

# WELCOME!

I am pleased that you have chosen Little's Learning Safari for your childcare needs. We both have a great responsibility for the health, care and instruction of your child. I take this role very seriously and believe family involvement is essential to any quality childcare program as well as communication. I encourage each parent to get involved and communicate any issues you may have.

I provide quality full-time childcare in a loving home environment for children ages 18 months to 5 years and before and after school care for school age children ages 5 to 12 between the hours of 6:30 a.m. and 6:00 p.m. I am registered with the state of Texas to operate out of my home. For more information regarding requirements, standards, and recent inspections you can visit [www.dfps.state.tx.us](http://www.dfps.state.tx.us) or call the Houston office at (713) 940-3009 or 800-252-5400. This information may also be found posted on the parent's board located in the playroom.

It is important that we are in agreement concerning the following sections in this parent handbook/contract. Because I am running a daycare facility and have my own family to consider, it is important for every parent to understand and respect all daycare policies regarding vacations, holidays, and other absences. Please review the Parent Contract in it's entirety. Please initial each section, sign the last page acknowledgment and return it to me no later than one week after your child's enrollment.

I look forward to working with you and your little one. It brings me great joy to hear laughter fill my home and receive special little hugs each morning. Please do not hesitate to contact me should you have additional questions.



Peggy Carty  
Little's Learning Safari  
832-515-7698  
littleslearningsafari@gmail.com



## **\_\_\_ ENROLLMENT REQUIREMENTS**

All necessary forms must be completed and returned to me before I will assume the responsibility of caring for you child. **NO EXCEPTIONS!** Please inform me immediately of any changes. Listed below you will find the list of forms that you need to return to "Little's Learning Safari" before or on your child's 1st day.

- Enrollment Information
- Financial Agreement
- Parent Handbook Acknowledgment
- USDA Food Program Enrollment
- Emergency Contact Information
- Emergency Release
- Authorized Pick Up List
- Behavior Contract
- Child Profile
- Health Statement with copy of Immunization Record (within 7 days of enrollment)



## **\_\_\_ DAYS AND HOURS OF OPERATION**

Child care is open Monday through Friday from 6:30 a.m. to 6:00 p.m. Child care is never offered on weekends or evenings however, from time to time I do offer special holiday care (i.e. Valentine's Date Night) when and if my family does not have plans. Please remember that your fee is based on the hours you contract for, not the hours that I am open.

### **CONTRACTED CARE**

- \_\_\_ Monday: \_\_\_\_\_ am - \_\_\_\_\_ pm  
\_\_\_ Tuesday: \_\_\_\_\_ am - \_\_\_\_\_ pm  
\_\_\_ Wednesday: \_\_\_\_\_ am - \_\_\_\_\_ pm  
\_\_\_ Thursday: \_\_\_\_\_ am - \_\_\_\_\_ pm  
\_\_\_ Friday: \_\_\_\_\_ am - \_\_\_\_\_ pm  
\_\_\_ Saturday: \_\_\_\_\_ am - \_\_\_\_\_ pm (Prior Approval ONLY)  
\_\_\_ Sunday: \_\_\_\_\_ am - \_\_\_\_\_ pm (Prior Approval ONLY)  
\_\_\_ Drop In Care or Back Up Care ONLY (Dates/Times will vary)

*I understand by selecting this option, there is no guaranteed slot reserved for my child and that I will need to call **daily** to verify if there will be room for my child to attend that day's care.*

You are scheduled for child care at the above hours. If you drop-off or pick-up **before or after** these scheduled hours, you will be charged an early/late fee of \$5 for the first 10 minutes plus \$1 for each additional minute a child is left at the center beyond their contracted time. Please choose your drop off and pick up times carefully. Late drop-off does not constitute late pick up. Children who are in care on parent's day off must be picked up by 5pm each day unless previous arrangement has been made. **I require a two week notice if you need to change your contracted hours. Children may not exceed 10.5 hours of care per day.**

Habitual tardiness may result in termination. Please understand that I have a family as well and enjoy spending my time with them. My children also take part in extra curricular activities and can not be late. If you are late, there's a chance they'll be late as well. Please plan accordingly.

### **CONTRACTED CARE PAYMENT AGREEMENT**

I, \_\_\_\_\_ agree to pay:

\$\_\_\_\_\_ Daily \$\_\_\_\_\_ Weekly \$\_\_\_\_\_ 1st/15th \$\_\_\_\_\_ Every 2 Weeks \$\_\_\_\_\_ Monthly

\_\_\_\_\_ I will pay via: (circle one) CASH MONEY ORDER

\_\_\_\_\_ I want to pay online via [www.childcarepay.com](http://www.childcarepay.com).

Send an invoice to the following email: \_\_\_\_\_

*By selecting online pay you will have the option to pay each invoice manually or set up automatic payments. Any payments denied by your bank will incur a \$35 Returned Payment Fee as well as late fees.*

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

*I understand that if I miss a scheduled payment, a late fee of \$\_\_\_\_\_ per day will be applied.*

*All tuition fees and late charges are required to paid prior to the next week's care.*

### **\_\_\_\_ ARRIVAL & DEPARTURE**

- All children must be brought into the center by an adult each day and will only be released to an adult. Children are not permitted to walk up to the house by themselves.
- Please inform me of any pertinent information when you drop off your child. (i.e. medicine given, woke up extremely early, last feeding, coughing not associated with a cold, etc.)
- Children are to arrive clean and dressed for the day. Children still in diapers must be dropped off in a fresh diaper each morning.
- You are required to notify me by 8:00 a.m. if your child will not be attending for the day or will be arriving later than usual. If your child needs to be picked up early for a doctor

appointment or for any other reason please call ahead so that I may have your child ready for you.

- It's normal for some children to have difficulty separating from parents or cry when being dropped off. Please be brief (no more than a couple of minutes is sufficient) during drop-off times; the longer you prolong the departure the harder it gets. A smile, a cheerful good-bye kiss, and a reassuring word that you'll be back are all that is needed.
- Please be very brief at departure times also. This is a time of testing when two different authority figures are present and all the children will test to see if the rules still apply. I do expect you to back up my rules, but if you do not, I will remind your child that their behavior is inappropriate and take action to correct, if needed. Please be in control of your child during these times.
- **NO CHILD WILL EVER BE ALLOWED TO LEAVE WITH ANY PERSON NOT AUTHORIZED BY THE PARENT.** A driver's license is required prior to any child being allowed to leave the center with anyone that I am unfamiliar with.
- I also appreciate your consideration when you leave work early to let me know and come pick up your child unless it is for specific reasons and your child can not be in attendance.

- Any person picking the child up in an impaired condition (inebriated or on drugs) will be encouraged to find alternate transportation. I cannot legally withhold a child from a legal guardian, however I will not hesitate to call the police if I feel the child is in jeopardy.

- Each parent will be assigned a four digit pin. This pin will be used to check your child in each morning and out each afternoon. There is an iPad at the Parent Center set up for this for your convenience.



## **\_\_\_ CHILD ABUSE & NEGLECT**

I will notify Child Protective Services or the local law enforcement officials by phone when it appears that a child is being seriously abused or neglected.

## **\_\_\_ CHANGES**

Families frequently have changes - new homes, new jobs, and new telephone numbers. Please be sure to keep me informed. Accurate information is critical for efficient and professional handling of emergencies. It is the responsibility of the parent to keep records updated and inform me if you will be at any other location other than what's listed on enrollment forms.

## **\_\_\_ CHILDREN WITH DISABILITIES**

A child's special needs will be analyzed to be sure that the child can reasonably and comfortably participate in all activities at the center.

## **\_\_\_ CHILD ABSENCES**

Please inform me as soon as possible if your child will be absent, arriving earlier than usual, or staying late. This will allow me to adequately prepare for the children's meals and activities. There will be no refunds or adjustments made to your tuition fee for time missed due to illness, holidays, or days off. A space is reserved for your child and cannot be filled on a short term basis.

## **\_\_\_ EXTENDED ABSENCES**

In cases of your potential absence due to maternity leave, summer, or extended leave from your job, I will require 1/2 of your regular weekly tuition for the entire time of your absence to hold your child's position. I must receive at least a 2 week written notice and the leave must be for a two week or longer period.

## **\_\_\_ EQUAL OPPORTUNITY PROVIDER**



Little's Learning Safari is an equal opportunity provider. Applications for enrollment are accepted without regard to race, religion, sex, or national origin.

## **\_\_\_ HEALTH REQUIREMENTS**

Within a week of admission, I must have your child's immunization records on file. It is important to keep these records current for stay in compliance with state laws. It is best when receiving new immunizations to make an additional copy to bring in the next day.

## **\_\_\_ CLOSINGS**

I will be closed for 10 days vacation (5 paid vacation, 5 unpaid) and 5 paid days to be used as sick days, funeral leave, or to attend professional training. You will receive at least a 30 day notice of vacation and professional training days whenever possible. I will notify you as soon as possible if the center will be closed due to illness or a funeral. Every effort will be made to provide alternate care in the event of illness or professional training. However, if alternate care can not be provided, it will be the responsibility of the parent to make other arrangements. Parents should secure a back-up provider in such cases. In order to be the best provider I can be, I will need time to relax with my family, accomplish household or childcare projects, or attend training seminars/conferences. These things will help me stay motivated and empowered to continue providing quality care.

## **\_\_\_ CLOTHING**

This program is designed to keep children active- both indoors and out. Children should wear appropriate clothing to accommodate the activities they will be involved in. Please don't dress your child in his/her "Sunday Clothes" and expect them to stay clean.

- I will take reasonable precautions to protect child's clothing during messy activities.
- An extra set of clothing must be kept in your child's cubby at the center at all times and must be updated by season.
- I am not responsible for lost or damaged clothing.

## **\_\_\_ FOOD & NUTRITION**

We are enrolled in the State Food Program and monitored throughout the year. This is a program that ensures your child is being fed nutritious meals at no additional cost to you. Important things to remember are:

- Be certain to include all food allergies on your child's profile.
- Breakfast is served everyday from 8:00 a.m. to 8:30 a.m. Lunch is served everyday from 12:00 p.m. to 12:30 p.m. Afternoon snack is served from 3:15 p.m. to 3:45 p.m. If your child is dropped off after meal time, please be sure that your child is fed prior to arrival.
- Food can not be brought from home unless there is a specific medical condition requiring special meals, such as an allergy or temporary condition or for a special occasion or party previously arranged. A doctor statement must be provided by the parent for the special diet.



## **\_\_\_ HOLIDAYS**

Little's Learning Safari will be closed on the following **PAID** holidays:

- *Thanksgiving & the day after*
- *Christmas Eve & Christmas Day*
- *New Year's Day*
- *Good Friday*
- *Memorial Day*
- *Independence Day*
- *Labor Day*



Parents are responsible for payment of these holidays. If any of the *a b o v e* days fall on a Saturday or Sunday, I will either take the Friday prior, or the Monday after the holiday. (If you choose to take vacation during one of these holidays, I will still receive pay for the holiday). Dates that the center is closed will always be posted on the "Parent's Board" located in the corner of the Playroom.

## **\_\_\_ PERSONAL POSSESSIONS**

Please label your child's personal possessions. Please be certain that boots/shoes slip on and off easily, zipper's zip, etc. as the malfunction of these things can hinder and frustrate the child learning to dress him/herself. Please encourage children to take responsibility for their own belongings. I am not responsible for replacing lost or broken toys. This is why I request you keep such items home. If toys are brought, they will go into your child's cubby until the end of the day. Accepting responsibility for their own possessions is an important skill for a child to learn.

## **\_\_\_ SMOKING**

Little's Learning Safari is a completely smoke free environment. No smoking is allowed at anytime on these premises.

## **\_\_\_ PETS**

We have three small dogs living on the premises. During the day, when children are present they are crated in our master bedroom which is closed off from daycare. All three of our dogs have been recently vaccinated by licensed veterinarian. Records are kept on file and can be viewed as requested.

## **\_\_\_ PICTURES**

Professional pictures may be taken at various times throughout the year, typically fall, spring, and Christmas. No one is obligated, at any time, to purchase these pictures, however a proof will be sent home accompanied by a current price list should you choose to purchase. I will take candid pictures of the children during different activities for use on projects, newsletters, and our private Facebook Group.

## **\_\_\_ SUBSTITUTES**

I may employ a substitute caregiver, if necessary. These caregivers will be trained in these policies, have current CPR & First Aid, will have passed a complete background check, be familiar with the children before being left alone, and be someone I know and trust.

## **\_\_\_ PARTIES**

A birthday is a special event in a child's life. Children enjoy sharing this exciting day with their friends. We are happy to have you participate with us on that day. Parents may send store bought cupcakes the day of their child's birthday.

The following holidays will also have a coordinating party/event:

- Halloween- Costume Party
- Thanksgiving- "Friendsgiving" Traditional Thanksgiving Day Feast, just in a smaller version
- Christmas- small party & book exchange
- Easter- Special Outdoor Egg Hunt

You may be asked to bring supplies or specific food items needed for these events.

## **\_\_\_ OUTDOOR PLAYTIME**

Children will play outdoors as weather permits, in temperatures above 50 degrees and below 98 degrees. It is important for the children to have fresh air, new worlds to explore, and a wider field of play. If a child is too ill for outside, he/she should not be in care. Outdoor time is where we will enjoy things such a ball playing, enjoying ride on toys, running, hula hoop, and other group outdoor games.





## **\_\_\_ TOILET TRAINING**

I do not toilet train children on my own. However, I will happily assist you when your child is ready to enter the toilet training phase. This is an important period for your child and is most successful when we work together. I ask that you provide at least one change of clothing, including socks, in a plastic gallon bag. Soiled clothing will be rinsed and sent home in the bag. Please be sure to supply adequate training pants. Clothing for this stage should be selected for easy on and off.

## **\_\_\_ TRANSPORTATION**

At this time I do not provide transportation to and from school. If your child attends Postma Elementary, he/she may ride the bus to my neighborhood and I will meet them at drop off.

Our Early Explorers program does include neighborhood walks and other out-of-the-house activities that involve transport of children via foot, strollers, or wagons. I will take all possible precautions when transporting the children.



## **\_\_\_ CURRICULUM**

All preschool age children (3.5-5 years) will participate in structured learning. I have personally selected FunShine as our preschool curriculum. I believe it is a wonderful program to get preschoolers "school ready" with learning not only shapes, colors, letters & numbers but beginner sign language as well as Spanish.

## **\_\_\_ PARENT BOARD**

The "Parent Board" is located at the sign in table in the entry way. You will find the current month's calendar, birthday list, list of emergency numbers, weekly menus as well as other pertinent information. Please check this board regularly.

## **\_\_\_ MEDICATION**

I cannot administer medication to any child without an instruction form signed by the parent or child's doctor. Any deviation from the recommended dosage (prescription or over the counter medication) must be authorized, in writing by the child's doctor. All medication should be brought to the center marked with the child's name. ***Prescription medicine cannot be administered unless it is specifically for the child in care.***

## **CHILD ILLNESS**

I reserve the right to temporarily deny any child admittance, or to require early departure should symptoms become apparent during the course of the day, for reasons of obvious illness including but not limited to, a temperature of 100.4 degrees or higher and/or symptoms of possible severe illness. If your child becomes ill while at child care, he/she will be



isolated from the other children and one parent will be called immediately. If I am unable to contact a parent I will call the designated emergency contact person on their emergency card. The child will be unable to remain in child care if ill and I will expect them to be picked up **WITHIN the hour**. If a child is not picked up within one hour you will be billed a late fee of \$1.00 per minute and your emergency contacts will be called for pick up. If your child is unable to go outside or participate in daily activities, please inform me. Special needs required by one child restricts the activities of all the children. Prolonged requests for special treatment may result in a request to keep the child home until they are able to participate in normal activities. Should your child require a modified diet due to recovery from an illness or injury, please inform me. You may be requested to supply the necessary foods required.

- Keep in mind when small children are not feeling well, the thing they need most is TLC from mom and dad.
- If a child is too ill to participate in “regular” daily activities, he/she is too ill to be left in care.
- Children with constant runny noses that are not caused by allergies may spread germs everywhere. They may wipe their noses on their hands, and then rub them on other children, toys and on surfaces. Please keep in mind how you would feel if another child’s parent brought their child to care and exposed your healthy child. These cases will be handled on a case by case basis. **If your child has a runny nose or bad cough that are allergy related, you must provide medicine to control the symptoms.**
- If your child is sent home from school for being ill, you may not pick up your student and bring them to the center.
- A child who has been vomiting can easily spread germs. If your child vomits while at child care, you will be expected to come immediately to remove your child. If you are not able to come as soon as you are called, please arrange for someone else to come pick up your child. The child must stay home until 24 hours has passed with no vomiting episodes.
- When a child has a single loose stool, he or she does not need to be at home. However, if a child has very runny stools that cannot be contained in a diaper, or the child cannot reach the toilet in time, the stool may contaminate the child care setting and this child must remain at home. Please use your discretion with this. If the child has diarrhea that’s not contained, you will be called to come pick your child up from child care.

- There are also some illnesses that by law exclude the child from attending child care. Some of those illnesses are but not limited to:
  - Infectious Conjunctivitis
  - Infectious Diarrhea
  - Impetigo
  - Chicken Pox
  - Hepatitis A
  - Scarlet Fever
  - Scabies
  - Ringworm
  - Strep Throat
  - Head Lice

## **HOUSE RULES**

Rules are a good thing. They help set boundaries and set up expectations of proper behavior not just at the center but at home as well. Please go over this section with your child (if it is age appropriate to do so) so they may know what is expected of them while at child care. I expect all children (age taken into consideration) to know the rules of the house. These I assume are quite similar to the ones you have in your own home. I don't intend for these to sound as though I don't allow the children to play and enjoy themselves, but I feel it is important with the number of children in a child care setting to follow these rules to insure safety and lower maintenance of my home.

- No hitting, biting, pushing, kicking etc.
- No throwing or intentionally breaking anything
- No running, jumping, wrestling in the house
- No picking up babies or toddlers
- No leaving the house or the yard
- No name calling, teasing etc. Everyone is treated with respect.
- No food or drink brought into the home.
- **NO GUM!**



## **\_\_\_ CHILD VACATION**

Each child will be allowed 5 days of vacation annually. A child must be enrolled for at least 90 days prior to taking a vacation week. Twelve months following the child's enrollment date and anniversary of the enrollment date is considered the annual year for these purposes. A child may take 5 days of vacation at no charge if the child has met the one year enrollment requirement. If child has not met the one year enrollment requirement but has met the 90 day requirement, a child may take 5 days of vacation at 1/2 the tuition rate. **All 5 days must be taken consecutively and I must be notified, in writing, at least 30 days in advance.** More notice is greatly appreciated but not required.

## **\_\_\_ OPEN DOOR POLICY**

I maintain an open door policy for all parents. Parents are welcome to call or drop by anytime. Although, your visit may not be announced, you are still required to notify me of your presence before entering the home. Open door policy does not mean that my door will remain unlocked. I believe that it is extremely important to keep the doors locked for the safety of the children in my care. Please be courteous and aware of certain times before making a trip. Trips during feeding and naps can cause a disruption. Be sure to call once you are here so we can let you in quietly.

## **\_\_\_ COMMUNICATION**

- Communication is **VERY** important to me. When I accept a new family into my home, I like to be sure that we can share openly any concerns or questions that may arise. It is important that there is a similar childcare philosophy between us.
- I welcome questions, feedback, or discussions of any kind that effect a positive outcome for the child. Sensitive issues will be discussed outside of regular hours either by phone or a scheduled conference.
- You may call me anytime between 7:00 a.m. to 8:00 p.m. If you call during the day, please be aware that I may be busy with the children and may not be able to answer the phone. If you will leave a message via voicemail, I will return your call as soon as possible.
- I provide a monthly newsletter that will explain some of the activities we are doing, events that may be happening, my days off, and other pertinent, useful, or fun information that may be of interest to you. You are always welcome to contribute to our newsletter!
- ALL parents should check our parent board on the wall in the playroom for more information, items you need to bring, or special announcements, etc.

## **GUIDANCE & DISCIPLINE**



The program goals are to promote independence, self-esteem, and caring toward others and the physical environment.

- I use redirection whenever possible. This means that if a child is in a potentially harmful situation to him/herself or to another child, I will remove him/her and try to redirect the child's attention to something else.
- Time-Out in our "Think About It" chair will be used as a cooling off period for the child to regain self control. Temper tantrums, aggressive behavior, and complete defiance will warrant a period of time out no longer than one minute per year of age.
- No one, including the parent, will be permitted to spank a child while on these premises.
- Please see **Behavior Contract** in your registration packet for more information.

## **TUITION PAYMENTS, DEPOSITS, & FEES**

Our current rates are \$160/weekly for Early Explorers (ages 18 months-5 years) and \$80/weekly for Backyard Explorers (ages 5-12 years, before and after school care). **Tuition payments are due Friday before the week of care is given.** A late fee of \$10 per day, including Saturday and Sunday, will be added to any payment not received before 6:00 p.m. on Friday morning. **NO EXCEPTIONS!** Tuition, including all late fees, must be paid on or before the following Monday or care will be terminated.

- You are responsible for your fee whether your child is in attendance or not. You are paying for a contracted spot for your child.
- If your child will be absent Friday, you are responsible for payment on the last day the child will be in attendance. Otherwise, late fees will begin at 6:00 p.m. on Friday.
  - A non-refundable security deposit of \$50 and the first two weeks of tuition is required to reserve a space for your child.



- In order to reserve a space longer than two weeks, you must pay 1/2 the regular weekly fee for each week your child is not yet in attendance.
  - I reserve the right to change tuition rates with a thirty-day notice.
  - You may pay via cash, check, PayPal or credit card via ChildCarePay.com. Please make payments payable to Little's Learning Safari.
  - **A fee of \$35 will be charged on all returned checks.** If more than one check is returned, service will be continued on a cash only basis.
  - There are no discounts given for multiple children in care as they all receive the same quality care and the space is reserved specifically for that child only.
- I **DO NOT** accept any daycare subsidy at this time.

## **\_\_\_ TAX TIME**

In January of each year I will provide a statement of payments for each family that had a child/children in my childcare for that past year. If your child is no longer with me at the end of the year I will mail your statement to you before January 31st. If you have moved it will be YOUR responsibility to contact me with a new address of where to send your statement.

## **\_\_\_ VERIFICATION OF LEGAL CUSTODY**

I must have on file, a copy of the court order recognizing the parent who has custody of the child. Without this form, I can not legally prohibit another parent from removing your child in care.

## **\_\_\_ TRIAL PERIOD**

There is a four week trial period for each child, beginning the day your child actually begins care. This is to insure harmony throughout the center. It is important that we all have a working relationship with total cooperation from children and parents. Either party may terminate this agreement within this trial period, with 24 hour notice, with or without cause. No pre-paid fees will be refunded.

## **\_\_\_ TERMINATION**

I reserve the right to re-evaluate any child or family's continued participation in this program to determine whether or not the program can adequately meet the needs of the child or family. Failure to abide by any of these policies may result in termination. I reserve the right to enforce these policies at will. Lack of enforcement of a certain policy, at any given time, does not indicate that a particular policy is no longer in effect.

## **\_\_\_ WITHDRAWAL**

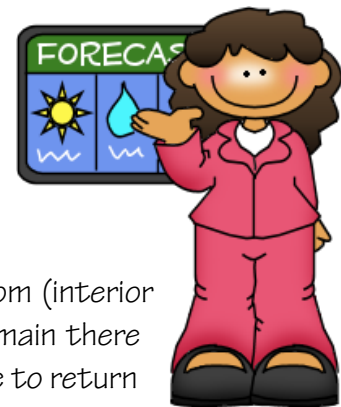
Parents may terminate this service by giving a two week's notice *in writing*. Earlier notice, if known, would be greatly appreciated. ***You are responsible for two week's tuition with or without the notice.*** Absences of more than one week without notification or payment of tuition will result in an automatic withdrawal. You will be billed for the final two week's tuition. Re-admittance will include all back pay including late fees, past tuition, and a new registration fee. Your child's space will be held for a period of one week after the absence period. After which, it will be filled by the next family on the waiting list.

## **EMERGENCY DRILLS & PROCEDURES**

Emergency Drills are held periodically to acquaint the children with evacuation procedures. This may make quite an impression on your child the first time a drill is held, but your child will soon become accustomed to it and know just what to do in the event of an emergency.

**We have monthly fire drills.** The children are instructed to go outside in front of the garage until everyone is outside. Once everyone is outside we will walk hand in hand and relocate to the neighbor at 8502 Sienna Shadow Lane or the empty lot to the left of them. Any children not physically able to walk will be relocated in our wagon at the same time.

In the event of an actual fire, gas leak, or chemical spill we would follow these procedures. Child files are kept in a ready-to-go box and will be taken with us to the Emergency Location. Once all children are moved to safety, the fire department will be called. Parents will be called immediately for child pick up AFTER proper emergency authorities have been contacted.



During a tornado warning all children will be taken to the laundry room (interior room) and they will be provided a blanket to cover with. We will all remain there with the first aid kit, small snack stash, and flashlights until it is safe to return to the child care area. **Severe weather drills are practiced every three months.**

## **LOCKDOWN, SHELTER IN PLACE OR ACTIVE SHOOTER**

In these events I will make sure that all doors and windows are closed and locked. I will keep the children inside away from the doors and windows. If the situation calls for it I will lock the children and myself in a bathroom or other hiding area and will not come out until law enforcement has deemed the area safe and clear. Should there be a neighborhood lockdown, I will notify all parents/guardians by phone to let you know of the situation so that you do not attempt to come into the neighborhood to pick up your child until it has been deemed safe to do so.

## **POWER OUTAGES**

In the event of a power blackout in our area that is expected to last longer than 2 hours I will call all parents/guardians and ask you to come pick up your child.

# **PARENT HANDBOOK ACKNOWLEDGMENT**

I/We have read the complete Parent Handbook for Little's Learning Safari. We agree to abide with all policies and procedures as described in this Parent Handbook. I/We also understand that Peggy Carty, providing a 30 day notice to me/us, may change the contents of this handbook at anytime. I have received a copy of this handbook to keep for my records. I understand that I must view a current copy and sign it January 1st of each year my child is in care.

*Please initial each topic and then sign and date the bottom.*

- |   |   |
|---|---|
| <input type="checkbox"/> Enrollment Requirements                      | <input type="checkbox"/> Days & Hours of Operation          |
| <input type="checkbox"/> Arrival & Departure                          | <input type="checkbox"/> Child Abuse & Neglect              |
| <input type="checkbox"/> Changes                                      | <input type="checkbox"/> Children with Disabilities         |
| <input type="checkbox"/> Extended Absences                            | <input type="checkbox"/> Equal Opportunity Provider         |
| <input type="checkbox"/> Health Requirements                          | <input type="checkbox"/> Closings                           |
| <input type="checkbox"/> Clothing                                     | <input type="checkbox"/> Food & Nutrition                   |
| <input type="checkbox"/> Holidays                                     | <input type="checkbox"/> Personal Possessions               |
| <input type="checkbox"/> Smoking                                      | <input type="checkbox"/> Pets                               |
| <input type="checkbox"/> Pictures                                     | <input type="checkbox"/> Substitutes                        |
| <input type="checkbox"/> Parties                                      | <input type="checkbox"/> Outdoor Playtime                   |
| <input type="checkbox"/> Toilet Training                              | <input type="checkbox"/> Transportation                     |
| <input type="checkbox"/> Curriculum                                   | <input type="checkbox"/> Parent Board                       |
| <input type="checkbox"/> Medication                                   | <input type="checkbox"/> Child Illness                      |
| <input type="checkbox"/> House Rules                                  | <input type="checkbox"/> Child Vacation                     |
| <input type="checkbox"/> Open Door Policy                             | <input type="checkbox"/> Communication                      |
| <input type="checkbox"/> Guidance & Discipline                        | <input type="checkbox"/> Tuition Payments, Deposits, & Fees |
| <input type="checkbox"/> Tax Time                                     | <input type="checkbox"/> Verification of Legal Custody      |
| <input type="checkbox"/> Trial Period                                 | <input type="checkbox"/> Termination                        |
| <input type="checkbox"/> Withdrawal                                   | <input type="checkbox"/> Emergency Drills & Procedures      |
| <input type="checkbox"/> Lockdown, Shelter in Place, & Active Shooter |   |
| <input type="checkbox"/> Power Outages                                |   |

\_\_\_\_\_  
Mother's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Father's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Peggy Carty- Little's Learning Safari

\_\_\_\_\_  
Date