Welcome to Little People Playtime

At Little People Playtime, every child is provided with opportunities to learn and grow at their own pace. Our programs are designed to support intellectual, social, emotional, and physical development, while fostering self-confidence and a positive self-image. Our dedicated teachers use evidence-based curriculum and ongoing assessments to tailor learning to each child's needs.

We maintain open communication with parents through daily conversations, newsletters, bulletin boards, and semi-annual parent-teacher conferences.

Our goal is to support your role as a parent while providing high-quality care and education for your child. We are honored to be part of your child's early learning journey.

General Information

Leadership Team:

• **Early Childhood Program Director**–Ashley Freer- Oversees overall program quality, operations, and educational direction.

• **Daycare Director** –Rocio Peralta- Manages center operations, family communication, and staff support.

• **Early Childhood Assistant Program Director**-Tracey Kowalczyk – Supports daily operations and classroom coordination. Manages communication, enrollment outreach, and public engagement.

• **Office Manager** –Tammy Edwards- Manages center tuition and classroom coordination.

Each leader is dedicated to maintaining a safe, organized, and enriching environment for all children and families.

Our Staff

- Selected based on education, experience, and ability to meet children's needs.
- All staff are CPR and First Aid certified.
- All staff continue ongoing professional development through workshops, online trainings and monthly curriculum meetings.

Our Facility

- Licensed and regulated by DCFS, Kane County Health Department, and State Fire Marshall.
- Fully insured, equipped with sprinkler system, smoke detectors, and fire alarm connected to local fire authorities.
- Secure main entrance with keypad access for authorized individuals only.

Programs

Infant Program (6 weeks – 15 months)

At *Little People Playtime*, our Infant Program provides a safe, nurturing, and engaging environment designed to meet the unique needs of our youngest learners. We understand that early experiences lay the foundation for a child's lifelong development, and our dedicated caregivers provide individualized attention, responsive care, and a warm atmosphere where infants can thrive.

Program Philosophy

Our philosophy focuses on building trusting relationships between caregivers, infants, and families. Through consistent routines, gentle interactions, and a stimulating environment, we promote secure attachment and a strong sense of belonging.

Developmental Focus Areas

Our curriculum is designed to support every aspect of early development:

- **Physical Development:** Encouraging tummy time, rolling, sitting, crawling, and first steps through safe exploration and guided play.
- **Cognitive Growth:** Stimulating curiosity through cause-and-effect toys, sensory experiences, and early problem-solving activities.
- **Language Development:** Promoting early communication through songs, stories, and rich verbal interaction.
- **Social & Emotional Development:** Building trust and confidence through responsive care, facial expressions, and one-on-one attention.

Daily Routine

Our infants thrive on predictable routines that reflect their individual feeding, sleeping, and playing needs. Typical activities include:

- Gentle morning greetings and playtime
- Music, singing, and story sessions
- Outdoor stroller walks (weather permitting)
- Sensory exploration and fine motor activities
- Nap times following each infant's natural rhythm
- Bottle feedings and meals based on each child's schedule

Communication with Families

We believe that open communication is key to your child's success. Teachers provide daily updates through our parent communication app (or written daily sheets), including details about feedings, diaper changes, naps, and developmental milestones. Families are encouraged to share updates from home so we can maintain consistent care between home and daycare.

Health & Safety

Our infant classrooms are designed for comfort, cleanliness, and safety. Each child has their own crib, labeled personal belongings, and individualized feeding supplies. Toys and equipment are sanitized throughout the day, and teachers follow strict handwashing and diaper-changing procedures according to DCFS and state licensing regulations.

Transitioning to the Toddler Room

When your child shows signs of readiness—such as walking confidently, eating table foods, and following simple directions—they will begin a gradual transition to our Toddler Program. We work closely with families to ensure smooth and comfortable adjustment.

Toddler Program (15 months – 2 years)

At *Little People Playtime*, our Toddler Program is designed to nurture your child's growing sense of independence, curiosity, and discovery. Toddlers are active learners who explore the world through movement, play, and hands-on experiences. Our teachers create a safe and structured environment that encourages self-help skills, language development, and positive social interactions while supporting each child's unique pace of growth.

Program Philosophy

Our goal is to guide toddlers as they begin to assert their independence while maintaining the security and comfort they need to explore confidently. Through loving guidance and predictable routines, our caregivers help toddlers develop trust, self-expression, and early problem-solving skills.

Developmental Focus Areas

Our toddler curriculum encourages growth across all developmental domains:

- **Social & Emotional Development:** Learning to share, take turns, express feelings, and develop early friendships through small group play and positive reinforcement.
- **Language & Communication:** Expanding vocabulary through songs, stories, conversations, and simple sign language to help toddlers express their needs effectively.
- **Cognitive Development:** Encouraging curiosity through sensory play, simple science exploration, matching, sorting, and building activities.
- **Physical Development:** Promoting coordination and strength through climbing, dancing, outdoor play, and fine motor activities such as stacking, scribbling, and self-feeding.
- **Self-Help Skills:** Encouraging independence in dressing, handwashing, feeding, and early toilet awareness.

Daily Routine

Consistency and flexibility are key to toddler's day. Our schedule balances active and quiet times, indoor and outdoor play, and teacher-guided and child-initiated activities.
A typical day may include:

- Warm greetings and free play
- Circle time with music and movement
- Small group learning and sensory play
- Outdoor exploration and gross motor time
- Lunch and rest time
- Art, story time, and independent play before departure

Communication with Families

We maintain strong communication between home and school to ensure a smooth and positive experience. Families receive daily reports through our parent app (or written sheets), detailing meals, naps, diapering, and activities. Teachers are always available to discuss your child's progress and milestones.

Health & Safety

Our toddler classroom is designed for exploration and safety. Age-appropriate toys, child-sized furniture, and soft play areas allow children to move freely and safely. Teachers follow all DCFS and state licensing regulations, including regular sanitizing, safe sleep practices, and supervision during all activities.

Transitioning to the Two-Year-Old or Preschool Program

As your toddler becomes more independent and socially confident, teachers will begin preparing them for the next classroom. Transitions are gradual and supported through visits, familiar faces, and close communication with families to ensure a smooth and happy adjustment.

Three-Year-Old Program (3 years – 4 years)

At *Little People Playtime*, our Three-Year-Old Program builds upon the foundation of early learning by fostering independence, confidence, and a love for discovery. Three-year-olds are eager explorers who thrive on hands-on experiences, social interaction, and imaginative play. Our teachers provide a balanced learning environment that supports both guided instruction and child-led exploration—helping each child develop key skills for preschool readiness and lifelong learning.

Program Philosophy

We believe that children learn best through play and meaningful experiences. Our educators encourage curiosity and creativity while promoting respect, kindness, and cooperation. Each child's unique interests and abilities are valued, creating a classroom community where every child feels capable and confident.

Developmental Focus Areas

Our three-year-old curriculum promotes growth in all developmental areas:

- **Social & Emotional Development:** Encouraging cooperation, empathy, and problem-solving through group play, sharing activities, and emotional expression.
- **Language & Literacy:** Building strong communication skills through storytelling, early writing, letter recognition, and expanding vocabulary during conversations and circle time.
- **Cognitive Skills:** Promoting critical thinking through patterning, counting, sequencing, and simple science and discovery activities.
- **Physical Development:** Enhancing large motor coordination through running, climbing, dancing, and outdoor play, while strengthening fine motor skills through art, puzzles, and manipulatives.
- **Self-Help & Independence:** Supporting daily routines such as dressing, toileting, cleaning up, and making simple choices to foster confidence and responsibility.

Daily Routine

Three-year-olds benefit from predictable routines that support learning, creativity, and independence. A typical day includes:

- Morning arrival and free exploration
- Circle time (songs, stories, and discussions)
- Small-group learning (letters, numbers, and themed activities)
- Art, sensory, and imaginative play centers
- Outdoor play and gross motor activities
- Lunch, rest time, and quiet activities
- Afternoon projects and story time

Curriculum Approach

Our teachers use a play-based, developmentally appropriate curriculum that integrates early literacy, math, science, art, and social learning. Themes are introduced through books, music, dramatic play, and hands-on exploration, allowing children to make meaningful connections and develop a love for learning.

Communication with Families

We value strong partnerships with parents and caregivers. Teachers provide daily updates through our communication app, highlighting meals, naps, learning activities, and social interactions. Family-teacher conferences and developmental assessments help track progress and celebrate milestones together.

Transition to the Pre-K Program

As children approach age four, they begin preparing for the Pre-K classroom. Teachers introduce more structured group activities, early academic concepts, and social routines that support kindergarten readiness. Transitions are planned with care to ensure your child moves forward with confidence and enthusiasm.

Pre-K Program (4 years – 5 years)

At *Little People Playtime*, our Pre-K Program prepares children for a smooth and confident transition into kindergarten. This stage of development is filled with curiosity, creativity, and a growing desire for independence. Our educators provide a balanced, play-based learning environment that blends academic readiness with social and emotional growth—ensuring each child develops the skills and confidence needed for future success.

Program Philosophy

We believe that every child is a capable and enthusiastic learner. Our Pre-K classroom encourages exploration, cooperation, and critical thinking through hands-on experiences and meaningful projects. Teachers foster a love of learning by connecting lessons to children's natural interests and curiosity while supporting their individual learning styles.

Developmental Focus Areas

Our Pre-K curriculum promotes well-rounded growth across all developmental domains:

- **Language & Literacy:** Strengthening letter recognition, phonemic awareness, storytelling, and early writing skills through daily literacy-rich activities.
- **Math & Cognitive Development:** Introducing foundational math concepts such as counting, number recognition, patterns, measurement, and problem-solving through interactive games and activities.
- **Science & Discovery:** Encouraging observation, experimentation, and exploration of the natural world through hands-on projects and simple science experiments.
- **Social & Emotional Growth:** Building teamwork, empathy, and self-regulation skills through group play, classroom responsibilities, and guided social interactions.
- **Creative Arts:** Inspiring imagination and expression through music, movement, art, and dramatic play.
- **Physical Development:** Supporting coordination, balance, and strength through indoor and outdoor activities that promote both fine and gross motor skills.

Daily Routine

Our structured daily schedule provides a balance of learning, creativity, and play, designed to keep children actively engaged throughout the day.
A typical day may include:

- Morning welcome and circle time (calendar, weather, and sharing)
- Literacy and math centers
- Small-group instruction and hands-on learning
- Art, dramatic play, and sensory exploration
- Outdoor play and physical activities
- Lunch, rest, and quiet reading time
- Afternoon enrichment activities and story time

Curriculum Approach

Our evidence-based, developmentally appropriate curriculum aligns with early learning standards to ensure kindergarten readiness. Lessons are designed around weekly themes that integrate literacy, math, science, and creative arts. Teachers observe and assess each child's progress regularly, adjusting activities to meet their individual learning needs and goals.

Communication with Families

Family engagement is a key part of our Pre-K program. Teachers provide daily updates and regular progress reports through our parent communication system. Parent-teacher conferences and learning portfolios showcase each child's achievements and developmental milestones, keeping families informed and involved in their child's learning journey.

Kindergarten Readiness & Transition

As children approach the end of Pre-K, we focus on the skills necessary for a successful kindergarten experience. This includes early literacy and math concepts, social skills such as taking turns and following directions, and emotional readiness for new routines. Our teachers collaborate closely with families to ensure a confident, positive transition into kindergarten.

Summer Camp & Enrichment Programs

At *Little People Playtime*, learning and fun don't stop when the school year ends! Our **Summer Camp & Enrichment Programs** offer an exciting, hands-on experience that blends creativity, exploration, and adventure. Designed for children ages 3 through 5 (and up to school-age, if applicable), our summer program provides a balance of structured activities and open-ended play that keeps young minds engaged all season long.

Program Philosophy

Our summer program focuses on curiosity, imagination, and discovery. Each week features a new theme designed to inspire creativity, teamwork, and exploration—while still maintaining the nurturing environment and developmental focus that *Little People Playtime* is known for. Children continue to learn through play, social experiences, and age-appropriate enrichment activities that promote confidence, friendship, and a lifelong love of learning.

Program Highlights

Each summer, our campers enjoy a variety of engaging activities, including:

- **Themed Weeks:** From "Under the Sea" and "Space Adventures" to "Little Scientists" and "Art Explosion," every week offers a new opportunity to explore and create.
- **Outdoor Exploration:** Daily outdoor play, nature walks, water play days, and gardening experiences encourage children to connect with the world around them.
- **Creative Arts:** Music, dance, painting, and hands-on crafts allow children to express themselves and explore their imaginations.
- **STEM Activities:** Simple science experiments, building projects, and sensory exploration promote curiosity and problem-solving.
- **Literacy & Language:** Storytelling, themed books, and circle-time discussions continue to build pre-reading and communication skills in a fun, relaxed setting.
- **Special Events:** Theme parties, guest visitors, and in-house field trips make summer extra special and memorable.

Daily Routine

While summer camp offers a more relaxed atmosphere, children still benefit from structure and consistency. Each day includes:

- Morning welcome and theme introduction
- Creative centers and group projects
- Outdoor play and enrichment activities
- Lunch, rest, and quiet time
- Afternoon games, art, and special events

Health, Safety & Comfort

Our summer classrooms and outdoor spaces are designed to keep children safe and comfortable during warm weather. Teachers follow all safety protocols, provide frequent hydration breaks, apply sunscreen (with parent permission), and always ensure supervised outdoor play.

Enrichment Opportunities

Throughout the summer and year-round, *Little People Playtime* offers **enrichment programs** that enhance learning through special subjects such as:

- Music & Movement
- Early Spanish or Sign Language
- Yoga & Mindfulness for Kids
- Cooking & Nutrition Activities
- Community Helpers & Cultural Exploration

These enrichment experiences support creativity, global awareness, and self-expression—helping each child discover new interests and skills in a fun, engaging way.

Special Events & Field Trips

At *Little People Playtime*, we believe that learning extends beyond the classroom. Special events and field trips are an exciting part of our curriculum, providing children with opportunities to explore, create memories, and engage with their community in fun and meaningful ways.

Special Events

Throughout the year, we organize celebrations and themed events that encourage creativity, social interaction, and community-building. Examples include:

- Seasonal celebrations (Back to school celebrations, Winter Holiday Party, Summer Celebration)
- Cultural and awareness events to promote diversity and inclusion
- Family engagement events such as holiday events, open houses & parent teacher conferences
- In-house performances and guest visitors (musicians, storytellers, scientists, and local professionals)

Field Trips

Field trips offer hands-on learning experiences that complement our curriculum. All trips are age-appropriate, safe, and designed to inspire curiosity. Examples include:

- Local parks and nature centers for exploration and outdoor learning
- Farms, petting zoos, or aquariums for science and animal studies
- Children's museums, art centers, and theaters for cultural enrichment
- Community helpers' visits (fire stations, police stations, or local businesses)

Transportation

- Little People Playtime provides transportation for field trips. All drivers follow safety procedures and vehicle requirements. All drivers are approved through the Department of Child and Family Services. All vehicles are equipped with seatbelts and communication systems.

Safety & Communication

Safety is our top priority during special events and field trips.

- Staff-to-child ratios meet or exceed licensing requirements.
- Families are notified in advance with detailed permission slips and event information.

Family Involvement

Families are encouraged to participate in special events and attend select field trips when appropriate. Parental involvement strengthens community connections and provides children with added support and excitement.

Outdoor Play

At *Little People Playtime*, we believe that outdoor play is an essential part of a child's growth and development. Weather permitting, children participate in daily outdoor activities on designated age-appropriate playgrounds. Outdoor play encourages physical activity, exploration, creativity, and social interaction in a safe and supervised environment.

Benefits of Outdoor Play

- **Physical Development:** Running, climbing, jumping, and balancing help develop gross motor skills, strength, and coordination.
- **Social & Emotional Growth:** Cooperative games, sharing, and group activities foster friendships, communication, and teamwork.
- **Cognitive Development:** Nature exploration, problem-solving, and sensory experiences stimulate curiosity and learning.
- **Connection with Nature:** Children gain an appreciation for the outdoors and the environment through hands-on interaction with nature.

Safety & Supervision

- Children are always supervised by our trained staff.
- Play areas are age-appropriate, well-maintained, and regularly inspected for safety.
- Sun safety practices, such as sunscreen application and hydration, are followed during warm weather.
- Outdoor play is adjusted based on temperature, precipitation, and air quality to ensure children remain safe and comfortable.

Equipment & Activities

- Playground equipment is designed for different age groups to ensure safe exploration.
- Activities may include ball games, tricycle riding, obstacle courses, sand and water play, and nature walks.
- Teachers often incorporate educational and creative experiences into outdoor play to extend learning beyond the classroom.

Non-Discrimination Policy

At *Little People Playtime*, we are committed to creating a welcoming, inclusive, and supportive environment for all children and families. We celebrate diversity and respect the unique qualities each child and family brings to our community.

- **Equal Opportunity:** We do not discriminate based on race, color, religion, national origin, gender, gender identity, sexual orientation, cultural background, or ability.
- **Inclusive Environment:** Our programs, materials, and activities are designed to reflect and honor diversity, promote understanding, and encourage respect for all.
- **Family Engagement:** We work closely with families from all backgrounds to ensure every child feels valued, supported, and included in our classroom community.

Our commitment to non-discrimination extends to all aspects of enrollment, programming, staffing, and community participation.

Hours of Operation

We are open Monday through Friday, 6:30 a.m. to 5:30 p.m. The center is closed on New Year's Day, Martin Luther King Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Black Friday and for Holiday break. We close at 3:00 p.m. 7 times throughout the year

Personal Items

To ensure your child's comfort, safety, and smooth daily routine, families are asked to provide certain personal items.

- **Appropriate Clothing:** Dress children in comfortable clothing suitable for active play. Closed-toe shoes are required for safety during indoor and outdoor activities.
- **Infants & Toddlers:** Please provide extra clothing, diapers, wipes, and any comfort items your child may need (such as a blanket or pacifier).
- **Labeling:** All personal items—including clothing, bottles, blankets, and comfort items—must be clearly labeled with your child's name to prevent loss or mix-ups.
- **Lost & Found:** Unlabeled or unclaimed items will be collected in the classroom's lost and found. Items not claimed within a month will be donated to charity.

By following these guidelines, we can help ensure each child is safe, comfortable, and ready to fully enjoy their day at *Little People Playtime*.

Enrollment & Tuition Policies

Enrollment

Enrollment at Little People Playtime requires completion of all registration forms, including emergency contacts, medical forms, and signed policies. Families must provide up-to-date immunizations and health records for each child. Any changes in contact information, schedules, or emergency contacts must be submitted in writing to the office immediately.

Attendance

Parents are asked to notify the office of absences due to illness or vacation. Advance notice of planned absences is appreciated to help us prepare staffing, meals, and activities. Children arriving after 9:00 a.m. may disrupt the classroom schedule; late arrivals may be held in the office until a smooth transition is possible.

Pick-Up Authorization

Children will only be released to authorized individuals listed on the Pick-Up Authorization Form. Changes or additions must be communicated to the office in writing. Identification will be requested for unfamiliar individuals.

Tuition Adjustments & Credits

At *Little People Playtime*, tuition is based on your child's enrollment schedule and secures their spot in our program. Please note:

- **No Adjustments for Absences:** Tuition is not adjusted for days missed due to illness, holidays, or personal reasons.
- **Consistent Enrollment:** Regular tuition ensures that staffing, programming, and resources remain available to meet each child's needs.
- **Payment Policy:** Families are responsible for tuition payments even if their child is absent, as this guarantees continuity of care and programming.
- Late Payments: Late fees apply to overdue tuition as outlined in the Parent Agreement. Past-due balances may result in temporary suspension of care until payment is received.

Additional Charges

- Additional costs such as field trips, extra snacks, holiday events, and supplies will be billed directly to the family account. Parents will be notified in advance of any such charges.

This policy helps us maintain a high-quality, consistent, and well-staffed learning environment for all children.

Payment Methods

Tuition is to be paid directly to the office or via approved payment methods. Credit card information is required for billing purposes and late fees, as outlined in the Parent Agreement.

Late or Missed Tuition Payment Policy

Timely tuition payments are essential for maintaining the quality of care we provide. Please review the following policy regarding late or missed payments:

1. Weekly Late Fee: A **$25 late fee will be added for each week** that tuition remains unpaid after the due date.

2. Two-Week Non-Payment Rule
If tuition remains unpaid for **two weeks (14 days)**, your child **may not return to the daycare** until the **full balance, including any accrued late fees, is paid in full**.

We appreciate your cooperation in helping us maintain consistent, high-quality care for all families. If you anticipate difficulty making a payment, please contact us as soon as possible to discuss options.

Health, Safety & Medication Procedures

Health Records

All children must have a current medical examination form on file, including up-to-date immunizations and any required screenings (e.g., TB test, lead evaluation for daycare-aged children). Physical exams are required every two years or as directed by the Department of Children and Family Services (DCFS).

Daily Health Screening

Children will be screened upon arrival for any signs of illness. If a child exhibits symptoms such as fever, vomiting, diarrhea, rash, or lethargy, they will not be admitted. Children must be fever-free for 24 hours without medication before returning.

Illness & Exclusion

Parents will be contacted to pick up their child if they display signs of illness, including:

- Fever over 101°F
- Vomiting or diarrhea
- Contagious conditions (e.g., pink eye, strep throat, impetigo, chickenpox)
- Unusual lethargy, persistent crying, or difficulty breathing
- A physician's note may be required for re-entry after certain contagious illnesses.

Medication Administration

- Medication may only be administered with a signed Medication Consent Form.
- Prescription medications must be in the original labeled container with the child's name, physician, dosage instructions, and prescription number.
- Over-the-counter medications must be labeled with the child's name and will be administered for a maximum of three days unless a physician's note is provided.
- Children are not permitted to carry medications themselves.

Emergency Care

Staff are trained in CPR and First Aid and are prepared to handle minor injuries. In serious situations, paramedics will be contacted, and parents will be notified immediately. Parents are responsible for any medical costs incurred.

Safety Procedures

- Drop-Off & Pick-Up: Children must be signed in and out daily. Only authorized individuals may pick up a child.
- Shoes & Clothing: Closed-toe shoes are required to prevent accidents; dress children for active play.
- Fire & Tornado Drills: Conducted monthly. Staff and children follow pre-assigned emergency routes and procedures.
- Field Trip Safety: Emergency forms and attendance sheets accompany children. Children wear identification and are supervised according to staff-to-child ratios.

Nutrition & Food Safety

At *Little People Playtime*, we prioritize healthy eating and safe food practices to support children's growth and development.

- **Meals & Snacks:** Children receive morning breakfast & afternoon snack, as well as a nutritious lunch, all **prepared in-house**.
- **Special Dietary Needs:** Parents must notify the center of any allergies, dietary restrictions, or special nutrition requirements. This ensures that each child's meals are safe and appropriate.
- **Food Safety:** All meals and snacks are prepared following strict food safety and hygiene protocols, including proper storage, handling, and sanitation.

Our goal is to provide healthy, balanced meals in a safe and enjoyable environment for every child.

Allergies

At *Little People Playtime*, the health and safety of all children is a top priority.

- **Allergy Management:** Parents of children with food allergies must provide all necessary meals and snacks. A physician's note verifying allergies is required to ensure proper documentation and safety.
- **No Tuition Adjustment:** Tuition is not modified for children who bring their own food.
- **Safe Practices:** Staff follow strict hygiene and food-handling procedures to prevent cross-contamination and keep all children safe.
- **Communication:** Families are encouraged to communicate any updates regarding their child's dietary needs, restrictions, or preferences so that our team can provide consistent care.

By working together, we can ensure that all children enjoy safe and healthy mealtime experiences.

Toilet Training

At *Little People Playtime*, we understand that toilet training is an important developmental milestone that requires patience, consistency, and teamwork between families and caregivers. Our goal is to make this process positive, encouraging, and individualized for each child.

Readiness & Approach

- Toilet training begins when the child shows signs of readiness, such as staying dry for longer periods, expressing interest in the toilet, or communicating the need to go.
- Teachers and parents will work together to determine the right time to begin training and establish a consistent routine both at home and in the center.
- Our staff use gentle guidance, encouragement, and positive reinforcement to support success and build confidence.

Parent Collaboration

- Families are expected to provide several changes of clothing, including socks and underwear, each day during the training period.
- Pull-ups or training underwear may be used based on the child's stage of progress and parent preference.
- Consistence between home and daycare routines is essential. Parents should communicate any updates, successes, or challenges to help ensure a smooth and supportive process.

Health & Hygiene

- Teachers assist and supervise children during bathroom use to ensure safety and cleanliness.
- Proper handwashing is practiced after every bathroom visit.
- Accidents are handled calmly and discreetly, and children are changed promptly to maintain comfort and hygiene.

Toilet training is a learning process that happens at each child's own pace. Our team is dedicated to working closely with families to make this developmental step a positive and successful experience.

A **fully toilet-trained** child is one who can:

- **Recognize and communicate** the need to use the restroom before having an accident.
- **Use the toilet independently**, including pulling down and pulling up clothing.
- **Clean themselves** appropriately after using the toilet, with minimal assistance if needed.
- **Flush the toilet** and **wash their hands** afterward without reminders.
- **Stay accident-free** during the day, including nap times.

Children who are still in the process of toilet training or who experience frequent accidents are not yet considered fully toilet trained. In these cases, teachers and families will continue to work together on consistency and support until the child reaches full independence.

Daily Procedures: Drop-Off & Pick-Up

Arrival & Sign-In

- Parents or guardians must accompany their child into the center and sign them in using the designated attendance system.
- Children may not be dropped off unattended at the door.
- Staff will conduct a brief health check upon arrival.

Morning Arrival

- Children should arrive by 9:00 a.m. to ensure a smooth start to the day and minimize disruption to the classroom schedule.
- Parents/Guardians must sign in their child at the start of the day using the attendance system.
- Late arrivals may be held in the office until it is appropriate to join their class.

Pick-Up & Sign-Out

- Children will only be released to authorized individuals listed on the Pick-Up Authorization Form.
- Identification will be requested for anyone who is not recognized by staff.
- Parents/guardians must sign out their child at the end of the day using the attendance system.

Security

- The main entrance has a keypad for secure entry. Codes are provided to parents upon enrollment and **should not be shared**.
- Office staff must be notified immediately of any unsafe situations or changes in authorized pick-up individuals.

Late Pick-Up

- Little People Playtime closes promptly at 5:30 p.m.
- Late pick-ups may result in a fee, as outlined in the Parent Agreement.

Daily Communication

- Staff will provide brief updates during drop-off or pick-up regarding the child's day, including meals, naps, and activities.
- Any important messages or changes to schedules should be communicated to the office in writing.

Transitions

- Children will be escorted safely to their classrooms or playgrounds upon arrival and guided through their daily routines.
- Staff ensure smooth transitions between activities to minimize stress and maximize engagement.

Discipline & Behavioral Guidance

Positive Guidance Philosophy

Little People Playtime uses a positive guidance approach that focuses on teaching children's appropriate behaviors, self-regulation, and problem-solving skills. Discipline is viewed as a learning opportunity rather than punishment.

Guidance Strategies

- **Redirection:** Children are gently guided to alternative activities if their behavior is inappropriate.
- **Time-In & Reflection:** Younger children may be temporarily removed from a situation to calm down while still feeling supported.
- **Clear Expectations:** Classroom rules are clearly communicated and consistently enforced.
- **Praise & Encouragement:** Positive behaviors are acknowledged and reinforced to promote self-confidence and social skills.

Conflict Resolution

- Staff assist children in resolving conflicts with peers through discussion, problem-solving, and modeling respectful communication.
- Children are encouraged to express their feelings verbally and to understand the perspectives of others.

Unacceptable Behavior

- Physical aggression, bullying, destruction of property, or behavior that threatens the safety of others will be addressed immediately.
- **Children who cause physical harm to themselves or others will be sent home for the day.**
- In extreme cases where a child's behavior jeopardizes the safety of themselves or others, temporary suspension or disenrollment may occur after consultation with parents and staff.

Parent Communication

- Staff maintain open communication with parents regarding behavioral concerns, progress, and strategies.
- Parents may be asked to meet with staff and directors to develop collaborative approaches for supporting their child's social-emotional development.

Keeping the Lines of Communication Open

- **Open Communication:** Parents are encouraged to ask questions and provide feedback.
- **Collaboration:** Staff and parents work together to ensure a positive, safe, and stimulating environment.
- **Ongoing Updates:** Newsletters, emails, and classroom boards provide regular updates about programs, events, and activities.

Toys & Personal Items from Home

- **Security Items:** Children may bring one comfort item (stuffed animal, small blanket) for nap time. Must be labeled with the child's name.

- **Toys:** Except for designated show-and-tell days, children should leave toys at home. Unlabeled or unapproved toys will be set aside until pick-up.

Evaluating Your Child's Growth

- **Daily & Weekly Communication:** Teachers provide updates through conversations, bulletin boards, and daily notes.
- **Formal Conferences:** Held twice a year to discuss growth, development, and academic progress.
- **Assessments:** Teachers use online planning tools for individualized assessment.
- **Vision & Hearing Screenings:** Conducted annually by an outside company. Parents will receive test results.
- **Confidentiality:** All child information is kept strictly confidential, accessible only to designated staff.

Helping Your Child Adjust

Transitioning to the Center

- Entering a childcare environment can be exciting but sometimes challenging for children. Some may explore immediately, others may observe from a distance, and some may experience separation anxiety.
- Children's adjustment varies and may take days or weeks. Staff are trained to support each child individually through this process.

Parental Support & Preparation

- Spend time with your child before their first day, discussing what to expect and creating positive anticipation.
- Read books about starting school, practice saying goodbye, and reinforce the idea that parents will return.
- Establish consistent routines at home for bedtime, meals, and morning preparation to help your child feel secure.

First Days at the Center

- Arrive on time to allow your child to settle into the classroom without feeling rushed.
- Provide a cheerful, confident farewell. A quick hug, kiss, and "I love you" reassures your child.
- Avoid lingering or sneaking out, which can heighten anxiety and delay adjustment.

Building Security & Confidence

- Encourage participation in group activities while respecting your child's comfort level.
- Staff provide gentle guidance, reassurance, and positive reinforcement to help children navigate new experiences.
- Familiar items from home, such as a small blanket or security item, may help children feel safe.

Separation & Independence

- Children gradually learn to separate from parents and develop independence, self-confidence, and social skills.
- Staff maintain consistent routines, clear expectations, and engaging activities to support a sense of predictability.

Monitoring & Communication

- Staff observe and document each child's adjustment and share daily updates with parents.
- If a child struggles consistently, staff will collaborate with parents to develop strategies for easing transitions and supporting emotional well-being.

Encouraging Resilience

- Children learn resilience through gradual exposure to social situations, challenges, and problem-solving opportunities.
- Celebrate small successes and encourage children to express their feelings verbally, helping them gain confidence and self-regulation skills

Special Programs

Preschool Programs

- Little People Playtime offers age-appropriate preschool programs for children ages 3–5.
- Daily activities include circle time, learning centers, language arts, math, science, music, art, and large and small motor skill development.
- Programs are designed to meet individual developmental needs while promoting social-emotional growth.

Summer Camp & Enrichment Programs

- Summer camp is offered with a variety of educational, creative, and physical activities.
- Special enrichment programs include music, art, STEM activities, and cultural events.
- Programs are designed to foster creativity, curiosity, and a love of learning.

Holiday & Special Events

- Celebrations of major and cultural holidays include age-appropriate activities and themed events.
- Special events may include guest visitors, interactive performances, or educational demonstrations.

Field Trips

- **Purpose:** Field trips extend learning beyond the classroom, not just as “time fillers.”
- **Permissions:** A blanket permission form is signed at enrollment; individual permission slips are required for each outing.
- **Safety:** Emergency forms, attendance sheets, and appropriate identification are taken on all trips. Children are supervised according to staff-to-child ratios.
- Field trips complement the curriculum and provide experiential learning opportunities.