



Parent Handbook

DHS Phone Number (1800)2222108

Greenwood Learning Center

3357 Greenwood Avenue

Moosic, PA 18507

(570) 880-7664

www.littledeskpreschool.com

WELCOME TO LITTLE DESK PRESCHOOL!!

Thank you for choosing Little Desk Preschool. We appreciate the opportunity to work with you and your children. This is a time of big changes for both of you. We work closely to support you, giving ample time for everyone to acclimate to our school. Rest assured that your little one is in experienced hands!

Our Philosophy

At Little Desk Preschool we understand that the better foundation we give children in their early years, the more successes they will have. We help to guide them through the five developmental stages; Cognitive Development, Social Emotional Development, Communication Development, Physical Development and Adaptive Development, in a positive and nurturing setting.

In order for a child to gain confidence and independence, we must first teach them the skills needed and guide them through their inquisitiveness. We offer children an environment full of experiences, materials, and activities that allow them a chance to explore, create, imagine, participate, question, and learn. We identify the teachable moments and are flexible with our schedule.

What we want most is that Little Desk Preschool children leave us with a healthy and solid social/emotional foundation and with the skills necessary to succeed in kindergarten and beyond.

Days and Hours of Operation

Though we understand parents' needs for extended childcare, we prefer that children be productive when in attendance and our

emphasis is therefore on learning. Extended care to children enrolled in the preschool portion of our center is offered within the hours of 7:30am and 5:00 pm Mondays through Fridays. Preschool will be conducted mornings from 9:00am-11:30am. Times outside of scheduled preschool are geared toward unstructured playtime, mealtimes and snacks, outside play and quiet time.

Please understand that your fee is based on the hours you contracted for, not the hours that we are open. (See calendar attached for closures.)

Our Curriculum

Little Desk Preschool follows the Creative Curriculum Program. Our program is open to children aged 1 year until they are able to attend Kindergarten. Activities include but are not limited to: circle time, large and small group activities, and centers (Library, Art, Science, Blocks and Cars, Puzzles, Math, Dramatic Play, and music).

Our daily schedule is always posted outside the classroom. Changes in the schedule and special activities are posted on the bulletin board, please check it at least weekly.

Registration

When enrolling, parents must complete ALL appropriate forms in their entirety and supply a non-refundable \$50.00 registration fee. A health assessment is required by law for each child and must be completed and returned within 60 days of enrollment. Failure to return this health form will result in failure to attend until the completed health form is returned. During this time there is no guarantee that your child's contracted spot will remain available unless proper payments are made. All families must sign up for the Brightwheel App.

Tuition and Payment Policies

Upon enrollment, you will sign an agreement designating a personal payment plan. You can pay weekly, biweekly, monthly or by session. Once a payment plan is established it can only be changed by written agreement. There must be a two week notice to any changes to your child's hours or days. Your child's tuition payment is due on your child's first scheduled day of school and no later than that Sunday of the same week. If your payment isn't made by Sunday evening and no special arrangements have been made, then a late fee will be added. The late fee of \$10.00 dollars will be added to your child's next tuition payment.

Your child's tuition does not change during holidays, periods of absences, emergency closings for any reason, snow days, or personal vacations. This policy reflects the fact that your child's enrollment slot is for the amount of days that you signed up for and is held during these periods of non-attendance. You will not be charged for days that LDP has scheduled off for Staff breaks (2 weeks in the summer and 1 week during Christmas and the New Year) Please refer to the calendar.

There are no exceptions to this payment policy. If payments are delinquent, services may be suspended. During periods of suspension, your child's contracted slot in the classroom may not be held.

Payments can be made through the Bright Wheel App via personal checking accounts or credit cards. Payments can also be made in person with cash or check. A \$25.00 charge is added to tuition for returned checks for insufficient funds.

**** Tuition rates may be increased, with 30 days of notice,**

at any time by Little Desk Preschool, Inc.**

Termination of Services

If you decide to remove your child from Little Desk Preschool, we require a two-week notice. You are required to pay for these two weeks. Likewise, if it is decided that Little Desk can no longer provide for your child, we will also provide you with a two-week written notice. If violations of the agreement occur, you may be given immediate termination from Little Desk Preschool.

Some examples of why Little Desk Preschool would terminate your child's schooling and care include but are not limited to:

1. Failure of parents to pay tuition fees
2. Failure of parents to complete and sign required forms
3. Lack of parental cooperation
4. Failure of a child to adjust to preschool after a reasonable amount of time has passed
5. Inability to meet a child's need without additional staff/or parent support
6. Gross misconduct on the part of the parent or the child
7. Chronic late pick ups
8. The parent/guardian exhibits behaviors which are detrimental to the health and well-being of the children and staff in the classroom or negatively interferes with the normal functioning of the classroom or program. This included but is not limited to: vulgarity. Intimidation, harassment, or violation of child care licensing regulations.

Drop-Off

When you are admitted into the building please walk your child up to the second floor. Remove and hang up their belongings in their assigned cubby, bring lunch and snacks into the classroom for teachers,

potty them and wash hands as needed. Once in, let staff know of any important information regarding your child when entering (illness, early pick up, change of person picking up, medication, etc.). Teacher/child ratios are strict and therefore we ask that you not drop your child off until their contracted start time. If you plan on keeping your child home because of sickness, please notify the center director by 9:00a.m. If your child becomes ill while at the center and we think it's better for him/her to be home rather than in contact with other children, we'll call and ask you to pick your child up no more than an hour later.

Pick-Up

When picking up your child please make sure to take everything that you brought in with you home (backpack, lunch bags, coats, etc.). Please check your child's mail slot daily and take home/fill out and or leave any paperwork necessary.

Upon enrollment, you will be asked to designate certain persons to whom your child may be released. The persons that you listed on the emergency contact sheet are given permission to take your child out of Little Desk Preschool at any time. Photo identification will be required until all designated people are recognized.

Late Pick-Up

For scheduling and staffing purposes, it is extremely important that you pick your child up at the time listed on your agreement. If you are going to be late we would appreciate a phone call so that we can plan for staffing. Late pick-up fees will apply at a rate of \$25.00 for the first 10 minutes and \$1.00 per minute after. The fee will be added to the next tuition payment scheduled. Chronic late pick-ups may lead to termination of services.

This may seem harsh but we have to staff according to the numbers of children present and late pick-ups throw the numbers off, leading to staff needing to work longer hours.

Illness Policy

For the protection of the other children and the staff at Little Desk, we will follow a strict illness policy. Your child must be picked up immediately if they are observed to have one or more of the following symptoms:

- Fever (To return must be fever free for 24 hours without medication)
- Diarrhea or vomiting (To return must be free for 24 hours)
- Undiagnosed rash or skin condition
- Communicable disease
- lethargy or irritability
- Cold sores
- Conjunctivitis (obvious discharge from the eye)
- Persistent pain or verbal complaint of pain
- Head Lice
- Cough (frequent bouts or with choking or vomiting)

Your child will be asked to not return until the symptoms subside, or a physician's note indicates that your child is okay to return.

Siblings: If you have more than 1 child at LDP and one child is sick, both children will be considered sick and have to stay home until both are healthy again.

Medication

If your child requires medication while attending Little Desk:

- You must fill out and sign a medication log consent form

- Medication must be brought into the center in its original bottle with the child's name on it.
- Prescriptions must be labeled with the doctor's name, phone number, and dosage.
- We cannot administer any prescription medication to any child unless their name is on the label.
- Prescription medication must be taken home each night.
- Although we do provide the service of administering medication, we also ask that you only bring it when absolutely necessary and can't be accommodated at home.
- We will not administer fever reducing medicine to children who are ill.

Sunscreen will be considered medication. You will need to provide your child's sunscreen, labeled with their name on it and you will need to fill out a medication form so that we can apply the sunscreen during the day.

Emergency Care

All staff are trained in Pediatric CPR. If at any time a child requires emergency medical treatment while in care, staff will make every attempt to accompany your child to the emergency room until you arrive. Due to strict teacher to children ratios this might not always be possible.

We use Caring for our Children to establish policies and practices regarding care plans for children with special needs such as: Asthma, medical needs, food allergies, and medical administration. If your child has any of these needs we will ask you to inform us and complete a care plan upon enrollment.

Potty Training

If your child is not potty trained, that is okay. Please make sure to always have 3-4 diapers and a pack of wipes in your child's backpack/cubby and replenish as needed. If your child is in pull-ups please supply us with pull-ups with Velcro tabs for easier changing. A complete change of clothing is requested in case of accidents.

Little Desk Preschool staff will assist you in any way needed for potty training. Please let us know what is working for you at home and we will encourage the same behaviors at school. If we initiate potty training at school we will let you know what is working for us!

Clothing

Parents are requested to dress their children in comfortable, washable, weather appropriate clothing. Please be sure to have weather appropriately labeled outdoor wear for your child as we go outdoors year-round, weather permitting. An extra set of labeled clothing should be kept in your child's cubby at all times.

Items from Home

We ask that your child not bring items from home unless asked by staff. If asked to bring in an item from home, please make sure that it is labeled with your child's name or in a baggie with your child's name on it. It is impossible for us to guarantee that a toy brought in from home won't be lost or broken and Little Desk Preschool will not be held responsible.

Meals and Snacks

Little Desk Preschool does not prepare meals. Families are responsible for supplying all breakfast foods, lunch foods, and snacks depending on

your child's schedule. We are happy to heat up any foods as necessary. Children are given water to drink in an open cup at lunchtime and snack times as needed or you may provide your own beverage in a leak proof container.

****We are a peanut free facility,
please notify us if your child has any food allergies****

Outdoor Play

Please be sure that your child has proper outerwear including gloves and hats in the winter months. In the warmer months please be sure that your child has appropriate closed toed shoes and hats if needed. At times we take the children on neighborhood walks. By signing the permission on your agreement, you give permission for your child to go for walks off school property.

Behavior Management

At Little Desk Preschool we use Positive Behavior Intervention and Supports (PBIS). PBIS is a proactive approach to discipline that promotes appropriate student behavior and increased learning. The system is based upon a three-tiered model.

- The first tier serves as the foundation upon which the other two tiers are built. This tier is where we will provide support to all students based on preventative practices which emphasize teaching and reinforcing expected student behaviors.
- Tier two provides targeted interventions to support students classified as "at risk," who require more intervention than is typically provided within tier one universal support.
- Tier three is the most intensive level of intervention for students with the most significant behavioral/emotional support needs.

When using PBIS as a behavior management plan:

- Interventions are planned and positive rather than reactive and punitive
- Conditions contributing to inappropriate behavior are carefully managed or eliminated
- Multiple opportunities for positive, corrective feedback are created while negative critical feedback is limited or eliminated
- Prosocial behaviors are taught directly, practiced frequently, and routinized so that they become automatic

In Short, we tell the children exactly what they are doing right in a positive manner, and when needed, teach them the skills needed to guide them towards more positive outcomes!!

Inclusion, Suspension and Expulsion

Little Desk Preschool is committed to ensuring that all children, regardless of their needs, have opportunities to access and participate in quality learning. We do not easily, or lightly, dismiss children from our care because of concerns with behavior. Behavior concerns tell us that children sometimes need more time and support. When this occurs we will:

- partner with parents and professionals who specialize in supporting children's social and emotional health.
- conduct ongoing developmental monitoring and behavioral screenings at recommended ages and follow up as needed.
- collaborate with community based service providers to access additional services and supports as needed.
- employ self-reflective strategies and cultural awareness training to prevent and correct all implicit and explicit biases, including racial/national origin/ethnic, sex or disability biases.

On rare occasions we may need to work with families to seek the best care when our program can no longer meet the needs of an individual child. Unfortunately, even with all of the accommodations, there are times and reasons when we have to pause services, suspend services and or expel a child from our program on either a short term or a permanent basis.

The following are a list of reasons we may have to Pause, suspend or expel a child from Little Desk Preschool:

- The child has needs which we cannot adequately meet with our current staffing patterns.
- The child's failure to adjust after a reasonable amount of time has passed.
- The Child's behaviors threaten the health and safety of him/herself, the other children or our staff (including but not limited to biting, hitting, kicking or cursing)
- Parents not following through with seeking services through other agencies or providing paperwork from other agencies in a timely fashion.
- Other- At the discretion of the owner and director.

Snow/Weather Emergencies/Building Emergencies/Closings

Though we do offer extended childcare, Preschool is our emphasis. Your child's safety as well as the safety of our staff is most important to us and therefore, we follow the Scranton School District for delays and cancellations.

If Scranton closes, Little Desk Preschool will be closed.

If Scranton delays, Little Desk Preschool will start at 9:30Am.

If Scranton has an early dismissal, Little Desk will make the best decision for both students and staff and post early dismissals on Brightwheel. Regardless of LDP's decisions we ask that you always use your best judgment.

****The ultimate decision is yours, as the parent, whether you decide to bring your child to school, keep them home, or pick them up early. We do ask that if there is a change to your child's schedule to let us know as soon as possible. ****

If a state of emergency is announced in Lackawanna County, if the Greenwood Learning Center has interruption of electricity, water, heat or any other unforeseen problem, or if we need to close due to cases of Covid-19, Little Desk will be closed until the problem is fixed, until the state of emergency is lifted and or the Department of Health regulations allow us to reopen. Normal fees still apply.

****We ask that all families sign up for BRIGHTWHEEL APP so that staff at Little Desk can inform you of any unforeseen changes in the schedule. ****

Safety

- Little Desk Preschool, Inc. has an emergency plan on site that can be viewed by request. We have shared the emergency plan with Lackawanna County EMS and have notified both local police and fire departments of our facility. This plan will be updated annually or as needed.
- Little Desk Preschool conducts fire drills every 60 days and an evacuation plan 1 time per year. Evacuation plans are posted throughout the building. All fire alarms are tested monthly.

- Fire Extinguishers are located in all classrooms and hallways and are inspected yearly.
- First Aid kits are located in all classrooms and in emergency bags, for outdoor play, walks and in case of evacuations.

Incident/Accident Reports

Incident Reports are completed when a child exhibits behavior that falls outside of everyday behaviors. This behavior includes but is not limited to: biting, aggression towards others or materials and uncontrollable behaviors. The behavior may or may not involve another child or a staff member. Accident Reports are filled out when an injury occurs including a bump, cut, or bruise. The accident report describes what occurred and how the staff handled it. The report is presented to you upon pick up for a signature. This report is kept on file and you may request a copy if needed.

Developmental Screenings

Within 45 days of your child's start date a developmental screening tool called Ages and Stages will be used to identify children who may need additional support or interventions. Once this screening is complete you will be sent an invitation to attend a meeting with your child's teacher to go over the results.

IEP and IFSP

Upon enrollment, if your child has an IEP or an IFSP you will be asked to share the document with Little Desk Preschool. We will try to make every accommodation possible so that all children receive proper support and services as needed.

English as a Second Language

Children as well as families who are culturally or linguistically diverse will be supported. Classrooms will be equipped with pictures and words in different languages as needed. Translators will be provided to parents as needed when available.

Rest Time

For healthy growth and development, it's essential for children of all ages to have time to rest. In the state of PA nap time can last no longer than 2 hours this includes toddler and preschool rooms. For non-nappers the child will have a quiet period of 45 minutes. After, this time if your child doesn't fall asleep then he/ she will be able to get a quiet activity to do on their mats. These activities may include books, puzzles, etc. Depending on your child's age, we will provide a mat or pack N play for rest time. Please label all personal rest time items with your child's initials or name on them.

Transitions

Though we do have different classrooms each one differs in age and developmental ability. We do have expectations for children to meet before they can move to a new classroom. Please ask for a checklist of these expectations. Though there is a checklist staff may move children at their discretion if the need arises for the staff or for the child. Little Desk also implements practices that support continuity by keeping children familiar with all staff throughout their time at Little Desk as well as with their primary teacher for at least 2 years depending on their ages.

Custody Orders

Some families have legal custodial orders that address whether an individual is permitted to pick up or visit a child. If a custody order

exists and is in place relating to your child, a copy must be provided to the director to keep in your child's file. This information is confidential and is solely for the safety and well-being of your child. Families must notify and update the director when a custody order changes or expires. If an individual has court-ordered legal custody and is on the emergency contact list employees must release the child to that legal custodian.

Our Little Desk Family

All of our employees have:

- Pa State Police Criminal History Clearances
- Childline Child Abuse Clearances
- FBI Fingerprint Clearances
- A Health Assessment (less than 2 years old) with a negative TB test result
- At least high school diploma and 2 years of experience with children to be an assistant. (Aides have high school diploma or GED)
- CPR Trained and Fire Safety Trained (within the 1st 3 months of hire).
- Mandated Reporters of Child Abuse.
 - Child abuse includes but is not limited to intentionally, knowingly or recklessly causing body injury to a child through any recent act or failure to act, creating a reasonable likelihood of bodily injury to a child thorough any recent act or failure to act, and forcefully shaking a child under one year of age.
- All staff must receive 12 hours or more of training per year in Health and Safety topics including the Prevention of Shaken Baby Syndrome (See appendix A), Abusive Head Trauma, and Child maltreatment.

Parent Involvement

We would like to have as much contact and involvement with our families as possible. To do this we do the following:

- Individual Parent Teacher meetings are set up to go over *Ages and Stages* after 45 days of enrollment.
- We have a back to school night in September
- We will have individual parent teacher meetings in November and March, or as needed.
- You receive a newsletter one time per month
- Our bulletin board lists in-house events as well as community events (Please feel free to bring flyers in and give to Brooke who will approve and post.)
- If your child is in their transition year and getting ready to go to Kindergarten we will be available for meetings as needed. Please make the request ahead of time so that we have appropriate coverage (at least 3 weeks).
- All of our field trips are "family field trips." School will be closed on trip days and any and all family members are invited to join Little Desk on their adventures.

If you would like to volunteer at any time please notify Brooke and she will make arrangements to have you come in. You can read a book, do a craft, conduct an activity center, or help with a party or mealtime.

Little Desk Parent Handbook

Child's Name: _____

I have read and fully understand my role as a parent of a child enrolled at Little Desk Preschool, Inc.

Name: _____

Signature: _____

Date: _____