

The following pages contain Little VIP's policies. They may or may not also be covered in the state's policies. Please read through all of the following pages and sign and return the page that states you have read and understand the policies.



LITTLE VIP'S PRESCHOOL **Please complete the following form and return to Little VIP's for your child's file**

Name of Child: _____

Name of Parent/Guardian: _____

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

Parent/Guardian Signature: _____

Date: _____

Little VIP's Policy Agreement

Little VIP's infant care and pre-school provides quality care and education to children between the ages of six weeks and five years old during the school year. We also provide a summer camp program for children up to the age of ten. Communication between the administration staff, parents and children is essential to provide a stable learning environment. These policies exist to ensure the safety and wellbeing of both the children, parents and staff.

Enrollment

Children must be at least six weeks of age to enroll in our program. At the time of enrollment, a non-refundable registration fee must be received. A registration fee will be due each September in order to hold your child's spot for the school year. Prior to the child's start date, all registration information must be completed and returned, including our policy agreement, enrollment forms, Universal Health Form and current immunization record.

Non-Discrimination

Little VIP's welcomes and enrolls all children that fall within the accepted age range. We enroll students on a first come, first serve basis. Little VIP's does not discriminate on the basis of gender, race, religion, ethnicity, sexual orientation, mental or physical handicaps, etc...

Confidentiality

All information pertaining to a child and or family will be kept confidential at all times. Student's files are accessed and maintained by the administrative staff only and are kept in a secure and locked office. When pertinent to a child's wellbeing, records may be occasionally reviewed by regulatory agencies.

Special Needs

Little VIP'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 VIP's staff will work closely with the child, child's doctors, therapist and/or professionals to provide the child with the best possible care.

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

Health Precautions

At enrollment time, immunization records are required of all students. These must be given by the child's first day of enrollment. If your child develops symptoms of illness throughout the day, we will contact you directly. For the health and wellbeing of your child and others, please do not bring your child to school if your child displays any of the following symptoms... (Children MUST BE symptom free for at least 24 hours to return to school)

- Fever over 100.5 F (must be fever free 24 hours to return to school)
- Sore throat, swollen glands, vomiting, earache, rash, irritability or confusion
- Has 3 or more vomiting or diarrhea occurrences within a 24 hour period
- Has heavy nasal discharge that is not clear
- Has severe cough or breathing that is rapid or difficult
- Has any symptoms associated with a communicable disease (red eyes, sore throat, pink eyes, fever, etc...)

Health Precautions (continued...)

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 seven 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 if necessary. 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 VIPs to call an ambulance in the case of a perceived emergency.

Attendance & Signing In/Out

Children must be dropped off to school by 10am. A child may come in after 10am, only if they have a doctor's note explaining their lateness. If a parent/guardian attempts to drop off after 10am without a doctor's note, VIP's management has the right to refuse the child for that day. If you should have any questions about this please feel free to ask.

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 up list, 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.

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 your 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 NSF fee. If this occurs more than two times, tuition must be paid in cash. Payment must be made promptly at that time.

If there are any circumstances that will not allow you to pay your tuition on time it should be discussed with Little VIPs 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 your child up on time. After 6 PM, a \$25 late fee will be given for every 15 minutes past 6:00pm that your child is picked up. For example, if your child is picked up at 6:10pm you will be charged a \$25 late fee. If your child is picked up at 6:20pm you will be charged a \$50 late fee. If your child is picked up at 6:40pm you will be charged a \$75 late fee. Your child may be dis-enrolled if late pick-ups become a repeated offense.

****ALL TUITION AND 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 pick up person listed on the authorization form. If no contact can be made to arrange pick up of the child, legal authorities will be notified. If these authorities are also unable to make contact the child will be cared for as directed by the authorities.

Vacation

Your child will receive a one-week vacation per year. Parents are responsible for 50% of the tuition during the vacation week. This discount must be taken every year and cannot roll over into following years. You get one discount per family, per year; not per child.

Medications

All medications brought to school by parents must be in its original container with the pharmacy label clearly affixed to the container. The 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 close toed 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 or initials on the tags.

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 VIPs 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 VIPs will not be responsible for any damages or replacement 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 VIPs will confiscate any items that are perceived to be potentially harmful to anyone in the school.

Lunch Policy

Parents/Guardians are to provide lunch for the child daily; Little VIP's does not provide lunch to students. Lunches are to be brought in an insulated lunch bag with an ice pack (if necessary). Little VIP's will not store any food in the refrigerator. The lunch bag is to be labeled with the child's name somewhere visible. If lunches are to be

heated up, please remember that we heat up food for a minute in the microwave at most. If the lunch is something that needs to be prepared please prepare the food at home so that it only needs to be reheated at the facility.

Snacks

A morning snack will be provided for the toddler classes. An afternoon snack will be provided to the entire school at 2:30pm daily.

Nap Time

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 cot with.

Outside Time

Each classroom is scheduled two half-hour outside times daily; once in the morning and once in the afternoon. If your child is well enough to be in school, he/she is well enough to participate in all activities. This includes outside time. A child may not be put into a different classroom since that may put the class over state mandated 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 & Bumps

An "incident report" will be given to any parent/guardian whose child has incurred a minor injury such as a skinned knee, slight cut or bump on the head. Anything type of injury that does or could possibly leave a mark will be written up on an incident report. The report will describe in detail how and where the injury occurred. If the injury requires more than just first aid care, we will contact you according to your instructions on your child's emergency card. At that time, we will ask you to authorize Little VIP'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 as a result of an accident occurring at the center will be insured.

Birthdays

Birthdays are a special time for every child. We at Little VIP's love to participate in a child's birthday celebration. Arrangements for any type of birthday celebrations must be made with the child's teacher at least one week in advance so that the appropriate items may be ordered and notes can be sent home with classmates.

Field Trips

Occasionally, the staff will take your child on an age-appropriate field trip. Prior notice will be given for each trip along with a permission slip for your child which is to be signed by the parent/guardian. Field trips are an integral part of our educational program. Parents are invited to accompany us on a majority of the field trips to chaperone your child. In the event that your child will not be going on a field trip with us, other arrangements for childcare must be made on that day. They will not be permitted to stay at the center. Walking trips are occasionally taken to the local park or around the block (weather permitting) and there is a blanket walking permission slip form in this packet that needs to be signed and returned.

Classroom Management and Guidance

Appropriate guidance is our first approach to discipline at little VIPs. 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 experience is. 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 the parent/guardian's attention and discussed with you individually.

We at little VIPs 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 VIPs, the staff encourage is a positive behavior and uses positive reinforcement in discipline. By doing this, children learn self-control, self-direction, self-esteem 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.

Redirection is used in the discipline of children and should occur immediately after an inappropriate behavior. After the child is calm, he/she will be clearly explained to why the 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 the child an opportunity to clear his/her mind and prepare to rejoin the group any more productive state. Quiet time is used infrequently for a brief period of time (no longer than 2-3 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 VIPs we take the needs of every child into consideration.

Expulsion of Enrollment by Little VIP's

In certain circumstances, it may be necessary to discontinue a child's attendance through expulsion. 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 expulsion 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 such as dangerous behavior, which requires immediate expulsion of a child from the center.

Termination may be a result of the following:

- Late or non-payment of tuition.
- Disruptive or dangerous behavior by a child or parent/guardian.

- The centers inability to meet needs of the child.
- Continued to violation of the center's policies by parent/guardian.
- Abuse of a child, staff or property.

Little VIP'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/guardian making a complaint to the bureau of licensing regarding the centers alleged violations of the licensing regulations or questioning the center regarding policies and procedures.

Reporting Suspected Child Abuse &/or Neglect

As caring and concerned childcare providers, the staff here at little VIPs, takes great responsibility and 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 long 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/guardians.
- 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 VIPs, the following measures will be taken:

- Staff members will be careful he screamed, including fingerprinting and criminal background checks.
- Staff members will be closely observed in evaluated.
- Classrooms will be monitored regularly both in the classroom and through the observation windows.

Social Media Outlet

Little VIP's discourages staff and parents from socializing on social media outlets. Any questions specifically about your child should be asked during school hours. Parents are not permitted to post photos of any child other than their own on social media outlets.

Leave of Absence

Any student/family is permitted to take a leave of absence. A leave of absence is defined as an extended period of absence that last a minimum of two weeks. During a leave of absence we will stop billing your normal tuition rate. A leave of absence should be communicated to management in writing. The written communication should include a start and stop dates for the leave of absence. Your child is permitted to attend during your leave of absence if needed, but you will be charged the daily "floater" rate of \$50 per day for any days in attendance during the leave of absence.

Voucher Payment Responsibility

If you receive state assistance (voucher program) that helps cover your tuition, this paragraph pertains directly to your tuition responsibility. The state has a per day rate listed on your contract under the column "daily payment". We take this daily rate and multiply it by 5 (number of school days in a week). The total is how much they pay per week for your child. You then subtract that number from our weekly tuition rate and the balance left is your weekly co-pay. You are solely responsible for this weekly co-pay. This co-pay is your tuition rate and as such it follows all the rules/guidelines laid out in the tuition section of this policies. You **MUST** swipe your child in and out every day on the voucher swipe machine in the front office. If you miss any swipes, the state will not pay for that day and so you will be responsible for the missing tuition. Likewise, if you mark your child absent, the state does not pay for that day and so you will be responsible for that unpaid tuition as well. If you have any questions about this, please ask.

Infant and Toddler Special Information

Infants

Please make sure that your child has diapers, wipes, two changes of clothes, bottles (pre-made) and any necessary ointments at all times. Please make sure that you replace any of the items above before they run out in your child's classroom.

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 parents/guardians.

Infants are fed, changed, and napped on demand. They will go no longer than two hours without a diaper change 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 welcome to call the center and check on their child any time throughout the day.

Safe Sleeping Position

As recommended by the American Academy of Pediatrics, infants will be placed on their backs to sleep. Blankets are not permitted in cribs at all due to NJOOL policies.

Diapers and Formula

Parents must supply a full un-opened package of diapers and wipes. 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. Staff members are not permitted to make the child's bottle; we are only allowed to heat/reheat. Any unused portions of bottles will be discarded within an hour of opening them. Bottles should only be filled with the appropriate amount of formula needed for each feeding.

Toddlers/2 Year Olds

In addition to the standard Little VIP policies as mentioned above; parents of toddlers are responsible for bringing in diapers, wipes and 2 changes of clothes for children who are not yet toilet trained. All items should be

labeled. Toilet training is recommended for children between the ages of two and three years old. 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.

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 be supervised in washing their hands with soap and water. The assisting caregiver must also thoroughly wash their hands. Toilet training is a natural growth period, which allows children to progressively gain independence. All efforts made by the child will be positively praised and encouraged.

In the event that a child has an accident, the caregiver will assist in changing the child's clothing. During this time the caregiver must wear gloves. Soiled clothing will be washed at Little VIP's unless told otherwise by the parent/guardian.

Blanket Permission Slip For Walking Trips

On occasion (weather permitting), classes may take a walk around the neighborhood or to the local playground. This serves to get them some fresh air in a different environment than the backyard. The walks will always be chaperoned by at least two teachers. Please fill out and return this blanket permission slip for walking trips.

I agree that my child, _____, has permission to take walking trips lead by the classroom teacher around the neighborhood surrounding Little VIP's Preschool.

Parent Signature: _____

Date: _____