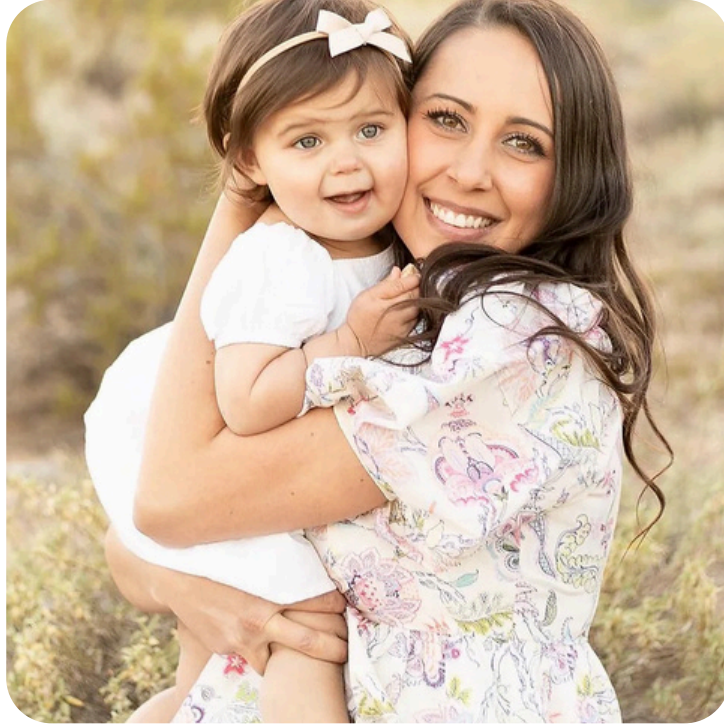




PARENT HANDBOOK

Write here the brief description of
your ebook and what it aims at.



LORENA JOLTA

LITTLE MIRACLES DAYCARE

Little Miracles Daycare was founded in 2023 by Lorena Jolta, whose passion for early childhood education and nurturing care has helped create a warm, loving, and enriching environment for children. What started as a successful in-home daycare has grown into a trusted and well-loved place for families in our community.

Under Lorena's thoughtful leadership and with the dedication of our wonderful team, Little Miracles has built a strong reputation for providing high-quality care and early learning experiences. Families who entrust us with their little ones have shared heartfelt praise for the warmth, attentiveness, and excellence they've experienced.

Now, we are excited to grow into a larger facility, allowing us to offer even more amenities and services while continuing to provide the same level of care, connection, and quality that our families have come to love. At Little Miracles, every child is cherished, and every moment is an opportunity for growth, laughter, and discovery.

We are honored to be a part of your child's early years and look forward to creating many wonderful memories together!

Welcome to Little Miracles Daycare!

We are delighted to welcome you and your child to our Little Miracles family! Our daycare is more than just a place for childcare; it's a loving, faith-filled community where your child will learn, grow, and thrive. We understand that every child is a precious gift, and we are committed to providing a safe, nurturing, and enriching environment that fosters curiosity, confidence, and a love for learning.

Our dedicated team of caregivers and educators work together to create a warm, engaging space that supports every aspect of your child's development—academically, socially, emotionally, and spiritually. We believe in the power of early learning and the importance of a strong foundation to help each child reach their full potential.

This handbook is designed to help you navigate your child's experience at Little Miracles Daycare. Inside, you'll find information about our curriculum, policies, procedures, and expectations. Our goal is to partner with you in your child's early education journey, ensuring that they feel cherished, inspired, and encouraged every step of the way.

Thank you for trusting us with your little one. We look forward to sharing in the joy of their growth and development!

Guiding Scripture

"Jesus said, 'Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.'"

1 Matthew 19:14

Our Promise at Little Miracles Daycare

At Little Miracles Daycare, we believe every child is a precious gift, uniquely created with boundless potential. Our mission is to provide a loving, faith-filled environment where children feel safe, valued, and inspired to explore, learn, and grow. Through creative learning experiences and Christian teachings, we nurture not only academic curiosity but also strong character and confidence.

We are more than a daycare, we are a family, partnering with parents to build a strong foundation for lifelong learning and faith. Here, children are encouraged to discover their gifts, embrace their individuality, and develop the skills they need to thrive in school and in life. With love as our guiding principle, we strive to instill a passion for learning, a deep sense of purpose, and the unwavering knowledge that they are cherished.

Our Approach to Learning

Our educational philosophy is rooted in the belief that children learn best through hands-on experiences, exploration, and play. We integrate structured learning with child-led discovery, ensuring that every child's natural curiosity is encouraged and nurtured. Our curriculum includes:

- **FunShine Express Curriculum:** A dynamic, play-based program that engages children in hands-on learning activities across literacy, math, science, and the arts.
- **Christian Values & Spiritual Growth:** We incorporate Christian teachings into our daily routine, helping children develop kindness, empathy, and a deeper understanding of God's love.
- **Social & Emotional Development:** Through guided interactions and structured activities, we teach children essential life skills such as problem-solving, cooperation, and self-expression.

Every moment at Little Miracles is an opportunity for growth, laughter, and discovery!

Our Loving Educators

Our teachers are the heart of everything we do. They are passionate, dedicated professionals who see their work as far more than just a job—it's truly a calling. Each member of our team is carefully chosen not only for their qualifications and experience but also for their compassion, patience, and ability to build meaningful connections with young children. We believe that the relationships between teachers, children, and families are the foundation of a positive early learning experience, and our educators take pride in creating that bond every day.

In the classroom, our teachers engage children through interactive play, guided exploration, and nurturing support, encouraging curiosity while helping children feel safe and valued. Whether it's singing songs, leading group activities, or offering comfort during a tough moment, our teachers meet each child exactly where they are—supporting their growth in academics, social skills, emotional confidence, and spiritual awareness.

To provide the very best care, our educators participate in ongoing professional development and training, ensuring they stay current with the latest research and best practices in early childhood education. This commitment to continuous learning reflects the same growth mindset we encourage in our students and allows us to provide an environment where children can thrive.

Most importantly, our teachers bring warmth, joy, and love into every interaction. Their dedication mirrors our mission at Little Miracles: to guide, nurture, and inspire each child to reach their fullest potential while giving parents the peace of mind that their little ones are in the most caring hands.



Inclusion Philosophy at Little Miracles Daycare

At Little Miracles, we believe that every child, regardless of their background, abilities, or needs, deserves to feel valued, supported, and included in all aspects of life. We are dedicated to creating a welcoming and inclusive environment where each child can thrive and reach their fullest potential, while also learning to respect and celebrate the diversity of others.

Inclusion is at the heart of everything we do. We recognize that each child brings unique strengths, perspectives, and experiences to our community. By embracing these differences, we enrich the learning environment and foster a spirit of kindness, empathy, and understanding. Our goal is to provide individualized support that encourages all children to develop not only academically but also socially and emotionally, in a way that reflects our shared values of love, respect, and faith.

We work closely with families and outside professionals to ensure that all children's needs are met, whether they require additional support in their learning or have specific health or developmental considerations. By offering flexible and adaptive learning strategies, we create an environment where every child feels empowered, confident, and loved.

Through our inclusive approach, children learn that everyone is unique, and they are taught the importance of showing kindness, acceptance, and understanding to others. We believe that this foundation of inclusion and love will help children build meaningful relationships, embrace diversity, and become compassionate, confident individuals who are ready to serve and lead with purpose.

Inclusion is more than just a philosophy; it's a commitment to ensuring that every child has the opportunity to learn, grow, and shine in a community that celebrates all of God's children.

Educational programs

Right now, your child's brain is growing faster than ever, making incredible connections every second. That's why every moment of learning is so important!

At Little Miracles Daycare, our classrooms are thoughtfully designed to meet each child's individual needs. Our curriculum, based on the latest research in early childhood development, ensures that young minds flourish in a nurturing and supportive environment. To maintain a sense of security and consistency, we organize learning by age group but may occasionally combine groups based on staffing or attendance needs. We regularly assess progress in key developmental areas and create personalized learning plans to help every child reach their full potential.

We believe in open communication, keeping you informed and involved in your child's growth both inside and outside the classroom.

We invite you to visit and explore our classrooms, where you'll see firsthand how we create an environment where your child's potential is unlocked and celebrated every day!



Infants

We understand that learning begins the moment your baby is born. That's why we have a specialized curriculum tailored to the needs of our littlest learners. During this critical stage of brain development, babies are making important connections with the world around them.

Our infant program is designed to nurture these early moments of discovery. Through responsive, loving relationships with our caregivers, infants develop a strong sense of security, allowing them to explore, learn, and grow at their own pace. We encourage each baby to try new things, face challenges, and build confidence in a safe and supportive environment.

Your infant will experience the care and attention they need to develop their mind, body, and spirit in the best possible way.

Infant Care Program includes:

- **Personalized Care Plans:** Each baby receives individualized attention through activity plans designed to meet their unique needs, supporting their growth at their own pace.
- **Flexible Sleep and Feeding:** We honor your baby's natural rhythm by offering flexibility in sleep and feeding schedules, based on what works best for your little one.
- **Safe Sleep Practices:** Following the guidelines from the American Academy of Pediatrics, we ensure that your baby sleeps safely and soundly throughout the day.
- **Group Engagement:** Babies are encouraged to engage with peers in group settings, fostering curiosity and promoting early social interactions
- **Focus on Development:** Through play and activities tailored to their age, we support the growth of your baby's motor and cognitive skills, laying a foundation for learning.
- **Comprehensive Growth:** Using carefully chosen materials and toys, we nurture your baby's emotional, physical, and cognitive development, helping them grow in all areas of life.

We are dedicated to creating a nurturing, safe, and enriching environment where your baby can thrive and reach their fullest potential!

Toddler Program (1 to 2 year olds)

When toddlers take their first steps, a whole new world unfolds for them. As they begin to walk, talk, and connect with others, they start to form meaningful relationships. Our Toddler Program at Little Miracles is designed to provide rich sensory experiences that promote exploration and growth.

Our teachers closely observe each child, understanding their individual needs, and offer plenty of interaction to foster development. We focus on creating a nurturing environment where your child is encouraged to build relationships, gain new skills, and grow with confidence.

Toddler Program includes:

- **Interactive Social Experiences:** Toddlers engage in daily activities that promote teamwork, sharing, and communication, helping them develop essential social skills in a fun and supportive setting.
- **Safe and Engaging Environment:** Our classrooms are thoughtfully designed to provide a secure yet stimulating space where toddlers can confidently explore and learn.
- **Dedicated Time for Discovery:** We prioritize uninterrupted playtime, giving children the freedom to explore their environment, experiment, and grow at their own pace.
- **Fostering Confidence and Curiosity:** By nurturing self-esteem and encouraging curiosity, we help toddlers build a strong foundation for a lifelong love of learning.
- **Creative Exploration Stations:** Specially designed areas focus on dramatic play, hands-on arts and crafts, language enrichment, and sensory exploration, offering endless opportunities for imagination and creativity.

We our toddler program is built to inspire joy, curiosity, and growth while providing a caring and supportive environment tailored to your child's unique developmental journey.

Discovery Preschool (2 to 3 year olds)

At two years old, children are natural explorers, busy uncovering the world around them and learning how to communicate their growing thoughts and ideas. At Little Miracles, our Discovery Preschool program is specifically designed to nurture this exciting stage of development.

Through engaging activities such as games, songs, movement, and art, your child will have countless opportunities to express creativity and build self-confidence. These hands-on experiences encourage independence while teaching essential social skills like sharing, cooperating, and taking turns—helping your child understand the joy and value of group play.

With guidance from our caring teachers, your child will flourish as they develop new abilities and grow into their own person, gaining the confidence and skills needed to transition to preschool and beyond.

Discovery Program Includes:

- **Interactive Community Activities:** Daily experiences that encourage collaboration, communication, and essential social skill development.
- **Child-Centered Environments:** Thoughtfully designed spaces that nurture every aspect of your child's growth—physical, emotional, social, and cognitive.
- **Play-Based Learning:** Child-led activities that foster curiosity and allow children to develop skills at their own pace.
- **Well-Rounded Development:** A diverse range of activities tailored to promote critical thinking, motor skills, social connections, and emotional well-being.
- **Creative Portfolios:** A collection of your child's unique work, showcasing their creativity and developmental milestones throughout their journey with us.

Preschool (3 to 4 year olds)

Preschool is a time of incredible growth as children refine their motor skills, expand their thinking, and form deeper connections with peers. At Little Miracles, our Preschool program introduces foundational concepts in language, math, science, and social skills through engaging, hands-on activities designed to spark curiosity and foster a love of learning.

Your child will have the opportunity to:

- Conduct simple science experiments that inspire discovery and critical thinking.
- Create unique art projects that promote creativity and self-expression.
- Engage in group activities that teach cooperation, teamwork, and problem-solving.
- Build self-confidence through play, exploration, and structured challenges.

Our nurturing teachers encourage every child to explore their potential at their own pace, ensuring they feel supported and inspired as they prepare for the next steps in their educational journey.

Preschool Program Includes:

- **Personalized Portfolios:** We document your child's growth and creativity by collecting work samples that showcase their unique abilities and progress.
- **Engaging Learning Units:** Carefully crafted themes ignite curiosity, foster self-motivation, and build confidence as children explore new ideas.
- **Interactive Memory Games:** Fun activities are designed to enhance memory, focus, and other key executive function skills.
- **Creative, Hands-On Experiences:** From crafting collages to building imaginative projects, children express themselves while refining fine motor skills and exploring tactile learning.
- **Daily Skill-Building Groups:** Small group activities encourage focused attention on developmental milestones, teamwork, and individual skill growth.

At Little Miracles, we ensure every activity is an opportunity for discovery, creativity, and meaningful learning tailored to your child's developmental stage.

Transitional Kindergarten (4 to 5 old)

Prekindergarten marks an exciting milestone in your child's journey as they prepare for the big leap into kindergarten! At Little Miracles, we focus on nurturing independence and readiness for the next stage of learning, ensuring a smooth and confident transition.

In our Prekindergarten program, we introduce a more structured classroom environment while keeping learning fun and engaging through play-based activities. Your child will continue to grow their foundation in language, math, science, and social skills, while also developing critical thinking and problem-solving abilities.

Our approach emphasizes building confidence, fostering curiosity, and encouraging teamwork. With personalized attention and hands-on learning, your child will be equipped with the tools and knowledge they need to embrace kindergarten with excitement and enthusiasm.

At Little Miracles, we strive to make this senior year of preschool a memorable and impactful experience, preparing every child for a bright future ahead

Prekindergarten Program Includes:

- **Thoughtful Learning Progression:** Our curriculum aligns with developmental milestones, challenging children while building confidence at their own pace.
- **Social Skills Growth:** Daily interactions help children practice managing emotions, sharing, taking turns, and resolving conflicts respectfully.
- **Interactive Learning:** Small group sessions in math and literacy provide hands-on activities to develop early academic skills. Children expand vocabulary, learn to write their name, and use letters and pictures to express ideas.
- **Creative Portfolios:** Each child's artistic and creative journey is captured in a personalized portfolio.
- **Play-Based Exploration:** Hands-on activities foster independence, creativity, and essential lifelong skills.

At Little Miracles, our fun and educational prekindergarten program builds confidence and skills for a successful next step in learning!

Smooth Transitions at Little Miracles Daycare

We recognize that transitioning to a new classroom is a key moment in your child's development. When the time comes for a move, we focus on your child's growth, readiness, and the availability of space in the new classroom to ensure a seamless shift.

Our transition process is designed to involve both your child and your family, creating a supportive environment for this change. We work together to prepare your child for their new teachers, classmates, and surroundings, ensuring they feel secure and excited about the next chapter in their learning journey.

By fostering open communication and making the transition process thoughtful and individualized, we ensure that your child thrives as they progress through their early education.



Healthy and Happy Mealtimes

We understand that good nutrition is the foundation for your child's growth, development, and learning. As soon as your little one is ready for table food, we serve balanced meals that are as nutritious as they are delicious. Each day, we offer breakfast, lunch, and snacks that are crafted to support their energy needs and encourage healthy eating habits.

Our meals are designed with guidance from nutrition experts and are carefully planned to ensure that they're packed with wholesome ingredients. From fresh fruits and vegetables to lean proteins and whole grains, our menu prioritizes foods that fuel your child's body and brain.

Family-Style Dining: A Time for Learning and Bonding

Mealtime at Little Miracles is more than just eating—it's a chance to develop social skills, practice good manners, and build independence. After washing their hands, children come together for family-style dining, where they serve themselves, share, and clean up together. This encourages cooperation, responsibility, and fine motor skills, while creating a warm and welcoming environment for all.

Supporting Dietary Needs

We respect and accommodate all dietary restrictions. Whether your child follows a vegetarian diet or has food allergies, we're here to ensure they receive nourishing, safe meals. Let us know about any specific dietary requirements, and we'll work closely with you to provide options that meet your child's needs.

At Little Miracles, we believe mealtime is a key part of your child's development, and we're committed to making it both enjoyable and nutritious!



CELEBRATIONS AND BIRTHDAYS

We love celebrating special moments like birthdays and other milestones with the children! If you would like to bring in treats for your child's celebration, we ask that all items be nut-free and commercially packaged, with ingredient labels included. This ensures we can safely accommodate any allergies or dietary restrictions in the classroom.

For a healthy and fun option, we recommend snacks like whole-grain treats, vegetable platters with dip, or fresh fruit assortments. Please make sure to bring enough to share with everyone in the class.

Before the big day, we encourage you to check with your child's teacher and Center Director for any special instructions or suggestions to ensure a smooth and enjoyable celebration for all.

Outdoor Activities and Water Play

We love outdoor play and aim to go outside every day, weather permitting. When the weather keeps us indoors, we find fun and creative ways to keep kids active. Our playgrounds encourage exploration and movement, and you're welcome to send a helmet for riding toys for added safety.

During the warmer months, we offer water play activities, always with careful supervision to ensure a safe and enjoyable experience for all.

Clothing and Shoes

Pack comfortable, washable clothing for your child to enjoy all the fun activities of the day—like painting, dancing, and outdoor play! Please ensure your child wears rubber-soled, closed-toe shoes with a heel strap or closed heel for safety. For the safety of all children, flip-flops, sandals, and shoes with wheels are not permitted. Shoes are required for all children who are walking.

Extra Clothing and Weather-Appropriate Attire

Please bring two full sets of extra clothes, including socks, plus a spare pair of shoes and a sweater. Label everything with your child's name and check regularly for fit.

- **Hot Weather:** Apply sunscreen to your child before arriving and dress them in hats/visors and tightly woven clothing to protect them from sunburn during outdoor play. If you would like us to apply sunscreen at the center, please provide it along with an authorization form.
- **Cold Weather:** Dress your child in layered clothing to stay warm, including mittens, hats, sweaters, socks, and waterproof outerwear.

For safety, we do not allow shirts, jackets, sweatshirts, jewelry, or clothing with ties around kids' necks or waists (except to accommodate specific personal or religious beliefs). Please remove all drawstrings.

Please note: the center is not responsible for lost, stained, soiled, or torn clothing.

Personal Belongings

Your child will have access to a variety of educational toys each day. Special comfort items such as a blanket, soft toy, or stuffed animal are welcome for rest time. We ask that other personal toys and belongings be left at home to avoid conflicts and stress from losing or misplacing items.

Any electronics brought to the center should be kept in the "off" position in the child's cubby. Personal electronics are not permitted for use in the classroom.

Please note: the center is not responsible for lost or damaged personal items.

Infant and Toddler Supplies

At Little Miracles, we partner closely with families to ensure each child's daily needs are met with love, care, and consistency. For our youngest children, we ask parents to provide all food for infants and toddlers until they are ready to begin eating table food. This allows you to maintain your baby's feeding preferences and routines, ensuring comfort and familiarity during this important stage of development. Once your child transitions to table food, we will provide healthy, balanced meals and snacks that align with our menu and nutrition policies.

For infants, we kindly ask that bottles be prepared each day at home and brought clearly labeled with your child's name. For safety reasons, staff are not permitted to mix formula, breast milk, or cereal on-site, nor can bottles be left overnight. In addition, bottles will never be placed in cribs, as we strictly follow safe sleep practices to protect your child's well-being.

We also ask that each child has two complete sets of labeled clothing at the daycare, as little ones often need changes throughout the day. In addition, please provide bibs, disposable diapers, and wipes, unless otherwise noted in your enrollment materials. Having these items on hand helps us keep your child comfortable and ensures their daily care runs smoothly.

By working together and maintaining clear routines, we can provide a safe, nurturing, and consistent environment where your child feels at home. Your support and preparation help us focus on what matters most—giving your little one the attention, love, and care they deserve each day.

Guidance Approach

We focus on teaching children how to interact with others and understand what behaviors are appropriate in different situations. We prioritize fostering positive behavior by reinforcing what's right, rather than focusing on what's wrong. Our teachers use methods such as redirection, praise, and distraction to guide children in a supportive, encouraging way.

When a child needs extra support, they may be given a brief time-out from the group. This is not a punishment, but a chance for the child to reset and reflect before rejoining the activity. Once they feel ready, they are encouraged to return to the group. This approach is not used with infants or toddlers.

We believe in partnering with families to help children learn social skills and good behavior. If any behavioral challenges arise, we may reach out to you for help in finding solutions. Our staff follows strict guidelines to ensure that corporal punishment is never used, and we ask families to do the same while at the center.

Biting Behavior

Biting is a natural, though sometimes concerning, behavior that can occur during early childhood. Since young children are still developing language, communication skills, and impulse control, they may bite as a way to express frustration, seek attention, or simply explore their environment. While this is a common stage of development, we understand that it can be upsetting for both children and parents.

At Little Miracles, we take a caring and proactive approach to address biting. Our staff is trained to closely observe children, recognize potential triggers, and guide them toward more positive ways of expressing their feelings. We use redirection, teaching moments, and age-appropriate strategies to help children build self-control and learn healthier ways to interact. Above all, our goal is to create a safe, nurturing, and supportive environment where every child can thrive.

If a biting incident does occur, both families involved will receive an Incident/Accident Report to ensure confidentiality, documentation, and transparency. Teachers will also follow up with parents to provide context, share strategies, and offer reassurance. We encourage open communication—if you ever have questions or concerns about an incident, please reach out directly to your child's teacher or the Center Director. Together, we can support your child's growth and development during this important learning stage.

Diapering and Toilet Learning

Toilet learning is an important milestone, and we take a structured and consistent approach to ensure the process is smooth and successful. We believe that working together with families is key to helping children master this skill.

When your child shows interest in toilet training, we'll work closely with you to ensure consistency between home and school. However, to maintain a safe and hygienic environment, we expect children to be fully ready for toilet learning before beginning. This means your child should be able to stay dry for longer periods, communicate when they need to use the bathroom, and follow basic instructions.

If your child is not yet showing readiness, we will continue to provide diaper changes as necessary. Once toilet learning begins, we expect consistent efforts both at home and in the center to help your child succeed. Teachers will guide your child through the process, but we ask that you help reinforce the skills at home to ensure progress.

During toilet learning, please provide several complete changes of clothes and two pairs of shoes at the center. If your child is not fully trained and accidents are frequent, we may suggest taking a break from toilet learning until they are ready to continue. Our goal is to make this process as stress-free as possible for your child while maintaining a clean and safe environment for all.

Rest Time

Rest time is crucial for your child's well-being and development, helping them recharge for the rest of the day. At our center, children are given time for rest in the afternoons, typically lasting one to two hours, depending on their individual needs and local regulations.

For children who do not sleep, we offer quiet activities such as reading, puzzles, or other restful options to ensure they still have a relaxing time. School-age children generally no longer require naps but are encouraged to enjoy quiet activities during this period to refresh.

We provide cribs or cots for rest time based on your child's age. Please check with your Center Director for specific details on what to bring for your child's rest period. Our goal is to create a calm and comfortable environment for all children to rest or recharge according to their needs.

Safe Sleep

For infants, sleep routines are customized based on your child's needs and your family's preferences, in collaboration with your child's teachers. Your Center Director will provide guidelines for bedding and washing instructions for all sleep items.

Following the recommendations of the American Academy of Pediatrics, all infants are placed on their backs to sleep unless otherwise directed by a medical professional. To ensure safety, no items, except a pacifier or necessary medical devices, will be in the crib. Children are always supervised during rest times, with appropriate lighting to allow clear visibility of their faces.

Older children who use blankets are closely monitored to ensure their faces are not covered during rest time.

Allergies

If your child has allergies, please let your Center Director know and provide details in your Enrollment Agreement. We will work closely with you and your child's healthcare provider to manage allergies and ensure their safety at the center.

Due to the risk of severe nut allergies, we ask that nut-containing items are not brought to the center. If your child has an allergy that may require a medical response (such as using an EpiPen), inform your Center Director so we can update records and complete any necessary training.

Handwashing

Handwashing is essential to maintaining health, and we encourage your child to take part in this habit from an early age. Your child will wash their hands before meals, after bathroom visits, upon returning from outdoor play, and at other times throughout the day.

We encourage you to reinforce hand washing at home by making it a fun and engaging activity. Child-friendly soaps in fun colors or scents can help make handwashing more exciting, ensuring your child develops this important habit!

Illness Guidelines for Little Miracles Daycare

Your child's health and safety are our top priorities. To keep everyone well, we ask families to follow these illness guidelines:

When to Keep Your Child Home? Please keep your child home if they have:

- Fever (100°F or higher) – must be fever-free for 24 hours without medication.
- Vomiting or diarrhea – must be symptom-free for 24 hours.
- Persistent cough, breathing issues, or unexplained rash.
- Eye redness, discharge, or crusting (e.g., pink eye).
- Sore throat with fever or swollen glands.
- Head lice or nits – must be treated before returning.
- An illness requiring antibiotics – stay home for 24 hours after starting treatment.

If your child gets sick while in our care, they will be separated to prevent the spread of illness. You will be contacted and must pick them up within one hour.

Children May Return When:

- They are symptom-free for 24 hours without medication.
- A doctor clears them to return (if requested).
- Any prescribed treatments have been completed.

Contagious Illness & Immunizations

We notify families of contagious illnesses while keeping identities confidential. All children must be up to date on immunizations unless legally exempt.

Exclusion Policy. We may exclude children if their illness:

- Prevents participation in daily activities.
- Requires more care than staff can provide.
- Is highly contagious or deemed unsafe by health authorities.

Prevention Practices

- Handwashing: Regular handwashing throughout the day.
- Sanitization: Daily disinfection of toys and common areas.
- Healthy Habits: Teaching children to cover coughs and practice good hygiene.

By working together, we can keep Little Miracles a safe, clean, and healthy space for all! If you have any questions, please contact our Director.

Medical Records

To help keep everyone at Little Miracles healthy, we ask families to provide up-to-date medical records and immunization documentation when enrolling. These records ensure we're meeting local childcare licensing regulations and creating a safe environment for all.

If you'd like to discuss a religious, personal, or medical exemption for immunizations or other medical documents, please reach out to the Director. We're happy to work with you to understand your needs while following state and local guidelines.

We encourage families to follow the vaccination recommendations set by the Centers for Disease Control and Prevention (CDC). These guidelines are designed to protect children from preventable illnesses. For more details about immunization schedules, visit the CDC website at www.cdc.gov or speak with your healthcare provider.

Medications

We understand that children may need medication during the day, and we're here to help ensure they receive it safely. Please follow these simple guidelines:

- **Paperwork:** Let us know if your child requires medication, and we'll provide the necessary form to fill out.
- **Original Packaging:** Bring medications in their original containers with clear labels showing your child's name and instructions for use.
- **Prescription Medications:** The label should include your child's name, dosage instructions, and the prescribing doctor's name.
- **Over-the-Counter Medications:** These can be administered following the label's directions. If special instructions are needed, let us know.
- **Storage:** Medications should be handed directly to a staff member to ensure proper storage and safekeeping.

If your child is under two years old and needs over-the-counter medication, let us know, and we'll work with you to ensure their needs are met.

Feel free to take home any unused medication at the end of the week. Emergency medications can be kept at the center as needed.

Confidentiality and Records

We value your family's privacy and take confidentiality seriously. Your child's records, including personal information, are accessible only to staff directly involved in your child's care, relevant licensing agencies, or government authorities. No information will be shared without your written consent or a legal mandate.

As a parent or guardian, you may request access to your child's records at any time. Records such as the Enrollment Agreement, progress notes, or incident reports can be reviewed with your Center Director. If you wish to update or add information to your child's records, you have the right to do so.

If you choose to withdraw your child from Little Miracles Daycare, we will retain their records for the period required by local regulations. Copies of records can be provided upon request for a nominal administrative fee to cover copying and delivery costs.

Lastly, to protect the privacy of all families, we kindly request that you refrain from posting photos or videos of other children taken at the daycare on social media or other online platforms.

Emergency Situations and Evacuation Plans

At Little Miracles, we prioritize the safety of every child and prepare for emergencies by regularly practicing evacuation drills, as required by local regulations. Each classroom has an emergency plan and evacuation procedures posted for your awareness.

In the event of an emergency that requires evacuation, we will inform you as soon as the children have been safely relocated. If you are unable to contact the center directly for information, please reach out to your District Manager or our Family Support team.

In some cases, we may ask families to provide specific disaster supplies to ensure the safety and well-being of all children.

Drop-off / Pick-up Security

To ensure proper attendance, all children must be signed in and out each day using our designated electronic system, Brightwheel. Additionally, we ask that parents or guardians make direct contact with a staff member during drop-off and pick-up times. For the security of all children, please do not share this code with anyone who is not listed as an authorized contact on your Enrollment Agreement.

When enrolling your child, you will provide a list of authorized individuals who may pick up your child. It is your responsibility to keep this list accurate and up to date. Written authorization is required before we release your child to anyone not on the list. In rare cases when a telephone authorization is necessary, we will confirm identity using the security questions on your Enrollment Agreement.

Any individual not known to staff must present a government-issued photo ID at pickup. Children will only be released to individuals who are at least 18 years old, unless they are the legal parent or guardian.

Late Pickup

We kindly ask that you pick up your child on time. If you're unable to do so, please arrange for another authorized adult, as listed on your Enrollment Agreement, to pick up your child. If a late pickup is unavoidable and you cannot reach your emergency contact, please notify us as soon as possible.

If your child has not been picked up by closing time and we haven't heard from you, we will attempt to contact you or someone authorized to pick up your child. If we are unable to reach anyone within 30 minutes after closing, the Center Director or staff member in charge will assess whether it's necessary to contact Child Protective Services or the relevant authorities, in accordance with local child care licensing regulations.

If authorities are contacted, a sealed note will be posted on the center door with information about your child's whereabouts, including the agency or person to contact.

Please note that under no circumstances can our staff transport your child. Additionally, a late pickup fee will apply to children picked up after closing time. For more details, please refer to your Enrollment Agreement.

Child Protection and Reporting Requirements

At Little Miracles, the safety and well-being of every child is always our highest priority. We want parents to feel confident knowing that their children are cared for in an environment where protection, trust, and love come first. As part of this commitment, we strictly follow all state and local laws requiring staff members to report any suspicions or signs of child abuse or neglect. These reports are made directly to the appropriate child care licensing agencies and/or law enforcement to ensure that every concern is handled quickly and appropriately.

Our responsibility also extends to situations where a staff member's actions could put a child at risk, such as through inappropriate discipline or misconduct. In such cases, the Center Director will act immediately, notifying both the proper authorities and the child's parents to ensure full transparency and swift resolution.

We also want parents to know that reporting suspected abuse or neglect is not only a legal requirement but also a vital safeguard for children. Staff who fail to report can face serious legal consequences, while those who do report in good faith are fully protected under the law from retaliation or interference.

At Little Miracles, our promise is simple: your child's safety comes first—always. We are committed to maintaining an environment where children are loved, protected, and nurtured, and where parents can have complete peace of mind.

Custody and Visitation

If there are any legal custody orders for your child, please provide a copy to Center Management so we can keep it on file. This information is confidential and helps us ensure the safety and well-being of your child. Please let us know if there are any changes or updates to these orders.

While staff are not able to supervise visitation, we can assist with coordinating pickup and drop-off based on custody arrangements. If a parent has court-ordered custody, the child will be released to that parent, regardless of visitation schedules. If you have questions about custody or visitation, feel free to speak with the Center Director.

Child Accidents

While we take every precaution to provide a safe and secure environment for your child, we also recognize that accidents can sometimes happen as children learn, play, and explore. To minimize risks, our safety program includes regular inspections of our building, classrooms, playground, and equipment, as well as daily checks to ensure everything is in proper working order. Our teachers are trained to closely supervise children and respond quickly and calmly to any situation.

If your child is ever injured while at the center, you will receive a detailed Incident/Accident Report at pickup that explains what happened and the steps we took. For minor scrapes or bumps, our staff will provide appropriate first aid and keep you informed. If medical treatment is necessary, we will immediately attempt to contact you and ensure that your child receives proper emergency care until you can arrive. If we are unable to reach you, we will promptly contact the emergency contacts you listed in your Enrollment Agreement so your child is never without support.

Weapons and Violence

For the safety of everyone at Little Miracles Daycare, firearms or any other weapons are not allowed on our property or at any events we sponsor. The only exception may be for law enforcement officers when required by law. If a child is found with a weapon, center management will take appropriate action, including confiscating the weapon and notifying the relevant authorities.

If a child or family member's behavior puts the safety or well-being of others at risk, or if there is abusive behavior toward children, staff, or other families, we may need to take immediate action, including disenrollment, to ensure the safety of everyone.

Substance-Free Environment

We are committed to providing a healthy and safe environment for all children, families, and staff. Smoking, vaping, or the use of any tobacco products is not permitted on center property. Additionally, alcohol, cannabis, or any illegal drugs are strictly prohibited. For the safety and well-being of everyone, we ask that you refrain from being under the influence of these substances while on center grounds.

Transportation

Please note that our staff cannot transport children to non-Little Miracles programs, and they are prohibited from transporting children in their personal vehicles. Transportation arrangements for such programs remain the responsibility of the parent or guardian.

Field Trips

At Little Miracles, we **do not** take field trips as part of our curriculum. Our focus is on providing a rich learning environment within the daycare center, where children can explore and engage in hands-on activities and educational experiences.

While we don't currently have field trips, we are committed to offering meaningful and safe experiences through other activities that promote learning and fun within the center.

Babysitting

While we appreciate the relationships that develop between families and our staff, Little Miracles Daycare does not encourage staff members to provide private babysitting services outside of the daycare. Should a staff member choose to babysit on their own time, they do so as an independent individual. Little Miracles Daycare is not responsible for the performance of these services, including transportation of children.

For further clarification, feel free to contact us directly.



Absences, Sick Days, and Vacations

We're committed to providing high-quality care, which means ensuring our amazing teachers have the resources and support needed. To do this, we charge full tuition for each bi-weekly billing period, even if your child misses a day.

If your child will be away for an entire billing period but you'd like to save their spot, let's chat! Depending on availability, we may be able to pause tuition. Please reach out to the Center Director.

If your child will be absent on a particular day, please notify the center staff by 9 a.m. If your child will be out for multiple days due to illness, vacation, or other family activities, please inform the center in advance.

Withdrawing Your Child

If you need to withdraw your child from Little Miracles Daycare, please provide at least two weeks' written notice. This helps us maintain quality care for all families.

Closing your Brightwheel account does not count as formal withdrawal or stop tuition payments. Written notice is required for a smooth transition.

Suspension and Expulsion

We want every child and family to feel at home. Suspension or expulsion is a last resort, and will work closely with families to overcome challenges and support positive outcomes.

To prevent suspension and expulsion, we:

- Create an inclusive and engaging learning environment.
- Teach expectations, routines, and positive behaviors.
- Communicate openly with families to address concerns.

If care must be discontinued, we will:

- Provide reasonable notice, unless immediate action is required for safety.

Reasons for Enrollment Cancellation:

- Non-payment of tuition
- Failure to follow policies
- Needs exceeding center resources
- Behavior threatening the safety of others

Our priority is the safety and success of all children in our care.

Brightwheel Mobile App

We understand how challenging it can be to leave your child in someone else's care, and we're here to make that transition as smooth as possible. The Brightwheel app helps you stay connected with our center, receive updates, and view moments from your child's day whether you're at work, at home, or on the go.

With Brightwheel, you can:

- See photos of special moments in the classroom.
- Receive daily updates on your child's activities and progress.
- Use the messaging feature to easily communicate with our team.

The Brightwheel app is available for both iOS and Android devices and ensures you stay informed every step of the way!

Family Involvement

As your child's most important influence, you are a valued partner in their experience at Little Miracles Daycare. Open and frequent communication between families, teachers, and the Center Director is key to ensuring a positive and enriching early-learning experience.

We encourage family involvement through:

- An open-door policy: Parents and guardians are always welcome at the center—let us know when you'd like to stop by!
- Family communication: Regular updates, conversations, and opportunities to discuss your child's progress, including scheduled family conferences.
- Brightwheel updates: Frequent updates and insights into your child's development, shared in person, on paper, or via the Brightwheel app.
- Home-learning suggestions: Activities you can do at home to support your child's learning and enjoyment.
- Center newsletters: Updates on upcoming events, classroom activities, and center news.
- Posted menus and schedules: Details about daily activities and planned classroom experiences.

We encourage conversations during drop-off and pick-up times and are happy to schedule individual conferences as needed. For longer discussions, please arrange a time with your child's teacher in advance to ensure proper classroom supervision.

Satisfaction and Resolution

We believe open communication is essential for building and maintaining positive relationships. Your feedback is invaluable in helping us improve our programs and ensure we are meeting your child's needs while providing you with confidence in their care and education.

We encourage you to share your ideas, suggestions, or concerns with any staff member. Our team is always available to discuss matters related to your child or classroom activities. If a staff member cannot resolve your concern, please speak with the Center Director for further assistance.

Referring a Friend

The greatest compliment you can give us is recommending Little Miracles Daycare to your family and friends! Having familiar faces join our center makes it even more enjoyable for your child and strengthens our community.

Ask your Center Director about our Little Miracles Connection program to learn how we show our appreciation for your referrals!

Nondiscrimination Policy

Little Miracles Daycare does not discriminate on the basis of religion, color, race, gender, sexual orientation, age, national origin, disability, or any other factors protected by law.

Americans with Disabilities Act (ADA)

We are committed to complying with the Americans with Disabilities Act (ADA) and other applicable laws to ensure our center provides an inclusive and supportive environment for all children and families.

Registration and Enrollment

To enroll and re-enroll your child each year, you must complete the Enrollment Agreement (available through the Brightwheel App) and any other necessary local or state forms provided by the Center Director. All forms must be signed and returned, and your Enrollment Agreement must be approved by the Center Director before your child can attend.

Please keep your child's information up to date throughout the year, including emergency contacts, medical information, address, phone numbers, and the list of individuals authorized to pick up your child.

Registration Fee

A nonrefundable registration fee of \$200 is required at the time of enrollment and each time your child is withdrawn and re-enrolled. This fee covers administrative costs and must be paid again if re-enrollment occurs.

Tuition

Little Miracles Daycare is dedicated to providing a safe, nurturing, and engaging environment for your child's early education. To maintain this standard, we require all families to stay current with tuition payments.

Tuition is due two weeks in advance of services and must be paid through recurring payments using Brightwheel, our secure online payment system. Auto-pay ensures payments are processed on time, offering convenience and peace of mind. Payments can be made using a debit card, credit card, or bank account.

Brightwheel uses SSL encryption to protect your personal and financial information. For the safety and security of our children, families, and staff.

Failure to maintain recurring payments or falling more than two weeks behind on tuition may result in a review of your enrollment status, which could lead to the termination of services.

To continue enhancing our facilities and resources, tuition rates are periodically reviewed. Families will receive at least 30 days' notice of any changes, along with a new Enrollment Agreement. Additional fees may apply for extended care or special programs, and these will always be communicated in advance.

Family Discounts

At Little Miracles Daycare, we are delighted to support families with multiple children enrolled in our program. Families with two or more actively enrolled children are eligible for a **15% discount** on the tuition of the child with the lowest tuition rate.

For families with three or more children, the child with the highest tuition rate is not eligible for a discount, but all other children will receive the **15% discount**. If you have any questions or need additional details about our family discount policy, please don't hesitate to reach out to our team.

Babysitting

While we appreciate the relationships that develop between families and our staff, Little Miracles Daycare **does not** encourage staff members to provide private babysitting services outside of the daycare. Should a staff member choose to babysit on their own time, they do so as an independent individual. Little Miracles Daycare is not responsible for the performance of these services, including transportation of children.

For further clarification, feel free to contact us directly.

Holidays and Center Closures

At Little Miracles Daycare, we are committed to providing exceptional care while recognizing the importance of time for rest and celebration. Our center observes specific holiday closures to allow staff and families to enjoy these special occasions.

Our annual holiday closures include:

- Christmas Break: The center will be closed from Christmas week through the week of New Year's Day (2 weeks).
- Martin Luther King Jr. Day (third Monday in January)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (Fourth Thursday in November)
- Day After Thanksgiving

In addition to these holidays, we close for a Professional Development Day each year, typically in October.

Operating hours and closure dates are set and posted annually. Should there be any adjustments due to unforeseen circumstances, families will be notified promptly

PLEASE COMPLETE THIS FORM AND RETURN IT TO THE SCHOOL DIRECTOR

ENROLLMENT AGREEMENT

Name of Child (Last, First, Middle Initial): _____

Date of Birth: _____

Parent/Guardian Name: _____

Please read each section listed below, then sign and date the last page.

SECTION 1: TUITION AND FEES

BASIC SERVICES: I understand that Little Miracles Academy provides child care and development services for families with children 6 weeks to 5 years of age.

REGISTRATION FEE: I acknowledge that a one-time, non-refundable registration fee of \$200 required, to be paid at the time of registration.

TUITION AND MODIFICATIONS CONDITIONS: The current tuition rate for the program I have selected is \$_____ per week. I understand that tuition rates may be adjusted as needed, with reasonable notice provided. The school adheres to state-specific guidelines regarding tuition changes and notification periods.

I have enrolled my child in the following program(s):

☐ Infant ☐ Toddler ☐ Discovery Preschool ☐ Preschool ☐ Transitional Kindergarten

Days (Check all that apply): ☐ M ☐ T ☐ W ☐ TH ☐ F

From _____ a.m./p.m. to _____ a.m./p.m.

PAYMENT OF TUITION: "I understand that tuition is due and must be paid two weeks in advance for services to maintain my child's enrollment."

LATE OR UNPAID TUITION

If full payment is not received by the due date, a late fee of \$50 will be applied for each two-week period the tuition remains unpaid. Late fees are subject to change with prior notice. Accounts delinquent for more than two weeks may result in a temporary suspension of enrollment until the account is brought current. Please note that we cannot guarantee your child's spot will be held if withdrawal occurs due to non-payment.

Print Parents / Guardian Name

Parents / Guardian Signature

Date

ENROLLMENT AGREEMENT

AGENCY REIMBURSEMENT: In instances of agency reimbursement, the Registration Fee is to be paid according to the applicable contract. I understand that I am solely responsible for any tuition payment and late fees in excess of any agency or third-party reimbursement in accordance with the applicable contract. I also understand that I am solely responsible for payment of any tuition in excess of any agency or third-party reimbursement resulting from my failure to promptly communicate status changes. If I fail to properly enter or swipe attendance for any day my child is in attendance, I understand that I am solely responsible for the payment of tuition. Unless my state prohibits disclosure of such information I am responsible for promptly communicating any changes in status that would affect my agency reimbursement.

CHARGES AND PROCEDURE FOR LATE PICK-UP: My school is open from 7:00 a.m. to 6:00p.m., I understand that if I do not pick up my child by the scheduled closing time, I will incur a late fee of \$10 for every 10-minute interval until my child is picked up.

DISCOUNTS: I understand that if I have more than one child enrolled and attending from my immediate family, a 15% discount from the usual tuition fee is offered to me and is applied to the child(ren) with the lowest tuition rate(s). These discounts are only available to those accounts when full tuition is paid in advance. Discounts are not applicable on any fees or services, agency co-pays, or special program promotions and cannot be combined with any other discount or promotion.

RETURNED CHECKS: I understand that a processing fee will be charged to my account for all checking account payments which are returned for any reason, and this fee is in addition to any charges that my bank or financial institution may charge me. I understand that any checking account payment returned due to non-sufficient funds, will automatically be resubmitted electronically up to three times. I further understand that once a check is processed electronically, the check is no longer negotiable and will not be returned. If more than two checking account payments are returned within a six-month period, I may be required to pay by an alternate method of payment for the next six-month period. If my school uses TeleCheck, I am authorizing the payee, or its agent, to convert the check to an electronic payment item or draft and to submit it for payment as an ACH debit entry or draft to my account, in accordance with the same terms and conditions as my check. I am responsible for the principal amount plus all returned check fees.