

Little Dooda's Inc.

Parent Handbook

Est. 2009

Hours of Operation

Center Hours: Monday - Friday 6:30 am - 6:00 pm

Preschool: Tuesday, Wednesday, and Thursday 9:30am -12:00pm

Updated: June 1, 2023

Closed the following days:

New Year's Day

Memorial Day

Independence Day (July 4th)

Pioneer Day (July 24)

Labor Day

Thanksgiving Break (Thursday and Friday)

Christmas Day

December 26

Advance notice will be given for any other closures

Welcome!

Thank you for choosing our center, Little Dooda's. We make it our pledge to provide a welcome "home away from home" for your children, with an emphasis on quality and loving care. We strive to build your child's self-confidence and self-esteem through praise and positive direction.

It is our goal to provide a variety of exciting and stimulating activities each day so your child can develop socially, emotionally, physically, and mentally to the best of his/her ability. This Handbook has been prepared especially for you, the parents/guardians of the children enrolled in the Little Dooda's program. The Handbook contains the detailed policy and procedures we believe will help us achieve our commitment to your children, while also providing expectations of you. Once you review this Handbook, we believe you will be more confident in your family's choice to enroll in our program. We suggest that you keep this Handbook for reference throughout the year. If you have any questions or concerns, please contact us at 435-789-3222 or just stop by and chat with us anytime. The staff and I look forward to working with you and your family.

Sincerely,

Dominique Ferguson

Child Care Director

Daily Schedule

6:30 am - 8:30 am Arrival/Playtime

8:30am - 9:30am Handwashing, Breakfast, and Clean-up

9:30am - 10:00am Center Time

10:00am - 12:00pm Preschool

12:00pm - 1:00pm Handwashing, Lunch and Clean-up

1:00pm - 2:00pm Outside Time

2:00pm - 3:00pm Rest Time/Quiet Time

3:00pm - 4:00pm Handwashing, Snack Time, and Clean-up

4:00 pm - 6:00 pm Center Time

Our Mission

Little Dooda's childcare and preschool recognizes and respects the uniqueness of each child. Our primary mission is to foster a love of learning in each child. We encourage learning and development through activity performed in a fun, safe, and nurturing environment. Children are encouraged to follow their curiosity, to think creatively, and to work both independently and cooperatively with others.

At Little Dooda's, we celebrate diversity and strive to instill integrity, compassion and confidence in each child. We give each child support and encourage their natural desire to learn through meaningful, appropriate, and playful learning experiences in an environment that meets the needs of each child as an individual.

Education

Little Dooda's offers programs for every child, ages 3 - 12 years old. Below is a list of some of the ways we uniquely meet different interests and needs of all our children.

Curriculum: We use many resources and educational materials to meet the needs of the individual child. We aim to meet and exceed the scope and sequence for Utah core standards.

We focus heavily on children learning their names, letters and numbers for preschool. With letters and numbers, we focus on number and letter recognition, identification and eventually in written form. Typically, we concentrate on one letter and one number each week. To help reinforce the focus letter or number, many of our songs, crafts and games use the letter and number of the week. We strongly believe in using all five senses to help children learn and retain new information and knowledge.

Learning Centers

Several Areas are permanently arranged in our center. Hands-on material and activities change on a regular basis to keep children engaged and curious. We use various learning areas (art , blocks, dramatic play, library, manipulatives, play kitchen, puzzles, and science) to enhance a child's imagination, creativity, and individual expression. Below are a few breakdowns of each area and why we find them to be so vital for the growth and development of your child.

Art: Artistic activities foster intellectual development and provides other benefits, such as:

- Stimulates both sides of the brain
- Increases the capacity of memory, attention and concentration
 - Helps develop reading skills
 - Enhances math and science skills
- Introduces children to new methods, materials, formats, and concepts

We provide various material choices and leave this center open ended. Materials and tools used in art are excellent in progressing your child's fine motor development. We love to engage with your child and talk to them about their work and ask open ended questions with the goal of fueling growth and creativity.

Block Play: Block play offers an open-ended, creative and valuable play and learning experience useful for every setting. Children freely and creatively take apart and put back together any block-based creation they can think of. The benefits of this activity include:

- Boosts imagination
- Develops self expression, sense of self, problem solving, and mathematics
- Enhances physical coordination, creativity, science, self-esteem, communication and literacy
- Teaches teamwork when they co-construct, negotiate with one another, take turns, share materials and cooperate with others, forging new friendships
 - Encourages self-reliance and increases attention span

Dramatic Play: We generally change out the options in our dramatic play monthly. These themes give the children an opportunity to engage their imagination, build confidence, and prepare children to tackle real life situations. Dramatic play is a type of play in which children accept and designate roles, and then act them out. It is an activity where they break through their norms, pretend to be someone or something different from themselves and dramatize situations and feelings for the characters they have chosen. Moreover, while this act may be viewed as trivial by some, it remains a fundamental part of the developmental learning process in children.

Manipulatives: Manipulatives develop organizational skills such as: sorting, counting, comparing, classifying, matching and shape recognition. Children integrate concepts through physical involvement. By using more senses, children form more associations and learn faster.

Safety and Security

Your child's safety is our top priority!

-Releasing a child: A child may only be released to a parent/guardian or to someone with prior written authorization by the parent/guardian. Additionally, anyone authorized by the parent/guardian must provide a current government issued photo ID.

***Note: All staff have the right to ask anyone entering the facility to provide a current government photo ID. If you can not comply, you may not enter our facility.

-Lost Child: In the case of a lost child, we first call the proper authorities and contact the parents/guardians. One staff member will be dedicated to searching for the child and one staff will be dedicated to securing the facility.

-Fire and Disaster Drills: We conduct fire drills monthly and disaster drills twice a year. We will/do practice full evacuation of the center and meet outside weather permitting.

-Emergency Accident/Illness Procedures: If an emergency arises, a qualified staff will administer first aid care. If necessary, emergency medical personnel will be contacted first. Staff will then call the parents/guardians. If we are not able to reach parents/guardians, we will call emergency contacts on file.

-Emergency Evacuation Procedures: In the instance of having to evacuate our facility, we have a dedicated staff who will contact the local, proper authorities and a dedicated staff member who will contact you. You will be notified via a mass notification on our parent/guardian engagement app and individually by phone. If we are not able to reach you, we will contact your emergency contacts. Once local authorities give the okay that it is safe for you to pick up your child, we will then contact you with the address and pick up procedures. We have three safe locations and depending on the evacuation type will determine which safe location we are using. If you would like to discuss these with us, please contact the Director at 435-789-3222.

-Emergency Closings: Little Dooda's will make every effort to remain open during all regular scheduled business days/hours. However, in the rare extreme case conditions, it may be necessary to delay opening or cancel childcare in order to ensure the safety of our families and staff. Childcare closings will be announced on our facebook page and through our childcare app. If it becomes necessary to close our school during the day, you will be notified by the childcare app and a phone call. You will be required to pick up your child within one hour of the phone call. There are no refunds for emergency closings.

-Accident/Incident Procedures: Should your child be involved in a non-emergency accident/incident during the course of the day, a staff member will complete an accident/incident report. Parents/guardians are required to sign any accident/incident report form that day at pickup. The Director or staff member will be able to discuss the matter with you at pick up. Should a person other than a parent/guardian pick up the child, a parent/guardian must sign the accident/incident report and return a copy to the Director within 24 hours (or next business day).

-Child Abuse and Neglect Procedures: All staff members are mandated to report any suspected child abuse or neglect to the proper authorities.

-Liability Insurance: The center has a liability policy in place. A copy of the policy is available by request.

Health Policy

-Immunization: All children must be appropriately immunized for their current age before entering our program in order to comply with state licensing requirements. As your child receives immunizations, please bring in an updated and current copy to the Director. If you have personal or religious reasons for not immunizing your child, you must provide us with a waiver from the State Health Department. If there is an outbreak of an illness (that immunizations cover) all unimmunized children will be excluded from attendance until the outbreak is over as per the health department regulations.

-Handwashing: Proper and frequent handwashing is the most effective way to prevent the spread of infection and must be done throughout the day at the following times:

- Before and after administering first aid
- Before and after handling food
- After using the toilet or helping a child use the toilet
- After removing disposable gloves used for any purpose

Other times include but are not limited to the following:

STAFF

- Upon arrival at work
- After contact with bodily fluids
- After performing cleaning tasks or handling garbage
- After play on the playground
- Before going home

CHILDREN

- Upon arrival at the center
- Before and after eating
- Before and after food activities
- After outside play
- After wiping/blowing nose
- After doing activities

Note: On field trips, we will use a hand sanitizer. This is the only time we use hand sanitizer.

-Drinking Water: Clean drinking water is provided to the children throughout the day. Each child has their own individual water bottle which is clean and sanitized at the end of each day. Water bottles are available to the children all day and refilled with clean fresh water twice a day. We also have a drinking fountain available on the outside playground.

-Children who are ill: Ill children cannot be appropriately cared for in a childcare setting. Parents/guardians need to have alternate care available when this occurs. Examples of health symptoms that require exclusion from the center include but are not limited to:

- Fever (temperature 100 degrees or above)
- Conjunctivitis (an eye infection which is commonly known as pink eye)
- Undiagnosed rash (except diaper rash)
- Vomiting two or more times in the previous 24 hour period, or any vomiting accompanied by other signs of illness
- Jaundice (yellow) skin or eyes
- Difficult or rapid breathing
- Symptoms of strep throat or chicken pox or other contagious illness
- Head lice, scabies, or other parasitic infections
- Any condition in which the child acts ill and is unable to participate in childcare activities and which compromises the health and safety of others

In the event a child develops symptoms or an illness during the day, staff will provide the child a quiet place to rest in view of a childcare provider until the child is removed from the facility. The parent/guardian or emergency contact person will be notified by the Director or assistant Director and must be picked up within one hour of notification.

-Toilet Training: Your child may be ready for toilet training if he/she has:

- A dry diaper for two or more hours after naptime
- If they tell you when the diaper needs to be changed
- If they tell you when he/she is going in the diaper
- If they show an interest in using the toilet

-Medicine: The center will not give or store any medication on site.

-Allergies: All allergies are posted near the door by the table where the children eat so all staff members can see them. A child's allergies are also posted near the cook who prepares the food. Parents/guardians need to update the center if they become aware of a new allergy.

-Sanitation: Disposable gloves are worn by the provider each time a child needs to be cleaned up after an accident. This is for the prevention of illness and to reduce the risk of Cytomegalovirus (CMV) to pregnant women or those who may become pregnant.

General Policy

-Parent/Guardian Involvement: There will be many times and ways you can get involved in your child/ren's preschool/child care experience. You are welcomed and encouraged to participate in any or all of the following:

- Chaperoning on field trips
- Lending objects for units of study
- Coming and talking about your job/profession when asked
- Helping your child at home with the concepts we are studying each month
- Helping provide treats or other items for our parties
- Reading to students
- Party days and special activities
- Volunteering to help with projects or games/activities

Please reach out to your child's teacher about anything you are interested in or wanting to help with. We are happy to see you any time!

-Behavior Management and Discipline: All teachers at Little Dooda's manage behavior in their classrooms in a non-punitive, age appropriate manner. All staff receive ongoing training in the areas of discipline and behavior management. They are trained in the process of positive discipline which instructs children as to what they should do rather than telling them what not to do. For example, we say, "We walk inside the building" rather than "No running."

Staff will use positive reinforcement to encourage children to cooperate and continue using appropriate behaviors. Children will be redirected to an alternate activity if the behavior continues to be inappropriate. An example is when a child is doing something that could hurt others, themselves, or destroying property and choosing not to use problem-solving techniques, staff will assist the child in finding a new activity. Staff members will continue to be an active listener and support the child through conflict resolution. Parents/guardians will be notified of the behavior.

No child shall be subject to physical corporal punishment, humiliation, frightening, verbal abuse or be denied food, rest, or bathroom facilities. Children will never be disciplined for toileting accidents, sleep habits, or food consumption. Any violation of this discipline policy should be reported to the Director immediately. All staff employed by Little Dooda's are selected with the greatest of care. All staff meet the Utah State qualifications.

-Dressed & Ready Policy: Children will only be brought dressed in clean clothes (and a clean diaper, if applicable) and in suitable shoes. We play outside daily, weather permitting, so please dress your child accordingly. Please label coats, hats, gloves, etc. with your child's name.

-Daily Communication: Communications will be in your child's cubby and/or posted on our Procure App. Announcements and general information will be posted on the bulletin board by the front entrance. Please feel free to approach the Director and/or your child's teacher when you have information to share, questions to ask, or need someone to talk to. Please give yourself 10-15 minutes at drop off and pick up to be with your child in the classroom. This will allow for communication on a regular basis and helps the transition between home and our center.

-Birthday and Holidays: We allow parents/guardians to bring store bought treats to school to celebrate a child's birthday and/or special times.

-Social Services: If a child is in need of assistance in addition to what a teacher can provide on a daily basis, the Lead teacher will notify the Director. The Director will hold a conference with the parents/guardians and provide information about appropriate social service agencies which can meet the child's and/or family's needs. The center will make every effort to lead parents/guardians in the correct direction for any additional services that may be available or necessary for the child's well-being. The parent/guardian/teacher/Director will work together as a team to document any concerns. The parents/guardians will be notified immediately when concerns arise.

-Items from home: Children should bring a small blanket for rest time. Children may bring in small toys from home on designated show and tell days. The toy should be limited to a size that will fit inside their cubby. Please keep in mind their teacher will help the children to be careful, but cannot and will not be responsible for lost, stolen or damaged items brought to school.

-Meals and Snacks: Little Dooda's provides breakfast, lunch and an afternoon snack on a daily basis. We provide balanced and nutritious foods and participate in the federal CACFP food program. Our meals are served family style and staff members sit and eat with the children, encouraging good table manners. Children are encouraged to try new foods but are never forced to eat them. In addition to meals, children always have access to fresh drinking water.

Little Dooda's realizes that children have different eating habits and tend to be finicky eaters. Because of this, parents/guardians may prefer to provide lunch for their child so they can

be sure that their child will eat. In this case, parents/guardians are asked to bring in a nutritious lunch in a lunch box clearly labeled with the child's name. Please check with staff first for any food allergies that may impact another student.

-Rest Time: Preschool aged (3 - 5) children in attendance for a full day are provided with naptime in the afternoon; the length of their naptime does not exceed one (1) hour each day. The Center provides a sanitized cot, sheet, and blanket. All blankets and sheets will be washed a minimum of once weekly and as needed. For children 6 and older this time is used as a quiet/rest time. The center offers a movie, story on CD, or music not exceeding one hour. Children may only play video games/tablets at rest time with a 30 minute limit each. Children may bring an electronic device for rest time but must remain muted or bring headphones. Little Dooda's is not responsible for loss or damage to any devices brought from home. No internet is provided nor may be used for children at the center. If a device is brought with internet access, it must remain in airplane mode or they may not use it. Inappropriate content will not be allowed and/or tolerated. It will result in the child losing the device privileges and they will no longer be allowed to use/bring a device.

-Bussing Policy: We provide bussing to a variety of schools. Please check with the Director on current schools offered. All bussing is on a first come, first serve basis and requires a signed permission slip and pre-arrangement with the Director. Bussing fees are \$45 per month per child and must be paid prior to the month of service. Bussing fees are not prorated. Bussing fees are subject to change.

-Field Trips: We occasionally plan field trips for our center. Prior to each trip, information will be posted detailing the date, times and locations. The permission slip must be signed by a legal guardian and returned to the teacher in order to participate. Parents/guardians are always welcome to attend field trips with us. If you do not wish for your child to participate in the field trip, then you will need to make other arrangements for that day.

-Photo Release: At Little Dooda's we take many pictures, mostly for display on our bulletin boards, to send and communicate on our procare app and/or facebook page. Every family must fill out a photo release form to accept or decline what we can do with pictures prior to enrollment start date. This form is found in the new child application packet.

-Your Family: Little Dooda's would like you to share your home and family traditions with us. We love having parents/guardians/family engage and teach us. If interested in sharing a tradition, please reach out to the Director to get it approved and scheduled.

-Visitors: All visitors have to check in at the front desk. Please have photo identification on you if asked. ALL visitors must sign in and wear a visitor badge while at our facility. At Little Dooda's, we want to make sure that the parents/guardians are welcome at any time but for the safety of our children and staff, we have to know who is in the building at all times.

-Classroom Change: As your child grows older we will take the same care transitioning them to their new classroom as we did when your child first started attending our program. The decision to move your child into the next classroom/program is based on your child's age development, readiness, and space availability in the next classroom.

-Authorization to Release: Children can only be released to a person listed on the authorization and consent form. Government photo identification will be required of any person picking up a child regardless of relation or affiliation. The Director/Assistant Director must be given written notification in advance if someone other than a parent/guardian is to pick up your child. In the event of a discrepancy, the child will be detained until the Director/Assistant Director can contact the parent/guardian by phone. Temporary changes for a child release can be authorized over the telephone but you must provide your code word.

-Custody Orders: Until custody has been established by a court action, one parent/guardian may not limit the other from picking up their child in our care. The center must be notified immediately of any changes in custody orders. Certified custody orders must be given to the center Director.

-Enrollment: We encourage parents/guardians to come and spend time with their child in our program prior to enrollment. We want to make sure that our program is the right fit for you and your family.

-Pre-Enrollment Orientation: Parents/guardians are required to have a pre-enrollment orientation visit with their child/ren. Parents/guardians are encouraged to share information about their child and express their expectations of the program, and ask questions. We would also like to visit with your child and learn their interests and their strengths. At this time we will provide an opportunity to go over our Parent Handbook. We also will provide an enrollment packet and address any and all concerns the parent/guardian may have.

-Day Care and Preschool Rates and Procedures: All accounts will be billed and posted weekly. Accounts are to be paid IN FULL each Monday for the previous week. All accounts not paid by closing on Monday for the previous week will be put on hold until paid in full. There is a one time, per family \$50.00 registration fee due upon enrollment. This fee is non-refundable. Rates are subject to change as costs require. Parents/guardians will be notified of pending changes a minimum of 14 days in advance. Parents/guardians are responsible for any late pick up fees or collection fees should the account be forwarded for collections. Our center requires a two week written notice for withdrawing for any reason. If the required notice is not given, parents/guardians will be charged for that two week period. Failure to pay fees when due will result in your child/ren being denied daycare service until your account is brought current. If your account is more than 30 days late, it will be turned over to collections. You will be responsible to pay all collection costs as well as all attorney fees and court costs with 18.5% interest. Return Check Policy: There will be a \$25.00 charge for all returned checks. After two

(2) returned checks ALL payments must be made with cash, money order, debit card or credit card.

-Subsidy Payments: All subsidy co-payments are due by the 5th of each month. In the event that a subsidy payment made to the center has to be returned, you will be responsible to pay for that month in full.

-Withdrawing/Leaving: Our center requires a two week written notice for withdrawing for any reason. If the required notice is not given, parents/guardians will be charged for that two week period.

-Parent/Teacher Conferences: We do not have set dates for parent/guardian/teacher conferences. You are welcome to schedule a conference with your child's teacher at any time of the school year. We encourage open communication between parents/guardians and staff.

-Special Needs Enrollment: We believe that every child should have a successful and meaningful experience. We will do everything we can to include every child. However, administration and parents/guardians will need to work together to decide if we are able to accommodate a child with special needs. Upon enrollment, we would like a copy of your child's IFSP IEP or any other individualized plan to enable the teacher to tailor your child's curriculum regarding any disabilities or other special learning needs.

-Record Keeping: Our center keeps our records for up to five years for our staff and children.

Thank you,

Dominique Ferguson
Director and Owner
Little Dooda's Inc.
Childcare and Preschool

If you have any questions or concerns not addressed in our policies and procedures, please feel free to contact the Director by phone or email.

Nondiscrimination Statement: In accordance with Federal law and U.S. Government policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination write Office of Civil Rights, 1400 Independence Ave.,

SW Washington DC. 20250-6410 or call 1-800-795-3272 or 1-202-720-6382 (Voice and TTY) Little Dooda's is an equal opportunity provider and employer.(Statement is also posted in the daycare.)

Policy Agreement Form

Please carefully read our Parent Handbook. By signing and submitting this form to the Director, you are confirming that you have read and understand the Little Dooda's Parent Handbook and agree to abide by all the policies and procedures therein.

I agree to pay the following daily tuition amount weekly and understand that tuition may change depending on schedule and rate adjustments.

Registration Fee \$50

Tuition \$30 per day

Preschool Tuition \$150 per Month due by the 5th

Drop In is \$35 per child and must be paid at the time of drop off. You must call ahead for availability.

All state copays are due by the 5th of each month.

Late Pick up Fee \$2 per minute starting at 6:00 pm

Child/ren Names:

Parent/Guardian Signature:

Date:

Thank you for choosing Little Dooda's Inc. as your childcare provider. We look forward to working with you!