



# PARENT HANDBOOK



## **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 gift from God, uniquely created with endless potential. Our mission is to provide a loving, faith-filled environment where children feel safe, valued, and inspired to explore, learn, and grow.

Through play, creative learning, and Christian teachings, we nurture not only academic curiosity but also strong character, kindness, 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 unique gifts
- Embrace their individuality
- Develop the skills needed to thrive in school and life

With love as our guiding principle, we strive to instill a passion for learning, a deep sense of purpose, and the unshakable knowledge that every child is cherished.

## Our Approach to Learning

We believe children learn best through hands-on experiences, exploration, and play. Our educational philosophy balances structured lessons with child-led discovery, nurturing each child's natural curiosity.

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.

Our approach includes:

- **Individualized Support** – Meeting each child where they are, with flexibility and adaptive strategies.
- **Family Partnerships** – Working closely with parents and outside professionals to support children with specific needs.
- **Faith in Action** – Teaching love, respect, and compassion as part of God’s calling for us to care for all His children.
- **Celebrating Diversity** – Helping children recognize that everyone is unique, worthy, and cherished.

Through this inclusive philosophy, children learn to show kindness and acceptance toward others, building the foundation for meaningful relationships and compassionate leadership in the future.

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 now than at any other time in life, making every moment of learning an opportunity for growth! That's why our classrooms are designed to meet children's unique developmental needs while fostering curiosity, creativity, and confidence.

Our approach includes:

- **Research-Based Curriculum** – Aligned with early childhood development standards.
- **Faith-Filled Teaching** – Christian values woven into daily activities.
- **Age-Appropriate Programs** – From infants to pre-kindergarten, each stage is supported with tailored lessons and experiences.
- **Regular Assessments** – Tracking progress in key areas and creating personalized learning plans for every child.
- **Flexible Classrooms** – While organized by age group, classes may be combined at times for socialization or staffing needs.

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!



## Infant Program (6 weeks – 12 months)

Learning begins the moment your baby is born, and our Infant Program is designed to nurture this critical stage of development. Babies are busy making connections with the world, and we provide the loving care and attention they need to thrive.

Through responsive relationships with caregivers, infants build a strong sense of security that allows them to explore, learn, and grow at their own pace. We encourage each baby to try new things, face challenges, and gain confidence in a safe and supportive environment.

### 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.
- **Own Assigned Crib** – Each infant is assigned their own crib for the duration of the program to ensure comfort, safety, and to help minimize any risk of cross-contamination.

We are dedicated to creating a nurturing, faith-filled environment where your baby can grow in mind, body, and spirit—laying the foundation for a lifetime of learning.

## 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.
- **Confidence & Curiosity Building:** 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.

Our toddler classrooms are filled with joy, discovery, and loving support—helping your child build confidence, friendships, and independence.

## 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)

Pre-K marks an exciting milestone as children prepare for the big step into kindergarten. Our Transitional Kindergarten Program fosters independence, confidence, and readiness while keeping learning fun through structured, play-based experiences.

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.

We strive to make this final preschool year memorable and impactful—preparing every child to step into kindergarten with excitement and confidence

### Pre-K Program Includes:

- **Thoughtful Learning Progression:** Lessons aligned with kindergarten readiness milestones.
- **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 moving into a new classroom is an important step in your child's growth. Our transition process is designed to be gentle, supportive, and family-focused, helping your child feel safe, prepared, and excited for what's ahead.

- **Child Readiness First** – We consider your child's developmental stage, growth, and confidence.
- **Family Involvement** – Parents are included in planning and preparing for classroom moves.
- **Warm Introductions** – Children meet new teachers and explore their new environment gradually.
- **Open Communication** – Families receive updates and guidance throughout the transition.

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 making transitions thoughtful and personalized, we ensure every child feels secure and continues to thrive as they move forward in their early education journey.



## Healthy & Happy Mealtimes

We believe that good nutrition is the foundation of healthy growth, learning, and development. Once your child is ready for table food, we provide balanced meals and snacks each day, including breakfast, lunch, and healthy snacks.

- **Nutritious & Delicious:** Meals include fruits, vegetables, lean proteins, and whole grains.
- **Designed for Growth:** Menus are created with nutrition experts to fuel active, growing bodies.
- **Family-Style Dining:** Children sit together, serve themselves, and learn independence, cooperation, and table manners.
- **Dietary Needs Respected:** We work with families to accommodate allergies, vegetarian diets, or other dietary restrictions.

At Little Miracles, mealtime is more than food—it's a time for learning, bonding, and building healthy habits for life.

### 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 believe daily outdoor play is essential for children's health, development, and joy. Weather permitting, we go outside every day to explore, move, and play in safe, engaging spaces.

- **Active Play Every Day:** Encouraging running, climbing, and movement.
- **Exploration & Discovery:** Outdoor areas designed for curiosity and imagination.
- **Safety First:** Supervised play with helmets encouraged for riding toys.
- **Water Play Fun:** During warmer months, we provide carefully supervised water activities to keep kids active and cool.

If weather keeps us indoors, we ensure children stay active with fun indoor activities.

## Clothing and Shoes

To help your child enjoy every activity, we ask families to provide comfortable, safe, and weather-appropriate clothing.

- **Everyday Play:** Expect painting, outdoor play, and exploration—please dress your child in washable clothes.
- **Safe Footwear:** Closed-toe, rubber-soled shoes with straps are required. Flip-flops, sandals, or wheel shoes are not permitted.
- **Extra Clothing:** Please send two full sets of extra clothing, including socks and shoes.
- **Label Everything:** Clearly label all clothing and belongings with your child's name.
- **Weather Ready :**
  - **Hot Weather:** Sunscreen, hats/visors, and lightweight clothing.
  - **Cold Weather:** Layers, mittens, hats, and waterproof outerwear.

**Please note:** The center is not responsible for lost, soiled, or damaged 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.

- **Comfort Items Welcome:** A blanket, soft toy, or stuffed animal may be brought for rest time.
- **Electronics Policy:** Personal electronics must remain in cubbies and turned off. They are not permitted for use in the classroom.
- **No Responsibility for Lost Items:** The center is not responsible for lost, damaged, or misplaced belongings.

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

## Infant and Toddler Supplies

At Little Miracles, we partner with families to ensure every child's daily needs are met with love and consistency. For our youngest children, parents provide all food for infants and toddlers until they're ready for table food, allowing familiar feeding routines to continue. Once your child transitions, we provide healthy, balanced meals and snacks that follow our nutrition policies.

- **Parent-Provided Food:** Families provide all food for infants and toddlers until they transition to table food. Once ready, we serve healthy meals and snacks.
- **Bottles:** Please bring bottles prepared and labeled each day. For safety:
  - Staff cannot mix formula, breast milk, or cereal.
  - Bottles may not be left overnight.
  - Bottles will not be placed in cribs, following safe sleep practices.
- **Extra Clothing:** Two complete sets of labeled clothes should be kept at the center.

**Other Essentials:** Bibs, disposable diapers, and wipes (unless otherwise noted in enrollment materials).

These items ensure your baby is safe, comfortable, and supported in their daily routines.

## Guidance Approach

We teach children how to interact with others and understand appropriate behaviors by focusing on the positive. Our teachers use redirection, praise, and gentle guidance to encourage good choices in a supportive, nurturing way.

- **Positive Reinforcement:** Recognizing and praising good behavior.
- **Gentle Redirection:** Guiding children toward better choices in the moment.
- **Distraction Techniques:** Shifting focus to encourage positive engagement.
- **Brief Breaks:** If needed, a short time away from the group helps children reset before returning. (Not used for infants or toddlers.)
- **Family Partnerships:** If challenges arise, we partner with families to support children consistently at home and in the classroom.

We partner with families to support children in developing social skills and positive behavior. If challenges arise, we'll work with you to find solutions. Our staff never use corporal punishment, and we ask families to follow the same standard while at the center.

## Biting Behavior

Biting is a natural, though sometimes concerning, stage of early childhood development. Since young children are still learning communication and self-control, they may bite to express frustration, seek attention, or explore.

At Little Miracles Daycare, we approach biting with compassion and proactive strategies:

- **Observation & Prevention:** Teachers watch for triggers and intervene early.
- **Age-Appropriate Guidance:** Redirection and teaching moments help children find better ways to express themselves.
- **Safe Environment:** Protecting all children while minimizing stress.

Communication with Families: Parents receive an Incident/Accident Report if biting occurs, along with follow-up discussions and strategies.

## Diapering & 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.

- **Readiness First:** We wait until children show signs of readiness (longer dry times, ability to communicate needs, following instructions).
- **Family Collaboration:** We work closely with families to ensure consistency between home and daycare.
- **Teacher Support:** Gentle encouragement and guided practice at school.
- **Accident Preparedness:** Please provide several full changes of clothing and two pairs of shoes during this stage.
- **Breaks as Needed:** If frequent accidents occur, we may pause toilet learning until your child is ready to continue.

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.

## Allergy Awareness & Care

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.

- **Nut-Aware Center:** We ask that no nut-containing items be brought from home to protect children with severe allergies.
- **Emergency Readiness:** If your child requires emergency medication (e.g., an EpiPen), inform the Center Director so records can be updated and staff trained.
- **Safe Meal Planning:** We accommodate allergies and dietary restrictions to ensure every child has safe, nutritious options.

Our goal is to give families peace of mind while keeping all children safe and healthy.

## 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.

# 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 medical, personal, or religious exemption, our Director is happy to talk with you. We also encourage families to follow CDC vaccination guidelines to help protect all children from preventable illnesses.

## 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 & 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 & Evacuation Plans

At Little Miracles Daycare, your child's safety is always our top priority. We regularly conduct evacuation drills in compliance with local regulations, and each classroom has posted emergency procedures so families and staff know what to expect.

- **Regular Practice:** Children and staff participate in scheduled evacuation drills.
- **Clear Procedures:** Plans are posted in every classroom for easy reference.
- **Family Notification:** In the event of an evacuation, families will be notified once children are safely relocated.
- **Back-Up Contacts:** If the center cannot be reached directly, families may contact the District Manager or Family Support team for updates.
- **Disaster Supplies:** Families may occasionally be asked to provide items to support safety and preparedness.

## Drop-off & Pick-up Security

To ensure every child's safety, we use **Brightwheel**, our secure electronic check-in system. Parents and guardians must sign children in and out daily and make direct contact with a staff member at drop-off and pick-up.

- **Authorized Contacts Only:** Children are released only to individuals listed in your Enrollment Agreement.
- **Updates Required:** Please keep your authorized contact list accurate and current.
- **Written Authorization:** Required for any pick-up by someone not on the list.
- **Photo ID Required:** Anyone unknown to staff must present government-issued identification.
- **Age Requirement:** Only individuals age 18 or older may pick up children, unless they are the legal parent/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.

- **Unavoidable Delays:** Notify us immediately if you will be late.
- **Emergency Protocol:** If no contact is made within 30 minutes after closing, the Center Director may contact Child Protective Services or local authorities, per regulations.
- **No Staff Transport:** Staff are not permitted to transport children under any circumstances.
- **Late Fees:** A fee applies for pick-ups after closing time (see Enrollment Agreement for details).

## Child Protection & Reporting

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 & 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 & 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 Policy

We are committed to maintaining professional boundaries, protecting the privacy of our families and staff, and ensuring a safe and consistent environment for all children.

To avoid potential conflicts of interest, liability concerns, and misunderstandings, Little Miracles employees are **not permitted to provide private babysitting, nannying, transportation, or other childcare services for currently enrolled Little Miracles families** unless expressly approved in writing by Ownership or Administration.

- **Independent Choice:** Any approved arrangements are strictly private agreements between the family and employee.
- **No Solicitation:** Families may not solicit staff members for recurring childcare services while employees are actively working or supervising children at the center.



## Absences, Sick Days, & 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.

- **Daily Absences:** Please inform staff by 9:00 a.m. if your child will not attend.
- **Extended Absences:** Notify us in advance if your child will be out for several days due to illness, family travel, or vacation.
- **Tuition Policy:** Full tuition is charged for each billing cycle, even if your child misses days.
- **Saving Your Spot:** For longer breaks, families may request a temporary pause of tuition based on availability.

## Withdrawing Your Child

If you need to withdraw your child from Little Miracles Daycare, we ask that you provide at least two weeks' written notice.

- **Formal Notice Required:** Closing your Brightwheel account does not count as withdrawal. Written notice must be submitted.
- **Tuition Responsibility:** Tuition will continue until the end of the notice period.
- **Smooth Transition:** Advance notice allows us to prepare your child, staff, and classmates for the change.

## Suspension & 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.

- **Prevention First:** Teachers create inclusive classrooms, teach positive routines, and partner with families to address challenges early.
- **Communication:** Families are notified promptly if concerns arise.
- **Reasonable Notice:** Families are given advance notice if disenrollment becomes necessary, unless immediate safety requires otherwise.

## 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:

- Receive daily updates on your child's activities and routines
- View photos and videos of special classroom moments
- Communicate directly with teachers through secure messaging
- Manage billing and make tuition payments conveniently

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

At Little Miracles Daycare, every child and family is welcome. We do not discriminate on the basis of religion, race, color, gender, sexual orientation, national origin, disability, age, or any other factor protected by law.

We are committed to creating an inclusive, faith-filled community where every child is valued, respected, and celebrated.

## 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 **non-refundable 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.

## What Influences Tuition Rates?

We believe in transparent tuition so families understand exactly what they're investing in. Rates are based on your child's age group and attendance schedule. Infant tuition reflects the need for individualized care and lower teacher-to-child ratios. Our **Infant Program** requires a 5-day schedule, and each infant is assigned their own crib for the duration of the program to ensure comfort, safety, and minimize cross-contamination.

### What's Included in Tuition

Your child's tuition covers many daily essentials, helping simplify routines for families while ensuring children are safe, nourished, and comfortable. This includes:

- Diapers provided on-site
- Nutritious meals and snacks (breakfast, lunch, and snacks)
- Loving, individualized care tailored to your child's developmental stage
- Enrichment activities that encourage learning through play

## Tuition Rates

### Toddler- Transitional Kindergarten Programs

- 2 days per week: \$170
- 3 days per week: \$220
- 4 days per week: \$280
- 5 days per week: \$325

### Infant Pricing

\$375 - 5 days a week only  
(Limited space available)



## Refund Policy

### Withdrawal Notice Requirement

- Parents/guardians must provide a minimum of two (2) weeks' written notice to withdraw a child or cancel enrollment.
- Tuition for the two-week notice period is required in full, regardless of attendance.

### Refunds

- All registration, enrollment, and deposit fees are non-refundable.
- Tuition payments are non-refundable once a billing period begins.
- No refunds or credits will be issued for early withdrawal, schedule changes, or personal circumstances.

## 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.

- **Two Children Enrolled:** 15% discount applied to the child with the lower tuition rate.
- **Three or More Children:** The highest tuition remains full price; all other children receive the 15% discount.
- **Questions?:** Speak with the Center Director for clarification or details.

Our family discounts are one way we say thank you for trusting us with your little miracles.

## Holidays & 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 day after 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): If the 4th of July falls on a weekend, the center will close on the Friday before.
- 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

# 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.

**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