# Little People Playtime Preschool and Day Care Agreement

This agreement is made between:
**Parent/Guardian Name(s):** _____and **Little People Playtime** for their child(ren)
**Child(ren) Name(s):** _____enrolled in the **Preschool/Day Care Program**.

## LATE PICK-UP AGREEMENT

I/we agree to pick up our child(ren) at the end of their scheduled time each day.

If I/we fail to pick up our child(ren) by the scheduled time, I/we understand that a **late fee of $10 per quarter hour (or any portion thereof)** will begin to accrue.

If I/we fail—without prior notice—to pick up our child(ren) at the scheduled time or arrange for an alternate pickup, **Little People Playtime** will make three attempts to contact the parents/guardians. If contact cannot be made, staff will call the **emergency contacts** listed on the child's emergency form.

If no contact can be made and/or there is no telephone service, **Little People Playtime** will contact the **local police** to request assistance in locating a parent or emergency contact person.

Little People Playtime agrees to keep the child(ren) **for up to one hour after the scheduled pickup time**, with late fees continuing to accrue, before contacting **local authorities and/or the Child Abuse Hotline** if contact still cannot be made.

Staff will continue to ensure the child's safety and well-being during this time. We agree **not to discuss tardiness with the child**, other than to reassure them that a parent or familiar person will arrive soon.

## DISCIPLINE AND GUIDANCE POLICY AGREEMENT

At **Little People Playtime**, our approach to discipline is **positive, proactive, and respectful** of each child's individual needs and developmental level.

### Classroom Management and Discipline Approach

- Classrooms are designed to minimize frustration and promote success.
- Teachers use **redirection** to guide inappropriate behavior toward acceptable activities.
- **Time-out is not used; redirection** is the preferred method.
- Positive discipline is encouraged through **modeling appropriate behavior**, using language to solve conflicts, and **recognizing positive actions**.

### Communication with Parents

- If a child exhibits unusual or concerning behavior, the **Director will notify parents the same day.**
- Repeated issues may result in a **parent-teacher conference** to develop a plan of action.
- If all strategies are exhausted and behavior continues to disrupt the classroom, **alternate care may be recommended.**

### Role of Parents

Parents are encouraged to:

- Use language to help children resolve conflicts.
- Redirect behavior and model positive actions.
- Reinforce acceptable behavior with praise and encouragement.

Consistency between home and school is key to successful behavior management.

### Unacceptable Disciplinary Practices

The following practices are **strictly prohibited**:

- Corporal punishment (spanking, hitting, pinching, shaking, etc.)
- Verbal abuse (threats, name-calling, or shaming)
- Physical restraints (binding, tying, or confining a child)
- Withholding basic needs (denying meals, outdoor time, or rest)
- Punishing toilet training lapses

### When Alternative Care May Be Needed

If a child is unable to adjust to the program or continues to display behaviors that disrupt the classroom despite all reasonable efforts, **Little People Playtime** may **terminate enrollment**.
Referrals and resources for alternative care will be provided to assist the family.

## TOILET TRAINING AGREEMENT

When a child turns **three years old**, tuition will transition to the **next rate** once the child is **fully toilet trained**.
If a child is not fully toilet trained by their third birthday, the rate will remain at the **two-year-old rate**.
Children who are not fully toilet trained **may not move into a preschool-aged classroom** until they are fully trained.
If a child remains untrained by **three years and six months of age**, a **meeting will be scheduled with the Director** to discuss future enrollment options.

## INJURY/ILLNESS AGREEMENT

### Major Medical Emergency (Life-Threatening)

1. **First call:** 911
2. **Second call:** Parent/guardian (for notification and details)

### Minor Medical Needs (Non-Life-Threatening)

Examples: Scrapes, bumps, or minor injuries

- The injury will be cleaned and covered as necessary.
- An ice pack will be applied if needed.
- Parents will be notified by either the classroom teacher or management.

## CONTACT INFORMATION AGREEMENT

Parents/Guardians agree to notify **Little People Playtime immediately** of any changes to:

- Address, phone numbers (home, work, cell)
- Emergency contacts or authorized pickup persons

By signing below, I/we acknowledge that we have read, understand, and agree to all policies and procedures outlined in this Agreement along with the parent handbook.

**Please refer to the Parent Handbook for any additional questions.**

**Parent/Guardian Signature:** _____ Date: _____
**Parent/Guardian Signature:** _____ Date: _____
**Director/Staff Signature:** _____ Date: _____