

Little Acorns Education Center



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Hours of Operation:

Monday-Friday

7:30 am – 5:30pm

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Our Program

Mission Statement

We strive to provide high quality care for today's youth. We are committed to providing a safe, healthy, and positive place for all children to grow and learn.

Philosophy Statement

We are child oriented, child initiated, and teacher supported. We believe all children learn best through hands-on experiences. Our curriculum is Montessori inspired and focuses on developing independence, confidence, and empathy. We offer developmentally appropriate experiences that engages each individual child. Each child will be empowered to make their own choices, become self-confident, and guide their own learning. We believe play is a child's work and strive to allow for ample uninterrupted blocks of time for each child to build their skillset. We look for and cultivate those "teachable moments" that randomly present themselves throughout our day.

What does Montessori inspired mean?

Little Acorns places a strong emphasis on independence and free choice. Children are encouraged to explore their environment freely and become contributing members of our community. A number of our daily activities will be designed to encourage the Montessori concepts of self-help and independence. We value the core ideals of Montessori and offer a number of Montessori materials and lessons alongside inspiration from Reggio-Emilia.

Here at Little Acorns, we truly value the process over the product. We encourage and facilitate creative play and activities. In practice, this means offering open-ended materials as often as possible. Children are presented with materials and are encourage to freely explore and create.

Meet the Owner/Director

Alyssa Szuma is the owner and fulltime director. She is a mother of two young children. Her educational background consists of: Child Development Associate (CDA) Credential, Associates in Child Care, Bachelors in Children and Families, and a Master's in Public Administration. Her work experiences include teaching in classrooms, a private nanny, and a Child Protective Services caseworker for the State of Oklahoma Department of Human Services. Alyssa's interests include holistic living and reading. Further information regarding Alyssa's educational and professional background is available upon request.

Our Daily Rhythm

Below are the main components of our day:

- A group gathering time each morning with the children and teachers to discuss the day and any other important information.
- Work Cycle: during this time, the teacher will setup a particular activity geared for a specific skillset and invite the children over to participate individually or in small groups, depending on the activity. The other children will be encouraged to freely participate in other areas of the room until their turn.
- Outside play time at a minimum of twice a day (exemptions are explained in detail below)
- Regularly scheduled meal and rest times

NOTE: Children are encouraged to participate in the daily activities but are not required.

Emergent Literature

Little Acorns promotes reading and writing throughout the day. Group and individual reading times are encouraged and built into the daily schedule. Books are available throughout the day. Books can be seen throughout the classroom and can be used in various ways. For example, a book with pictures of buildings can be used in the block area. There are writing materials readily available to any child, including sandpaper letters and numbers.

Screenings and Conferences

We understand parents love to hear feedback regarding their child's growth and development. To help aide in this, Little Acorns will conduct a screening of every child once a year. We will use the Ages and Stages screening tool. This screening tool is used as a guide to evaluate overall development and is completed alongside parents. The screening is solely used to help guide the selection of presented works. The results of the screening will be discussed with the parents during conferences. Conferences may be conducted informally or formally, depending on family needs.

NOTE: Parents may opt out at any time. Please provide written notification of opting out to remain in the child's file.

Babywearing

Little Acorns recognizes the benefits of proper babywearing. Babywearing allows for the young child to remain in close contact with their caregiver while allowing the caregiver to remain hands-free and mobile. This is particularly helpful when littles do not want to be put down, when teething, or when a child is just having an "off" day. All staff members are aware of proper babywearing techniques. All carriers that are used in the center are CPSIA complaint and inspected often to ensure proper operation and safety.

Classroom Slippers

Keeping with Montessori traditions, all children enrolled at Little Acorns are required to have soft soled classroom slippers. Classroom slippers help to keep dirt and debris from being tracked into our classroom. They also help to signal to the child a transition into their learning environment. In addition, soft soled slippers allow the child's feet to develop in the most natural way possible while still protecting their feet and keeping them warm. Socks or bare feet are may also be worn, if a child prefers.

NOTE: Crocs are not acceptable soft soled classroom slippers. They are, however, excellent for outdoor play.

Outdoor Play

Children are taken outside to play at a minimum of twice a day (unless the wind chill or temperature is at/or below freezing or the heat index is at/or above 100 degrees).

Parents must provide adequate weather gear for the varying seasons.

While outside there will be times that sunscreen and/or insect repellent will be needed. In order for the center to apply these for your child, the blanket permission slip must be signed and on file. A “green” brand of sunscreen and insect repellent will be provided by the center. If a parent wishes, they may provide their own.

During the summer months, children may play in a wading pool or sprinkler. A water table is available frequently throughout the year and children will oftentimes get wet. A bathing suit and towel is encouraged to be kept on site during the summer months.

Messy Activities

A messy day is a good day! Little Acorns does not shy away from messy activities but rather embrace them. Please do not send your child in any clothing you do not want to get messy. It is our belief that clothes can always be changed and messes are part of childhood. Please understand that teachers are unable to guarantee a child will be clean upon pickup due to our program approach. In the event you wish your child to be presentable (family gathering, pictures, doctor appointment, etc), parents are encouraged to arrive early and to use the center to change their child if needed. Please be considerate of closing times when using this option.

Toys from Home

There will be times your child will want to bring a special toy from home. While this is permitted, please understand that toys can potentially be broken, misplaced, or lost. If the toy in question holds sentimental value, please refrain from bringing it to the center. Little Acorns is not responsible for lost or broken toys. Toys or materials that resemble weapons are prohibited from the center; exceptions may be granted for water play, please speak with the director for further information.

If your child has a special toy that is used for comfort, such as a blanket or stuffed animal, every effort will be made to ensure the item is placed back into their cubbie after quiet time.

Quiet Time

Per state regulation, every child enrolled in our full day program must be provided with adequate rest time. The child is not required to nap if they do not wish to do so. They will be provided quiet independent activities during this time if the child chooses not to nap.

Little Acorns will provide nap mats and blankets for all children. Blankets are washed weekly on site.

Television

When used sparingly and appropriately, television can be an effective educational tool. The regular use of television is not used in the center. However, there are times when appropriate shows may be shown. These times may include emergencies (where one child is in need of extended care) or days where the

children seem restless and outside is not an option. There may also be the occasional “movie day” as a fun and lighthearted activity for the children. Whenever the television is in use, children are always given the choice of another appropriate activity.

Once or twice a week, the television may be used for a short Yoga activity (usually less than 20 minutes). While we oftentimes do teacher led yoga, children do love the themed yoga episodes and gain a lot of knowledge from the newly presented poses.

Meals and Snacks

Little Acorns takes great care to provide nutritionally balanced meals and snacks. We strive for an 80% organic menu, with an emphasis on fresh homemade meals. Children are encouraged to try the foods that are presented; however, a child is never forced to eat.

The center will provide breakfast, morning snack, lunch, and afternoon snack to the children who are present during those times. A take home snack is provided for children who are picked up after 3pm, if a container for the snack is supplied.

Food Service

Meals are served family style whenever possible. This allows for a love of food and conversation to grow among the children. Children will be encouraged to serve themselves and to drink from open cups. Infants may be placed at the table for social interaction even if they are not eating.

Little Acorns strives to eliminate plastic ware from meal times. While this is not always possible, food will not be heated nor stored in plastic containers (unless the original unopened container is plastic).

All food and drinks will be served at a table or outside. Children are not permitted to roam the center with a cup. This helps to control choking hazards, spills, and drink sharing. Children are always offered fresh water throughout the day. Little Acorns will provide water bottles. Families should provide a container for our daily take home snack. We encourage an extra container to be kept at the center in the event one is forgotten.

Children who are dropped off with breakfast are to finish their meal at the table. Please do not send additional snacks or meals with your child unless prior arrangements have been made with the director.

Formula/Breastmilk

The parents are to provide the center with formula and/or breastmilk for your child in labeled bottles. The bottles must be labeled with the child’s name and date. Breastmilk may be provided in the form of frozen bags. The bags must have the child’s name along with the freeze date. Breastmilk and formula will be warmed under warm running water or in a bottle warmer. A microwave will not be used. In the event the child does not finish a bottle, the contents must be discarded after an hour. If you feel your child may not finish a complete bottle within the hour, it is best to send smaller serving sizes. We are happy to prepare several bottles for one feeding rather than to waste. Each bottle may only be used once. Bottles will be sent home daily to be thoroughly washed.

NOTE: Rice and oatmeal are not to be added to a bottle unless a note stating otherwise is provided from a doctor. This note must be kept on file at the center.

Nursing

Little Acorns recognizes and supports a mother's right to openly nurse her child. We believe a nursing friendly environment is helpful for all involved, including children, and helps to normalize breastfeeding. Mothers are encouraged to nurse however they feel comfortable; this includes uncovered nursing for any age of the child as well as the use of a supplemental nursing system (SNS). If a mother wishes, a private room will be provided.

Nursing mothers are welcome to drop in for nursing sessions as often as needed. However, we ask that closing times and child transitions be taken into consideration.

NOTE: Any disrespectful actions or comments regarding a mother's right to nurse from other adults will result in termination of care.

Baby Food

Little Acorns respects the dietary wishes of the families that are enrolled. Please speak with your pediatrician and review the WHO guidelines when deciding when and what solids to introduce to your child. Rice cereal, oatmeal, special yogurts, and jar foods must all be provided by the parent. If the parents' wish to use the Baby-lead weaning approach and the center's daily menu is consistent with the infant's dietary needs, the center will provide the food for that day.

NOTE: All foods must first be introduced at home in order to establish allergic reactions. Please keep a running list of the approved foods on file at the center.

Toilet Learning

Little Acorns is happy to work in conjunction with parents when the child is ready to learn how to use the toilet. Please start working with your child at home before implementing this learning at the center. We are happy to remain consistent as long as the experience remains positive. If at any point the child refuses to use the bathroom, they will not be forced. Small training toilets are not used in the center. Child sized seats and stools are provided for using the toilet. This approach helps to keep the bathrooms a clean and sanitized place. If the parent chooses to offer incentives for toilet training, the center is happy to do so; however, the parent must provide the incentive. Children who are potty learning must be sent in clothing they can easily remove themselves, this includes jeans. Families are asked to supply flushable wipes for their child if the child requires assistance with wiping. If families choose to use pullups, they must have the easy open and close sides.

NOTE: We do not use food (including candy, suckers, etc) in any form as a reward or punishment. We are happy to do other incentives, such as a sticker chart. If you have any questions regarding this policy, please speak with the director.

Diapering Procedures

Diapers will be changed as often as needed. Diaper checks are done at a minimum of every three hours. Children are always changed before and after quiet times.

Parents are asked to provide the center with diaper ointment if they wish for it to be used. A permission form granting permission for the use of diaper rash cream will need to be completed and signed prior to use.

Little Acorns is happy to supply diapers and wipes for an additional \$10/week. The brand of diapers and wipes will be determined by the center. Special diapering needs will require the parents to bring their own supply. A note regarding needed supplies will be sent home to parents via the HiMama app. If the center must provide diapers or wipes due to the child running out, a \$10 fee will be applied to the account.

Cloth Diapers

Little Acorns is happy to accept cloth diapers. We ask that the cloth diapers be prepped and ready to use for each individual changing. Per state regulations, each diaper may only be used once (covers cannot be reused). Each diaper must be placed in a sealable bag (such as a wet bag) and sent home each day. The center is not permitted to rinse or shake the diaper clean. Parents are required to provide the center with the sealable bags. At least three emergency disposable diapers must be kept at the center.

Drop off and Pick-Up Procedures

Little Acorns requests that all parents enter and exit the center through the side door. This helps to control the flow of traffic as well as maintain security. The side door will remain locked during business hours. Please ring the bell and wait for assistance. Please keep in mind that the door may be not answered immediately if staff members are assisting other children (like during a diaper change). Please park in the driveway whenever possible. When street parking is needed, please park on the west side of the street (the side of the house). Parents are asked not to park within 15 feet of the stop sign on the corner of Ascot Pl and Ventura Pl; this is to ensure the corner stop remains safe for everyone. If you chose to keep your vehicle running, please ensure the music is kept at a minimum as to not disturb the neighbors.

We have found that children transition best when they are presented with a consistent routine. A staff member will greet your child and help them transition smoothly into the classroom. Please speak with your teacher should you need help or suggestions if the drop off or pickup time is difficult for you and/or your child.

Upon drop off and pick up, parents must make contact with the teacher (talking or waving). This policy applies even if the class is outside during pickup.

Parents are expected to enforce the guidelines of the classroom. Parents are encouraged to help their child prepare to leave. Consistent disruptive departures that prevent the timely closing of the center and/or staff members from leaving may result in additional fees and/or termination of care. Please speak with the director if additional assistance for picking up is needed; as there are several techniques that may be beneficial.

Other Adults Picking Up

To ensure child safety, only adults who are listed on the child's emergency contact sheet may pick up the child. The adult must show a valid picture ID when picking up the child. While staff members will quickly learn who family members are, we reserve the right to request proper identification at any time.

If the noncustodial parent is not to have contact with a child, proper legal documentation must be kept on file at the center. It is imperative the center remains knowledgeable regarding custody arrangements. Without legal documentation, verbal agreements cannot be enforced.

Safety Notes

When entering or exiting the yard, please be sure to close the gate behind you. Children are not to open the gate at any time. This is for the safety of all the children. When pulling into and backing out of the driveway, please be cautious of children and drive slowly.

Health and Safety

Immunizations and Health Records

Little Acorns maintains updated health and immunization records for each child in enrollment, per state licensing requirements. Parents may submit a proper vaccine exemption if they choose to do so. This exemption is granted by the local health department. Please provide updated immunization records as needed (i.e. after receiving vaccines).

Reports of Suspected Child Abuse/Neglect

All staff members are mandated reporters. Any cases of suspected child abuse or neglect will immediately be reported to the Department of Human Services. Staff members are encouraged to report any suspicions themselves, with or without notifying the director or parents.

Little Acorns will fully participate with a Child Protective Services investigation, including allowing state employees to interview children. Staff members will ensure the DHS employee provides a valid DHS ID before interviewing a child. It is the responsibility of the state worker to inform the parent an interview was conducted.

Cleaning Schedule

The center is cleaned daily according to licensing requirements. Whenever possible, the center will use “green” cleaning agents. Children are encouraged to participate in maintaining a clean and orderly environment. Children are empowered to wipe up their own spills and to help prepare the table for snacks and meals.

Illness Policy

To protect your child, other children, and staff members, Little Acorns requests your child not be brought to the daycare if they are displaying any of the following symptoms:

- An oral temperature of 100 or more
- Diarrhea within the past 24 hours
- Blood or mucus in the stool
- Difficulty breathing
- Vomiting in the past 24 hours
- Unexplained mouth sores
- Unexplained rash
- Extreme irritability or cries and cannot be consoled
- Sluggishness or unusual drowsiness without explanation
- Cannot participate in the normal planned activities, including outdoor play
- Needs more care than the staff can give while caring for other children

NOTE: Please do not give your child fever reducing medication in order to send them to the center. This can potentially mask other symptoms that need attending to and/or expose other children to the illness. Furthermore, once the medications wears off, the fever may unexpectedly spike, causing more issues and discomfort for the child.

NOTE: Should your child receive vaccines, they may not return to the center that day. This policy is in place to ensure allergic reactions and possible discomfort are noticed and handled appropriately by the parents.

Should a child need to be sent home, the child will need to be picked up within the hour. Failure to arrange pickup within the hour may result in additional charges.

Children are welcome to return to the center once they are well, been treated by a physician (if needed), and meets our other criteria based on the illness. The general rule is to be on antibiotics for a minimum of 24 hours and/or fever free (without medication) for 24 hours. The child must be feeling well enough to participate in all planned activities, including outdoor play. Please discuss specific illnesses with the director. It is important for parents to have an emergency plan established to care for an ill child. If Little Acorns sends home a child for any illness, they cannot return the next day unless special arrangements have been made with the director.

Little Acorns will send out a notice via HiMama whenever children have been exposed to a communicable disease. The child's identify will not be disclosed.

Medication

Medication will only be given after a medication slip has been fully filled out and signed by the parent. All medications must be in the original bottle and labeled with the child's name, date, and dosage. Little Acorns cannot administer the first dose of any medication.

NOTE: When filling the prescription for your child, you may be able to ask the pharmacists to divide the medication into two bottles: one for home and one to be kept at the center.

Over the counter medications will not be administered. Special circumstances such as a history of febrile seizures or teething may be considered. Please speak with the director for more information.

NOTE: Please do not give your child any medication, including cough drops, to be taken on their own.

Teeth Brushing

As part of our daily program, children will brush their teeth as recommended by the National Association for the Education of Young Children (NAEYC). Toothbrushes and toothpaste will be provided by the center. Should a parent choose a specific brand, you may provide your own.

Emergency Procedures

Injuries

Parents will be notified immediately in the event their child is injured and requires medical treatment. If the parent cannot be reached, the staff will contact the individuals listed on the child's emergency sheet.

Appropriate first aid will be given while the child waits for the parent to arrive. If the child requires immediate care, 911 will be called. All staff members are certified in pediatric CPR and first aid. Staff members are not permitted to transport children in their personal vehicles in the event of an emergency. When in doubt, 911 will be called.

Parents will also be notified of non-emergency injuries (such as bumped heads, pinched fingers, etc) that might require a doctor visit, but are generally not serious. Little Acorns believes the family should make this decision based on their own individual needs. All other minor injuries (small cuts, minor falls, etc) will be documented on an injury form and be placed in the family folder. These notices must be read and signed to be kept on file at the center.

Fire

In the event of a fire, children will be evacuated from the center using the nearest exit and be removed to a safe place away from the building. Parents will be contacted once all children are accounted for and emergency services have been contacted. Fire alarms are practiced regularly. The center is equipped with smoke detectors and two fire extinguishers.

Tornado

In the event of a tornado warning, the children will be moved to a safe area (lower level, away from windows and doors). Children and staff will remain in the safe area until an all clear is given. Tornado drills are practiced regularly during tornado season.

Discipline and Guidance

Throughout a child's development, he or she will inevitably behave in ways that are unacceptable, either because they are dangerous, hurtful, or otherwise socially unacceptable. In order to help our children develop appropriate social behaviors, we guide them by the most positive means available.

The following constitutes our formal disciplinary policy:

Redirection: By keeping the children involved in activities that they are interested in, we can often prevent situations from arising that require further intervention. Also, by ensuring that children are adequately supervised, situations can be dissipated before they escalate. We can teach the children to resolve their own disputes by taking advantage of opportunities that arise in which we can guide them to peaceful cooperation.

Separation and Information: Unacceptable behavior sometimes occurs. When it does, we immediately stop the harmful behavior. We then make eye contact with the involved children and try to work out the situation. For example, we encourage the children to use their words to tell other children to stop their offending behavior instead of hitting them. We also encourage children who are fighting over a toy to take turns or make a trade. We will encourage all little to use our Peace Corner when the need arises.

Corporal punishment and verbal abuse (including yelling/screaming) are never options. Formal time-outs and removal of privileges are also not used as disciplinary tools. We believe that at these ages, children can only understand immediate and direct consequences of inappropriate behaviors. Food is never used as a punishment (or reward). Also, we understand that children learn primarily by example. We remain calm and respectful at all times and impose any discipline consistently.

The key to any long term improvement in a child's behavior is for the parents to be informed of problems and to participate in their solution. Informally (when a child is picked up) and formally (at meetings), we talk to parents in regards to their child's behavior. In the event the offending behavior does not improve and imposes risk to the staff or other children, care may be terminated.

NOTE: Little Acorns does not enforce sharing. Children are encouraged to take turns or make trades. If a child has a special toy, they are encouraged to place that toy in their cubbie for safe keeping.

Parent Communication and Involvement

Parents and families of enrolled children are welcome at the center at any time. Parents are encouraged to participate in any activity that may be of interest to them. We welcome parents to share their special skillsets and interests with our classroom.

Children can sometimes act differently in the presence of their parents as well as be confused who to listen to. When the parent is present, it is their responsibility to remain consistent with the expectations of the center.

Open door policy

Parents are welcome to discuss anything of concern regarding their children, the center, or staff members at any time. It is best to schedule a conference time to avoid disruptions. Staff members will do their best to discuss personal needs and concerns in a timely manner while still attending to other children and families if an appointment is unable to be made.

Texts and Phone Calls

All texts and phone calls are asked to be placed between the hours of 7am and 10pm. The best way to contact a staff member is to call the center line. Please keep in mind that during the day, staff members are attending to and interacting with children and may be unavailable for extended conversations. Please do not contact the director on the weekends unless an emergency arises or care is impacted for Monday. Families are always welcome to send a message thru our HiMama app and the director will respond, if needed, the next business day.

Weekly Folder

Each family will have a weekly folder that will need to return the next day in care. This folder will contain information regarding child observations, billing, needed paperwork, and projects from your child.

NOTE: All requests for receipts, signatures, and other paperwork may take up to 2 business days to complete.

Daily Child Observation Reports

All children will receive a daily observation sheet in an email through HiMama. This sheet will detail the child's eating habits, diaper changes, nap times, and any developmental milestones. Please inform the teacher if you would like specific information noted about your child. It is our hope these reports will keep you connected and informed about the time your child spends with us.

Social Media

Little Acorns realizes the presence of social media in our fast pace world. Our Facebook page will be kept current with delays or closures and any other pertinent information. Should an issue arise, please contact the director by email, phone, or in person. Facebook messages are not a reliable method of communication regarding enrollment changes, vacation days, early drop off, late pickups, etc.

Photographs

Photos are a great way to keep families involved throughout our day. We do take photos of teachers and children engaged in activities to be used in our advertisements, brochures, and social media

accounts. In these cases, a child's identity is not disclosed. If you have extenuating circumstances regarding pictures, please speak with the director.

Birthday Celebrations

Birthdays are a great time to celebrate! In the classroom, the child will have a Montessori inspired birthday celebration. Parents are welcome to bring a special snack or activity for the day. Please inform the teacher of the snack or activity in advance so necessary plans can be made. Please ensure that enough supplies are brought for all children who will be in attendance.

If your child wishes to invite children to their party (of any kind), please refrain from singling children out. Individual invitations can be given to a teacher to be added to the family's weekly folder.

Family Gatherings

Little Acorns will host two family gatherings a year. The gatherings are meant to provide a sense of community and gives the families another opportunity to meet each other. These are exciting events for your children! The dates and details of the gatherings will be posted in advance.

Operational Information

Tuition Payments

Tuition is a set fee based on the contract days and hours. This reserves the opportunity for your child to attend. If s/he is absent due to illness, personal days, holidays, or emergencies, your tuition remains the same. Tuition is due in full by 5:00pm on the first day of care for that week, with a late fee of \$25 assessed on any payments received after 5:00 pm on the due date, with \$5 added for each additional day the payment is late. NSF checks will incur a \$30 fee. After two NSF checks, payment in another form will be required.

In the event tuition payments fall two or more weeks behind schedule, care will be terminated. Legal actions may be pursued for all owed tuition fees to include legal fees.

NOTE: Excessive late payments may result in termination of care.

Tuition Rates

6 weeks-19 months

- Full day: **\$45/day**
- Half day (including lunch): **\$35/day**
- Half day (noon pickup): **\$30/day**

19 months – 5 years

- Full day: **\$40/day**
- Half day (including lunch): **\$30/day**
- Half day (noon pickup): **\$25/day**

Center providing diapers and wipes: **\$10/week**

NOTE: Parents are expected to abide by the times listed on their contracts. This ensures there is proper child to teacher ratios at all times. Early drop offs and late pickups are discussed in detail below. Failing to adhere to the timeframe as stated in the contract may result in termination of care.

Enrollment Fee

A \$50 enrollment fee will be applied to every new applicant upon enrollment. This is nonrefundable. A yearly enrollment fee of \$25 will be applied yearly at the time of contract renewal.

Methods of Payment

Little Acorns is happy to accept several forms of payment, including: Cash, check, and credit. We offer credit and debit card services through Square and PayPal. After two late payments via Square or PayPal, families will need to pay by cash. Families are responsible for any fees incurred by electronic payments.

When Your Child is absent

Please report any absences to the center as soon as possible. We need this information to ensure proper child to teacher ratios and to plan our day. Please note that payment is expected for absences unless previously agreed upon in writing.

If you plan to be more than 30 minutes past your scheduled drop-off time, please inform the director.

NOTE: If your child is scheduled for a full day, they must arrive by 10am. This allows them to gain the most from our program. Children may be picked up and dropped back off as long as their final drop off is by 10am.

Early Drop offs/Late Pickups

We recognize there will be times when an early drop off or late pickup is needed. Special arrangements can be made with the center to accommodate your family needs. Prior approval for early drop off or late pick up must be granted in writing at a minimum of 48 hours prior to the requested day. Approval is at the sole discretion of the owner. Additional fees may apply.

NOTE: If prior approval was not granted in writing, the standard fee applies.

Early Drop off/Late Pickup Fee

In the event a parent is late to pick up their child, this will result in a late pickup fee. For the first 5 minutes, parents will be charged the rate of \$10. For every minute after that, the charge will be \$1 per minute. The actual time will be decided by the digital clock near the daycare entrance. Late payments are due in the form of cash no later than the next business day. Late fees will be assessed from the time agreed upon in the contract.

Excessive early drop offs and late pickups will result in termination of care.

NOTE: Parents are encouraged to call in the event they will be late picking up their child. This allows for planning in regards to child and teacher ratios. A phone call DOES NOT waive the late pickup fee.

Holiday Closings

In order to provide all staff members with adequate time to celebration holidays with their families, Little Acorns will be closed in observation of holidays.

Holiday closing will not reduce the tuition rate. All holiday closings will be announced during September. Reminders for holiday closing will be sent home the week prior to the closing.

Little Acorns' Vacation

Little Acorns will be closed for a week during the summer. Payment will not be due for this week of care in order to allow families to find appropriate care for their children. The vacation dates will be announced during September.

Inclement Weather

Little Acorns will close for inclement weather when Haslett Public Schools close, this includes early releases due to weather. Snow days will not reduce the tuition rate. Little Acorns reserves the right to remain open should the director disagree with the local school closing.

Emergency Closures

At times, Little Acorns may need to close due to emergencies. Emergencies may include but not limited to: family illness or death, heating issues, or lack of water. Parents will be notified by the HiMama app in the event of a closure. Occasional phone calls may also be placed depending on the situation. Every effort will be made to minimize potential closings. Payment for emergency closings are still due.

Drop In Care

Care for older siblings may be granted based on availability and proper enrollment paperwork. Please call in advance to arrange care. The standard part time rate will apply.

Withdrawal Policy

A two week written notice must be provided to the director if a child will be withdrawn before the ending of the signed contract.

Damage to Property

While normal broken toys and wear on equipment will happen, in the event a child or parent does excessive damage to the center or equipment, the parent may be responsible for paying replacement fees.

Special Circumstances

Summer Enrollment

In the event your child will not be enrolled for the summer, you may withdraw your child for the summer months and pay no tuition; however, your child's spot is not reserved. Fall enrollment will depend on availability. Preference is given to year-round, fulltime contracts.

Siblings

Care for older siblings may be provided based on availability and current enrollment forms. The standard drop in rate will apply.

Should a family know they will need care for an additional family member, please notify the director of an approximate date as soon as possible. The center will make every effort to accommodate the newest family member. A spot may be reserved for the newest member, as outlined in the expectant parents section.

Expectant Parents

Little Acorns encourages parents to visit the center before enrolling their child. This allows the family to determine if we are the right fit for them. If a family wishes to enroll, there are several options.

- *Option #1:* If the family would like to reserve the child's spot for a certain date (more than two weeks in advance), the family may pay half of the tuition rate. This payment is due in full the 1st of every month the child is not in attendance and is nonrefundable. Your discounted tuition payment does not qualify for care, it reserves your child's spot. **This is at the director's discretion.**
- *Option #2:* The family may call and inquire about availability two weeks before the projected enrollment date. Even if the application fee was paid and paperwork was completed, availability is not guaranteed unless other arrangements were made. Availability will be guaranteed no more than two weeks out.

NOTE: Preference is given to full time, year-round contracts.