



Little Children Schoolhouse

High Level of Care



Parent's Handbook



www.littlechildrenschoolhouse.com

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Philosophy

The Little Children Schoolhouse provides a safe and loving environment where children can learn and grow through play and nurturing relationships. We provide a balance between structured routines and activities that encourage individual choice and expression. We view each child as special and are committed to meeting their individual needs through the attention of and interactions with our experienced and dedicated staff.

Our Schoolhouse is devoted to nurturing and encouraging the development of our students as unique, valued individuals.

The Little Children Schoolhouse does not discriminate in providing services to children and their families on the basis of race, religion, cultural or national heritage, political belief, marital status or disability.

Child-based curriculum

Curriculum at the Little Children Schoolhouse is centered around the child. We recognize the universal patterns and milestones of child development. Our approach is consequently based upon age-appropriate practices. We value the fundamental premise of early education, however, that curriculum be created around each child as an individual, tailored to unique developmental capabilities, temperamental characteristics and learning styles. Our approach surpasses textbook developmental guidelines and is built anew each day to be individually appropriate to the changing interests, abilities and needs of children in our programs.

The bond between teacher and student

Trust is the first condition for effective learning. It promotes a sense of well-being and emotional security in young children, creating a solid foundation for future learning. Without the support of early trust relationships with caring adults, children are ill-equipped to take the kinds of risk essential to the learning process.

Our teachers' primary goal is to establish a relationship with children in their care based upon trust. Trust develops when children come to anticipate positive experiences in the child care settings. Responsive interactions with caring teachers reassure the children that they can rely upon their caretakers and nurtures the child's feelings of self-worth.

Learning styles

Learning is an interactive process for young children. Research shows they learn best through active exploration and interaction with adults, other children and materials. We share the view of many prominent child development thinkers that children learn and develop significantly in the early years. Consequently, we encourage our student's active involvement by providing opportunities to choose from a variety of activities, materials and equipment, as well as time to explore.

Learning environment

Learning is facilitated by neat, clean and orderly environments. Our classrooms are organized into activity areas, or learning centers, equipped to entice the children's involvement in activities. The environment's structure allows and encourages children to explore and learn through play. A diversity of activities and accessible materials increase the likelihood of their enjoyment and prolonged attention to selected activities. Additionally, this environment supports the children's growing independence by encouraging active decision-making.

Behavior management

In keeping with the school's commitment to provide high quality childcare, we recognize the importance of discipline and its effect upon a child. All Little Children Schoolhouse disciplinary guidelines, therefore, are mindful of the school's philosophy.

Disciplinary guidelines for Little Children Schoolhouse staff are as follows :

- Refrain from the use physical punishment in any form.
- Do not associate punishment with food, naps or bathroom procedures.
- Maintain consistent discipline with the goal of helping the child rather than forcing compliance to adult standards.
- Employ discipline that considers a child's age, intelligence, emotional make-up and past experience.
- Use patience and understanding to help children establish good social habits.
- Enforce disciplinary actions with fairness and consistency, making every effort to help the child recognize actions as such.
- Avoid scapegoating or singling out any child.
- Encourage and praise good behavior, as this is frequently more effective than discipline.
- Be mindful that a child's ability to accept and profit from disciplinary actions depends largely upon their feelings of acceptance.
- Insure that all staff is in agreement with principles of supervision, training and discipline of children.
- Maintain discipline guidelines set by the Commonwealth of Massachusetts
- Do not use verbal abuse, threats or derogatory remarks about a child or their family.
- Speak with a kind, firm voice.
- Inform the Director in the event of persistent, uncontrollable behavior that becomes disruptive and/or harmful to other children and advise the child's parents.
- Do not allow another child, group of children or other parent to discipline another child.

Schedule

Daily schedule

hours of operation

The Little Children Schoolhouse is open Monday through Friday from 7:00 am until 6:00 pm, with the exception of holiday closings and early dismissal days.

infant schedule

Our infant program is available from 7:00 am until 6:00 pm. The infant room is individualized for each child's needs. Each infant is fed, napped and diapered according to his/her needs. Activities are age appropriate as they grow. The Little Children Schoolhouse offers a wide variety of age-appropriate toys, games and activities. Our staff is well-versed in the extra-special care, soothing and stimulation infants require.

toddler schedule

Schedules may vary based upon day, weather, season, availability of activities/presenters and the children's enjoyment of an activity

7:00-8:00	Early arrival, breakfast
8:00-8:55	Free play
8:55-9:00	Clean up time
9:00-9:30	Snack time
9:30-10:00	Diapering, toileting and free play
9:55-10:00	Clean up time
10:00-10:30	Circle time
10:30-12:00	Gross motor, playground
12:00-12:30	Lunch
12:30-1:00	Diapering, nap preparation
1:00-3:00	Naptime
3:00-3:30	Awakening, diapering and toileting
3:30-4:00	Reading time
4:00-4:30	Music time
4:30-5:00	Snack time
5:00-5:30	Project
5:30-5:35	Clean up time
5:35-6:00	Sand table

preschooler schedule

7:00-8:00	Early arrival, breakfast
8:00-8:45	Free play
8:45-9:00	Circle time
9:00-9:30	Snack time
9:30-10:00	Bathroom & toileting
10:00-11:00	Planning circle
11:00-12:30	Gross motor, playground
12:00-12:30	Lunch
12:30-1:00	Bathroom & toileting
1:00-3:00	Naptime
3:00-3:30	Project
3:30-4:00	Varied activities
4:00-4:30	Snack
4:30-5:00	Bathroom & toileting
5:00-5:30	Science projects
5:30-6:00	Varied activities

pre-K schedule

**While there are similarities between the preschool and pre-K schedule, our pre-K program focuses upon development of emerging fine motor skills and school readiness. Our pre-K youngsters enjoy a variety of table-based and quiet activities throughout the day to this end.

7:00-8:00	Early arrival, breakfast
8:00-8:45	Free play
8:45-9:00	Circle time
9:00-9:30	Snack time
9:30-10:00	Bathroom & toileting
10:00-11:00	Planning circle
11:00-12:30	Gross motor, playground
12:00-12:30	Lunch
12:30-1:00	Bathroom & toileting
1:00-3:00	Naptime
3:00-3:30	Project
3:30-4:00	Varied activities
4:00-4:30	Snack
4:30-5:00	Bathroom & toileting
5:00-5:30	Reading time
5:30-6:00	Varied activities

Procedures & Policies

Absences/vacations

Parents are asked to inform the school in advance of an impending absence or vacation, and notify us of its duration. Tuition will not be reimbursed for planned absences or vacations.

Authorized adults

Children will be released into the care of adults listing on their Authorized Adult form only, unless the school staff has been notified in writing of a change. All adults picking up children are required to present identification.

Balloons

No balloons of any kind are permitted in the Little Children Schoolhouse or on excursions or field trips. They pose a significant safety risk to small children and are not allowed under any circumstances.

Communication

from the school

Electronic communication is the official mean of communicating information to parents. Notices, calendars and monthly newsletters are emailed in a timely manner. Calendars and newsletters are also available via the registered area of the Little Children Schoolhouse website (www.littlechildrenschoolhouse.com).

Parents must take responsibility for checking and reading all distributed materials.

from parents

Written notification is required to inform the school of emergency contact information changes, custody changes, authorized adults changes, medical information/prescription changes, tuition issues, withdrawals, planned absences and vacations.

Urgent concerns should be conveyed directly to your child's teacher or the Director in person or by phone, and then followed up in writing.

E-mail is appropriate if the matter is not urgent or sensitive.

Celebrations

birthday parties

Birthday celebrations at the school are welcome and encouraged. Please email the ingredients of the foods to be served at least three days prior to the celebration in order to get parent permission for their child to partake of the food. Also, let the class teacher know of the time you are planning to arrive.

Please use the following guidelines when planning your child's in-school celebration :

- Parents and siblings are welcome to attend, but the school is not equipped to host non-family members or non-students.
- Balloons, 'silly string', confetti, lit candles, clowns or other entertainment is not allowed.
- Bring enough cake or snack food for the entire class.
- Adhere to our nut product-free policy in your food choices.
- Parents are asked to supply plates, napkins and paper goods.
- Parents are responsible for cleaning up after their child's party
- 'Goodie bags' are welcome, but not mandatory. Please select only safe, non-toxic, age appropriate items for goodie bags and avoid candy or toy weapons that may be unacceptable for some families. Goodie bags must be labeled with the giver's name and are to be opened at home after parental inspection.

If you wish to distribute party invitations at school, please give them to your child's teacher in a sealed envelope labeled with the invited child's name. Parents are under no obligation to host an all-class birthday party, but to lessen any hurt feelings, please indicate somewhere on the invitation that the party is not for the entire class.

religious & cultural celebrations

Our program includes the study or celebration of certain religious and cultural holidays. Seasonal holidays often become focal points for the children as they mark specific times of the year. Valentine's Day is marked with an exchange of cards and discussion about love and friendship. Halloween is celebrated with costumes and a party. Special celebrations are held during the weeks of Mother's Day and Father's Day.

We encourage families who observe religious or cultural holidays to discuss contact their child's teacher about incorporating the celebration into our program. This provides a wonderful opportunity for our students to learn about different cultures, customs and celebrations. It also helps us build a welcoming environment where all children feel included in our celebrations.

Consent forms

Unless the school has been informed in writing that more than one signature is required, it is assumed that the signature of one parent or guardian means all parents or guardians give consent on a permission slip.

All custodial parents and guardians, however, are required to sign off on each adult listed on the Authorized Adult form.

Dropping off & picking up

To ensure uninterrupted care for each child, parents **must** exchange a brief greeting with a teacher at drop-off and pick-up times. This exchange is solely to acknowledge a transition in responsibility for your child's care. We are happy to schedule a meeting should you desire a more detailed conversation with your child's teacher.

Please notify your teacher if your child will be dropped off later than 9:00 am. To minimize distractions, the deadline for all drop-offs is 11:30 am.

Children picked up after 12:00 pm may not return to the school unless the departure is necessitated by a doctor's appointment. In this case, a note from your pediatrician that includes the date, appointment time and clearance to return is required.

The school opens at 7:00 am and closes promptly at 6:00 pm. To ensure staff is on hand to provide care for your child, please drop off no earlier than 7:00 am and pick up your child before we close at 6:00 pm. Please allow adequate time for your child's transition needs or conversations with teachers prior to the school's closing.

late fees

A fee of \$1 per child per minute, based upon the time shown by the Little Children Schoolhouse clock, will be charged after 6:00 pm. Fees begin at 6:00 and accrue until your family has left the premises. Fees are also charged on early closure days (see Holiday Schedule for closing times).

Fees, in their entirety, are payable to the teacher staying late, rather than the school, and must be paid in cash at pick-up or on the following day.

Emergencies

weather

In case of inclement weather, families should refer to www.whdh.com to find out if the school is closed or delayed. Automatic cell phone notifications of closing/delays can be arranged by registering at the WHDH website

fire

The Little Children Schoolhouse's fire evacuation plan is posted next to our building's primary egress. Classrooms are designed in accordance with Massachusetts Fire and Safety codes.

In the event of fire, staff will gather students, attendance sheets and the emergency bag containing parental contact information and evacuate the building. The designated teacher in each classroom is responsible for taking attendance prior to and immediately after evacuation to account for all children in our care. The Director will check each classroom to confirm full evacuation of the building before she leaves.

Staff and children will return to their regular schedule in the event of a fire drill or false alarm. Parents will be contacted with pick-up instructions in the event of an actual fire emergency.

other emergencies

In the event of emergencies that do not affect our building directly - local or national emergencies, for example - children will remain at the school under the care of our staff until a parent, guardian or authorized adult arrives.

Enrollment changes

full and part time enrollment

The Little Children Schoolhouse provides both full and part-time enrollment options. **NOTE : Part-time enrollment is currently available only for the toddler, pre-school and pre-K programs.** Part-time slots are made possible by dividing a full-time opening between two families. For this reason, one month's notice is required if you wish to move your child from full to part-time enrollment. Every effort will be made to accommodate your scheduling needs, but availability of a part-time slot may be limited. Please note that our part-time option is a minimum of 3 days.

We do ask that parents include either a Monday or Friday in their request for part-time enrollment. **Make up or switched days are not allowed should your child miss a scheduled day of school due to illness, vacation, or a holiday.**

withdrawals

Written notification provided a minimum of thirty days in advance is required prior to a child's withdrawal. Advance notice is critical so that staff, your child and his/her peers may prepare for the change. Failure to provide adequate notification of withdrawal will result in forfeiture of your deposit.

terminations

If termination of a child's enrollment becomes a consideration, parents will be provided with written notice of staff concerns before any action is

taken. Staff will meet with parents to address these concerns and attempt to find a solution jointly.

NOTE – the Little Children Schoolhouse reserves the right to terminate an enrollment immediately if it is believed it to be in the best interest of other children enrolled in the school and/or staff members.

Food

The school does not supply food, but parents are asked to provide food for their children's time at school. The familiarity of food from home is a source of comfort for children. It can also provide a cultural lesson and promote more adventurous eating in older children as their interest expands to food brought in by friends.

Children may have a morning snack, lunch and an afternoon snack. If your child arrives before 8:00 am, they may have breakfast at the school as well. With this in mind, parents are asked to send enough food, based upon their child's eating habits.

Refrigeration is available and parents are also free to pack an insulated container with an ice pack. Teachers can warm food in the microwave, if needed. Parents of infants must provide one full day's worth of non-perishable items. Two drinks are usually enough for most toddlers and preschoolers. Water is always available and children are encouraged to drink.

To be mindful of the needs of our students with food allergies, the Little Children Schoolhouse has replaced our 'pizza day' with 'cooking day'. The cooking projects featured each week enable all children to participate. All ingredients for the project are provided by the school and the children enjoy eating the results of their work. Parents are still encouraged to provide a regular snack supply on these days, however. Parents will be informed as to the foods used in these cooking activities.

NOTE – The Little Children Schoolhouse is a NUT FREE ZONE. Nuts are highly allergenic and pose a serious health risk for some children. Please read labels carefully when selecting food for your child's school day and avoid products containing nuts or nut oils. Children will not be allowed to consume food containing nut products and parents will be issued a warning. Repeated violations may be grounds for termination of enrollment.

Holidays

The Little Children Schoolhouse observes holidays listed below. A weekday holiday is observed for holidays that fall on a weekend as indicated.

Tuition reimbursements are not available for holiday closings.

- New Year's Day *
- Martin Luther King Day
- President's Day

- Memorial Day
- Independence Day *
- Labor Day
- Columbus Day
- Veteran' s Day
- Patriot's Day
- Thanksgiving Day
- day after Thanksgiving
- last business day before Christmas (1 pm closing)*
- Christmas Day *
- day after Christmas*
- last business day before New Year's Day (1 pm closing)*

Hygiene

Staff and children will wash their hands before meals. Hand washing is also required after diapering, toileting, contact with bodily fluids, handling animals and administration of medication.

diapering

The Little Children Schoolhouse can accommodate the use of either disposable or cloth diapers. If cloth diapers are preferred, parents must supply packaging for soiled diapers. These diapers will be returned for laundering daily. Parents are responsible for providing the school with the appropriate amount and type of diapers, as well as wipes, for their child. Teachers will advise parents when supplies are running low.

In the event of a low supply or field trip, staff may use a standard brand of wipes during diapering. Please advise us if your child is prone to reactions to a certain type of wipe.

Diapers are checked every two to three hours and changed as needed.

The utmost attention is paid to hygiene issues during diapering:

- Staff washes hands before and after diapering.
- Staff wears disposable gloves throughout diapering.
- The changing table is covered with single-use paper.
- Wipes are used to clean the child, and cream or ointment, if provided in a labeled container, is applied.
- Soiled diapers, wipes, changing table paper and gloves are secured in a plastic bag and deposited in the adjacent garbage pail.
- Soiled clothing is placed in a sealed plastic bag and returned to parents for laundering at home.

- Extra clothing from the child's cubby is used to re-dress the child if any clothing was soiled by a leaking diaper.
- The child's hands are washed prior to returning to play area.
- The changing table is sterilized with a cleaning solution and re-papered after each diaper change.
- Bowel movements (**of infants only**) are charted daily in a note sent home to parents.

toileting

Toilet training is incorporated as part of the diaper-changing routine. Children are given the option of using the potty or toilet at each diaper change. Successful attempts are rewarded with clapping, cheers, stickers, stars or happy faces. 'Accidents' are considered 'normal' and treated as such.

Teachers use proper anatomical names for body parts when necessary during toilet training. The children, however, are free to use terms used at home.

Teachers supervise children during toilet training to promote good hygiene. The children use toilet paper and girls are encouraged to wipe from front to back to reduce the risk of infection.

Intake and deposits

An appointment is scheduled for parents seeking childcare to view the facility and meet with our Director. At this time, parents are provided with a handbook and contact information for three references – parents with children currently or formerly enrolled in the school.

Parents will be advised of the availability of space for their child at this time. A non-refundable deposit that shall be applied to the child's last tuition payment is required to secure placement.

Please note that as our fee structure is based upon the provision of care on a weekly basis, it is recommended that new students start attending school on a Monday rather than the first day of the month.

Deposits are adjusted in accordance with a child's future program or schedule changes and are accepted only when accompanied by a signed Handbook Acknowledgement form.

Language

The Little Children Schoolhouse welcomes all children regardless of their language abilities. Some of our students begin speaking English for the first time when they join us. This arrangement is most successful when parents are comfortable with an English immersion program and are able to work with the child at home to address any concerns.

English is spoken to the children primarily, but all our teachers are bilingual. Spanish is incorporated within our curriculum through music and daily activities to provide students with a rich linguistic experience and engage their developing language skills.

Medical policies

accidents and injuries

In the event of a medical emergency, care will be sought immediately for the child. The Director or staff member will stay with and care for the injured/sick child as they are transported to a medical facility. The child's medical records and permission form will accompany the child to the nearest facility. A second staff member will be responsible for contacting an ambulance and the child's parents immediately. Staff will continue attempts to notify parents until contact is made.

In the event of non-emergency injuries or illness requiring medical attention, the Director or staff member will notify parents or the emergency contact person. The responsible adult will be asked to transport the child for treatment. The Director or staff member will care for the child until the parent's arrival. If a responsible adult cannot be reached and treatment is required, the child will be transported by ambulance to the nearest medical facility.

Minor injuries not requiring medical intervention will be treated at the school by a staff member. An accident report will be completed and the incident noted in the accident log. A note will be sent home that day detailing what happened and the resulting treatment that was administered.

preferred facilities

The closest medical facility will be used during field trips, otherwise, medical attention will be sought at the Children's Hospital in Boston.

Children's Hospital
300 Longwood Ave
Boston, MA
617-355-6000

required records

Current medical and immunization records are required prior to enrollment. Records should include a complete physical examination, lead screening, HIB immunization, chicken pox vaccination, tuberculin test and any others required by the Commonwealth of Massachusetts at enrollment time.

These records must be updated yearly and an official copy be supplied to the school.

The school will keep a confidential health report on file for each child that includes :

- contact information for parents/guardians
- contact information for two alternate adults to be contacted in the event of an emergency
- a complete immunization record
- a list of any allergies
- an Authorized Adult form specifying which adults may pick up the child from school
- a signed permission slip for emergency treatment in the event a parent or guardian cannot be reached.
- teacher observations
- early intervention referral records
- medication authorization slips

contact information

It is imperative that the school is notified of any changes to emergency contact information for parents, guardians and alternate emergency contacts. Notification should be made in writing.

illness

To curtail the spread of illness and hasten recovery, it is imperative that sick children remain at home. Please keep your child home if they are not well enough for regularly scheduled outdoor play or any of the following symptoms apply :

- general lethargy
- child feels or appears visibly unwell
- fevers of 101 or higher
- severe cold symptoms or nose drainage
- sore throat or swollen glands
- undiagnosed rash or skin eruption
- vomiting
- diarrhea
- untreated head lice
- inflammation or oozing from the eyes

Parents will be asked to pick up their child early should any of the above symptoms appear during school hours. To minimize our student's exposure to possible illness, un-well children will be supervised in an isolation area until a parent arrives.

Should your child require antibiotics, we ask that they not return to school for twenty-four hours after treatment begins. A note from the child's pediatrician stating the date upon which the child is no longer at risk for spreading communicable illness is required.

Please inform the school by 9:00 am if your child will be out sick. The school must be notified if your child has contracted any contagious

diseases so that we may take the necessary steps to curtail an outbreak of the illness.

returning after illness

It is imperative that children feel well enough to return to school. **Even if they are no longer contagious, please do not send your child to the school if additional rest and recuperation time at home is to their benefit.**

Children may return to the school **with** a physician's release if they are feeling well and meet the following criteria :

- complete clearing of contagious rashes or parasitic diseases
- passing of an illness' contagious stage (confer with your doctor for unlisted conditions) :
 - chicken pox – after spots have crusted
 - measles – five days after rash begins
 - German measles – after rash disappears
 - mumps – nine days
 - lice and scabies – after treatment completion

Children may return without a physicians releases if they feel well enough and meet the following criteria (confer with your doctor for unlisted conditions) :

- fever – no fever for 24-hours during which no fever-reducing medication is administered
- diarrhea – solid stools have returned
- vomiting – vomiting stops completely and child is able to digest food
- pink eye/conjunctivitis – 24 hours after treatment is first administered
- strep and other bacterial illnesses – when child is no longer contagious
- Cocksakie virus and other viral illnesses – when child is no longer contagious
- cuts & sores – bandages must cover all open cuts or sores until they have scabbed over.

medication administration

Parents must supply written authorization on a day-to-day basis permitting school staff to administer medication to their child. A record of

medication administration is made in the child's file specifying the time and date of medication as well as the name and signature of the administering staff member.

Remaining medication will be returned to parents at the day's end. A second prescription may be advisable for prolonged treatments to avoid the risk of medication mistakenly left behind at the school.

The staff will administer only dated, labeled, prescribed medication in its original, child-proof bottle. It must be handed directly to a teacher, not placed in your child's bag. Prescription containers must include the child's name, fill and expiration date, contents and dosage, directions for administration, physician's name and pharmacy name.

Non-prescription medication will be administered when accompanied by an authorization note from the child's parent, guardian or physician. The note must state the child's name, name of non-prescription drug, dosage and duration of use as well as directions for administration.

first aid

All staff members are certified in first aid and CPR and instructed on usage of supplies maintained at the school. First aid supplies are stored out of the children's reach and checked monthly to ensure adequate inventories. Our first aid inventory is based upon a list supplied by a medical consultant.

Outings

sunscreen

During the warmer months, parents need to apply sunscreen on their children before bringing them to school and supply a labeled sunscreen bottle so that teachers may re-apply as necessary. Hats are strongly encouraged to provide additional sun protection.

field trips

Field trips provide an engaging opportunity for children to explore and learn more about their world. Trips are often planned around the school's weekly or monthly themes. On occasion additional fees may be required to cover the cost of some field trips. Every effort is made avoid additional costs and to keep the amount nominal whenever fees are unavoidable.

The permission slip provided in each child's enrollment package provides consent for short walks and local excursions, primarily within Brookline Village and Coolidge Corner. Parents will be notified in advance regarding trips outside this area or any trip requiring transportation beyond walking or stroller-use.

Parents are responsible to arrange alternative child care arrangements if they do not wish their child to attend a field trip. Tuition refunds for missed field trips are not available.

parks and playgrounds

The Little Children Schoolhouse strives to provide as much outdoor activity as possible. To this end, we often take the children on walking excursions to one of Brookline's many beautiful parks.

A special rope equipped with 'bracelets' for the children is used during walking excursions. One teacher leads the group holding the rope while another walks at the end to insure the children stay together. Teachers take a head count before leaving and upon arrival.

Parents are asked to provide the necessary weather-appropriate gear for outdoor play – from snow boots to sunscreen (see 'Supply List').

During nice weather, park pick-ups usually occur at Emerson Playground. Children will bring their outdoor clothing and lunch bags with them. If parents need to claim additional belongings, they are asked to stop by the school before picking up their child.

Parental involvement

The Little Children Schoolhouse encourages parental involvement in the classroom and in the school's events. Parental input regarding activities and curriculum is also most welcome.

Parents can play a key role in easing their child's transition between home and school time. The presence of a parent for a few extra minutes prior to drop-off and pick up time can prove to be very re-assuring.

To foster the link between our families and their child's caregivers, we also encourage parents to discuss the day's activities during transition time.

Visits to the school are always welcome. Parents are invited to join their child's activities, lunch and field trips. Visits from non-parents or non-guardians, however, must be authorized by parents and scheduled with the School.

Parent/teacher meetings

Parent/teacher meetings are scheduled twice a year, however, additional private meetings can be scheduled with your child's teacher or the Director on an as needed basis. Appointments can be made at a mutually acceptable time during the week between 7:30 am and 5:30 pm.

A meeting will also be scheduled should our staff suspect a child requires early-intervention screening. Staff will present parents with available options and work with their chosen specialist to implement a treatment plan.

Special school events, such as potluck dinners, provide another opportunity for parents to interact with teachers. Such events are announced in the school newsletter and other "Save the Date" flyers.

Pets

No pets may be brought into the school without obtaining prior written consent from the Director.

Photographs

The Little Children Schoolhouse does not use identifiable photographs in any promotional materials, advertising or our website. We do take pictures for select usage, accessible only to current or prospective families, such as bulletin boards, newsletter and in-school projects, however. Please notify us in writing if you do not wish a photograph of your child to be used for this purpose.

Parents who visit the school for birthday parties, graduations and other events are permitted to take photographs for family albums.

Rest period

Children are required to rest after lunch. Sleep is not mandatory, but children are expected to remain quietly on their mats or sleeping bags during rest period.

School closings

Should closing the school become necessary in the event of a weather, local or national emergency, an announcement will be made prior to 6:00 am on WBZ 1030 AM (radio) and Channel 7 WHDH-TV. Parents may also call the school after 6:30 am for a recorded message confirming school closure or delayed opening.

Should worsening weather conditions force an early school closing, parents will be notified. For this reason, it is imperative that accurate emergency contact information is on file with school.

Security

The security of all children in our care is our first priority. Only staff members are authorized to admit parents and visitors into the school. Upon entering the facility, we ask parents to aid our efforts by checking that all doors and gates are closed securely.

Student/family Directory

The Little Children Schoolhouse provides an optional parent directory. Parents are encouraged to use the directory to make their contact information available to and communicate with other parents. This is a quick and convenient way to coordinate play dates, birthday celebrations, etc. Also, parents are welcome to leave an introductory note for the parents of their child's friends in the classmate's mailbox.

Supply list

Two sets of seasonally appropriate clothing must be kept at the school for infants, toddlers and preschoolers at all times. Extra clothing supplies must be replenished as it is used. Pants, shirts, underwear and socks should be included in each change of clothing.

Your child's clothing and possessions should be labeled with indelible marker. The Little Children Schoolhouse is not responsible for lost clothing or belongings, but we do provide a 'Lost and Found' area that parents are encouraged to check.

Children should be dressed in seasonally-appropriate, washable play clothes when sent to school. They may not walk barefoot or in socks in or outside the school. Shoes must be securely attached to the child's foot. Slippers are acceptable as long as they have traction on the sole and cover the entire foot. Flip-flops may not be worn to school.

Seasonally-appropriate outdoor clothes are also required. During the winter, children must have boots, mittens and hats for outdoor play. Bathing suits are required for summertime sprinkler play, and we ask that parents provide one durable suit to be kept at school. For reasons of hygiene, we launder suits and water shoes each day after use. We recommend parents make clothing selections that can withstand daily use and laundering, as the school cannot be responsible for damage.

With the exception of items for Show and Tell, toys and personal belongings must be left at home. Your child is welcome to bring a small, soft toy for naptime soothing as long as it stays in your child's cubby beforehand and afterwards.

infant

- diapers
- wipes
- diapering ointment or cream (optional)
- two changes of seasonally-appropriate clothes
- two pairs of socks
- seasonally-appropriate hat
- blanket
- pacifier, if needed

- sunscreen (required seasonally, if age appropriate)
- lunch box with ice pack to food storage (returned home daily)

toddler

- diapers
- wipes
- diaper ointment or cream (optional)
- two changes of clothing (more during potty training)
- seasonally-appropriate hat
- extra mittens - seasonal (one pair should be attached to jacket with mitten clips)
- sunscreen, bathing suit and water shoes – seasonal
- shoes (extra pair to wear indoors during the winter)
- sleeping bag (sent home weekly for laundering)
- lunch box with ice pack for food storage (returned home daily)

preschool

- diapers, wipes and ointment (optional), if child is not potty trained
- two changes of clothing (more during potty training)
- seasonally-appropriate hat
- extra mittens - seasonal (one pair should be attached to jacket with mitten clips)
- sunscreen, bathing suit and water shoes – seasonal
- shoes (extra pair to wear indoors during the winter)
- sleeping bag (sent home weekly for laundering)
- lunch box with ice pack for food storage (returned home daily)

pre-K

- two changes of clothing
- seasonally-appropriate hat
- extra mittens - seasonal (one pair should be attached to jacket with mitten clips)
- sunscreen, bathing suit and water shoes – seasonal
- shoes (extra pair to wear indoors during the winter)
- sleeping bag (sent home weekly for laundering)
- lunch box with ice pack for food storage (returned home daily)
- *** toileting training is typically established for this age group. please supply diapers, wipes and ointment if your child is still working on mastery of this skill

Tuition

Refer to the current fee schedule for your child's tuition rate. Tuition payments are due on the last Friday of every month. Payments are made in advance on monthly basis, and are based upon the number of weeks in the upcoming month. Months in which tuition is based upon five weeks are : March, June, September and December. Refer to the schedule below for details.

January - 4 Weeks
 February - 4 Weeks
 March - 5 Weeks
 April - 4 Weeks
 May - 4 Weeks
 June - 5 Weeks

July - 4 Weeks
 August - 4 Weeks
 September - 5 Weeks
 October - 4 Weeks
 November - 4 Weeks
 December - 5 Weeks

Please note that this breakdown adds up to 52 weeks per year. Tuition is divided this manner, rather than monthly, because we offer rolling admissions to our families. Children may enter our programs during any month of the year (if space allows) and transition to other programs based upon their own developmental milestones (rather than waiting until the fall). This system ensures families pay only for the program that their child is enrolled in for any given month.

If a student's family will be away on the day tuition is due, payment is required prior to departure.

Tuition checks should be made payable to the Little Children Schoolhouse and dropped off in the designated area of the school or mailed to 306 Washington St, Brookline, MA 02446. Please include your child's name on your check to ensure proper crediting of your account.

To simplify the transition into a new school routine, families enrolling for the first time may pay only for the weeks attended, should their child enter the school mid-month. Under any other circumstances, including withdrawal before the end of a month, families are responsible for paying full tuition for their child's slot.

Tuition will not be reduced for snow days, vacations, illness, holidays, missed field trips or emergency school closings. **There is no provision for part-time students to make up missed days.**

late fees

A late fee of \$20.00 per child will be charged if tuition payment is not made within three days of the due date. If tuition and the late fee remain unpaid by the seventh day after the due date, your child's enrollment will be terminated.

Parent Agreement

I have read the Parent Handbook provided by Little Children Schoolhouse and agree to follow and adhere to the policies and procedures provided therein.

(Please sign and return this form to your child's teacher or to our offices located at 306 Washington St, Brookline)

Student Name:

Parent (s) Signature:

Date:
