



Little Learners

Early Childhood Center

Making Memories, Marking Milestones

Welcome to Little Learners. We are so excited to be enrolling your child in our program. At Little Learners, your child will have the opportunity to explore, create, and imagine while developing academically, socially, emotionally, and physically. These opportunities will take place in a safe, nurturing environment under the guidance of loving, experienced teachers.

Lead Teacher Information

Kim Maples has been teaching at the elementary level for 13 years and in that time has had the opportunity to teach preschool through fifth grade students. She graduated from the University of Kansas in 1993 and completed the teacher certification program in 1994. Kim received her Master's Degree and Reading Specialist Certification from KU in 2000.

Christi Eaton has been teaching at the elementary level for 9 years. She has worked with preschool children and children up through fifth grade. Christi graduated from the University of Missouri in 1998. She also holds a Master's Degree as well as a Reading Specialist Certification. In addition, Christi received her National Board Certification in 2006.










Kim and Christi have both been Reading Specialists at Starside Elementary in De Soto and enjoyed helping struggling students improve as readers. Through this experience, they have learned what early skills children need before beginning kindergarten. They are really excited about teaching preschool and guiding children through experiences that will prepare them for a successful start in elementary school.

Little Learners Operating Information

Little Learners is currently licensed to provide care for no more than sixty children. Child care will be available Monday through Friday from 7:00 a.m. to 5:45p.m. Part-time care is available in the morning from 7:00-11:30 and from 11:45-4:15 in the afternoon. Three programs are offered at Little Learners to ensure that all children are engaged in activities that are developmentally appropriate and specifically designed for them. We have a program for children age 18 months to 3 years old. For our older children we have two programs—one for 3 and 4 year olds and one for 4 and 5 year olds who will be going to kindergarten the following year. With these programs we are able to find the perfect placement for your Little Learner.

Little Learners Daily Routine

*This is a sample schedule. Activities would be reversed for children attending afternoon preschool.

7:00-8:15		Breakfast	Children arriving after 8:15 a.m. should eat breakfast at home.
8:15-9:00		Free Play	Children will have time to play and explore while learning to share and interact with others.
9:00-11:30	Preschool Children will participate in whole group, small group, and individual choice activities. Through songs, games, stories and creative play, children will learn the skills described below. Children will also have the opportunity for an outside play break during this time.		
	Social Skills and Activities Manners "I-Care" Rules Conflict Resolution Self Care (zip, snap, tie, button) Dramatic Play Singing Unstructured Play Time Outdoor Play Time	Math Skills and Activities Shape Recognition Patterning Number Recognition Basic Counting Skills Calendar Skills Spatial Awareness Comparing Math in the Environment	Reading Readiness Skills and Activities The Alphabet Letter Sounds Blending & Segmenting Sounds Rhyming Awareness Print Awareness Identifying Beginning Sounds Literature Appreciation
		Outside Play	Weather permitting, each morning children will play outside otherwise, we will play inside.
11:30 - 12:00		Lunch	A nutritious and balanced meal will be provided daily.
12:00-12:20		Read Aloud	A read aloud time will be used to share great stories and help children prepare for rest time.
12:20-1:30	Nap/Rest Time A rest mat will be provided for each child. They are also welcome to bring a special blanket or stuffed animal (please label). Children who aren't tired or have out grown naps may look at books or work on puzzles but will be asked to stay on their rest mats during this time. The length of nap/rest time will be based on the needs of the children. Please be sure to let your child's teacher know if you feel your child is getting too much or not enough time to rest.		
1:30 -2:00		Outside Play	Weather permitting, each afternoon children will play outside otherwise, we will play inside.
2:00-4:00		Learning Extensions	Children will enjoy a snack followed by a theme related craft, special of the day, a story, and unstructured play.
4:00-5:30		Free Play	Children will have another time to play and explore.

Program Description

Toddler Program:

Your child will be engaged in research-based curriculum that is developmentally appropriate. Toddlers will remain in one room with the same teachers each day. Within the Toddler Room, your child will be engaged in enriching activities related to the current theme. Your child will also have a special activity each day which will include one of the following: Cooking, Science Experiments, Social Studies Exploration, Computers, Sign Language, and Music and Movement. Toddlers will have the opportunity for outside play daily when weather permits.

Preschool Program:

Your child will be engaged in research-based curriculum that is developmentally appropriate in reading, writing, math, science, and social studies. There will be a morning and afternoon preschool class. When not in the preschool classroom, your child will be in a Learning Extensions room. Within the Learning Extensions room, your child will be engaged in enriching activities related to the current theme. Your child will also have a special activity each day which will include one of the following: Cooking, Science Experiments, Social Studies Exploration, Computers, Spanish, and Music and Movement. Children will have the opportunity for outside play daily when weather permits.

Little Learners Curriculum

The curriculum at Little Learners will be based on science and social studies themes and will have a strong academic focus on reading and math skills. Children will be engaged in activities that can best be described as learning disguised as fun. The themes will capture children's interests and they will be invited to learn about their world through songs, games, stories, and creative play while developing the important cognitive, social, emotional, and physical skills that they need before entering kindergarten.

Little Learners will celebrate traditional holidays by reading books and making crafts. We will have parties for Valentines Day, Easter, Halloween, and Christmas. If you do not wish for your child to participate in these activities, please let a director know. Little Learners welcomes parents to visit and observe our activities at any time.

I Care Rules

At Little Learners, fun activities, games, songs, and puzzles from the Peace Education Foundation will be used to teach children the "I Care Rules" and important skills like listening, cooperating, and sharing. Below you will find the five "I Care Rules" that the children will be learning:

1. We listen to each other.
2. Hands are for helping, not hurting.
3. We use I-Care-Language.
4. We care about each other's feelings.
5. We are responsible for what we say and do.

Problem Solving Technique (F.R.I.E.N.D.) - NAEYC November 2006 Journal

Face-to Face (The teacher will face the children at eye level and speak in a calm and gentle manner.)

Recognition (The teacher states observation: "You look very angry.")

Inquire (The teacher asks each child to tell him/her what happened.)

Echo (The teacher will repeat each child's statement: John you are saying Chris took the tricycle from you. Chris you are saying that John doesn't want to share with you.)

Negotiate (John wants to let you ride the tricycle for 10 minutes and then he can ride it for 10 minutes. The teacher may have to help with negotiations in the beginning.)

Down Time (The teacher praises the children for solving the problem and then follows-up to make sure the problem has been solved.)

Rewards/Consequences

Your child will be rewarded daily with smiles, hugs, and constant praise for good choices.

Children will also earn trips to the "treasure box" for consistent, positive behavior.

When necessary the techniques listed below will be used to encourage children to follow the "I Care Rules." Consequences will be determined by the situation and by what is developmentally appropriate for each child. Corporal punishment will not be used at Little Learners.

1. Redirection: Children will be redirected to another activity and encouraged to try again at another time.
2. Natural or logical consequences may be used to encourage positive behavior.
3. Ignoring: Behaviors that are not harmful may be ignored so that they are not reinforced with undue attention.
4. Conflict Resolution: When appropriate, children will be asked what "I Care Rule" is being broken and will be encouraged to think about positive choices and to solve the problem with the "F.R.I.E.N.D." technique.
5. Time Out: A child who is having trouble regaining self-control or is being harmful to other children will be separated from the group. The child will be encouraged to rejoin the group when he/she is ready to show appropriate behavior. Time out will not be used as a punishment but as a way to provide the child with time to regain self-control and make good choices.

A private meeting with parents will be requested if a child's behavior is continuously inappropriate or dangerous. Parents are encouraged to schedule a time to meet if there is ever a concern about behavior or any other issue at Little Learners.

Holidays

Little Learners will be closed for the following paid holidays:

New Year's Day President's Day Memorial Day

Fourth of July Labor Day Thanksgiving

The Day after Thanksgiving Christmas Eve Christmas Day

If a holiday falls on a weekend, Little Learners will either close the Friday before or the Monday after the holiday.

Little Learners will be opened at a reduced capacity the week between Christmas and New Year's Day. This will be a non-paid week for parents if their children are not in attendance. If you will need care during this week, please sign up by December 1st. If your child is in attendance during this week, you will be responsible for paying at a rate of \$175 for the week or our daily rate if you choose to send your child less than five days.

Sick Children and Accidents

The Health Department prohibits a contagious child in group care and clearly defines when children should be kept at home due to illness. Little Learners will follow the Health Department guidelines for determining attendance. Please notify Little Learners if your child has a communicable disease or contagious illness (strep throat, flu, etc.) so that other parents can be notified to watch for symptoms in their children. If a child becomes ill while at Little Learners, parents will be called and will need to pick up the child within one hour. If parents can not be reached, Little Learners will contact the first person on the child's emergency contact list and work down the list until someone is reached who is able to take the child home.

Children with a fever of 100 degrees may not return to Little Learners until they are fever free (without the aid of fever reducing medication) for 24 hours. Children with diarrhea, unexplainable rashes, head lice, eye infection, or vomiting should not be sent to Little Learners. Children must be free of these symptoms for 24 hours before returning to Little Learners. Children with head lice will need to be nit free before returning to Little Learners. This illness policy was created using the *Exclusion of Ill Children* form from the Health Department. This form is included in the Forms and Handouts and may be referred to for more information about when children should be kept out of group care.

Fees

The rate for toddler care (18 months to 3 years) is \$175 per week. The rate for pre-school care (3 years to 5 years) is \$165 per week. The rate for part-time toddler care is \$45 a day or \$23 for a half day. The rate for part-time preschool care is \$40 a day or \$20 for a half day. Payment is due on Mondays. A \$10 charge per day will be assessed for late or incomplete payments. Returned checks will be assessed a \$35 service charge. Consistent failure to make timely payments may result in termination of services.

Little Learners will be open from 7:00 a.m. - 5:45 p.m. We understand that there may be times when being late is unavoidable; however, in these situations please provide Little Learners with a courtesy call. If early drop-offs and late pick-ups become a consistent problem, we will reserve the right to implement a late fee of \$1 per minute.

We will occasionally take academic field trips or go on social outings. Parents may be asked to contribute a small amount to help cover the cost of these activities.

An enrollment fee of \$50 will be due at the time of enrollment. This fee helps cover the cost of supplies, provides a rest mat, and holds a child's place until he/she begins attending Little Learners. A refundable deposit equal to one week's tuition is required before a child's first day of attendance.

Termination

Little Learners may ask that another provider be found if there are unresolved behavioral issues or issues involving noncompliance with stated policies. Whenever possible, parents will be given two weeks notice to find another placement. However, Little Learners may terminate care without giving notice if a child's behavior is consistently inappropriate and/or dangerous or if timely payments are not made. Parents will also need to give two weeks notice when terminating child care. If a two weeks notice is given, the deposit will be returned on the child's last scheduled day of care or may be applied to the final week of services. If a two weeks notice is not given, the deposit will be forfeited.

Enrollment

The documents listed below are included in the Forms and Handouts packet. Please take note of the forms that will need to be signed and returned before child care can be provided. A signed agreement must be returned with the enrollment fee before an opening will be considered filled.

Forms and Handouts

Child Profile*

Parent-Provider Agreement*

Authorization for Emergency Medical Care*

Medical Record and Health Assessment*

Authorization for Dispensing Short-Term Medications to Children*

Authorization for Dispensing Long-Term Medications to Children*

Permission to Administer External Non-Prescription Preparations Form*

Permission to Photograph Form*

Child Pick Up Form*

Checklist for items to be left at Little Learners

Guidelines for Exclusion of Children Who are Ill

Disaster Plans

Please use the self-addressed, stamped envelope provided to return your enrollment forms and check made out to Little Learners for the \$50 (per child) enrollment fee.

(*must be signed and returned)

Thank you for considering Little Learners. We look forward to having your child in our care. If you have any questions please don't hesitate to call. We would be happy to visit with you more about the experiences your child will have at Little Learners.



We promise you every day
Your children will learn something.

Some days they'll bring
it home in their hands.

Some days they'll bring
it home in their heads.

And some days they'll bring
it home in their hearts.

By Valerie Welk