

2010

Lil' Britches Learning Center



*Lil' Britches Learning Center
495 Hickory St
Savannah, TN 38372-2769
(731)-925-9494*

Policy Handbook

Welcome to Lil' Britches Learning Center! We are ecstatic that you've chosen Lil' Britches to be an important aspect of your child's development. The following will provide information on what you can expect from us and what we expect from you and your child. We desire to work together to make this an enjoyable, comfortable, and safe learning experience for your child. Please take the time to read our policy.

What You Should Know About Our Staff and Lil' Britches Learning Center

Lil' Britches Learning Center Staff

All teachers, substitutes and any staff member having access to your child through our facility are screened and highly qualified. All employees of Lil' Britches are fingerprinted and filtered through the Tennessee Bureau of Investigation (TBI) database for a thorough background investigation before becoming eligible for employment. Each employee is required to have three written reference letters mailed out and received back before gaining employment. All employees are required to be certified in Cardiopulmonary Resuscitation (CPR) and First Aid. We have a solid staff with a very low turnover. Your child is in great care at our facility! Lil' Britches Learning Center is an Equal Opportunity Employer.

Lil' Britches Learning Center Information

Lil' Britches is a licensed childcare provider and adheres to all State of Tennessee guidelines and regulations. Lil' Britches is inspected thoroughly throughout the year by professionals including the Fire Marshall, Licensure Counselors, and Environmentalists to ensure our facility is standardized. These inspections are unannounced and can occur at any given time. Furthermore, we pride ourselves on going beyond what is necessary and not stopping at just what is required by the State. Although it can be distracting to some, it ensures that you can feel secure having your child in our care. We treat every child, every parent, every employee, and every circumstance equally. We hope you can see that for yourself!

Hours of Operation

Lil' Britches Learning Center is open Monday through Friday from 6:00 a.m. – 5:30 p.m. Special arrangements can be made for exceeding hours, but must be made prior and authorized by the Director. Although we are open during these hours, it is important to be consistent with your schedule. Lil' Britches Learning Center adheres to an adult to child ratio that must be within regulation through the State of Tennessee. Obviously there are occasions that arise when parents have to work over, but a simple phone call is appreciated so that appropriate changes can be made with staff.

Sign-In and Sign-Out

It is a state requirement that children must be signed in and signed out appropriately. Lil' Britches is not responsible for your child until signed in. The front door will be locked at all times to guarantee the safety of your child. Simply ring the doorbell to gain entrance. We desire to have your child signed in by 9:00AM to make certain that all children are ready to start on the daily schedule and classes aren't interrupted. We would hate for your child to miss out on the exciting activities we start out with daily!

Any legal issues regarding custody, visitation, etc. should be voiced to staff members caring for your child along with a copy of proper documentation to be placed in your child's file. We need to know who may or may not have access to your child while they are in our care. This includes visiting, phone calls, pick-ups, etc. Lil' Britches Learning Center is NOT responsible for what we aren't aware of. However, we will do everything possible to ensure that unwanted activity doesn't occur on our watch, provided we have the proper documentation. On the enrollment form, you can list anyone whom you might have pick-up your child at any time. Your child will not be released to anyone who is not on your list. Should someone arrive to pick up your child and their name is on your list but we are not familiar with, we will require a picture I.D. We desire to know of this ahead of time, but at the very least please make sure they understand that they must show us valid picture identification. There are no exceptions to this rule!

Important Child Information

Lil' Britches Learning Center requires the following before providing care for your child:

- All necessary information on ALL registration forms.
- Child Immunizations Up-To-Date with proper documentation to support
- Proof of Physical

Each child will be required by State of Tennessee regulations to have on-file a health statement, which includes a record of up-to-date immunizations and the signature of the child's physician(s) from which obtained. This ensures the health and safety of not only other children, but your child as well! Each child must maintain at least one physical annually. We also require permission to seek emergency care for your child should one arise. Any important information such as emergency contact(s) should be kept up-to-date. This is your responsibility.

Curriculum

Our activities will always be enjoyable, rewarding, motivating, at times challenging, but always striving toward driving your child towards success! Obviously each group will have their own age appropriate curriculum. You will be able to record your child's performance level by reviewing worksheets and other progress reports which are sent home with your child daily via their backpack (Please refer to "Backpacks"). We want your child to have as much fun as possible while exposing them to very important aspects of maturation at their level. Above all, we want to prepare and accelerate your child for the challenges that await them. If there are particular areas that you are concerned with in your child's development, we desire to know how you feel! While we are a Day Care Center with many children enrolled, we crave reaching out to each child individually.

Tuition & Fees

	Infant (Under 3)	Toddler (At Least 3)	Pre-School	School Kids*
Full – Time (4+ days weekly)	\$100 Weekly	\$85 Weekly	\$85 Weekly	N/A
Part – Time	\$25 Daily	\$20 Daily	\$20 Daily	N/A
Before & After School	N/A	N/A	N/A	\$35 Weekly
Only After School	N/A	N/A	N/A	\$25 Weekly

**For those attending Parris South Elementary, we can put your child on the school bus. (No additional cost)*

Full-Time enrollments are based on a 40 hour weekly schedule. Full-Time is considered anything over 3 days. Additional fees will be charged for care provided beyond 42 hours. Pre-approval from the Director is required for care provided beyond 42 hours. Part-Time is for enrollments 3 days or less.

Fees are due each Friday for the week that care is provided. If tuition is not paid by 8:00 A.M. on the following Monday, a \$5.00 late fee will be added along with \$5.00 for any additional days that the tuition is not paid. There is a \$25.00 return check fee for checks dishonored by your bank. You will be asked to pay for the previous balance you attempted to provide along with the \$25.00 fee with only cash in this circumstance. Should a second check be dishonored by your bank, all future tuition costs and fees must be paid by cash only. These additional charges must be paid prior to you returning your child for care.

Full-time enrollees are required to pay normal tuition costs for weeks that may contain a holiday in which Lil' Britches will be closed. Please refer to the next section "Holidays" to see the exact holidays in which we will be closed.

Holidays

In the following Holidays, Lil' Britches Learning Center will be closed. Should these days fall on a weekend, then alternate days may be arranged. There will be an announcement of any changes to the schedule in advance. Most of the time announcements will be sent home via your child's backpack and/or phone directly from the director. Meanwhile, Lil' Britches Learning Center desires the same response from you for any special events where your child will not be present. This helps us maintain our adult to child ratio count ahead of time.

Holidays:

- New Year's Eve
- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Day & Day After
- December 24th – December 26th

Backpacks

Each child should bring a backpack (and/or diaper bag) to Lil' Britches Learning Center with them daily. Any work, papers, projects, notices, soiled clothing, announcements, and any other information may easily be sent home with your child. Papers will be placed in the child's bag daily. Please consistently check your child's bag daily. On Fridays, your child's blanket, pillowcase, etc. will be placed in your child's bag for laundering.

Meals & Snacks

Lil' Britches will provide breakfast, lunch and an afternoon snack to all non-infant children. You must inform us of any food allergies that your child might have. Lil' Britches is not responsible for allergens that may occur that we have not been informed of. Please work with us in communicating anything necessary or unnecessary for your child. Should you desire to provide a snack for your child's class, it must be purchased commercially, either pre-packaged or from a bakery. You may plan to bring special treats for birthdays in advance by contacting the director. We will be having monthly birthday parties for everyone who will celebrate a birthday during that month.

Toys

Lil' Britches provides a wide variety of toys for each age group. Please do not bring toys from home. This may cause jealousy and could lead to toys being broken. We encourage our children to share at all times, and we are fully aware of what occurs when a child is attached to specific toys from home. A special pillow, blanket, or stuffed animal may be brought for naptime upon request. However, we are not responsible for lost, stolen, or damaged items brought to the daycare by your child. The toys we provide will be sanitized frequently to decrease the spreading of germs.

Naps

Children under the age of 5 will nap daily, per requirement of the State of Tennessee. Children under the age of 3 will take 2 naps daily (one in the morning, one in the afternoon). All other children will rest in the afternoon after lunch. Each child will be provided a mat along with a crib sheet to cover the mat. Upon approval, you may provide additional items such as special blankets, a stuffed animal, or pillow. These additional items may only be used by your child during nap time.

Discipline

Acceptable behavior is encouraged by giving your child positive verbal reward. This reinforces what action(s) are acceptable. By asking a child to stop and think about their behavior teaches them self-control. For unacceptable behavior, depending on the circumstance, a verbal warning will be given to the child as well as a reminder of what the acceptable behavior would be. We will always allow your child a chance to make the appropriate decision. Following a verbal warning, if the child continues to act inappropriately, we will allot a timeout session in hopes of allowing the child a chance to calm down and think about their decision. When the child is ready to rejoin the other children, he or she will once again be reminded of what the acceptable behavior for the specific situation is. Following a timeout session, and after repeated verbal warning, we may require the favorite toy of the child for a specific amount of time, or may ask the child to sit out on a favorite activity. We will inform the parent of specific circumstances. Regardless of all actions, your child will **NEVER** be spanked, hit, or slapped in any

form while in our care. Fighting, slapping, biting, and hitting are all unpermitted actions among the children at Lil' Britches.

Health Information

Please also read "Important Child Information" for other details concerning health issues.

No child who arrives noticeably ill, with a rash, or with a fever will be allowed to remain on campus. If you know that your child is sick, please keep them home! Should your child become ill during the day, you will be notified immediately. Please do not send your child if he or she has a fever over 100 or has to stay on fever reducers to keep their fever normal. A fever in the last 24 hours is a sign of an infection and the child should remain at home or away from others until the fever subsides. At Lil' Britches, we desire our children to share their toys and memories, not their illnesses.

Three attempts will be made to reach you, after which we will begin calling contacts which were listed as 'Emergency Contacts' on the registration form. We ask that your child be picked up promptly should we notify you that your child isn't well enough to remain on campus.

In the event that a child contracts a communicable disease and exposes the other children, a notice will be posted along with a verbal notification on the day we are notified, which will either be voiced to you when you arrive to pick up your child, or contained on a note which you will discover in your child's bag. The name(s) of the infected child will never be disclosed. The ill child will not be allowed to return for care until they have been released by a physician along with a written notification stating that the child is no longer contagious. Children with a contagious illness will not be allowed to return until they have been properly medicated. This includes pink eye, strep throat, ear infection, sinus infection (along with greenish nasal drainage). The child must have been on antibiotics for at least 24 hours prior to returning for care. If your child has been diagnosed with the flu, vomiting and/or diarrhea please make other arrangements for care outside of Lil' Britches until your child is well and relieved of all symptoms.

It is normal for children to catch simple symptoms when first entering Day Care. Kids typically put things in their mouth, don't cover coughs or sneezes and sometimes catch the common cold. It is expected especially when first entering day care for the first time. Over time, children build up a healthy immune system and are far less at risk to catch these symptoms.

Toys, equipment, floors, and everything in the facility will be cleaned daily. All children will be supervised at all times. We do our best to maintain that children not introduce toys to their mouth; unfortunately it's inevitable that it occurs. Hands will be washed thoroughly throughout the day with soap and warm water. Children will not share bedding (they are assigned their own sheet). We will make strong efforts to decrease the amount of germs that are spread while they are in our care. The diaper changing station surface is also cleaned and disinfected between uses with disposable changing pads discarded after each use.

Each child is allowed one sick day per month without charges. Full payment is required for additional sick days. Sick days do not accumulate and can only be used for sickness. This does not include days that your child attends and has to leave early due to sickness.

We honor these rules for all children. All children are treated case by case equally. When it is your child, please be considerate and work with us in these circumstances, as we protect your child when other children are in the same case!

Medications

All medications that are to be given to a child here at Lil' Britches must be in the original bottle with the child's name on the bottle. We will always follow the specific instructions for dosage listed on the bottle. Lil' Britches does not provide medications and will never allow medications to be given to children other than what you have provided with medical prescription proved on the bottle or with written physician documentation. **DON'T ASK!**

Clothing and Potty Training

Each child should have an extra set of clothing to remain at Lil' Britches Learning Center in case of accidents, even if you're comfortable with your child's progress in their training. Please label each individual piece of clothing (preferably on the label/tag) with a permanent marker with the child's name to ensure that clothing isn't mixed up, and returned upon request. Dress your child in comfortable clothing and shoes every day. Please be aware that children love the freedom of being out on the playground and could care less about grass stains, dirt, paint, etc. We encourage you not to bring your child to Day Care in their Sunday best.

When your child is ready for potty training, it will take the efforts of all parties working together. We ask that you dress your child in clothes that are easy to manage and button. When beginning the potty training, we use a star program which will reward the child for using the bathroom correctly.

Severe Weather & Emergency Closings

In the duration of severe weather, we will be open whenever possible. However, we will never put your child's safety, or the safety of our staff at risk. In case of extreme weather or emergency closings, there will be an announcement on K93, 93.5 FM Radio WKWX Savannah. Furthermore, formal telephone calls will be made if possible. In the event that telephone service is disabled, you can simply tune into the radio station for announcements concerning closings.

In the event of a Tornado Warning for Hardin County, we will activate our tornado drill on campus. In this duration, it may or may not be possible for us to answer phone calls. Our attention will be on the safety of our children and our staff, as well as maintaining constant attention to weather updates. During severe weather threats, we will always closely monitor the weather reports and be on standby for potential warnings.

In the event that Lil' Britches Learning Center decides to close in advance of incoming severe weather, you will be notified at least 1 hour prior to the closing to provide enough time to make arrangements to safely transport your child to a safe location. In cases of closing from snow or ice accumulation, you will be given a similar notice very early in the morning, or as soon as the decision is made. If you are unsure if Lil' Britches will be open, feel free to contact the Director personally (See "Contact Information" section).

Child Abuse & Neglect

Lil' Britches Learning Center is required by law to report any suspected signs of child abuse or neglect. This includes any form of physical punishment within the facility. Any request to use physical punishments will be noted in the child's file along with a written refusal from Lil' Britches Learning Center, signed by the parent and the provider.

Termination of Care

Care can only be terminated with a 2 week notice by the parent. Lil' Britches Learning Center reserves the right to immediately end care for non-payment, failure to respect the staff of Lil' Britches, excessive unacceptable behavior of the individual child, or failure to abide by the policies within this manual. Should you decide to disenroll your child without appropriate notice, you will be responsible of at least 2 weeks of care regardless if your child is present or not.

**The Day Care Provider has the right to terminate a contract without notice in the case of harm to other children or a dangerous situation from the individual child regardless of whether the act was intentional or otherwise.*

Termination of Care

Any and all personal information supplied to Lil' Britches Learning Center will be kept confidential. Your privacy will, at all times, be respected. Information about you and/or your child will not be released to outside sources without prior authorized release consent provided with a signed release form stating that Lil' Britches has permission to release information.

Changes to Policies

Changes may be made to this policy as needed with a 2 week notice. The policies, contracts, consents, and forms will be reviewed and updated, if needed, annually. Please keep us advised frequently of any upcoming or current changes including contact information, immunization information, etc.

A note from the Owner...

I encourage the Open Door Policy. If you are upset with something in particular with how we are developing your child at our facility, please feel free to address it with me. I am always open-minded and willing to listen. I am eager to work things out with everyone. I understand that everyone comes from a slightly different culture and may do things differently in their household. I strive to work with all parents on these issues. I simply ask that we work together as a team and make this a very rewarding experience for your child!

My Simple Rule:

If you are happy with the care your child is receiving here... TELL SOMEONE!

If you are unhappy with the care your child is receiving here... TELL ME!

We can't fix what we don't know...

We don't always know if you don't voice your opinion...

There is *always* a solution!

Thank You for Your Time!

Sherry Davison, Owner of Lil' Britches

Contact Information

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