



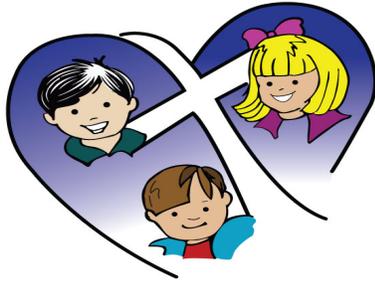
# LittleFriends

CHRISTIAN PRESCHOOL & CHILDCARE

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*"Where learning is fun and children are special!"*

## Parent Handbook<sup>(4-11)</sup>



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## Welcome

We are honored and delighted to have the privilege of teaching and caring for your child. We dedicate ourselves to showing Christ's love and to creating a learning environment that is safe, fun, and Christ centered. Together we want to help your child grow spiritually, emotionally, socially and academically.

We do not discriminate on the basis of race, religion, or creed and will respect the family and home of each child.

Little Friends Christian Preschool and Childcare is a ministry of the La Grande Seventh-day Adventist Church. We invite you to visit at any time and to share with us your valuable thoughts. It is our goal to serve you and this community.

## Mission

We are here to show the love of Jesus to each child and to provide learning experiences in a safe, fun and Christ centered environment.

## Educational Philosophy

We want the principles of God's Word and the love of Jesus to be the focus of our classroom. It is our desire to create an environment for children that teaches the Christian values of honesty, respect, love and integrity along with developmentally appropriate learning and play activities. By recognizing different temperaments and learning styles, by challenging and encouraging, by nurturing and developing, and by working as a team, we will help them grow in their identity, self-esteem and dignity.

## What We Believe

We teach basic Bible truth in our classroom. The following is our Statement of Faith.

### Little Friends Christian Daycare Statement of Faith

We believe | **That there is one God, eternally existent in three persons—God the Father, God the Son, and God the Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)**

We believe | **That the Bible is the inspired, only infallible, authoritative, inerrant Word of God. (2 Timothy 3:15, 2 Peter 1:21)**

We believe | **In the deity of Christ. (John 10:33);  
In his virgin birth. (Isaiah 7:14, Matthew 1:23, Luk 1:35);  
In his sinless life. (Hebrews 4:15, Hebrews 7:26);  
In his miracles. (John 2:11);  
In his vicarious and atoning death to pay for our sins. (1 Cor. 15:3, Eph. 1:7, Hebrews 2:9);  
In his resurrection. (John 11:25, 1 Cor. 15:4);  
In his ascension to the right hand of the Father. (Mark 16:19);  
In his personal and soon return in power and glory that we might live eternally with Him. (Acts 1:11, Revelation 19:11)**

We believe | **In the resurrection of both the saved and the lost; they that are saved to the resurrection of life, and they that are lost to the resurrection of damnation. (John 5:28-29)**

We believe | **In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14, 1 Cor. 3:16, & 6:19-20, Ephesians 4:30 & 5:18)**

We believe | **In the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28)**

We believe | **That the 10 Commandments of God are a reflection of His moral character and that by obeying them we reflect His character.**

We believe | **That our bodies are the temple of God and that we have a responsibility to take good care of them. (1 Corinthians 16:16-17)**

## About our Staff

The staff of Little Friends Christian Preschool and Childcare is a warm and creative group of individuals who are committed to providing quality childcare with kindness and respect. Their goal is to offer a safe environment and to nurture and develop each little person in their care. Our staff has varying levels of education and experience but each brings unique talents to contribute to the success of the preschool and childcare program.

### Little Friends Director

Rachel Sather

Phone #: (541) 690-9620 - Cell/Hm  
(541) -963 -6390 - Office

### Assistant Director

Catherine Peters

Phone #: (541) 962-0484

### Preschool Instructors/Childcare providers

Catherine Peters

Cheryl Byrnes

Barbara Hills

### Support Staff

- See bulletin board postings for any updates

Jonathan Beckner

Phone # (253) 754-2280 Cell/Hm

## **Minimum Admission Standards**

Preschool and childcare children need to be at least 36 months old, be able to attend to personal needs, and be bathroom independent. Our curriculum is focused for children ages 3 to 6.

## **Registration and Enrollment Information**

There are forms that we are required to have completed and on file for your child. These registration forms and the registration fee are required on or before the first day of attendance. If you want to secure a place for your child in our preschool or childcare, we recommend that you complete the registration process as soon as possible.

## **Medical Information**

Included in the application packet is a request for medical information and immunization records. The State of Oregon requires verification of immunization. Any child who has not been properly immunized will be released from class until such time as immunizations are complete in accordance with Oregon Law. If your child is taking prescription medication, an authorization to administer medication form must be filled out. This information is very important to the welfare of your child at Little Friends. Please be sure that we are aware of any condition that may need special attention.

## **Early Withdrawal**

In the event that one must withdraw early from preschool, please give a minimum 2 week notice to the director with the end date. If the director is not given notice the full amount of tuition will be due on the due date; however, if the 2 week notice is given your account will be prorated and only charged for the amount of time you were involved in the preschool.

## Tuition Cost

### Preschool

Our preschool has been established as a service to this community and has the advantage of a seamless transition into continued childcare. Our goal is academic excellence, social and emotional growth, physical development and spiritual training.

**Preschool Hours** are 8:00 a.m. until 11:00 a.m. (Pre 4 and Pre 3), Monday thru Thursday, September thru May, with the exception of holiday closures. For those enrolled in preschool, we are open to childcare at 7:30 a.m.

**Morning Pre 4 Class size** is limited to 20 students. There are two teachers.

**Morning Pre 3 Class size** is limited to 13 students. There are two teachers.

**Preschool Tuition** is \$165.00 per calendar month and *is to be prepaid each month* by the 10th. Ex: September Tuition is due September 10<sup>th</sup>. Fees are charged in nine equal monthly payments with no credits for holiday breaks. You must give a two week notice to the director if leaving the facility. If you do not give a two week notice to the director you will be charged for a full month of preschool.

**Registration Fee** is \$75.00 (Non Refundable) for New Students, due at the time of application, \$50.00 (Non Refundable) for Returning Students, if paid by May 15<sup>th</sup>. This is paid once a year at the beginning of school year.

**Preschool Program** operates four mornings per week from 8:00AM-11:00AM, and Monday thru Thursday, September to the end of May.

Children may enroll for 2, 3, or 4 days per week. The tuition fees are as follows: 4 day/wk. (M,T,W,Th) -- \$165.00/month, 3 day/wk. (M,W,Th) -- \$133.00/month, and 2 day/wk. (T,Th) -- \$109.00/month

### Childcare

We are dedicated to providing a safe place for fun, learning and exercise throughout the day. We have a scheduled program to keep each child interacting and happy.

**Childcare Hours:** 11:00 a.m. until 5:30 p.m., Monday thru Thursday

Friday hours to be determined (currently 7:30am-5:30pm)

(For those enrolled in preschool we will open to childcare at 7:30 a.m.)

**Childcare Tuition:** \$3.25 per hour. We ask if you are full time to please pre pay \$200.00 by the 10<sup>th</sup> of the current month we are in. If you use your credit for the month we will charge you for the overage and if you do not use all of your credit it will carry to the next month. You must give a two week notice to the director if leaving the facility in order to collect on any credit you may have. If you do not give a two week notice to the director your credit becomes non-refundable. **Class size** is limited. If you are not on a regular schedule, please call in advance.

## Summer Childcare Program

We are open for childcare during the summer months. Our hours are Monday thru Friday, 7:30 am to 5:30 pm. Our daily schedule includes plenty of outdoor play, circle and group learning times, organized group play, and crafts. We also have the mobile fun unit and other outside activities throughout the week available to enrich your child's summer experience. We are proud of our program and delighted to have to have your child join us. **Summer Childcare Tuition:** Please see Childcare Tuition on page 6

## Other Financial Information

- **Payment and Late Fees**

Payment is due the first of each month. If payment is not received by the 10<sup>th</sup> of each month, a **\$20 late fee** will be charged on the 11<sup>th</sup> and another \$20.00 late fee will be charged every seven days thereafter that you are late. If your account becomes 30 days past due services may be stopped **unless a payment plan has been put in place**. If your account becomes 60+ days past due child(ren) will be terminated from Little Friends and your account will be sent to CAM Credits immediately.

- **Returned Check Fee**

Your account will be charged a NSF of **\$25.00** for a returned check. If you have 3 returned checks then you will have to pay with cash or money order only.

- **Family Discount**

Little Friends offers a payment cap of \$475.00 per month for the first child (\$2.38/hr), \$436.00 per month second child (\$2.18/hr) and \$396.00 per month per sibling thereafter (\$1.98/hr). Payment cap is for Little Friends Tuition and Daycare only.

- **Christian Education Discount**

Little Friends also offers a tuition discount of 10% to families with children enrolled in a tuition charging Christian School for grades 1 thru 12, such as the La Grande Adventist School and Grande Ronde Academy. Schools such as Think Link, Montessori, or home school are not included in this offer. This discount applies to Pre 3 and Pre 4 students.

- **Prepay Tuition Discount**

Little Friends offers a 5% discount to families who are in a position to pay for the full year by the 10<sup>th</sup> of September. This prepay discount will be taken after any family discounts that may apply.

- **Credit/Debit, Electronic Check**

We are now able to accept these forms of payment. Call or come to the office to pay or go to <http://lagrande22.adventistschoolconnect.org/> Select links, and select the first link on the link page to create an account.

## **Closures**

**Holiday Closures** - Little Friends will be closed the following holidays: Martin Luther King Day, Presidents Day, Spring Break, Memorial Day, Fourth of July, Labor Day, Thanksgiving and the Friday following, and for the Christmas Holiday. We try to follow local school schedules regarding holidays

**Other Closures** - To be announced as needed.

## **Arrival Procedure**

We want to keep your child safe at all times. Please do not drop off your child and let them walk in alone. It is important that you or another authorized adult sign your child in. When a Failed-Sign-In happens, and our staff does not note the time, we will use the child's earliest usual and customary time of arrival. Always make sure that one of our staff is aware of your child's arrival. (Other transportation arrangements must be noted on the enrollment form.)

## **Departure Procedure**

When picking up your child, it is important that you or another authorized adult sign your child out. In the case of a Failed-Sign-Out we will use the child's latest usual and customary time of sign out. Children will be released only to a parent or legal guardian, or to a person authorized on your enrollment records. Please inform authorized persons that they may be asked to show proper ID.

If parents are separated and a court order preventing one parent from picking up that child exists, we will need a copy of that court order on file. We have no legal right to deny a parent access to their child without a court order. Little Friends wishes to remain neutral in all custody matters. Our facility may not serve as a visitation site.

## **Early Drop-Off and Late Pick-Up**

Please be considerate of our hours. Our teachers need time before opening to prepare for your child's learning and activities. Having parents show up late can be frightening to children and hard on the caregivers who have families of their own. There are times when people are unavoidably detained. When this is the case, we expect a phone call to inform us of your expected pick up time. Out-of-hours charge is \$5 for every 15 minute increment (or portion thereof) for Early Drop-Off and after 5:30PM for Late Pick-Up. Our intent is not to increase our income, but to have our opening and closing times respected so we may follow through with our family plans and commitments. This will also help cover the cost of having a teacher on staff during the extended time.

## Your Child's Lunch

We ask that you provide a nutritious lunch for your child. **Please send your child with a ready to eat lunch.** (Foods that require heating or other preparation are highly discouraged due to the amount of accumulated time it takes to prepare for 20 children.)

The Oregon Child Care Division (OCCD) has set up rules to safeguard the well being of your child. They have stated in their rulebook that every meal, whether provided by the center or the parent, shall meet USDA guidelines and shall include at least one serving from each of the following groups:

1. **Fluid milk** (will be provided by Little Friends) \*

\*Milk Exception: If your child has milk allergies or you feel that they do not need milk at lunch we are allowed to make an exception. Please provide us with a note to this effect.

2. **Breads and grains**

3. **Meat, fish, poultry or meat alternatives** (e.g., dried beans, peanut butter, yogurt or cheese):

4. **Two servings of fruits and/or vegetables.**

(A serving size for children is relatively small. Some examples would be 3-4 carrots or celery sticks,  $\frac{1}{2}$  of a banana or apple, 1 small carton of applesauce or raisins, etc.)

-Juice may count as a fruit if it is 100% fruit juice.

-Jams, jellies and fruit candies **do not** count as a fruit.

Please follow the above guidelines as you prepare your child's lunch. As a licensed center we are required to monitor your child's lunch and provide any portion that is missing. If we supplement your child's lunch, other than for the milk, we will charge you \$1.00 for each supplemented item. If you have forgotten a lunch and/or are late to pick up your child, we will provide a balanced lunch and we will charge you \$4.00 for a full meal.

## Dessert

It is sometimes fun to have an occasional sweet treat to finish off lunch but it is not a requirement for a healthy lunch. If you include more than one sweet item in your child's lunch we will let the child choose to eat one of the items for dessert and save the other item for later. Items that we would consider a dessert include gummy fruit snacks, Jell-O, sweet food bars, cookies, etc.

## Pizza Fridays

We serve pizza, 2 servings of vegetables and/or fruit, and milk on Fridays (providing there is Friday Daycare available). There is a \$3.00 **cash** charge if your child wants to participate. You may pay this in advance if you wish or the day of. **Please pay with exact change (CASH please).**

## Snacks

**Preschool** -- There is a snack bucket for each class that has a student list on it plus healthy snack choices. Each student will take turns having a chance/time to bring in a special snack from the snack list, and then pass the bucket on for the next student. Please make arrangements with the teacher if you wish to bring in a birthday snack. *OCCD rules state: If parents bring food for all the children the food shall be commercially prepared.*

**Daycare** - We provide each and every snack during the child care hours. If you wish to bring something or donate items for snack please let the director know.

## Rest Time

Little Friends policy requires all children in this center to have a rest time. They are not required to sleep but are asked to stay on their mats and to be quiet. The room is darkened and quiet music is played. Please have your child bring a favorite stuffed animal/blanket/pillow. A small blanket and pillow will be provided if they prefer not to bring their own. Please be sure that it is something that can fit in your child's cubby easily or that you can bring back and forth.

## Items Children Will Need

Please supply the following items for each child.

- An extra set of clothing, including underwear and socks, to keep in the child's cubby in case of accidents or spills.
- Appropriate Clothing and **Dress Code**: Please be sure each morning that your child is dressed for the weather. Please make sure straps are at least an inch wide (for modesty), no spaghetti strap tops. We ask that the children keep shoes (closed toed) appropriate for running and playing on their feet except for rest time (for safety).

## Our Discipline Policy

Throughout a child's development there are times when they inevitably behave in ways that are unacceptable or hurtful to others. When corrective discipline becomes necessary we want the children to see respect and love in the example of each staff member.

We strive to use:

- **Redirection:** By keeping the children involved in activities that interest them we can often prevent situations from arising that require further intervention; also, situations can be dissipated before they escalate.
- **Instruction:** We can teach the children to resolve their own disputes by guiding them to peaceful cooperation.
- **Separation:** If redirection and instruction are not effective, or if the safety of another child is threatened, we will put the offending child in a time-out. Our general guide is one minute for each year of the child's age.

When you feel there is a problem that needs to be addressed, please contact the teacher. We will also let you know you when we experience a behavior with which we would like your help.

## Promotion/Retention

The success of each child is very important to the staff of Little Friends Christian Preschool. We will continually work to implement the most effective methods to insure that your child progresses satisfactorily. If at any time, the teacher or parent has a concern the child is not making satisfactory progress, a plan for improvement will be developed. If retention is a consideration, a prescribed process will be followed so that the child's best interest is served. Please note, the school does not advocate social promotion, but rather considers the development of the whole child when making the decision to promote or retain. The decision to retain a student will be made with the parent, teacher, and administrator after careful evaluation

## Illness

State licensing mandates that a child with any of the following symptoms be isolated and the parents notified and asked to pick up their child as soon as possible.

- Vomiting
- Body Rash, especially with a fever or itching. Also includes nits or lice.
- Diarrhea
- Eye infections
- Sore throat

- Generally not feeling well, unusually tired, pale, or cranky.
  - Fever of 100° F or more
- Please do not put other children at risk by bringing your child with any of the above symptoms.
  - An outbreak of communicable disease or food poisoning shall be reported to the parents of all children who attend Little Friends.
  - Children are welcome at the center 24 hours after symptoms disappear or from the start of taking antibiotics.
  - Certain illnesses may require a doctor's release before returning to Little Friends.
  - Any outbreak of lice will require that the child be sent home immediately

### **Suggestions, Ideas and Concerns**

Your suggestions and ideas are important to us. We want to continually improve our service to you.

When you have a concern, we would like to address it as quickly as possible. Please talk with the teacher or director.

### **Emergency**

Should there be an emergency, all parents will be notified.

Fire drills shall be practiced monthly. Additionally, another aspect of the emergency plan shall be practiced every other month. If you would like a copy of our emergency procedures we will be happy to provide you with one.

*We thank you for the confidence that you place in us by entrusting us with the care of your precious child. We commit to providing your child a safe and fun environment in which to learn and grow. We look forward to working with you as together we nurture and develop the special gifts and abilities of your child.*