

Little V.I.P.'s
318 E. Browning Rd.
Bellmawr, NJ 08031
(856) 931-1811
Fax: (856) 931-9111

Policies

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Please complete and return this portion to the center. (Please print)

Name of Child: _____

Name of Parents: _____

I have read and received a copy of Little V.I.P.'s policies and understand Little V.I.P.'s has the right to terminate my childcare if polices are not followed.

Signature: _____

Date: _____

POLICY AGREEMENT

Little V.I.P.'s infant care and preschool provides quality care and education to children between the ages of six weeks and years old during the school year and summer program for up to ten years old. Communication between the administration staff, parents and children is essential to provide a stable learning environment. These policies exist to ensure the safety and well being of both the children and the parents.

ENROLLMENT

Children must be at least six weeks of age to enroll. At the time of enrollment, a non refundable registration fee must be received. A registration fee will also be required each September. Prior to the start date, all registration information must be completed and returned, including our policy agreement, enrollment form and current immunization record.

NON-DISCRIMINATION

Little V.I.P.'s welcomes and enrolls all children between the ages of six weeks and 5 years old. We enroll children on a first-come, first-serve basis. Little V.I.P.'s does not discriminate on the basis of gender, race, religion or ethnicity.

CONFIDENTIALITY

All information pertaining to a child and or family will be kept confidential at all times. Students' files are accessed and maintained by the administration staff. When pertinent to a child's well being, records may be occasional reviewed by regulatory agencies.

SPECIAL NEEDS

Little V.I.P.'s will accept children with special needs whenever possible. Children with special needs require and provide an enriching environment to themselves and the children around them. Little V.I.P.'s staff will work closely with the child, child's physician, therapist and/or other professionals to provide your child with the best care.

The more information provided to us about the child and the resources he or she requires, the better we will be able to meet those needs. For this reason, and in accordance with the requirements of the title III American Disabilities Act, we will require parents to complete and individualized assessment tool prior to enrollment.

HEALTH PRECAUTIONS

At enrollment time, immunizations records are required of all students. These must be given by the child's first day of enrollment. If you child develops symptoms of illness throughout the day, we will contact you. For the health and well being of your child and others, please do not bring him/her to school if your child displays any of the following symptoms:

- Has a fever or is not fever free for 24hours of 100.5 F under the arm or 101.5 F taken orally, sore throat, swollen glands, earache, vomiting, rash, irritability or confusion.
- Has three or more diarrhea or vomiting occurrence with 24 hours
- Is in the first 24 hour of antibiotic treatment
- Has a heavy nasal discharge that is not clear
- Has a sever cough or breathing that is rapid or difficult
- Has a parasite
- Is fatigued or is not feeling well enough to participate in regular school activities.
- Has a symptom of a possible communicable disease including red eyes, sore throat, painful ears, pink eyes with discharge, headache and/or fever and vomiting..

Your child will be re-admitted to school when they are **symptom free for 24 hours**.

If your child has a communicable disease, it is very important that you notify the director so that we can take any necessary precautions. See Health Requirements SUBCHAPTER 7 at the end of your packet.

An attempt to reach you will be made in the case of illness, accident or injury. If you are unreachable, emergency contacts and/or the child's pediatrician will be called. In the case of an emergency, we will also call an ambulance. Such emergencies in which we must call 911 include but are not limited to difficulty breathing and convulsions. An administrative staff member will remain with your child until medical assistance arrives. By signing this form, you are authorizing Little V.I.P.'s to call an ambulance in the case of a perceived emergency.

SIGN IN/OUT

Please make sure that you sign your child in and out every day. It is necessary in the case of an emergency that administration has a log of all students in the Center for the day. This will be the list we refer to when notifying parents of an emergency.

Only a designated person (those people authorized by the parents in enrollment forms) will be able to pick up your child from school. Photo identification will be checked for any designated person picking up a child.

Please advise us of any changes to your authorized pick-ups, since no exceptions will be made to this policy. Also, remember to have a car seat available for your child when others are transporting them.

TUITION/FEES

Tuition may be paid weekly, semi-monthly, or monthly. Weekly tuition is due on the Monday of each week. Semi-monthly tuition is due on the 1st and 15th of each month. Monthly tuition is due on the first day of each month. A late fee will be applied to late payments.

If your child remains at home for any personal reasons or due to sickness, you will be required to pay the tuition in full for their period of absence. Payment must be made in full in order for you child to return to school. A re-registration fee may also be required at that time based on circumstances. No refunds or tuition credit will be given to families who do not give appropriate notice.

Any checks given to us for payment, which return to us from your bank unpaid, will be charged a \$25.00 NSF fee. If this occurs more than two times, tuition must be paid in cash. Payment must be made promptly at that time.

A 10% discount will be given to families enrolling more than one child in the immediate family. The discount will apply to the eldest sibling.

If there are any circumstances that will not allow you to pay your tuition on time, it should be discussed with the Little V.I.P. administration prior to any delinquent fees. Please note that failure to pay tuition on time may result in termination of enrollment.

It is very important that you pick up your child on time. After 6:00 pm, a \$25 fee for every 15 minutes must be paid. This fee is charged when teachers and administration must wait for parents to arrive at school. Child's dis-enrollment may result from repeated incidents of late pick-ups.

All fees are Non-Refundable

AFTER HOURS

If a child has not been picked up at closing time, the Administrator on duty will attempt to contact the parents and every authorized pickup person listed on the authorization form. If no contact can be made to arrange a pick up, legal authorities will be notified. If these authorities are also unable to make contact, the child will be cared for as directed by these authorities. Little V.I.P.'s staff is not permitted to remove the child from the center and continue to provide care in their home or at any other location. A late fee will be charged for after hours pick up.

VACATION

Your child will receive a one-week vacation a year. Parents are responsible for 50% tuition during the vacation weeks. This 50% tuition week of vacation must be taken each year and can not be rolled over into following years.

MEDICATIONS

All medications brought to school by parents must be in its original container with a pharmacy label clearly affixed to the container. This child's name, doctor's name, medication name, expiration date, required dosage and directions for administration must be clearly visible on the pharmacy label. The parent must also fill out and sign the medicine chart and a medicine sheet for each medication to be administered.

Any medication that is not properly labeled in the designated container or without the required forms, will NOT be administered.

CLOTHING

Since we will be doing many hands-on activities which may be messy at times, we ask that you dress your child in casual and comfortable clothing. It is also recommended that your child wear sneakers or closed shoes. Sandals and boots are not very safe and are not suggested.

We also ask that you have a complete set of extra clothes for your child to wear in the case of an accident or spill. Clothes must be labeled with your child's name on it.

We will gladly wash your child's soiled clothing here. In the event that you would rather have your child's clothing sent home, please make your child's teacher aware and also, be sure to send in a replacement outfit the next day that your child is in school.

Little V.I.P.'s will not be responsible for any lost clothing or possessions.

PERSONAL ITEMS

Any personal items from home such as jewelry, candy, money, toys or play guns are prohibited in school and should be left at home. Little V.I.P.'s will not be responsible for any damages or replacements of these items. It is the parent's responsibility to see that their child is not bringing anything to school that may endanger other children or staff members. Little V.I.P.'s will confiscate any items that are perceived to be potentially harmful to anyone in the school.

SNACKS

A morning snack will be provided for up to the toddler classes and an afternoon snack will be provided for the whole school.

NAPTIME

There is a required rest period during the day for all children. Each child will be given an assigned cot to sleep on. Sheets and blankets are provided. Not all children will sleep, but will be required to rest or have a quiet activity to sit on their mat with.

OUTSIDE TIME

Each classroom is scheduled two half-hour outside times daily. If your child is well enough to be in school, he/she is also well enough to participate in all activities. This includes outside time. A child may not be put in another classroom since that may put the class over state ratios. If your child has asthma, make sure a machine is sent in and medicine charts are filled out in case a treatment is necessary.

BRUISES AND BUMPS

An "incident report" will be given to any parent whose child has incurred a minor injury such as a skinned knee or slight cut. This report will describe how and where the injury occurred. If the injury requires more than first aid attention, we will contact you according to your instructions on your enrollment form. At that time, we will ask that you authorize Little V.I.P.'s to take any emergency measures that are necessary for the medical care and protection of your child. A written report and

student accident insurance claim form will be provided. Any costs associated with medical treatment necessary as a result of an accident occurring at the center will be insured.

BIRTHDAYS

Birthdays are a special time for children as we at Little V.I.P.'s love to participate in your child's special day. Parents are welcome to come and join in the celebration. Arrangements for Birthday celebrations must be made with the child's teacher in advance so that the appropriate items may be ordered and notes can be sent home with classmates.

FIELD TRIPS

Occasionally, that staff will take your child on an age-appropriate field trip. Prior notice will be given along with a permission slip to be signed by each parent. Field trips are an integral part of our educational program. Parents are invited to attend some of our trips. Any walks you child may go on is considered a field trip. In the event that your child will not be going on a field trip with us, other arrangements must be made for care for your child on that day. They will not be permitted to stay at the school.

CLASSROOM MANAGEMENT AND GUIDANCE

Appropriate guidance is our first approach to discipline at Little V.I.P.'s. Appropriate guidance includes redirection, diversion and substitution. Redirection occurs when a child needs a break from the current activity and can be focused to another positive activity. Diversion occurs when we intercede in a situation by providing alternate ways to continue. Substitution encourages a child to participate in another activity that will provide the same response to their needs. These methods are used by our teachers according to each child's age and stage level. Our teachers act as guides to your child, providing correct behaviors in the classroom.

Children learn through experiences. Children build a memory on how and why things work through trying things in a variety of ways. Any concerns observed in the classroom by any teacher will be discussed with the center director and brought to your attention and discussed with you individually.

We at Little V.I.P.'s know that every child is an individual. Our teachers believe in praising appropriate and positive behaviors. Responses to negative behaviors might include ignoring the behavior, redirecting the child to another activity, or discussing the problem with the child.

DISCIPLINE

The purpose of discipline for young children is to teach coping skills and discourage inappropriate behavior. At Little V.I.P.'s, that staff encourages a positive behavior and used positive reinforcement in discipline. By doing this, children learn self-control, self-directions, self-esteems and cooperation. By setting consistent, reasonable limits, children understand what is expected of them and why harmful and aggressive acts are unacceptable. As children begin to understand the difference between right and wrong behaviors, we teach them to use problem resolution techniques.

Under no circumstance is any abuse, physical punishment, deprivation or ridicule used as a form of discipline. Screaming, hitting or ridiculing a child for inappropriate behavior is not an effective way to discipline children.

Redirection is used in the discipline of children and should occur immediately after any inappropriate behavior. After the child is calm, he/she will be clearly explained why a behavior was inappropriate. It will be made sure that the child understands that it is the behavior that is unacceptable, not the child. As a last resort, with a child who is harming or in danger of themselves or another child, quiet time will be given. Quiet time is not a punishment, rather it gives a child the opportunity to clear his/her mind and prepare to rejoin the group in a more productive state. Quiet time is used infrequently for a brief period of time. (no longer than 2-5 minutes in correlation with the child's age.)

No single technique will work every time for every child. Children develop abilities to control their behavior at different rates. At Little V.I.P.'s we take the needs of every child into consideration.

REPORTING SUSPECTED CHILD ABUSE AND NEGLECT

As caring and concerned child care providers, the staff here at Little V.I.P.'s, takes great responsibility in ensuring the safety and well being of every child. Abuse and neglect can be physical or emotional and both require a great deal of attention, support and help. Any type of abuse can drastically impact a child's life. For this reason, as law requires, we are responsible for reporting any suspicions of child abuse or neglect.

Steps of action against child abuse and/or neglect

- Staff member and Director will discuss the situation.
- The Director will observe the child and/or talk with him/her to make a determination.
- Any observations will be documented and filed.
- The Director may discuss her concerns with the child's parents.
- The administration as a whole will make a decision about whether there is a need to notify the Child Protective Agency.
- A social worker or agency representative may visit the child at our center or at the child's home.

To ensure the safety of the children at Little V.I.P.'s, the following measures will be taken:

- Staff members will be carefully screened, including fingerprinting and criminal background checks.
- Staff members will be closely observed and evaluated.
- Classrooms will be monitored regularly both in the classroom and through the window openings

EXPULSION OF ENROLLMENT BY LITTLE V.I.P.'S

In certain circumstances, it may be necessary to discontinue a child's attendance. Such a decision will be based on the best interest for your child and everyone else here at the center. Every effort will be made to correct a problematic situation before a final decision is made. When possible, we will try to give sufficient notice so that alternative daycare can be arranged. However, there may be certain circumstances where as dangerous behavior, which require immediate expulsion of a child from the center.

Termination may be a result of the following:

- Late or no payment of tuition
- Disruptive or dangerous behavior by a child or parent
- The center's inability to meet needs of a child
- Continued violation of the center's policies by parent
- Abuse of a child, staff or property

Little V.I.P.'s reserves the right to end the enrollment of a child at any time. The center may not expel a child based solely on a child's parent making a complaint to the Bureau of Licensing regarding the center's alleged violation(s) of the licensing regulations or questioning the center regarding policies and procedures.

SOCIAL MEDIA OUTLET

Little V.I.P.'s does not discourage staff and parents socializing on social media outlets. However, any questions specifically about your child should be asked during school hours

INFANT AND TODDLER SPECIAL INFORMATION

INFANTS

Please make sure to have the following items for your infant at all times:

- Diapers
- Wipes
- Two changes of clothes
- Bottles (pre-filled or empty with can of formula)
- Ointments must be in original container and labeled with your child's name

Please make sure to replace any of the above items when needed.

All items must be properly labeled and brought to school in a tote bag. All bottles must be accompanied with a labeled cap. Pacifiers must be attached to the child's clothing to avoid the spreading of germs. We will not be responsible for any unlabeled items.

All foods must be supplied and labeled by the parent.

Infants are fed, changes and napped on demand. They will go no longer than two hours without a diaper changes unless they are sleeping. Infants are always held and only put in their crib to sleep. During the hours they are awake, they are given lots of love, affection and care. Parents are welcomed to visit the cent or call to check in on your child daily. You are welcome to breast-feed your infant at any time.

SAFE SLEEPING POSITION

As recommended by the American Academy of Pediatrics, infants will be place on their backs to sleep. If you prefer to have your infant sleep on their side, please provide a triangular wedge.

I prefer to have my infant sleep on his/her back

I prefer to have my infant sleep on his/her side and will provide a triangular wedge

DIAPERS AND FORMULA

Parents must supply a full unopened package of diapers labeled and on unopened box of wipes also labeled. The items must be replenished as needed.

Parents are required to provide a nutritional diet for their infant. Food must be labeled with the child's name and will be refrigerated if needed. All bottles must be prepared and brought to school daily. Any unused portions of bottles will be discarded within an hour of opening them. Bottles should be filled with the only amount of formula that your infant will drink at each feeding. All bottles and left over food should be brought home daily and will be discarded if left at the center

TODDLERS

In addition to the standard Little V.I.P.'s policies, parents are responsible for bring in the following items, which are needed for toddlers who are not toilet trained:

- A package of diapers.
- Baby wipes
- Two changes of clothing
- Sweaters and/or jackets for outdoors

All items must be labeled.

TWO –YEAR OLDS

TOILET TRAINING PROCEDURES

Toilet training is recommended for children between the ages of two and three years. Beginning toilet training too early will place unnecessary pressure and frustration on a child. It is best to start toilet training when your child is aware that their diaper needs to be changed. At this point, children may be able to learn how to control their bowels and bladder.

Cues that may suggest a child's toilet readiness:

- Watch for dry diapers
- Verbal requests
- Gestures of pulling down pants
- Pointing gestures
- Leading caregiver to the bathroom
- Squirming in pants.

Caregiver's responsibilities in addition to being aware of these cues:

- Asking the child to go potty
- Assisting the child on visits to the bathroom
- Posting pictures of sequencing potty routines
- Communicating and working with parents

While using the bathroom, all children will be supervised and assisted as needed. The children will learn to flush the toilet on their own. Every child will be supervised in washing his/her hands with soap and water. The assisting caregiver must also thoroughly wash his/her hands.

Toilet Training is a natural growth period, which allows children to progressively gain independence. All efforts made by a child will be positively acknowledged with encouragement and praise. It is not a time to shame or discourage any mishaps or accidents that may occur.

In the event that a child has an accident, the caregiver will assist in changing the child's clothes. During this time, the caregiver must wear gloves. Soiled clothes will be washed at Little V.I.P's. If you choose to wash clothes at home it is your responsibility to return and full set of clothing, including socks and underwear.