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*“Where the Heart of Learning Begins”*

114 South Chester Street

Ruleville, MS 38771

Email: [lhhcacademy@yahoo.com](mailto:lhhcacademy@yahoo.com)

Ms. Okema White, Owner/Director

(662) 878-9832

PARENT HANDBOOK

**2021-2022**

[](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=2ahUKEwjfy_OI3cLhAhVKY6wKHU6tB9UQjRx6BAgBEAU&url=https://www.vectorstock.com/royalty-free-vector/border-design-with-children-reading-vector-6657521&psig=AOvVaw1P1W3KVKdUrTw3pcsRwYaR&ust=1554889242719082)[](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=2ahUKEwignLrsqaPhAhVFKa0KHVVYC6EQjRx6BAgBEAU&url=https://www.istockphoto.com/ca/illustrations/welcome&psig=AOvVaw1-iTe85hHU6cGAsigaT4k7&ust=1553810586016377)

Welcome Parents,

Thank you for selecting Little Humble Hearts Christian Academy as your child care provider. We appreciate the opportunity of caring for that which is most precious to you, your child. We recognize the level of trust and confidence you are placing in us. We pledge to fulfill this trust by providing you the very best education and care.

Our mission is to provide quality education in a nurturing Christian environment to the community and other surrounding areas through the support of qualified and dedicated teachers and staff.

Our **commitment** includes providing:

* A loving and caring staff which is properly trained to care for your child’s special needs.
* Modern facilities designed to provide a warm and safe environment where your child may grow and learn.
* Programs which give children positive experiences to stimulate their many phases of growth and development.

We believe in the concept of caring for the whole child. We give equal attention to the social, emotional, physical, intellectual and spiritual development of each child. Again, thank you for choosing Little Humble Hearts Christian Academy.

Sincerely,

Okema White, CD, CDA

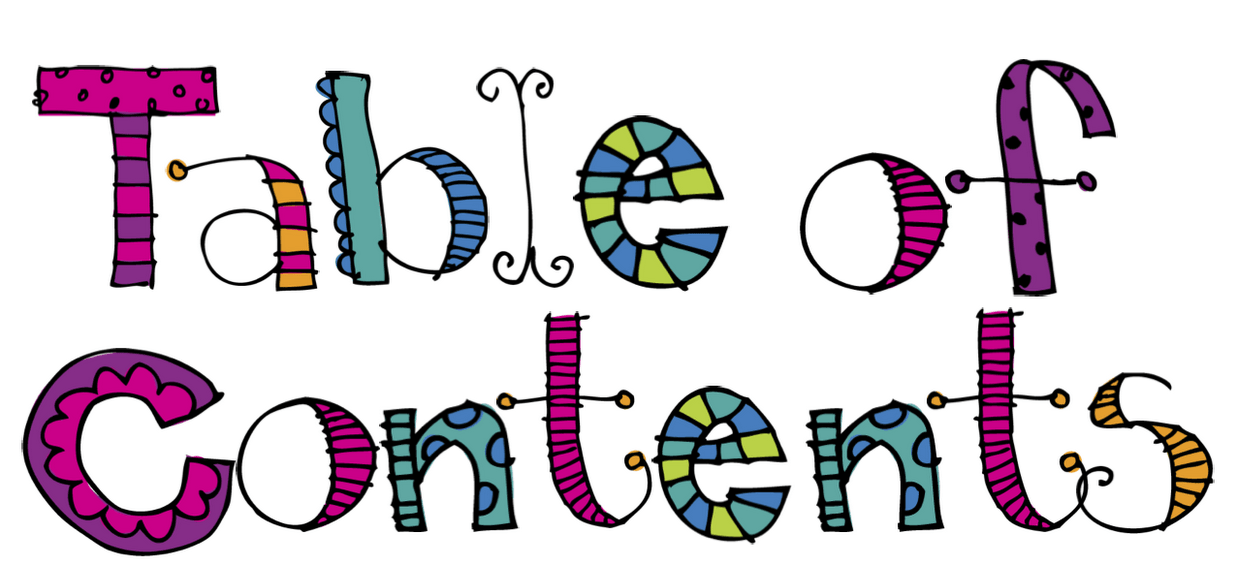
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Table of Contents………………………………………………………………………..…...……3

Service Offered……………………………………………………........................………………4

Admissions Requirement………………………………………..………………………..……….4

Immunizations Required for Admission…………………..…………………………………..…..4

Attendance…………………………………………………………………………….…….…..4-5

Authorized Persons……………………………………………………………………..…………5

Communicable Diseases/Illness……………………………………….………………………..…5

Illness Chart……………………………………………………………….…………….………..6

Medical Emergencies……………………………………………………………….…………..…7

Medication…………………………………………………………………….…………..………7

Diaper/Wipes………………………………………………………………….……….………..7-8

Cubbies………………………………………………………………………………..…………..8

Discipline Policy………………………………………………..………………………..……..8-9

Equal Opportunity……………………………………………………………………..………….9

Field Trips……………………………………………………………………………...………….9

Fire Drills, Natural Disaster, & Severe Weather……………………………………..………..9-10

Emergency Closing……………………………………………………………………..………..10

Forms…………………………………………………………………………………..………...10

Holidays……………………………………………………………………………...……….10-11

Operational Times…………………………………...……………………………...……………11

Biting/Physical Harm to Others…………………………………………………………………11

Sexual Orientation……………………………………………………………..……………...…11

Nutrition…………………………………………………………………………………………12

Open Door Policy………………………………………………………………………………..12

Drop Off/Pick Up Children…………………………………………………………………..12-13

Safety…………………………………………………………………………………………….13

Parent Communication……………………………………………………………………….…..13

Requirement to Report Child Abuse………………………………………………………….….14

Staff………………………………………………………………………………………………14

Toilet Training…………………………………………………………………………………...14

Photo Permission Policy…………………………………………………………………………14

Tuition………………………………………………………………………………………..14-15

Return Check…………………………………………………………………………………….15

Transportation……………………………………………………………………………………15

Insurance…………………………………………………………………………………………15

Rest Times……………………………………………………………………...…………….15-16

Visitors…………………………………………………………………………………………..16

Clothing/Supplies………………………………………………………………………………...16

Birthdays……………………………………………………………..………………………16-17

Bulletin Boards…………………………………………………………………………..……...17

Confidentiality…………………………………………………………………………………..17

Afterschool Program/Homework Policy/Homework Issues……………………..………….17-18

Withdrawal/Dismissal……………………………………………………………………………18

Biting Policy………………………………………………………………………………….19-20

Parental Agreement………………………………………………………………………………21

**Services Offered**

Our services begin at six (4) months and continue through age five (5). Before and after school care is available for children six (6)-twelve (12) years of age.

**Admissions Requirement**

*All fees and first week’s tuition must be paid prior to admission. All paperwork must be completed and on file.*

**Immunizations Required for Admission**

Little Humble Hearts Christian Academy (LHHCA) will need an additional statement each time your child receives boosters or immunizations. This must include immunization against diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, rubella, and Haemophilus influenza type b (Hib).

Your child shot record must be on a 121 form from the Health Department or physician.

Any student who does not have an up-to-date immunization form will not be admitted to the Little Humble Hearts Christian Academy until all necessary forms are delivered. This is by order of the Health Department.

**Attendance**

At Little Humble Hearts Christian Academy you pay for the “position” held by your child. If your child misses a day for any reason outside of vacation time, you are still expected to pay for that day missed. Payment is based on a flat weekly fee.

In order to maintain a quality program and proper staffing, we ask that you notify the Director if your child will be absent on a scheduled day of attendance.

**Arrival and Departure For the safety of your child, parents are required to sign their child in and out of the center each day.** A sign in and sign out method will be provided.

* Arrival cut off time is 8:30 a.m. unless a child has a doctor’s appointment. If the child has a doctor’s appointment, the child can return to the center by 10:30 a.m.
* No one under the age of 18 may drop off or pick up a child regardless of relationship status.
* ID will be required to pick up children until both parent and staff are familiar with each other.
* Parents are to be dressed appropriately when dropping off and picking up children (e.g. NO PJ’s, boxers, etc.)

Parents are required to bring their child inside and place them in the care of a staff member before leaving your child at the center. Parents will need to re-enter the building when picking their child up.

Parents are required to wash their children hand in the center’s restroom before leaving their child and before taking them from the center.

**Authorized Persons**

It is important that the registering parent notify the center in writing of persons authorized to pick up the child. Children will not be allowed to leave the center without an escort and will be released only to those individuals age 18 and older whose names are on file with the center. Our Center assumes no liability if we are not properly advised of name changes. **Telephone authorizations will not be accepted.** Anyone picking up the child should be prepared to show identification before child will be released. In the case of divorced or separated parents, it is important that the parent registering the child indicated on the enrollment application who has legal custody and who may pick the child up. By doing so, the parent guarantees that the authorization is not restrictive of another parent’s rights or contrary to the law. We will abide by all legally served court orders. We must have on file a notarized court order in matters regarding parental custody.

**Communicable Diseases**

Childhood disease and illness is a part of growing up. In the event a communicable disease is identified in the center you will be notified in writing. Parents who have children who are ill will be encouraged to consult with a doctor or their family physician.

We are required by state licensing to report all communicable disease to the local health authorities. **Please notify your Director should your child have a communicable disease.**

Children absent because of a communicable disease may not return to the center without a signed statement from a physician indicating the child is no longer contagious.

**Illness**

Children who are ill may not be brought to the center. If your child should become ill while at the center, you will be notified to pick your child up immediately. In such event, your child will be isolated from the other children until an authorized person arrives. An illness report will be completed and reviewed with you at the time you pick your child up.

The following guidelines should be considered in determining if your child should be kept at home:

* If your child now has a fever, an oral temperature of 100 degrees or higher, or has had a fever during the past 24 hours.
* If your child has a constant cough, wheezing, nasal discharge (green thick mucus), sneezing, vomiting, or diarrhea.
* If your child has any symptoms of a communicable disease. (They are usually identified by sniffles, reddened eyes, sore throat, headache, and abdominal pain, plus a fever, a skin rash, ringworm or lice that has not been treated). **See Illness Chart**

**Illness Chart**

|  |  |
| --- | --- |
| **Illness** | **May Return with Doctor Excuse** |
| Chicken Pox | 24 hours after lesions have crusted |
| Conjunctivitis (pink eye) | 48 hours after start of treatment (if specifically drainage and excessive tearing have stopped |
| Croup | After illness has subsided |
| Diarrhea-Gastro Enteritis | 48 hours after loose stool or after 1 normal bowel movement |
| Rubella | At least 7 days and 24 hours after symptoms end |
| Hepatitis A | At least 7 days after onset of jaundice |
| Impetigo | 24 hours after treatment has started |
| Fever | 24 hours after temperature is normal |
| Influenza | 48 hours after symptoms have subsides |
| Measles | 48 hours after symptoms has subsided |
| Lice | At least 4 days after onset of rash |
| Whooping Cough | 24 hours after treatment has begun |
| Ring Worms | 48 hours after treatment has begun |
| Roseola | After illness has subsided |
| Scabies | 48 hours after start of treatment |
| Strep Throat | 48 hours after start of treatment |
| Poison Ivy | After lesions have dried up |
| Pneumonia or Epiglottis | Written note from physician |
| Bacterial (Spinal) Meningitis | When Health Dept. gives OK |
| Mumps | 14 days after swelling begins |
| Runny Nose (thick green & yellow mucus) | 48 hours after medication/treatment has started |

**Medical Emergencies**

It is our goal to notify parents if we noticed anything “out of the ordinary” with your child. The staff at our Center makes every effort to ensure the safety of your child. Unfortunately, accidents and medical emergencies do occur.

Safety is a major concern in Little Humble Hearts Christian Academy; safety inspections are completed inside and outside the area in order to prevent the injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations. In the unlikely event of a serious medical emergency, we will call 911 and your child will be transported to the hospital by ambulance. We will call you as soon as possible. **Please keep the telephone numbers for these persons updated on your child’s enrollment forms.**

**Medication**

Except for emergency first aid, no medication, prescription or non-prescription may be administered by staff of our Center, unless a parent has given **written authorization from the doctor.** Over the counter medication will be administered as directed by the printed label, or in accordance with a written physician’s prescription. All medication must be in the original container indicating the child’s full name, type of medication, date of prescribed medication, amount of dosage. Medication will be dispersed at 11:30 a.m. and/ or 3:30 p.m. by Director.

State regulation prohibits our dispensing medication to a child whose name is not the original label. This includes sharing medication between siblings. When medication is brought to the center, it is to be given to the staff person in charge. Medication authorization forms are available from center management and must be completed by the parent before the medication may be given to the child. Medication authorizations must be updated every Monday. Parents will be notified of noticeable adverse reactions prescribed medications.

**Diaper/Wipes**

Diapers, and wipes for infants and toddlers will be provided by the child’s parents. Baby food and formula items should be dated and labeled by the parent. Labels should include the child’s full name. Unused portions will be discarded or returned to the parent each day. You will be notified of any exceptions to this policy. Infants and toddlers who are bottle fed must be provided with non-breakable bottles. Infants will always be held during bottle feeding. As infants and toddlers show evidence of wanting to feed themselves, they will be encouraged and permitted to do so.

Disposable diapers and wipes are required unless otherwise directed by the child’s pediatrician.

A written authorization must be on file for all exceptions. **At least two complete changes of clothing should be brought to the center prior to the first day of enrollment.**

**Cubbies**

A cubby is provided for each child at our Center. All items will be place in their cubbies (clothes, diapers, wipes, special toys, and e.g.) Again, please label all of your child belongings.

Parents are strongly discouraged from bringing in expensive or treasured toys from home. To avoid hurt feelings, breakage, or loss of children’s treasures, we need your cooperation. The children may bring a special toy from home to help them cope for their first day at the center. These objects will be stored in the child’s cubby until it’s time to go home. At no time are children permitted to bring in toys associated with violence including toy guns, knives, swords, etc.

**Discipline**

One of our goals is to help your child develop a positive self-image. We recognize that children need clearly defined limits set in a non-threatening yet firm manner. We encourage children to be self-directed and exhibit self-control. In order to achieve these goals, we apply principles that build individual esteem and avoid any shaming practices. As such, we accomplish order and thus discipline through close supervision, gentle guidance, and redirection. We reinforce desirable behavior by praising the child or rewarding him or her. When the child realizes that attention comes from appropriate behavior, that behavior is more likely to continue. We do not condone or employ corporal punishment as a means of discipline. The following discipline techniques will be utilized:

* No corporal punishment or total isolation will be used.
* Visual displays of behavioral charts will be used to illustrate behavioral level of children. (classes varies)
* If violent behavior occurs, children will be removed from the situation to prevent harm to the other children.
* If violent or unacceptable behavior continues (three or more time), the following steps of action will be taken which may result in suspension or withdrawal.

**Step 1:** A scheduled parent/teacher conference will be held and documented. The action taken may result in suspension.

**Step2:** A scheduled conference with parent (s), teacher, and director will be held and documented. This action may result in withdrawal.

When necessary, children are given a few moments to consider their actions before they are allowed to rejoin group activities. Let us know if your child is experiencing any changes in their home environment which may affect their behavior in the center. If your child is experiencing some difficulty; we will notify you and a conference will be scheduled. The Director and staff will work closely with you and your child to resolve any concerns. We do reserve the right to ask you to withdraw your child from the center if behavioral problems cannot be corrected. Should you have any concern regarding our discipline techniques, please discuss them with the Director.

**Equal Opportunity**

Our center is an equal opportunity provider. Applications for enrollment and employment are acted upon without regard to race, creed, color, sex, age, national origin or disability. The director will determine if certain disabilities can be accommodated. Please contact the director with any questions.

**Field Trips**

A vital part of our program is field trips which are planned to support our curriculum. However, due to the new opening of our center, field trips will not be provided until our center can provide transportation to and from fieldtrips. When we are able to provide transportation, permission and release forms must be signed and dated by parents for their children to participate. Occasionally there will be fees related to field trips. The Director will notify you in advance of all excursions and any required fees. Parents are encouraged and always welcome to participate in any field trip outing.

**Fire Drills, Natural Disasters, and Severe Weather**

Our Center has special procedures designed for such emergencies as fire and weather/disaster evacuation. Fire and/severe weather drills are held monthly. Members of our staff are trained in fire safety and are familiar with the center’s fire prevention procedures. This center is equipped with a fire alarm system, and fire extinguishers are placed throughout the building. The signal fire drill is a voice announcement. Instructions for evacuation of the building are posted in each room. During the fire drill, the children must stay in line, walk slowly, maintain silence and follow the directions of the staff/ and or fire marshal to assigned assembly area (Ruleville Police Department).

During severe weather, the center will maintain contact with local emergency preparedness personnel for emergency information. **Should an emergency requiring an evacuation of the center occur, you will be notified immediately and the children will be relocated to the assembly area until further notice.**

The signal for emergency weather conditions, including tornadoes, is an on-off siren and/or voice announcement. Instructions for classroom evacuation are posted in each room. During an emergency weather condition, the children are to walk quietly to the assigned assembly area in the building and assume “DROP” position.

In the event of severe weather (before center opens) Little Humble Hearts Christian Academy will be closed if Sunflower County School Districts are closed. Please tune to local radio and TV stations for school closing.

**Emergency Closing**

If it should become absolutely necessary to close the center because of severe weather conditions, power failures, flooding, heating or air condition loss, water loss or structural damage, then an announcement will be made via telephone, text or email. Information regarding emergency closing can be obtained by calling 662-878-9832. If we are unable to contact you due to any weather emergencies please follow protocol with the Sunflower County School District closings.

**Forms**

For your child’s safety and to comply with state regulations, all enrollment forms must be completed and on file with the center prior your child’s first day of attendance. These forms include enrolment application, parent’s contract, medical forms, feeding plans, and other forms as required.

Parents are expected to maintain all forms up-to-date and cooperate with the center in carrying out all governmental laws, rules, and regulations. Let us know of any changes in your home or work phone numbers, work locations, emergency contact phone numbers, family physician address, and other vital information as these changes occur.

**Holidays**

Our Center will close in observance of the following holidays:

Thanksgiving Eve, Day, and Day After

Christmas Eve, Day, and Day After

New Year’s Eve, Day, and Day After

Martin Luther King’s Day

Good Friday

Memorial Day

July 4th

Staff Vacation (July TBA)

Labor Day

If the holiday falls on a Sunday, the center will be closed the following Monday. If the holiday falls on a Saturday, the center will be closed the preceding Friday. Our tuition rates are based on a weekly/monthly basis, therefore, a full week’s/month’s tuition is charged during the holiday week. Days are subject to change, please contact the daycare director for closings.

**Operational Times**

Little Humble Hearts Christian Academy is open year round, **Monday through Thursday from 7a.m. to 6:00 p.m. and Friday from 7 a.m. to 4:00 p.m.**

Unless prior arrangements are made with the Director, all children must be picked up from the center by the scheduled time. If a child is not picked up by the scheduled closing time, the Director will attempt to reach the child‘s parent or guardian or emergency contacts. If Director fails to reach either of these within one hour, then your child will be referred to Ruleville Police Department for further action. A late fee of $3.00 per minute will be assessed and continued repeated acts will follow up in your child’s termination of enrollment.

Opening times varies, depending on the needs of our families. Please contact the Director for specific needs.

**Biting**

If a child in Little Humble Hearts Christian Academy is considered to be an excessive biter (three or more times per week), the parents will be given a warning; should the biting continue, the parents will be asked to participate in a conference with the Director and teacher to discuss the circumstances surrounding the biting. If there is no change in the child’s behavior, the parents will be asked to find other means of child care for their child. **Please refer to the attached detailed biting policy.**

**Physical Harm to Others**

Children will not be allowed to wrestle, kick, hit, or cause any other harmful contact with another child or staff. Children considered to be physically harmful to others will be dismissed from Little Humble Hearts Christian Academy.

**Sexual Orientation**

At no given time will a child that was born a male be recognized as a female and no child born as a female be recognized as a male. Every child will be addressed as his/her birth certificate states at time of birth.

**Nutrition**

Our Center will provide a nutritious breakfast, A.M. snack, lunch, and P. M. snack daily. Our menu is prepared to meet the daily nutritional requirements. Portions are given which is age appropriate for your child and additional servings are always available. Unless otherwise noted, our scheduled times vary between:

|  |  |
| --- | --- |
| Breakfast | 8:30-9:15 |
| A.M. Snack | 10:20-10:45 |
| Lunch | 11:30-12:30 |
| P. M. Snack | 3:00-3:30 |

If a special diet is required for your child our center may be able to accommodate exceptions in the menu with proper documentation from their healthcare provider. If we cannot make the accommodations, then food items must be furnished by the parent.

**Food and formula or breast milk for infants will be provided by the parent.** Parents are required to provide prepared formula, cereal, and appropriate junior food jars for infants. These items must be in labeled, dated, unbreakable containers. State regulation dictates that only professionally prepared formula to be used. Once a child is able, and as requested by the parent, he/she will be fed from the regular menu. No food or snacks are to be brought into the facility for children consumption only with the exception of pre-arranged birthday parties. No lunch, breakfast, nor snack can or will be served after the scheduled serving time. It is not our desire to deny any child a meal; therefore we ask that you please have them present at an appropriate time to be served. Our daily routine begin promptly, therefore, breakfast will not be served after 9:15 a.m. You will be notified by any exceptions to this policy.

**Open Door Policy**

Parents are invited to drop in unannounced and visit our center at any time (Except for resting hours). You are permitted access to all parts of the center when your child is present. We do ask you to make your presence known to the Director, sign in and receive visitors pass. Your cooperation in not disrupting our program is appreciated.

**Drop-Off/Pick-Up Children**

LHHCA opens at 7:00 a.m. each morning Monday through Friday, and closes promptly at 6 p.m. on Monday-Thursday and 4:00 p.m. on Friday each evening. Parents will incur a late fee after 6 p.m. and 4:00 p.m., which must be paid to the teacher/director at the time of pick up.

All children must be signed –in and out upon arrival/departure. No child is to be dropped off nor left at the center before opening hours. In case of such, the local law enforcement authorities, the Mississippi Department of Human Services and the Department of Health will be notified immediately. Neither the center nor any staff will be liable for such actions.

**Safety**

Our parking area can be busy at certain times of the day. Please help us in providing a safe environment. We offer the following tips and ask for your cooperation.

* Please hold your child’s hand before exiting the doors to the drop off area and parking.
* Please make sure your child doesn’t run ahead of or behind upon arrival and pick-up.
* Upon arrival please turn off your care. We enjoy talking with you about the child’s night.
* You are welcome to call ahead if you want us to have your child ready for pick up at a certain time.
* Please drive slowly in the area of children arriving.
* Please don’t leave children unattended during drop-off and pick-up.

**Parent Communication**

We are always anxious to know how you feel about our service. Please let us know when you are particularly pleased or displeased with the care your child is receiving.

Parents of infants and toddlers receive daily written reports on their child’s activity.

We know that our staff is ready and able to do a fine job in teaching your children. Unfortunately, the needs of the children do not allow time for our teachers to meet with parents for extended periods during the classroom time. Our staff will always ensure you know of your child’s progress and how he or she has done each day. If you feel more discussion is needed, or a teacher/parent conference would be beneficial, we request you schedule with the teacher and Director a time which would not interfere with the supervision of the children. We want you to be fully informed and feel free to communicate with us. We do, however, need to reduce classroom interruptions to a minimum.

Notices of center happening s and other events of interest to you will be posted for your convenience. We value the opportunity of being your center of choice and always encourage good parent/center communication.

**Requirement to Report Child Abuse**

As a childcare provider, our Center is required by state law to report any causes where there is reasonable cause to believe that a child has been neglected, exploited, deprived, sexually assaulted, sexually exploited, physically injured or has suffered death by other than accidental means by a parent, guardian or caretaker to the proper authorities. Our Center will cooperate fully with the authorities in the investigation of all such cases. To avoid any misunderstandings, parents are encouraged to keep the center aware of any unusual bruises, marks or accidents occurring at home.

**Staff**

Members of our Center’s staff are carefully selected, trained and evaluated to ensure each staff person has the skills necessary to meet the child care education needs of young children. All staff members undergo a criminal background investigation by the State to ensure they have no previous criminal history in the areas of child abuse, drugs, or a felony conviction.

**Toilet Training**

Our staff will cooperate fully with you in implementing an acceptable program to toilet train your child. Let us have your suggestions so we may have a consistent toilet training routine that works both at home and at the center. During the training period the center will need an adequate supply of disposable diapers, training pants, and an extra change of clothing for any accidents that might occur.

**Photo Permission Policy**

Little Humble Hearts Christian Academy will be taken photographs of your child/children frequently during indoor and outdoor activities, arts and crafts. Also your child photo may be taken for newsletters, website, social media, and other publication. Before your child is photographed or filmed the parent must sign a photo consent form that will remain on file for the school term. (**You have the right to deny your child being photograph or filmed).** Forms will be updated annually.

**Tuition**

Upon acceptance, a $35 non-refundable fee is required. Please consult with the Director for tuition information. Tuition is due at the beginning of the week. Payment in full is required. Please if payment is made by check make payable to Little Humble Hearts Christian Academy.

If you wish to pay once a month you may do so. Weekly fees and bi-weekly fees are due the first day of the present week of attendance. A late fee of $20 is added after the third day of the week.

Monthly co-pay fees are due the 1st of each month and late after the 5th. A late fee of $20 is required with payment after the 5th of each month.

**Fees Are: Weekly Fees**

|  |  |
| --- | --- |
| **Infants**  **Toddlers**  **Preschoolers**  **School-Agers** | **$110.16** |
| **Before/After School** | **$55.00** |
| **Drop-Ins** | **$22.00** |

**Childcare Vouchers/Certificates are accepted!**

**Non-payments will result in immediate dismissal.**

**Return Checks**

There is a $10 fee for each day that payment is late and a $25 return check fee. Failure to remit payment after 10 business days constitutes termination of services with the Center.

**Transportation**

We do not provide transportation for children. LHHCA will not be responsible for children while being transported to and from the facility. Only in an emergency (fire, gas leak, etc.) will we transport children.

**Insurance**

Each family is responsible for filing their own insurance should a child be injured at the Center. LHHCA does not have liability/accident insurance at the current time to cover the children of our care. Also LHHCA does not have liability/accident insurance covering the building.

**Rest Times**

Quiet time is important for a child’s health and well-being. Such time also allows a child to reenergize. To that end, we employ the following schedule:

* Infants (as per their requirements) will rest during the day, but not to cause a disruptive night sleep cycle. All infants sleep in a crib.
* Toddlers will nap and/or rest from 12:00 -2:00 p.m. each day. We encourage you to supply your child with a favorite blankly for this time.
* Preschoolers will nap/rest/ or observe quiet time from 12:00-2:00 p.m. each day. We encourage parents to provide your with a favorite book for use (if necessary) during this time.

The center will provide cots for your child to rest on at rest time. We will wash blankets weekly and disinfect cots daily.

**Visitors**

All visitors must check in at LHHCA’s office. Identification will be required. Parents are welcome to visit the Center at any time. Other visitors must notify the office in advance. Children will not be allowed to visit unless accompanied by an adult.

**Clothing/Supplies**

Parents of **infants** (6 months to 18 months) are required to provide an adequate supply of diapers and wipes. Each child should have at least two changes of clothing and appropriate outdoor wear. Additional items include: personal blankets, bibs, soaps, ointments, bottles, formula (prepared in advance by parents), and special feeding implements such as spoons and cups.

**ALL ITEMS MUST BE LABLED. ALL CHANGE OF CLOTHES MUST BE IN A LARGE ZIP LOCK BAG WITH CHILD’S NAME ON IT.**

Parents of **toddlers** (2-3 years) must provide an adequate supply of diapers and wipes for any child not yet toilet trained. Parents should also provide tow complete change of clothing and appropriate outdoor wear; including caps and gloves (winter months). In the summer, additional seasonal clothing is required.

Parents of **preschoolers** (3-5year) should provide a change of clothing, and appropriate outdoor clothing including caps and gloves (winter months). In the summer, additional seasonal clothing is required.

Please label all of your child’s clothing to avoid confusion and dress children in play clothes suitable for the weather. Recognize when children play they get dirty. Please provide us with one set of extra clothes in the event a change is required.

We enjoy helping your child become independent. One training opportunity is potty time. If your child comes dressed in an outfit that has zippers or buttons down the back or with a belt, it can be frustrating. We enjoy seeing those big smiles and confident looks that say “I did it by myself!”

**Birthdays**

Children love birthday celebrations! We enjoy joining in with you to make this occasion a joyful and fun time. Please contact your child’s teacher for the scheduled date and arrangements. All parties are scheduled between 2:00 p.m. and 3:00 p.m. All items must be commercial bought. No homemade cakes and cupcakes etc. Consult with the caregiver or Director regarding non-allowable items.

**Bulletin Boards**

The parent’s bulletin board is located in the front office of the childcare. It contains important information and is continuously updated. As such, please refer to it often. Additionally, each classroom has its own bulletin board that lists the lasts activities, learning programs, etc., for each room. Please review it on a weekly basis. Weekly menus are also posted on the bulletin board for reviewing.

**Confidentiality**

Information relating to your child is confidential and will not be released unless written authorization is provided by a parent or legal guardian. An exception will be made in the event of suspected child abuse. Any such suspicion will be reported to the Director of immediate investigation and action with the appropriate authorities.

**After School Program**

The After School Program is provided for all K-6th grade students. Our amazing after school program staff is committed to providing every child with interactive, highly engaging activities to meet the needs of the whole child and create positive creative learning environments. Our program is designed to provide enriching varied enriching activities through high quality care. Expect stories from your child about indoor & outdoor games, arts, crafts, music, play, math, science, completing homework, snack time, friendship building and fun, fun, and more FUN!!!

**Homework Policy**

Our after- school program strives to assist each child with their homework as time allows to get it complete and will help each child to strive for correct answers. Getting homework 100% completed will depend on the size of the assignment, and on the time that the child is dropped off at the facility. If a child is picked up early from the facility, then their homework may not be 100% complete.

If the assigned homework is related to a large project that involves materials that we do not have at the facility (such as a science project), then that homework assignment will have to be done at the child’s home. If a child forgets his/her homework, book, or worksheet that is required to finish the homework, then that homework assignment will not be done at the facility.

For children who have no homework, forget their homework materials, or homework is complete, they can engage in a quiet non-disruptive activity so as not to disturb the other children who are doing their homework. At LHHCA, we do not have a separate homework room.

After homework is completed, or homework time is over, the children are free to choose to play games, participate in activities, listen to appropriate music, read, draw, etc. Upon leaving the facility, all children and parents need to verify that they have all children belongings.

We suggest that each parent or guardian go over the child’s homework upon arriving home to check for completion and accuracy. This is helpful to the child in many ways:

* Shows you care about the child and their education
* Shows you care about their performance and abilities
* It provides time to visit with the child about their day at school to discover problems and issues.
* It also helps the child with self-esteem, feelings of competence, emotional security, problem solving, accountability, responsibility, behavioral issues, and overall confidence.

**Homework Issues/Problems**

It is the parent responsibility to make sure all assignments were done correctly and completed before school the next day. LHHCA facility and staff is NOT responsible to retrieve homework materials that have been left at the school. The parent or guardian will be responsible for retrieving homework work materials and getting them to facility, if the homework is to be completed at LHHCA.

A permission slip will be given to be signed by the parent or guardian to authorize LHHCA after school staff to check your child’s backpack for any homework assignments for the day. Children that tell us that they do not have homework, leaves homework at school, or refuse to do their homework will have to take the issue up with their parent or guardian. We at LHHCA will strive to do our best making sure all homework assignment is complete if time permits. **PARENTS OR GUARDIANS please make sure you as the parent or guardian check to make sure all homework assignments are accurate and complete.**

**Withdrawal/Dismissal**

In the event of withdrawal, a minimum of two week notice is to be submitted. Please see the Director for the necessary withdrawal forms. Any money owed must be paid in full.

[](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&ved=2ahUKEwiKu_7VhZzjAhVbBc0KHYTtBGEQjRx6BAgBEAU&url=https://mash.ie/product/classroom-rules-2/&psig=AOvVaw2OIbLMTDKhOConAK1KKOQM&ust=1562356458700327)

**Biting Policy**

Biting is unfortunately not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. In this age group (especially toddlers), biting is a specific development period that is considered to be a normal stage of development. However, biting can be harmful to other children and staff. This biting policy has been developed with both of these ideas in mind. As a daycare (Christian Academy), we understand that biting, unfortunately, is a part of a daycare setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

All parents of Little Humble Hearts Christian Academy will receive a copy of our biting policy, because chances are that your child will either bite another child, or be bitten by another child.

**When Biting Does Occur:**

Our staff strongly disapproves of biting. The staff‘s job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child’s mouth out with soap.

**Preventative steps that we will take:**

1. We will communicate to parents of children in these age groups, as soon as they are moved up or promoted to the toddler or 2 year old rooms, that biting does occur and will occur. We will not wait until a bite happens to inform the parent about biting.
2. We will keep our staff to child ratio at, or below, the MS Dept. of Health regulations, to insure proper supervision of these age groups of children.
3. We will make sure that the children have appropriate toys on which to bite, such as teethers, soft, thick rattles, etc. Frequent biters can have a teether attached to their clothing, the caregiver can encourage the child to bite the teether when frustrated, angry, or stressed.
4. Our caregivers will “shadow”, or stay in close proximity to, children who tend to bite, and will encourage these children to express themselves with their words rather than biting.

**What our staff will do when a bite occurs:**

1. The caregiver will focus their attention on the victim of the biting, rather than on the biter.
2. The caregiver will clean the bitten area with antiseptic, and will apply a bandage or Band-Aid, even if the bite does not break the skin. An ice pack will also be applied for a few minutes to help relieve the pain.
3. The caregiver will encourage an apology form the biter to the victim, either verbal, or a hug, or both.
4. An “Incident Form” will be made and given to the parent on each and every bite, documenting the incident, telling when it happened, and where the location of the bite was, and if the bite broke the skin or not.
5. Parents will be called if the bite breaks the skin, or if the bite is in a prominent place, such as cheek, neck, ear, etc.
6. A log boo will be kept on the biter to document the occurrence for future reference should biting continue, and the parent of the biter will be notified that a bite occurrence has happened.
7. A behavior report will also be made and will be given to the parents of the biter.

**What we will NOT do when a bite occurrence happens:**

* We will not ever physically punish any child in this facility, not even for biting.
* We will not ever allow or encourage the victim to bite the biter back. We will not ever put anything harmful (such as soap, hot sauce, etc.) into a child’s mouth as a punishment for biting.
* We will not withdraw love or food or keep the biter in isolation.
* We will not broadcast the name of the biter in a negative or slanderous manner.

Little Humble Hearts Christian Academy reserves the right to call parents in for a conference to discuss and address biting. We also reserve the right to move a problem biter to another room at the facility or removed from the room temporarily. In extreme cases, we will ask the parents to remove the child from the facility.

**COVID-19**

**Procedures and Guidelines**

**2021-2022**

***God is our refuge and strength, and ever-present help in trouble.***

***Psalm 46:1***

Dear Parents/Guardian

While many things will seem different with new procedures in place for safety and all this still will be an environment that fosters learning. It is our goal to draw out and inspire the best in our children as we provide them with opportunities to create, explore, and learn.

This handbook will lay out the changes as we enter the next phase from this COVID-19 pandemic. This situation is unprecedented and is constantly evolving, so all changes included in this handbook will remain as the “new normal” until further notice. We will make sure all changes are realistic and feasible for staff and children by following CDC (Center of Disease Control) guidelines as well as those put forth by MSDH (Mississippi State Department of Health). Please be sure to read through and sign and return the last page.

Please feel free to contact me if you have questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that Little Humble Hearts Christian Academy is a safe and enjoyable place for your family.

Okema White

Director

Little Humble Hearts Christian Academy

**Practices, Policies, and Procedures**

All public health guidance below is strongly recommended to adhere to guidelines published by the CDC, MSDH, and Little Humble Hearts Christian Academy.

**Enrolling a Child**

Before enrolling any child, parents or guardians must schedule an appointment with the Director for a virtual tour, and the child(ren) can accompany the parents in a virtual online interview. We believe this provides both the parent and the Director the opportunity to clearly convey their expectations of Little Humble Hearts Christian Academy and go through our enrollment package one-on-one. Upon the decision to enroll your child, parents or guardians will be provided with an application, tuition and financial agreement, all health and emergency forms, as well as a copy of our handbook. All forms will be filled out electronically and sent through email or mailed in.

In the event of a class being at its full capacity, we will place you on the waiting list for up to six months. We are sorry that we cannot always meet the needs of parents or guardians when requested, however you may call us and request a place on the list or submit an application to be placed on a waiting list. You will be called by the Director when an opening becomes available.

**Nondiscrimination Policy**

Admissions to Little Humble Hearts Christian Academy shall be made without regard to race, color, religious, creed, ancestry, national origin, disability, age or gender.

**Tuition Policy and Fees**

Please consult with the Director for tuition. Tuition is due the beginning of the week.

* Payment in full is required. If payments are made by check or money order, make payable to Little Humble Hearts Christian Academy.
* You are required to pay the weekly regardless of how many days your child or children attend. The decision to pay the daily rate will be given at the Director’s discretion.
* If you agree to pay monthly, all fees must be paid before the last day of the month. Weekly fees and bi-weekly fees are due the first day of the present week of attendance or on agreed day. A late fee of $20 is added after third day.
* Please notify the Director if you are unable to make time payments.
* Monthly co-pay fees are due the 1st of each month and late after the 5th of each month. A late fee of $20 is required with payment after the 5th of each month.
* Non-payments will result in immediate dismissal.
* If payments are not made on Monday of each week or on agreed day, your child cannot attend until payment is made.
* Payments are made on a certain date agreed on by the provider and parent can result into a legal matter. I, the parent/guardian, is responsible for court cost, attorney fees, and daily late fee cost until this matter is resolved and tuition is paid.

Return Check Policy

* There is a $10 fee for each late payment and $25 return check fee.

Failure to remit payment after 10 business days constitutes termination of services with Little Humble Hearts Christian Academy.

* I understand that if a check returns, I am no longer to pay with a check. I understand I will only make payments with cash or money order.
* Please contact Director immediately if you are unable to make payments timely.

**Extra Hygiene Measures and Procedures**

1. Handwashing: As soon as children arrive to the classroom, they will wash their hands properly. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used upon arrival until entering the classroom for proper handwashing. Sanitizing stations are located throughout the building.
2. Sanitizing /Disinfecting: All hard surfaces will be wiped down throughout, before and after use as well as at the end of the day. Any toys that the children play with will be put not the disinfecting process like usual. All surfaces and toys will be sprayed and disinfected prior to leaving the room throughout the day. All sensory bins, soft toys, pillows, dress up clothes will be put away during this phase of opening.
3. Mask/Shield Wearing: Masks are to be worn by children 2 and older. We know that will be hard for the little ones to keep on their face. To help your child and other children remain safe, face shields will be provided for each enrolled student. Face shields will be kept at the facility and sanitized properly after each use.
4. Social Distancing: Each class is considered a “family”. Each “family” will socially distance from other “families” to assure safety. Classes will not intermix and will be with the same teachers as much as possible. All staff will wear a mask/face shield throughout the day.
5. Socks-only classroom: All children will take shoes off before entering the classroom. Shoes will be placed in their cubby. Teachers will wear foot coverings throughout the day inside the building only. Since children spend time on the floor, we want it to be as clean and safe as possible.

**Admission/Exclusion due to symptoms of Illness**

Children who is obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, allergy symptoms (sneezing, runny nose, and eyes), disease or condition (i.e-ringworm, head lice, chicken pox, measles, mumps, pink eye, fever 100 degrees, etc) will not be admitted to the facility. It is a danger to other children and staff members at our facility. If your child appears to be sick or has any of the above symptoms before coming to the facility, please leave them at home. If your child appears to be sick or has any of the above symptoms at school, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within 5 to 10 minutes of notification.

The child will be permitted to return when his/her temperature is normal for 72 hours without aid of fever-reducing medication. In the event your child is sent home with one of the above health concerns, they will be permitted back to Little Home Hearts Christian Academy with a doctor’s note. The doctor’s note must be written on their letterhead and read that the child can return to school because they are cleared.

At this time, Little Hearts Christian Academy will not administer any medication. (Only if needed for pain) Motrin/Tylenol.

If a child is showing COVID-19 symptoms listed below, or if you have been in close contact with a person or child testing positive for COVID-19, we ask you to keep your child home. They must be isolated for a minimum of 14 to 21 days after symptoms onset, and their fever resolves without fever-reducing medicines.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having contact with 6 feet of an individual with confirmed or suspected COVID-19 for at least 10 minutes. The interframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the facility, we will inform MSDH and our parents.

**COVID-19 Breakout/Prevention**

We are prepared to and will work extra hared to prevent anyone from contracting the Coronavirus (COVID-19). All staff members are aware of the necessary precautions to be taken.

* No staff/child will be allowed in the center without a proper screening and a face covering.
* If a staff/child has a fever, allergies, or any other cold or COVID-19 symptoms, he/she will not be allowed to enter or return to the center without a doctor’s clearance.
* If a child/staff has a fever, cough, sneeze or show any signs of COVID-19, he/she will be excluded from the other children and the room will be sanitized and disinfected immediately. The child/staff will not be able to return to the facility without a doctor’s clearance.
* If your child has any symptoms listed above, for the safety of other children and staff, please leave your child at home.
* If a staff/child/parent have been in contact with someone with COVID-19, please DO NOT come to the facility without clearance from the Doctor.
* If a child/staff has tested positive for COVID-19, Little Humble Hearts Christian Academy will contact MSDH and immediately close and everyone will be urged to get tested.

**Transmission and Symptoms of COVID-19**

COVID-19 is mostly spread through respiratory droplets released when an infected person talks, coughs, or sneezes. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose or possibly their eyes. Prevention practices and proper environmental cleaning and disinfection are important principles that are covered below.

People with COVID-19 have a constellation of symptoms reported-ranging from mild symptoms to sever illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

* Fever or chills
* Cough
* Shortness of breath or difficulty breathing
* Muscles or body aches
* Headache
* New loss of taste or smell
* Sore throat
* Congestion or runny nose
* Nausea or vomiting
* Diarrhea

**Personal Belongings (NO Diaper Bags/Book Bags are Allowed)**

While in this phase of operation, NO toys are personal items from home will be permitted at this time. All face shields will stay her on the premises and be sanitized properly.

* Please bring an adequate amount of diapers, wipes, change of clothes, cups, bottles, pacifiers, and bibs to be left at the center.
* Put 2 sets of change of clothes, bibs, bottles, and cups in a zip lock bag with your child name on it.
* Bring bottles or cups to be left and labeled for your child to use daily.

**Arrival /Departure Procedures**

(Parents and other persons in the vehicle must wear a MASK during pick up and drop off)

* Please remain in your vehicles until the entrance is clear . (For health and safety purposes)
* Please call upon arrival. A staff member will be ready and available to assist when you arrive.
* Please have your own pen to sign your child in and out.
* Please arrive in time to wait as staff conduct a screening before the child enters the facility. (Temperatures will be checked with a no touch thermometer upon arrival). The screening will determine if your child can enter the facility. **Please note: If your child has any symptoms listed, your child will not be able to enter the facility and can return with a doctor’s clearance.**
* Your child hands will be sanitized when signed in and appropriately washed when he/she enters the facility.
* Please call 5 minutes before picking up your child so the staff can walk them out to the cars.
* If possible, please have your own pen to sign your child in and out.

**Screening Procedures**

This will be done before children and staff enter the facility every morning to prevent the spread of COVID-19 inside the building.

* Sick children and staff will be required to stay home.
* Communication with parents about the importance of keeping children home when they are sick.
* Communication to staff the importance of being vigilant for symptoms and staying in touch with facility management if or when they start to feel sick.
* Procedures are in place to ensure that the children and staff who come to the facility sick or become sick while at the facility are isolated and sent home as soon as possible.
* Sick children and staff will be separated from well children and staff until they can be sent home.
* A daily health screening of any person entering the building, including children, staff, family members, and other visitors (Licensures) to identify symptoms, diagnosis, or exposure to COVID-19.
* No staff and children allowed to enter childcare facility if:
* They have tested positive for or are showing COVID-19.
* They have recently had close contact with a person with COVID-19.
* Continue to monitor staff and children’s health throughout the day.
* Immediately isolation will happen if a child or staff member that develops fever, chills, shortness of breath, new cough, or new loss of taste or smell and child/staff will be sent home as soon as possible.
* While waiting for a sick child to be picked up, a staff member will stay with the child in an isolated place from others. If the child has symptoms of COVID-19, the staff will remain far away as safely as possible from the child (six feet) while maintaining supervision. The staff will have on mask, face shield, gown, and gloves. If the child is over 2 the child will have on a mask and shield.
* If COVID-19 is confirmed in a child or staff member:
* Areas used by the person who is sick will be closed off.
* Outside doors and windows will be opened to increase air circulation in the areas.
* The entire facility will be cleaned and disinfected.
* We will close the facility for 7 days.
* Continuous routine cleaning and disinfecting will continue throughout the day.

**Note: Persons who have a fever of 100.0 degrees Fahrenheit or above,** or other signs of illness will not be admitted to the facility. **NO ONE IS ALLOWED IN THE FACILITY IF SICK AND PLEASE STAY HOME ARE SICK.**

**Staff Actions to Help Prevent the Spread of COVID-19**

* Wash hands often with soap and water for at least 20 seconds. If soap and water are not readily available, an alcohol-based hand sanitizer with at least 70% alcohol will be used.
* Always wash hands with soap and water as often as needed for at least 20 seconds.
* Supervise young children when they use alcohol-based hand sanitizer to prevent swallowing alcohol.
* Clean and disinfect frequently touched surfaces.
* Cover cough and sneezes with a Kleenex.
* Cover mouth and nose with a mask when you go out in public.
* Masks will not be put on babies and children under age 2 because of the danger of suffocation.

**Routine Disinfection/Sanitization Process**

Appropriate signs will be visible on facility doors, restrooms, and classrooms to promote everyday protective measures and describe how to stop the spread of COVID-19 including proper handwashing and properly wearing a mask.

Intensify cleaning and disinfection efforts:

* All products used for sanitizing and disinfecting will be most common EPA-registered.
* All cleaning materials will be kept secure and out of reach of children.
* Cleaning products will not be used near children, and staff will ensure that there is adequate ventilation when using these products to prevent children for inhaling potentially toxic fumes.

**Clean and Sanitize Toys**

* Toys that cannot be cleaned and sanitized will not be used.
* Toys that children play with or touch will be immediately set aside and cleaned by hand by a person wearing gloves. The toys will be cleaned with water and detergent, rinse thoroughly, sanitize with an EPA-registered disinfectant (germicidal bleach), rinse thoroughly again, and air-dry.
* Toys will not be shared with other groups of infants or toddlers, unless they are washed and sanitized before being moved rom one group to the other.
* A container will be placed in each classroom for toys to be sanitized after each child touch or play with.
* There will be a variety of toys in each classroom so the children can have while others are being sanitized.

**Social Distancing in the Child Care Setting**

* Where possible, each class will remain with the same group each day, the same childcare provider will remain with the same group each day.
* Infants, Toddlers, Preschoolers, and School agers will be in separate rooms.
* If any outdoor playtime, it will be separate times to continue social distancing.
* At nap time, the children’s cots or cribs are spaced out as much as possible, ideally six feet apart.
* Children will be served individual meals and snacks.

**Visitors**

Visitors will not be permitted at this time until further notice.

**Field Trips/Special Events**

There will be no field trips or special events/gatherings at this time.

**Parties and Celebrations**

Your child will be allowed to celebrate his/her birthday only with the children in his/her classroom. No parents/visitors allowed during this time. Little Humble Hearts Christian Academy will make sure your child has an awesome birthday.

**Food**

Little Humble Hearts Christian Academy will provide breakfast, mid-morning snack, lunch, and afternoon snack individually.

**Parental Orientation Agreement**

I have attended Little Humble Hearts Christian Academy Parent Orientation. I do fully understand all that is in the Parent Handbook. I have read, understand, and agree to terms of the policies and procedures outline in the LHHCA Handbook.

I fully understand that if I do not fully comply with the policies and procedures in LHHCA Handbook, my services can and will be terminated.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent/Guardian Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director Signature Date