are more at risk.
- There will be a hand hygiene station set up in the foyer, so that children, staff and parents can clean their hands before they enter the center.
- At arrival and departure times we are asking parents to observe the physical distancing rule (6 feet apart).
- **Departure Procedure**

No child will be released to a person not authorized by a parent to pick up the child (**no exceptions**). We must have written authorization and we will expect you to contact us if any changes are to be made on your list of authorized persons.

For your child's protection we will need to see a valid driver's license of any unfamiliar person who comes to pick up a child. We will make a photo copy for our records. There are no exceptions to this rule.

Your child will be brought to the door and handed off to the person authorized to pick up.

Sample of Daily schedule

7:00 am arrival: Staff and parents share information & help settle child in play activity. Parent fills out sign-in sheet

7:00-8:00 am Breakfast time: No breakfast is served after 8:00am. Children's hands are washed upon entering the building & before & after every meal.

9:00 am activity/ center time: Fine motor; pretend play, cognitive, language skills are enhanced. Art experiences with crayons, markers, paint with fingers, brushes, sponges, wheels, Q-tips, objects, etc. play dough, shaving cream, and water.

10:00 am clean up classrooms: Finish diaper changes. Snack will be given at this time. Prepare for inside or outside gross motor activities.

10:30 am: Outdoor Play

11:00 am Inside: Drinks, music time: Tapes with a variety of children's songs and other types of music, nursery rhymes, favorite songs, simple music instruments, scarves and ribbons to dance with. Creative movement is encouraged.

11:30 am Lunchtime: Hand washing, Children choose seats and plates are served with complete helpings of menu. Children are helped with eating if needed and encouraged to try everything.

12:00 pm: Clean up from lunch, prepare for nap. Wash, change and potty.

12:15-2:15 pm Nap time

2:15 pm Change diapers and potty. Quiet activities- book, puzzles, manipulative skills

2:45 pm Snack time

3:45 pm outside or inside gross activities.

4:45 pm Prepare to go home. Clean up activities, parents and staff share information.

6:00 pm close.

The toys and tables are cleaned with soap and water and disinfected with a bleach and water solution after each child's play. The bathroom, sinks & door handles are all cleaned with a bleach and water solution twice a day, after lunch and at the end of the day. Vital Oxide is also used as a cleaning agent.

Health considerations

Pennsylvania licensing standards prohibit children from attending the program during contagious illness. It is also our belief that children need the quiet, individualized attention of a special adult when they are ill. A signed physicians release is required before a child can return to the center after being out sick for 3 or more days.

MASKS: Little Wonders will give you, the parents, the choice as to if you want your child, 2 years and up, to wear a mask. We however, we are going to keep the policy, if the child has a runny nose and not feeling too well, they will HAVE to wear a mask.

Fever: 100.4 degrees or above. Please keep your child home! If during the day your child should display any symptoms of COVID- 19, parents will be contacted and you will have to get your child within an hour. Child MUST BE FEVER FREE FOR 24 HOURS WITHOUT THE AID OF MEDICATION.

Symptoms: Fever, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea. Please notify the center if your child is kept home due to illness. A signed physicians release is required before a child can return to the center after being out sick for 3 or more days.

Medication

There's only 1 type of medication which may be legally given by a child care employee. Those specifically ordered by a physician for the individual child in a prescription container.

Please do not ask us to administer non-prescription drugs without a written order from your physician.

Immunizations

All children at the center must have up to date immunizations. Please check with your physician prior to starting school to make sure your child's records are up to date.

Allergies and food restrictions

If your child has any food allergies your physicians written instructions must be on file at the center. Please notify us if your child has any food restrictions due to religious belief.

If applicable, may we have copies of your child's IEP, IFSP, written plans and or Special Needs assessments completed by professionals in order to better help your child meet his/her goals? Yes_____ No_____

Emergency Procedures

Emergency procedures for fire are posted in each classroom. Practice drills are conducted on a regular basis. Our office is equipped with a weather emergency radio that will alert us to any weather emergency related conditions. Our staff are all trained in first aid procedures, and there is always at least one staff member trained in infant/child CPR on duty at all times. Children will be evacuated and assemble outside the building, in the top parking lot, in the event of a building emergency.

To Access DHS Regulations: www.dhs.pa.gov/providers/Child-Care/pages/Child-Care-Regulations.aspx

To contact the Regional Child Care Office: Ph # 570.963.4371 or Toll Free: 1800.222.2108

Address: Northeast Regional OCDEL

100 Lackawanna Ave.

Scranton State Office Bldg.

Scranton, PA 18503

In case of inclement weather:

- Please check WNEP channel 16 (www.wnep.com) school closing.
- Class Dojo App

Prevention of Shaken Baby Syndrome and Abusive Head Trauma

Belief Statement

We, at Little Wonders Learning Center, believe that preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality child care, and educating families.

Background

SBS/AHT is the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and /or there is trauma to the head. Shaking may last only a few seconds but can result in severe injury or even death.

Procedure

Recognizing:

- Children are observed for signs of abusive head trauma including irritability and /or high- pitched crying, difficulty staying awake/lethargy or loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite, vomiting, bruises, poor feeding/sucking, no smiling or vocalization, inability of the eyes to track and/or decreased muscle tone. Bruises may be found on the upper arm, rib cage, or head resulting from gripping or from hitting the head.

Responding to:

- If SBS/ABT is suspected, staff will:
 - Inform the Director and call 911 upon suspecting SBS/AHT
 - Call the parents/guardians.
 - If the child has stopped breathing, trained staff will begin pediatric CPR

Reporting:

- Instances of suspected child maltreatment in child care are reported to Office of Child Development and Early Learning/DHS by calling 1.800.222.2108 or 570.963.4371
- Instances of suspected child maltreatment in the home are reported to Children & Youth of Pike County @ 570.296.3446, & Childline @ 1.800.932.0313

Prevention strategies to assist staff in coping with a crying, fussing or distraught child

Staff first determine if the child has any physical needs such as being hungry, tired, sick, or in need of a diaper change. If no physical need is identified, staff will attempt one or more of the following strategies:

- Rock the child, hold the child close, or walk with the child.
- Stand up, hold the child close, and repeatedly bend knees.
- Sing or talk to the child in a soothing voice.
- Gently rub or stroke the child's back, chest, or tummy.
- Offer a pacifier or try to distract the child with a rattle or toy.
- Take the child for a ride in a stroller
- Turn on music or white noise.
- Ask another staff person for help
- Allow staff to take a 15 minutes break away from the children.

Prohibited behaviours

Behaviours that are prohibited include (but are not limited to):

- Shaking or jerking a child
- Tossing a child into the air or in a crib, chair, or car seat
- Pushing a child into walls, doors, or furniture

Strategies to assist staff members understand how to care for Infants

Staff reviews:

- How to Care for Infants and Toddlers in Groups, the National Center for Infants, Toddlers & Families, www.zerothreetothree.org/resources/77-how-to-care-for-infants-and-toddlers-in-groups

Strategies to ensure staff members understand the brain development of children up to five years of age:

All staff take training on SBS/AHT before employment start date. Training includes recognizing, responding to, and reporting child abuse, neglect, or maltreatment as well as the brain development of children up to five years of age. Staff will take workshop:

- Get Started with Center-Based Care: Building Blocks for Quality Self- Learning Module www.betterkidcare.psu.edu
- Brain Development from Birth video, the National Center for Infants, Toddlers and Families, www.zerotothree.org/resources/156-brain-wonders-nurturing-healthy-brain-development-from-birth

Parent web resources:

- The American Academy of Pediatrics: www.healthychildren.org/English/safety-prevention/at-home/pages/Abusive-Head-Trauma-Shaken-Baby-Syndrome.aspx
- The National Center on Shaken Baby Syndrome: <http://dontshake.org/family-resources>
- The Period of Purple Crying: <http://purplecrying.info/>
- Early Development & Well-Being, Zero to Three, www.zerotothree.org/early-development

04.29.2022

Effective Date

This Policy was reviewed and approved by:

Nalini Inglesby

04.18.2022

Owner/Director

Date

DHS Certification Representative

Parent Acknowledgement Form:

I, the parent or guardian of _____ (child's name)

acknowledge that I have received and read a copy of...

Please initial:

_____ Little Wonders Parent Handbook

_____ Little Wonders Shaken Baby Syndrome/Abusive Head trauma Policy

Child's Name: _____

Signature _____

Date _____



NONDISCRIMINATION IN SERVICES

To: Clients/Parents

From: Nalini Inglesby: Nalini Inglesby Administrator

Admissions, the provision of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin, age or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aids, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual/client/patient/student (and/or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

Little Wonders Learning Center & Child Care Inc.
104 Ritz Drive Dingmans Ferry PA 18328

PA Department of Human Services
Bureau of Equal Opportunity
Room 225, Health & Welfare Building
PO Box 2675
Harrisburg, PA 17105

PA Human Relations Commission
Harrisburg Regional Office
333 Market Street - 8th Fl
Harrisburg, PA 17101-2210
717.787.9780
717.878.7279 TTY users only

US Department of Health and Human Services
Office for Civil Rights
Suite 372,
Public Ledge Building
150 South Independence Mall West
Philadelphia, PA 19106-9111

Stakeholders/Resources for Parents

Dingman-Delaware School District	Phone # 570.296.3130 www.dvdsd.org
Early Learning Resource Center Carbon, Monroe & Pike Counties	Phone # 570.994.1135 Ext. 404
Head Start Program	Phone # 1.800.717.4224 or 570.963.6633
Early Intervention: Center of Developmental Disabilities-Pike County	Phone # 570.296.3992
Early Childhood Mental Health: Community Services for Children	Phone # 1.800.528.7222
Easter Seals – Monroe/Pike Counties	Phone # 570.421.1254
Wallenpaupack Area School District	Phone # 570.226.4557
Dingmans Medical Center	Phone # 270.828.8000
Department of Public Welfare	Phone # 1.800.222.2108
Department of Health	Phone # 1.877.724.3258
Pike County Workforce Development Agency	Phone # 1.570.296.2909
Delaware Township Municipal Building Dingmans Ferry, PA	Phone # 570.282.2347