
FAMILY HANDBOOK



Little Big Foot Day School

WHERE CHILDREN'S LEARNING ADVENTURES BEGIN

Voted The Best of Albuquerque



Revised 2022

WELCOME

Dear Family,

We are delighted you have chosen Little Big Foot Day School for your family. As parents ourselves we understand the worry when seeking a preschool program. our desire is to ensure that our child is attending a safe, high quality program filled with loving teachers and caregivers. We understand the importance of trusting a provider to care for your child. As parents, we want to ensure that our child is safe and nurtured. This is absolutely the peace of mind you will receive with your son or daughter enrolled in our program. At little big foot day school, your child will be cared for in a safe and nurturing environment of learning that enables children to grow through fun, intentional, and developmentally appropriate activities. I am proud of the remarkable and dedicated teachers that work for our company, as many of them have been a part of our family for years. I understand you, the parents, count on our center to have teachers who are loyal, educated, and caring, and I assure you that's just what we have.

Our program is designed with families in mind. We seek to form a partnership with you that promotes the learning and healthy development of your child. You are welcome in the center at any time during the day to join your child for lunch, to observe your child in the classroom, or to meet with the teachers, center directors, or other families.

Enrolling in a new center is a big change for your child — and for you. We recognize that adjustment periods will vary depending on the age of your child and prior experiences in a classroom setting. Our teachers and center administrators are very experienced in welcoming new families and will work with you to make the process as seamless as possible. The following are some suggestions for easing the transition for you and your child:

- Visit the center with your child before his or her first day. On one of those visits, let your child explore his or her new classroom while you step out for 15 to 20 minutes. This time will allow your child to associate your departure with a return, and it will allow you to observe your child at play with other children.
- Establish a routine of reading a story or playing a game together in the classroom before you leave. The routine will tell your child that you feel the classroom is a good place to be, not a place from which you want to hurry away.
- Bring a family photograph for your child to look at during the day.
- Say goodbye to your child rather than slipping out. Your child will recognize that although you are leaving, you will be back.

As we build our partnership together, please feel free to share new ideas and suggestions. We value the need for close communication between families and teachers. We look forward to getting to know you and to offering you and your child a safe, caring, and joyful educational environment.

Sincerely,

Little Big Foot Day School Administration

Things in this Handbook have temporarily changed due to COVID. Please see Safety plan.

TABLE OF CONTENTS

ABOUT US

Philosophy	3
Mission.....	3
Our Goals	3
Our Center	4
Our Staff	4
Admission & Enrollment	5
NM PreK Enrollment.....	5
Eligibility.....	5
Recruitment	6
Selection/Prioritization	6
Inclusion.....	6
Screening and Referral.....	7
Communication & Family Partnership	7
Family Engagement.....	8
Confidentiality	9
Child to Staff Ratio.....	9
Publicity	9
CURRICULA & LEARNING	9
Learning Environment	10
Outings and Field Trips.....	11
Transitions	12
Transition from home to center	12
Transition between learning programs	12
Transition to elementary school	12
Transition for before/after school care.....	12
Electronic Media	12
Celebrations.....	13
Rest Time	13
Diapering	13
Toilet Training	13
GUIDANCE	14
Discipline Policy.....	14
Challenging Behavior	14
Notification of Behavioral Issues to Families.....	15
TUITION AND FEES.....	15
Important Notice	16
Tuition Rates.....	16
Tuition Deposit.....	16
Payment.....	16
Methods of Payment.....	16
Late Payment Charges.....	16
Returned Checks/Rejected Transaction Charges	17
Late Pick-up Fees.....	17
Other Fees	17
Credits & No Credits	17
ATTENDANCE & WITHDRAWAL	18
Absence	18
Vacation.....	18
Withdrawal	18
Closing Due to Extreme Weather	19
DROP-OFF AND PICK-UP	19
General Procedure	19
Cell Phone Usage.....	19

Authorized & Unauthorized Pick-up.....	19
Right to Refuse Child Release	20
PERSONAL BELONGINGS	20
What to Bring	21
Cubbies.....	21
Lost & Found	21
Toys from Home	21
NUTRITION	21
Foods Brought from Home	21
Food Prepared at the Center.....	21
Food Allergies.....	22
Meal Time	22
Infant Feedings.....	23
School Aged Participants	24
HEALTH	24
Immunizations.....	25
NM PreK Health Papers	25
Illness.....	25
Communicable Diseases	26
Allergy Prevention.....	27
Medication	28
SAFETY.....	28
Clothing.....	28
Extreme Weather and Outdoor Play.....	29
Communal Water-Play	29
Injuries	29
Biting.....	30
Respectful Behavior	30
Smoking.....	30
Prohibited Substances.....	30
Dangerous Weapons	30
Parking Lot Safety	31
Child Custody	31
Suspected Child Abuse	31
EMERGENCIES.....	31
Lost or Missing Child	32
Fire Safety	32
Emergency Transportation	32
Changes in Policies	32
FAMILY ACKNOWLEDGMENT	33

ABOUT US

Philosophy

Little Big Foot Day School is dedicated to providing a warm and loving family environment for children. With our smaller size, we're able to give quality, individualized care to families at affordable prices. We work to provide the best care possible while helping the family explore all additional resources to enhance the child's well-being. As we view the Center as a family, the importance of family bonds cannot be understated; siblings are encouraged to interact with one another, and we want everyone involved- children, parents, and staff alike -to feel like they are part of our extended family. Children here are encouraged to be children; **we do not to believe they are small adults**. The individual progress, growth, and development of every child are important to us. **The environment at the Center promotes learning while having fun during the process**. Through a mixture of hands-on experiences, group activities and individual play our children develop the intellectual, social, emotional and physical skills necessary for all aspects of life and growth.

Mission

Little Big Foot Day School's mission is to provide affordable high-quality childcare with a nurturing, safe and fun learning environment for children to stimulate healthy social, cognitive, physical and emotional growth. We aim to engage parents and the community to nurture a love of learning to diverse families within the Albuquerque community. We provide a wide range of age-appropriate learning opportunities for children from 6 weeks to 12 years of age to develop and grow intellectually, socially and emotionally, while also learning the physical skills necessary for day-to-day life. Our long-term goal is to ensure future generations achieve proper readiness for elementary school as well as giving parents the peace of mind knowing their child/children are getting best quality services available in the community.

Our Goals

Little big foot day school strives to provide an educational program to every child enrolled while offering a network of support to each family as a whole. Our teachers work in partnership with each family to identify individual goals and plans for the children.

The curriculum we implement provides a comprehensive program for children of all ages, including our youngest infants and toddlers. Teachers and parents of children 6 weeks through 2 years, work toward development in the areas of communication, gross motor, fine motor, problem-solving, and personal-social. As children 3, 4, and 5 years-old transition into our preschool and NM PreK programs, their goals focus on developing approaches to learning, social and emotional development, physical development and health, language, literacy and communication, mathematics, creative arts, science and technology, and social studies. Progress occurs when adults scaffold the children's learning. Teachers support children at their current skill levels as well as provide opportunities for them to advance toward the next level of development. Program success requires a strong partnership with each family. Teachers, administrators, and parents work together to utilize a variety of resources within the program as well as the community, to ensure that all members of the family receive the support they need and/or desire.

Our Centers

Little Big Foot Day School is a licensed childcare through CYFD for children 6 weeks to 4 years and provides NM PreK for children who turn 4-year-old before September 1st. Our programs are operated at 3210 Menaul Blvd. N.E. Albuquerque N.M. 87107 from the hours of 7:00am to 6:00pm Monday through Friday. The NM PreK program operates from 8:30am to 3:00pm. Our center is licensed as a two-star center and is on the FOCAS program and participates in the NM PreK Program. Our center has also won the Best of Albuquerque Awards. Little Big Foot Day School was established in 2015 and is family owned and operated. Little Big Foot began in 2009 as a storybook for children written by Center's Owner, Phillip Maestas and as of 2015 it has grown into what is now known as Little Big Foot Day School. With almost 20 years of experience working with children, Center's owners, Phillip Maestas and Rendee Maestas wanted a place for children that would be dedicated to providing a warm and loving family environment for children and would turn learning into a fun adventure just like the stories so many children came to love...

Our Staff

Meet our Administrative Team:

Program Administrator: Phillip

Director: Rendee

Manager: Esperanza

The little big foot day school teaching team consists of educated and experienced early learning and care professionals. Lead Teachers possess degrees in the fields of education and child development, and teacher assistants have completed college level training as well. Each staff member strives to create a warm and loving environment filled with experiences that will foster intrinsic motivation for children to enjoy school and learn. We are dedicated to providing continued growth and educational opportunities for our team members. In addition two on-site trainers, providing ongoing coaching for our teaching team, in-service training and professional development is continually provided by Little big foot day school to all teaching staff in the areas of early childhood education and child development, All staff members maintain certification in first aid along with infant/child and adult CPR and AED. Annual training in the areas of infant safe sleep, prevention of shaken baby syndrome, child abuse and neglect mandated reporting, blood borne pathogens and universal precautions is provided as well as continuous reviews of all of our health and safety policies. Little big foot day school employees are members of the New Mexico early learning and NMELS. Each organization offers a variety of informational articles in early childhood development along with a variety of in-service training programs and workshops for our staff.

Admission & Enrollment

Enrollment Forms – Both Tuition Base & NM PreK. Your enrollment will be complete when the following forms are on file in our office: 1. Immunizations must be completed by a Licensed Physician. The immunization record must show that the child has received age appropriate prophylaxis; this must include immunizations against diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, hepatitis B, varicella, (chicken pox), rubella and hemophilia influenza type b. This form must be completed annually by the parent. Note: the dental exam, vision exam, hearing exam, and physical is only required for Prek enrollment. This form must be updated annually. 2. Child Information Form (completed annually) 3. Medication Permission Form 4. Photography/Video Tape Permission Form 5. Consent for Child Record Access 6. Child Care Contract 7. Payment Authorization Form 8. Emergency Information Form (required for children) 9. Ages and Stages Questionnaire (ASQ). Space will not be reserved for a child until all forms have been returned to the center and all fees are paid.

Enrollment for 6 weeks to 3 year, you will need our child's **enrollment fee** and first tuition payment or Co-payment from your CYFD contract.

Tuition and co-payments must be paid prior to your child's first day of attendance.

An enrollment fee of \$90.00 is due at the time of enrollment. This fee is non-refundable.

PreK and Early Enrollment

NM PreK and Early PreK are free programs for four/three-year old's who turn 4/3 before September 1st. There is no enrollment fee or tuition cost.

Applications for enrollment are accepted at any time throughout the school year. Call or visit our school office for detailed information. Parents may come by and pick up a school enrollment packet we are located at 3210 Menaul Blvd fill out the packet and bring it back to have your child listed on our NM PreK and Early PreK registration list. Little Big Foot Day School holds Pre-Registration and Screening in mid-July for our PreK program. Parents are asked to bring their child with them upon enrollment. Enrollment of NM PreK and Early PreK is determined by the number of students obtained during our registration process. 1) If children are already enrolled in Little Big Foot Day School prior to registration for enrollment into the NM PreK and Early PreK program they will have priority first. 2) If the number of registrants is less than the allotted number of PK slots available on the last day in July, and thereafter, then all registrants are enrolled. Registrations for enrollment are accepted until all slots are filled. A waiting list is then started for any additional inquiries and registrants. 3) If the number of registrants is more than the allotted number of PreK slots available at the close of registration, parents will be put on the waiting list first come first serve 4) Slots vacated during the school year are filled with students from the waiting list data base maintained by administration at the school site.

Eligibility

Children 6 weeks to 2 years are eligible for any open slots. If we do not have any open slots available, we will put you on our waiting list and contact you as soon as a slot becomes available.

As for NM PreK and Early PreK All children served must have reached their fourth/third (4th/3rd) birthday before September 1 of the current calendar year. Sixty-six percent (66%) of the children served must live within the attendance zone of a Title 1 school.

Recruitment

Thanks to the New Mexico PreK, Little Big Foot Day School is providing PreK and Early PreK for 4/3-year-old children in our community. We provide information about all of our programs to all populations throughout our community. We do not discriminate when selecting student participants based on race, ethnicity, religion, national origin nor any other unique demographics of which our community's children represent. Students must, however, live in the attendance zone of a Title 1 school. Title 1 school around us are Bel-Air Elementary, Hodges Elementary and Montezuma Elementary.

Little Big Foot Day School notifies the community of openings for our school and PreK program in a variety of methods that include:

- Notification is posted and found on our school website by going to Little Big Foot Day School Website at www.Littlebigfootdayschool.com
- Flyers posted at schools throughout the community
- Word gets around, as well, on social media such as Facebook
- In addition, information is posted on the Little Big Foot Day School community board, Flyers, calendars, social media, and our school web site continue to post PreK information throughout the year. In addition, parents interested may call our office between the hours of 8:00 a.m. – 4:00 p.m. or leave a message anytime at 1-505-888-8995. Collaboration efforts between Little Big Foot Day School and other local early learning providers ensure children receive the educational services to meet their needs. As a reminder, students cannot participate in New Mexico PreK at Little Big Foot Day School and be served in any additional programs funded by CYFD PreK. Please check with the school's personnel if you have any questions pertaining to this topic.

Selection/Prioritization

NM PreK and Early PreK will consider the following situations as priority needs when making participate selections:

- Children who would not otherwise have the opportunity to attend a quality early care and education program
- Children who are not already being funded for early care and education with another funding source
- Children who will attend kindergarten in an elementary school designated as Title 1
- Children who are already attending our day school that have been enrolled into our program

Inclusion

Little big foot day school believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in childcare. We will make every reasonable accommodation to encourage full and active participation of all children in our programs based on his/her individual capabilities and needs.

If your child has an identified special need, and enrolls into Little Big Foot Day School with

a current Individualized Education Program IEP the Director and Lead PreK teacher will review the IEP and have the parent sign a written consent form for use to use the information from the IEP to help our teachers create the proper lesson plan. The services being transferred will continue until an IEP meeting is held. At that point any changes recommended during the meeting will be implemented as required by the teacher.

Screening and Referral

All children will participate in our screenings throughout the school year. Prior to any child's participation in screenings, parents are required to sign a Permission to Test that allows Little Big Foot Day School teachers to assess your child. Teachers will conduct screening with children during class activities. Student data from screening results are considered by all teachers when planning lessons and play learning opportunities for all children. ASQ and COR Family Report We begin documenting your child's developmental journey at the initial enrollment. Parents are asked to complete an Ages and Stages (ASQ) Questionnaire at the time of registration. This form will provide your child's teacher with insight into your child's current skill level. Documentation of your child's developmental journey continues through daily communication, observations, recording learning experiences, and assessing your child's development. Child Observation Record (COR) is the tool used by teachers to create a portfolio of your child, which includes a collection of observations, and documentation of experiences and accomplishments in all developmental areas. Parent teacher conference will be held 3 months out of the year to go over your child's screenings. If a student is experiencing difficulties in the classroom identified by the teacher or parent, our child will be referred to different program that we collaborate with:

3,4 and 5 years:

Child Find – Website www.cdd.unm.edu/infonet or call 1-800-552-8195

Infants and Toddlers:

Fit Program – Website www.fitprogram.org or call toll-free 1-877-696-1472

In addition NM PreK and Early PreK must ensure that the following assessments are completed for each child that is enrolled in the NM PreK and Early PreK programs by a community health provider prior to the beginning of the school year or within the first three months of attendance. Parents must provide proof that such assessments are do.

-Physical Examination

-Current immunizations

-Vision screening

-Hearing screening

-Dental screening

Communication & Family Partnership

We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in 90 hours or more of family engagement. A school calendar is provided with your enrollment packet. It will provide you with the schedule of center events, family engagement activities and dates that the program is open.

Daily Communications. Our program promotes children's home language, we can send messages in both English and Spanish by using our bright wheel app it will keep you informed about your child's activities and experiences at the center daily. You will also be able to communicate with the teacher if you need to. Notes and other information will also be added on the app by the teachers .

Email. We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.

Family Engagement

Temporary has changed due to COVID. See Safety plan.

Parents are welcomed and encouraged to **visit classrooms** as desired. It is necessary for you to take into consideration, however, that situations where you need to talk extensively with the teacher be scheduled outside instructional time. All visitors are required to first sign in at our front office. You will be given a visitor's pass to wear while you are on campus.

NM PreK and Early PreK teachers and assistant teachers will schedule a **home visits** to each individual students' home prior to the first day of school. Not only do the children and families get to meet their teachers, but our teachers and parents are given the opportunity to learn any pertinent information for the design and development of instruction, so children are set up for a successful school year. Any child entering NM PreK or Early PreK during the year will receive a home visit as well. Teachers will send out a schedule for times. Times start at 9:00am to 3:00pm to accommodate your schedule to the best of our abilities.

All **parent conferences** with teachers are scheduled close to the date that Authentic Observations are completed on all children. NM PreK and Early PreK Classes are not held on these days, but you may bring your child with you if needed. All other classroom will be held. Teachers will have a sign-up sheet of three different times that fit your schedule the best. They will try to establish your conference time reflecting your first choice. However, it may be necessary to use your second or third choices due to conflicts.

Our center has an **Open House** night around the second week of the new school year. The Teachers gives the parents a snapshot of what their child/children we be doing daily in their classroom. There are also activities set out for parents and children to participate in at the open house. This is a perfect opportunity to talk with the teachers about things that go on in the classroom.

Little Big Foot Day School has established **Family Nights**. The family nights were designed to meet a variety of criteria: Be interactive with families, engage in fun activates the whole family can enjoy together. Throw out the year there are several family nights held so family can come and join us in activities like our fall festival, thankful celebrations and your winter festival.

Find the dates for this school year on our School Calendar.

Bulletin boards are located throughout the center (in the foyer, hallways, and classroom entrances) to **communicate news**, daily events, staff notes, holiday closing dates, center visitors, etc.

Many additional **parent resources** are available on our community board and on the New Mexico PreK website at <https://www.NewMexicoprek.org/> . Parents will find an abundance of materials pertaining to child expected growth and development, ideas to create meaningful interactions with young children, and help if you need assistance finding what you need.

Confidentiality

Our policies are designed to promote respect for every child and family we serve. **Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.**

Children's Records Confidentiality and Distribution of Records:

The information in your child's record is considered privileged and confidential. Only the persons directly related to the care of your child, center management, or regulatory agencies will have access to the record unless your written permission is given. As a parent/guardian, you may have access to your child's records within a reasonable time upon your request. Upon withdrawal of your child from the center, files will be retained for four years. As a parent/guardian, you have the right to add information, comments, data, or other relevant material to your child's record. You also have the right to request, in writing, deletion or amendment of any information contained in the record. When your child leaves the center, center management will provide a copy of your child's record to you within a reasonable time of your written request.

Child to Staff Ratios

Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

We maintain the following standards for child to staff ratios:

Age	Child to Staff	Maximum Group Size
6 weeks – 1year	<u>6 to 1</u>	<u>12</u>
1year – 2 year-old	<u>6 to 1</u>	<u>12</u>
2 year-olds	<u>10 to 1</u>	<u>10</u>
3 year-olds	<u>8 to 1</u>	<u>16</u>
4 year-olds	<u>10 to 1</u>	<u>19</u>

Source: National Resource Center for Health and Safety in Child Care and Early Education.

Publicity

Occasionally, photos will be taken of the children at the center for use within the center or on our bright wheel app. Written permission will be obtained prior to use of photographs.

Unless the family indicates that they want their child to participate, we will not use pictures and names of children for publicity.

CURRICULA & LEARNING

Little big foot day school uses the preschool plan it. As part of this curriculum, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom so as to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources.

For information about your child's day, please see copies of daily schedules and lessons plans posted in each classroom.

Learning Environment

Changes temporarily due to COVID. See safety plan.

We provide a rich learning environment with curriculum that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

Infant Programs: The first year of life is a critical time for brain development as well as social and emotional development. Our infant program teachers have specialized training to ensure that they are not only providing excellent child care but are also beginning the learning process that will allow each baby to begin to observe his/her surroundings, to retain information he/she gains from his/her experiences, and to form attachments with others. The teachers plan activities for each individual child based on the continuous assessment process that is in place. They also work in partnership with each infant's family to set goals for him/her and to continuously evaluate progress toward these goals. Infant classrooms are staffed to ensure a ratio of 6 children to 1 adult. Primary caregiving provides continuity of care and allows each baby to develop a secure relationship with someone special in the program. Each infant is on his/her own feeding and sleeping schedule depending on his/her own demands, and each infant develops differently. Primary caregivers are responsible for managing the blend of the basic caregiving needs with the educational needs of each individual child. They work diligently to provide a well-rounded experience for each family in the infant program. Children may be enrolled in our infant classrooms as young as 6 weeks old and typically begin the transition to the toddler program approximately 12-15 months old. The decision to make this transition is made cooperatively between each child's parents and teachers and is based upon each individual child's skills and needs.

Toddler and Two's Programs: The toddler and two's age group is a diverse one, and each child is different. We recognize and encourage these differences, and our teaching team's practice a variety of strategies that allow for each child to begin defining his/her own sense of

independence while dependent on the adults caring for and teaching him/her. We maintain a 6 child to 1 adult ratio in our toddler classrooms and an 10 child to 1 adult ratio in our two's classrooms. Our toddler and two's classrooms follow a daily routine that is consistent yet flexible. The children quickly learn to anticipate what will come next in their day and begin to demonstrate initiative. A typical day includes Circle Time, Choice Time, Group Time, and Outside Time. The teaching teams plan their lessons weekly to ensure that they are supporting the children's current interests and developmental progress. Observation and assessment provide key insight into the needs of the individual children and serve as a foundation for goal setting and lesson planning. Toilet training is also incorporated into the daily routine for the two-year olds who demonstrate interest and developmental readiness. Teachers and parents work in partnership to develop a toilet training plan for their child that is consistent between home and school. Our program provides a solid steppingstone into your child's next classroom. Toddlers typically begin their transition to our two's classroom between 24 and 26 months. Begin their transition into our preschool classroom between 36 and 38 months old. At that time the child has many opportunities to visit his/her new classroom for short periods of time to become acclimated with the larger class size and the preschool routine. Once the child is feeling comfortable in his/her new setting, the teachers and parents agree upon a date for the child to move into the preschool program.

Early PreK Programs: Early PreK is the beginning of a very exciting time in the life of a young child. Our days are filled with a variety of learning opportunities that become the building blocks for each child's preparation for kindergarten. We focus on developing social skills and developing a desire for learning in each child. While it feels like "we play all day", we are very strategic in our planning to ensure that our expectations are appropriate for the current group of children we are working with. Through play the children learn problem solving skills, develop initiative, and practice math, science, reading, and writing throughout every part of the day. Our individualized assessment and planning strategies provide a comprehensive Early PreK program that blends into our PreK program with a smooth transition. Our preschool classrooms follow a ratio of 8 children per 1 adult. Our preschool teacher is responsible for the planning and assessment of that child.

NM Pre-K Programs: Our NM Pre-k program serves children who will be entering kindergarten the following fall and are 4 years of age. We maintain a ratio of no more than 12 children per adult, and the goals set for these children are based upon the Early Childhood Standards of Quality. NM PreK is a state-funded preschool for 4-year olds who qualify. This program operates from August thru late May each school year and classes meet Monday thru Friday on a "school-day" schedule at no cost or minimal cost to the families. Our NM PreK teacher and teachers aid is responsible for planning and assessment for each child in their group. An additional each enrollment packet will be reviewed with our in-house PreK monitor they will determine eligibility for this program. The NM PreK curriculum we implement provides for individualized instruction and assessment and focuses not only on academics, but also problem solving and social skills. We enjoy special events, parties, and field trips throughout the school year and conclude with a graduation ceremony. PreK is a year of tremendous growth and development as the four-year olds turn five and become kindergarteners. The children transition from our program prepared for success in their school years to come.

Outings and Field Trips

No field trips temporarily due to COVID.

Field trips and nature walks are considered an important part of the educational program and will be taken periodically to nearby places. The center contracts with the public-school districts for transporting the children on field trips and provide the same responsible adult supervision for

these excursions as is provided children while in attendance at the center. Parents are welcome to join us and may be asked to help supervise some of the children. Please consult the bulletin board or calendar for information on field trips. To help fund our Summer Youth Camp field trips and special activities, an activity fee will be billed and due for each child at the time the summer contract is completed. Fees charged are based on the cost of admission and transportation for the events scheduled on the dates that your child is contracted to attend. Additional fees will be charged if additional days are added outside of the contracted schedule. Due to deposits required to reserve events, the activity fee is nonrefundable in the event your child is unable to attend for whatever reason, including cancelation of your contract.

Permission Slips for each trip must be signed by the child's family.

For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child.

New Mexico State rules prohibit children under two from going on field trips or outings

Transitions

At little big foot day school, we recognize how important new beginnings are in each child's development and to each child's family. We call these new beginnings transitions. We take great effort to make transitions as special and as smooth as possible for children and their families. This is done by slowly integrating children into a new program and by customizing care and communication throughout the transition period. Initial Transition from Home to Center: The first transition families experience is from the home to the center. We realize that this can often be a difficult period for families as everyone adjusts to new routines and new people. During the transition from home to center, you will receive general information on the program and a daily schedule, meet with your child's teachers, tour the classroom, and meet the other children in the classroom. You are encouraged to discuss the communication methods that work best for you with your child's teachers. Please mention any adjustment problems you anticipate, and, together, we will work to foster the best possible transition. We also recommend that you visit the center several times prior to your child's first day, if possible. By gradually increasing the amount of time your child spends at the center and by leaving your child at the center for longer periods of time, your child will adjust to this new situation. Transitioning to a New Classroom: As children grow and develop, they need new challenges and social interactions with other children in their peer group. Children will make a transition to the next program based on their age, developmental readiness, state licensing requirements, and space availability. There is no set formula. This allows for greater flexibility so that each classroom can change to fit the developmental characteristics of the children enrolled. During the transition from one program to another, current and future teachers meet with you, and your child is then gently integrated into the new environment through a series of visits to the new classroom. We encourage you to visit the new classroom as often as you can so that you too can become accustomed to the environment and bond with your child's new primary caregiver. Special attention is given to your family to support you through these changes. You are encouraged to discuss communication methods that work best for you in order to maintain ongoing dialogue throughout your child's transition. Taking the Next Big Step: Transitioning to elementary school Little Big Foot Day School assists families in the transition from the center to elementary school. Teachers will provide you with information on local schools, help you with ideas on how to talk to your child about going to elementary school, and provide information on what to expect. Transition activities are integrated into the preschool and pre-kindergarten curricula. Children may take a field trip to a local school. Parent meetings on "READY for SCHOOL" will be hosted and kindergarten teachers will be invited to participate and share what you can expect as your child

transitions to elementary school. You may also ask your center management for information on advocating for your children as they enter and transition to elementary school.

Your child's transition in childcare should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Electronic Media

Television will NOT be available to children at the center. A children's movie DVD may be played on an occasional special day. During the warmer months, this is not a part of our program. All videos shown are rated "G". Use of media will not be used with children under 2 years of age. Our school-age classrooms are "media free" zones. By limiting screen time and offering educational media and non-electronic formats such as books, newspapers and board games we can guide the media experience of the children while attending our program. We ask parents to support our efforts by not sending electronic games and/or cell phones to the center.

Celebrations

Parents are welcome to send a special treat to school to share with their children's friends on birthdays or special occasions. For the safety of the children with food allergies we ask that treats are limited to foods that are labeled with the ingredients or other non-edible treats. Please let your child's teacher know in advance that you will bring in a treat. Party invitations: if you're planning a birthday party outside of school please be aware our celebration policy does not allow any birthday invitation to be pasted out. If you are wanting some of your child's friends to attend, you will need to talk with those children parents when picking up.

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and our community.

Rest Time

Changed temporarily due to COVID. See safety plan.

In order to maintain consistency from home to the center, and to meet the individual needs of children, babies will sleep according to their own schedule. At Little Big Foot Day School infants will be put to sleep on their backs unless parents request otherwise (See Infant Sleep Positions), and where allowed by state licensing with a release form signed by parents/guardians and a physician. Caregivers/teachers directly observe infants by sight and sound at all times and check on sleeping infants every 15 to 20 minutes.

After lunch, all children less than 12 months of age, participate in an afternoon quiet rest period of at least 60 minutes or longer. Children are not required to sleep and may be given quiet activities.

School age children, although not required, shall be provided an opportunity for a regular rest period if the child desires. For children who do not want to rest, a space and time for quiet play will be made available.

Diapering

Children's diapers will be checked at least every two hours and upon awakening and will be changed promptly when soiled or wet. We understand that as part of the diaper changing process, you may request that we use baby powder. However, it is Little Big Foot Day School policy not to use baby powder. While using baby powder, it can get into the baby's lungs,

causing swelling and irritation, and could lead to breathing problems. We recommend rash creams or A better choice for baby powder is cornstarch, which is coarser and safer than powder. (See the Medication Policies for information regarding the use of diaper cream.)

Toilet Training

Toilet learning is of no small concern to all the adults in a child's life — at home and at the center. In our environment, a family-teacher partnership that supports the child is the most important factor in making this experience successful and as low-stress as possible. There are different views on the when and how of toilet learning, and every culture approaches it differently. Research indicates that young children cannot successfully learn how to use the toilet until they are physically, mentally, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Thus, toilet learning is generally most successful when it is started around that age or later. Most positive toilet learning will occur only after children show signs of physical control (or awareness) of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

The following guidelines will be followed:

- Children will be supervised during toilet learning, and will be encouraged for their efforts and accomplishments.
- Toilet learning will not be coerced. The individual developmental abilities of each child will be considered. Children will not be punished emotionally or physically for soiling, wetting, or not using the toilet.
- Families will provide sufficient extra clothing for their children to change into in the event of a toileting accident. Any extra clothes that are worn home should be replaced the next day

GUIDANCE

Positive Guidance Little Big Foot Day School consistently emphasizes basic respect for the individual child. Young children are striving for understanding, independence, and self-control. Children learn by exploring, experimenting, and testing the limits of their environment and experiencing the consequences of their behavior. In this way, they begin to understand how the world works, their own limits, and appropriate assertiveness. Children learn self-control and how the world works in a relaxed, positive atmosphere of support and understanding that recognizes the child's struggle toward independence. Children are accepted as they are — development is viewed as a process of growing, with each age and stage having its own characteristics, its own challenges and needs. Behavioral guidance is viewed by adults as an important aspect of teaching and learning. Through positive guidance of behavior and modeling, staff members help children to feel good about themselves and to behave in responsible ways. When children are verbally, emotionally, or physically abusive, we take the following steps until the problem is solved. Six Steps of Conflict Resolution

1. The teacher will approach calmly, stopping any hurtful action.
2. The teacher will acknowledge the children's feelings.
3. The teacher will gather information.
4. The teacher will restate the problem as described by the children.
5. The teacher will ask for ideas for solutions to the problem and they will choose one together.
6. The teacher will be prepared to give follow-up support.

In our approach:

-
- Expectations are limited to what is realistic for the developmental level of the child, and they are clarified for children so they understand what is expected of them.
 - A “yes” environment is created, which enhances and encourages children’s positive behavior.
 - Teachers model appropriate behavior.
 - Teachers encourage children’s efforts to build feelings of self-worth.
 - Children are given alternatives, which enable them to turn destructive situations into constructive ones.
 - Natural and logical consequences are used to motivate and empower children to make responsible decisions about their behavior.
 - Behaviors such as cooperating, helping, negotiating, and problem solving are encouraged.

The following methods of discipline are prohibited:

- Corporal punishment, including spanking.
- Shaking, jerking, squeezing, or physically indicating disapproval.
- Shaming, humiliation, or verbal abuse.
- Labeling, such as indicating a child is a “bad” girl or boy, or otherwise implying that he or she, rather than the behavior, is the problem.
- Using bribes, false threats, or false choices.
- Withholding of food or drink, outdoor time, or unrelated activities (e.g., special events) as punishments.
- Retaliating or doing to the child what he or she did to someone else.
- Punishment for soiling, wetting, or not using the toilet

Discipline Policy

We have created a discipline policy that reflects our philosophy of positive guidance with children. A copy of the discipline policy is included in your enrollment package for you to review and sign.

Challenging Behavior

Handling of Confidential Information in Incidences of Children’s Aggressive Behavior

Each child’s record is confidential. Consequently, we will not reveal the identity of a child who has engaged in an aggressive act against another, even at the request of the parent/guardian whose child has been the target of that aggressive incident. Knowledge of the aggressor’s identity is not necessary to parents’/guardians’ understanding of an incident of aggression, or of the actions taken by the center staff to ensure the well-being of their own child. In fact, such knowledge may serve only to stigmatize the other child unnecessarily (and inappropriately, given the developmental context of such behaviors). It may even add to the stress of this child’s parents/guardians, who already find themselves in the midst of a difficult situation. The interfamily conflicts that could also result add nothing constructive to the situation and may hinder its speedy and natural resolution. Therefore, it is in the best interests of all involved parties to maintain a policy of confidentiality in such cases. This policy is consistent with standards for excellence in early childhood education, and it is one practiced consistently by other high-quality childcare organizations. If, in our judgment, any child’s behavior places the well-being of others at risk of injury, we will act quickly and decisively to resolve the situation (e.g., through closer supervision, redirection to more appropriate activities, removal from tense situations, firm and consistent limit-setting, and/or provision of alternative outlets for the expression of feelings). If the aggressive behavior continues after exhausting our resources, we may conclude it is in the best interest of the program to suspend a child’s enrollment from our tuition base program and your PreK program until appropriate outside resources are identified

and implemented to both support the child in our program and to reduce the opportunity for injury to others. On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Through the additional support systems available to families enrolled in the program will be maintained to allow continued collective support to meet the needs of each individual child in the program. Children are not excluded or expelled from little big foot day school because of the need for additional developmental, medical support, or staff attitudes and/or apprehensions. Our commitment is to provide a quality group-learning environment for every child.

Children are guided to treat each other and adults with self-control and kindness.

Each student at little big foot day school has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

TUITION AND FEES

Important Notice: All payment and fee processing will be completed by Phillip Maestas. Management will be in charge of collecting tuition and other fees and contacting families regarding payment issues. If you have a question or concern regarding a payment or fee, please contact Rendee Maestas.

Tuition Rates

Registration Fee:

We have a one-time registration fee that is due before or on your start date.

Registration- \$95.00

We can do payment plans on the registration fee. If you want to know more about this talk to management staff.

Full Time:

50 hours a week

Infants and Toddlers- \$250.00 plus tax

Two-year olds-\$230.00 plus tax

Three-year olds-Free

Four-year olds-Free

Part Time:

25 hours a week

Infants and Toddlers-\$125.00 plus tax

Two-year olds-\$115.00 plus tax

Three-year olds- Free

Four-year olds-Free

Day Rate:

8 hours a day

\$55.00 plus tax

PreK Aftercare Rate Only:

Hourly

\$15.00 Plus tax

CYFD state contracts:

You will need to pay **every month** whatever amount that is on your contract co-payment plus tax and you will also be responsible for paying your state contract taxes. The only time these taxes will be waved is if you have a 0 co-payment.

Summer Day Camp:

Summer camp is only for three-year olds and up.

\$250.00 plus tax (**weekly**)

This will include all fieldtrip expenses.

We offer discounts for Military, Medical and Students. We also have a family and friend referral discount. There are no discounts for daily rates. Discounts are non-stackable (meaning families can only qualify for one discount per enrollment except for our monthly rate discount).

Families contract for a specific weekly schedule as indicated on the *Enrollment Agreement Form*. Payment for this contracted schedule is required every week year-round whether or not your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather.

Deposit

You can put a deposit of \$45.00 to hold a spot that is available. There are no refunds on any deposits. Your deposit will go towards your registration fee or first week of payment.

Overtime Rates or Adding Extra

Overtime rates apply to part-time and state contract families and are contingent on prior agreement of hours **or days** of care needed. When your family surpasses any time that was on your agreement or on your state contract of childcare per week, a fee of \$25 will be charged to your account for each overtime hour of care. To avoid this charge let management know a week in advance if you are needing to add an extra day. The daily rate that will be added is \$50.00 plus tax.

Payment

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due first of every week, bi-week or month by 10 AM on Monday, as outlined in the *Enrollment Agreement*. State contract co-payments are due no later than the 15th day of the month. Payment arrangements can be made, you can talk to management about this.

A non-refundable registration fee of \$95.00 is due on or start date.

Methods of Payment

Several methods of payment are available for families' convenience. Families can pay by cash, check, money order, automatic electronic funds transfer, Square online invoicing or credit card. To set up automatic, reoccurring payments, please contact Rende Maestas.

Late Payment Charges

Failure to pay childcare payments will result in childcare services being terminated.

If payment is not received on the day that it is due, a late fee of \$20.00 will be added to your next tuition payment for each day that it is late. **Repeated late payments will result in your family being required to set up automatic payments or credit card payments.**

Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date.

If payment is more than 2 weeks business days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3rd party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee of \$45. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on "cash only" status.

Late Pick-up Fees

Late Pick-Up Children should be picked up at their scheduled time. Because it can be distressing for a child to be left in the care of others after hours, late pick-up should be considered an unusual occurrence. Please allow enough time to arrive at the center, pick up your child, and leave the center by closing time. We do, however, understand that special circumstances arise. If, in the case of an emergency, you cannot pick up your child on time or send one of your emergency contacts, please notify the center immediately. Children left in our care after hours will be supervised for as long as possible. In the absence of contact from a parent/guardian, we will call all the numbers listed on the Child Release form; please make sure these numbers are up to date. **Child Protective Services will be called if we are unable to reach you or an emergency contact after one hour.** A late fee will be charged if a child is picked up after the center's closing time.

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of \$15 per minute will be assessed beginning at 6:00 pm and will be due upon arrival. **Repeated late pick up may result in childcare services being terminated.**

Other Fees

From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or field trip.

Credits & No Credits

- **Families contract for a specific weekly schedule** as completed on the *Enrollment Agreement* Form. Payment for this contracted schedule is required every week year-round whether your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather.
- **Credit may be given for Serious Illness/Injury** – In the unfortunate event of extenuating circumstances such as your child is hospitalized, absent due to a serious contagious disease or serious illness or injury, credit may be issued. A written doctor's note is required to receive a credit.

ATTENDANCE & WITHDRAWAL

Attendance

It is also very important that each child be correctly checked in and out on the time clock each day. Please be sure that all adults who come to pick-up your child have their own code and use the time clock to ensure that your child's times are logged accurately.

Attendance – NM PreK and Early PreK Programs, In order for the children to have the most successful pre-school experience, attendance in NM PreK and Early PreK is required daily when class is in session. NM PreK and Early PreK class sessions are Monday thru Friday from 8:30 a.m. until 2:30 p.m. Children should arrive promptly at the start of the scheduled class. We ask that children are not dropped off know later then 8:30am. It is very important that the children be picked up by the end of the class session unless they are enrolled in wrap-around childcare. If your child is going to be absent due to vacations or appointments, please let your child's teachers know in advance. If repeated absences occur the Center Director will meet with you to help develop a plan to improve attendance. Funding is based on the outcomes of all children enrolled in the program. Please help us to ensure that this program remains available to families by ensuring your child's regular participation in the program.

Absence

Children should not come to little big foot day school for PreK or childcare if they are sick. Please refer to the illness policy section in this handbook for full details about symptoms and illnesses that require children to be excluded from the program. If your child is going to be absent due to illness, please call little big foot day school by 8:00 a.m. that morning to let your child's teachers know.

please call us at 505-888-8995 or email Learning@littlebigfootdayschool.com.

If a school age child will not be attending before or after school care, please notify us at 505-888-8995 or email Learning@littlebigfootdayschool.com.

Vacation

[A] Vacation days only apply if your child is normally scheduled to attend on those days. Each child is given 5 vacation days each calendar year.

or

[B] While we recognize the value of family vacations, the center does not provide credit for vacation days.

Withdrawal

A written notice, 2 weeks in advance, is required by the center when a child is being withdrawn. If you are on contract it is also required by CYFD and you will still need to make sure your co-pays are all paid up. If you are self-pay you will still need to pay for your last two weeks. Failure to do so will result in your account going to collections.

Closing Due to Extreme Weather

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced on News station because we go off of APS school schedules. You can also go on our face book page of website:

www.Littlebigfootdayschool.com

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

DROP-OFF AND PICK-UP

General Procedure

Procedures have temporarily changed due to COVID. See Safety plan.

To ensure each child's safety and to encourage daily communication between families and staff, parents/guardians are responsible for physically checking their child in and out of the center each day. Teachers ensure safety throughout the day with roll-calls, head counts, and checking children in and out whenever a child leaves or enters a classroom using the Bright Wheel App. Parents/guardians must accompany each child into the classroom and confirm that their child is under adult supervision before leaving the premises. Families are required to re-enter the center when picking up children at the end of the day. Please note children must be under direct adult supervision at all times while on the premises and parents or guardians are responsible for children once they are checked out. Children will be released only to parents, legal guardians, or persons whose names are listed on the Child Release form. Authorized persons picking up children will be required to show photo ID. For the safety and trust of the children in our care, we will not release children to a person they do not know. On occasion, you may wish to allow friends, coworkers, or family to visit your child(ren) at the center. The names of those permitted to visit must be specified in writing. All visitors will be asked to present a photo ID and sign the Visitor's Log.

We open at 7:00 AM. Please do not drop-off your child prior to the opening. Parents are expected to accompany their children and sign them in.

We close at 5:30 PM. Please allow enough time to arrive, sign your child out, and leave by closing time.

Cell Phone Usage

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the center.

Authorized & Unauthorized Pick-up

Changed temporarily Due to COVID. See safety plan.

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

In order to safeguard your child, we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 1 hours we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

PERSONAL BELONGINGS

Changed temporarily due to COVID. See safety plan.

Each child attending the program must have a complete change of clothing labeled with his or her name. Clothing will be kept in each child's cubby and used as needed. Little Big Foot Day School provide mats, cribs, and sheets. Check with center management for other items that may be needed. The center is not responsible for lost or damaged clothing. We will take all precautionary methods to be certain that your child's belongings are well cared for; please keep in mind, clothes that look a little less clean at the end of the day are a sign that your child was actively engaged in learning. The following page is a list of items to bring to the center to help your child be comfortable. Please label every item. We will do our best to keep track of everything that you bring, but just like home, things do get misplaced, and we cannot be responsible for replacing items. Parents are responsible for laundering their child's extra

naptime bedding and extra change of clothes when used, these will be sent home regularly. We encourage you to provide a family photo prior to your child's first day of school. The photo will be attached to your child's cubby area to identify his/her personal space and to help your child with transitioning into our program by having a picture of their loved ones nearby.

Infants • Prepared bottles (please label each bottle with your child's name, contents of the bottle and the date) • Two complete changes of clothes • Two pacifiers (optional) • Disposable diapers and wipe • Cereal and baby food if not wanting house infant food • Family Photo

Toddlers • Training cup (optional) • Two complete changes of clothes • Special blanket (optional) • Disposable diapers and wipes • Seasonal clothes for outdoors • Family Photo

Two's • Training cup (optional) • Training underwear (several pairs) • Rubber pants that fit over training underwear (several pairs) • Two complete changes of clothes • Special blanket (optional) • Disposable diapers and wipes • Seasonal clothes for outdoors • Family Photo

Early PreK & PreK • Complete change of clothes • Special blanket (optional) • Seasonal clothes for outdoors • Family Photo

Fall: Warm jacket (no strings)

Winter: Winter coat (no strings), hat (no strings), snow pants, boots, mittens (without strings that run through jacket; multiple pairs optional)

Spring: Light jacket (no strings), boots or rain boots

Summer: Swimsuit, towel, swim shoes or sandals, bug repellent (no aerosol spray), sunscreen (no aerosol spray)

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Sheets and soiled clothing will be sent home on an as-needed basis for laundering and return to the center.

Cubbies

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name. Please check your child's cubby on a daily basis for items that need to be taken home.

Lost & Found

You can look for lost items and bring found items to the Lost-and-found Box located at the front office. Please note that we are not responsible for lost personal property.

Toys from Home

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity.

NUTRITION

Foods Brought from Home

[A] We request that you do not bring food from home into our center.

[B] Food brought from home is permitted under the following conditions:

- Perishable food to be shared with other children must be store-bought and in its original package.
- Baked goods may be made at home if they are fully cooked and there must be enough food for all children.
- Foods should be labeled with the child's name, date, and type of food.
- Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all of the children.
- Leftover food will be discarded except for foods that do not require refrigeration and/or come in a commercially-wrapped package that was never opened.

Food Prepared at the Center

Food prepared at the center will be properly planned, prepared and portioned according to the CACFP Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service.

Food Allergies

Families are expected to notify the center regarding children's food or environmental allergies. Parents/guardians of children with diagnosed food allergies are required to provide the center with an individualized health care plan, signed by the child's physician, detailing the child's symptoms, reactions, treatments, care, and all necessary medication (See Medication Policies). A list of children's allergies with their pictures is posted in all the classrooms throughout the center, including the kitchen. Staff members are trained to familiarize themselves with the list and to consult as appropriate to avoid the potential of exposing children to substances to which they have known allergies. Contact with peanuts, or products containing traces of peanuts or peanut oil, can be critical or even fatal to a child with a severe peanut allergy. Little Big Foot Day School have taken a proactive approach to create a "nut free" environment or will do so in the event a child in the program develops such an allergy or a child with this allergy is newly enrolled in the program. In our program, all families and staff are asked to carefully monitor all food ingredients to avoid tree nuts and tree nut products. Despite our diligent efforts, it is impossible to eliminate all risk for children with food allergies. Some allergies are so severe that the presence of the allergen in proximity of the child causes a reaction. Similarly, it is impossible to prevent children from sharing food or for an allergen to be brought into the center by a family member or child, despite our best efforts to educate families and raise awareness. Ultimately, parents/guardians will need to decide whether group care is appropriate for their child with allergies in light of the risks that cannot be eliminated.

If your child has a food allergy, you must notify us in writing from a physician so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

Meal Time

Changed temporarily due to COVID. See safety plan.

Little Big Foot Day School believes that meals and snacks are critical to a child's health and development. They are also an important part of the center's curriculum. Breakfast, Lunch and

snacks are provided by Little Big Foot Day School. Meals that are provided by the center are carefully planned to provide children with the necessary nutritional content. Every effort is made to ensure that mealtime is enjoyable for children. Providing a healthy lunch will ensure your child has the energy and stamina to get the most out of their day and fully participate in all of the fun learning experiences. We can provide infant formula, and food until your child is old enough to eat table food; however, it is up to you to introduce your infant to solid foods, usually around the age of 6 months, and let us know when it is appropriate to begin to offer our snacks. Menus with snacks and meals served are posted on the parent information board. If your child has special dietary needs or food allergies, please work with center management to find suitable accommodations (See Allergy Prevention).

At mealtime the dining table is set with [Insert disposable or real] plates and flatware, and the food is placed in small bowls from which the children can help themselves. Everyone sits at the same table. Children are encouraged to serve themselves from food passed around each table. Good table manners are modeled and encouraged. Weekly menus are posted for viewing by center.

A caregiver who is trained in first aid for choking is present at all meals.

Infant Feedings

Bring enough bottles and Food in order to maintain consistency from home to the center, and to meet the individual needs of children, babies will eat according to their own schedule. We can provide a house formula and house brand infant food if you don't want to provide it. Fresh formula or breast milk (refer to breastfeeding procedures below) and baby food will need to be supplied to the center daily. All bottles should be capped and labeled with your child's full name. Each infant will be assigned a color code that will be placed on all bottles and food containers. A color coding chart will be kept in the classroom. Staff also use a verbal double check procedure to be certain all infants receive the correct bottles. Microwave ovens are not used to heat infants' bottles or food due to uneven heating and placing the children at risk of burns. It is Little Big Foot Day School policy that all leftover contents of a bottle shall be discarded after 60 minutes to avoid contamination. All bottles will be sent home at the end of the day. For older infants, the center will supply all snacks (e.g., crackers, fruit, etc.). Breastfeeding A meaningful benefit of having childcare near your work site is the opportunity for a new mother to breastfeed throughout the day. If you are a nursing mother, we will be more than happy to make arrangements for you to visit your infant at any time. If the center is not convenient to your workplace for nursing visits, please feel free to supply us with fresh or frozen milk to feed your baby. We can store a frozen supply for you up to one month from the date expressed, or you may provide milk daily

Note: Although some literature suggests that breast milk may be frozen for a longer period, given the types of freezers in our centers and the frequency with which they are opened, it is recommended that breast milk be kept frozen no longer than one month.

Infant feedings follow these procedures:

- Infants will be held for bottle-feeding until able to hold his or her own bottle. Bottles will never be propped.
- Infants are fed "on cue" to the extent possible (at least every 4 hours and usually not more than hourly) and by a consistent caregiver/teacher.
- Breastfeeding is supported by providing a place for nursing mothers to feed their babies. Expressed breast milk may be brought from home if frozen or kept cold during transit. All breast milk and formula shall be returned to the child's home or discarded at the end of each day. Previously frozen, thawed breast milk must be used within 24 hours. Bottles

must be clearly labeled with the child's name and the date the milk was expressed. Frozen breast milk must be dated and may be kept in the freezer for up to 30 days.

- Breast milk and formula brought from home must be dated and labeled with the child's name.
- Labels on all milk/formula containers should be resistant to loss of the name and date/time when washing and handling.
- Solid foods will only be introduced after a consultation with the child's family.

Note: Diaper Rash Prevention: Diaper cream may be applied to a child as a protective measure after diapering to help prevent diaper rash or to a child with a mild diaper rash. Duration of administration cannot exceed one year. If a child has diaper rash that persists and/or has a rash that is red, irritated, and has open, oozing areas, the child should be seen by a medical provider. Note: Diaper Rash Prevention: Diaper cream may be applied to a child as a protective measure after diapering to help prevent diaper rash or to a child with a mild diaper rash. Duration of administration cannot exceed one year. If a child has diaper rash that persists and/or has a rash that is red, irritated, and has open, oozing areas, the child should be seen by a medical provider.

Note: Solid food and cereal will not be fed in a bottle unless the child has specific written instructions from their medical provider. Solid food in a bottle is not only a choking hazard, it also teaches the child to eat solid foods incorrectly. Additionally, please note that medications should not be put in a child's bottle. See the Medication Policy for further information.

Infant feedings follow these procedures:

- Infants will be held for bottle-feeding until able to hold his or her own bottle. Bottles will never be propped.
- Infants are fed "on cue" to the extent possible (at least every 4 hours and usually not more than hourly) and by a consistent caregiver/teacher.
- Breastfeeding is supported by providing a place for nursing mothers to feed their babies. Expressed breast milk may be brought from home if frozen or kept cold during transit. All breast milk and formula shall be returned to the child's home or discarded at the end of each day. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with the child's name and the date the milk was expressed. Frozen breast milk must be dated and may be kept in the freezer for up to 30 days.
- Breast milk and formula brought from home must be dated and labeled with the child's name.
- Labels on all milk/formula containers should be resistant to loss of the name and date/time when washing and handling.
- Solid foods will only be introduced after a consultation with the child's family.

School Aged Participants

- Before and after school childcare participants will be offered a light snack. These snacks are not a meal. If your child will be arriving before 8:00 AM, arrangements can be made to serve your child breakfast. Otherwise, please make sure your child has had breakfast before arriving at childcare and is supplied with an adequate lunch if required for school.

HEALTH

Health and Safety Practices Little Big Foot Day School maintains stringent health and safety practices. Our health and safety policies and practices are based on the Caring for Our Children, National Health and Safety Standards, and Guidelines for Early Care and Education. Staff members undergo a thorough screening and hiring process, including a state-required background check. Staff members are certified in first aid, CPR, and bloodborne pathogens (infection control) are always present in the center. Comprehensive health and safety checklists are completed, and routine fire and emergency drills are conducted on a regular basis. In addition, our center has an individual emergency response plan in place. If an emergency requires the center to evacuate and leave the premises, families can message out bright wheel app. to receive information about the safety and location of their children. Families of enrolled children are welcome to visit at any time during the day; however, this “open door” policy may not be used to supplement a custody or visitation schedule. In addition to security measures promoting indoor and outdoor safety on the center grounds, Little Big Foot Day School provides its own security keypad system and secured access, ensuring that access is available only to parents/guardians and authorized personnel. To make certain that the center is kept as secure as possible, we ask that you not allow others to “piggyback” on your entrance or enter the center upon your departure. Center management will review the center’s security program with you upon enrollment.

Immunizations

Immunizations are required by CYFD and the U.S. Public Health Services. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons will need to have a physician fill out a health form and it will be submitted to Santa Fe for approval for a child to attend without immunizations. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

All caregivers, teachers, and staff are required to be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC).

NM PreK Health Papers

Physicals

physicals are required to be on the NM PreK program. A copy of your child’s physical should be received before but must be received no later than [30] days after your child begins the program. Families are responsible for assuring that their child’s physicals are kept up-to-date and that a copy of the results of the child’s health assessment is given to the program.

Hearing and vision

Hearing and vision testing are required to be enrolled in the NM PreK program. A copy of your child’s test should be received no later than [30] days after your child begins the program.

Dental

Dental exam is required to be enrolled in the NM PreK program. A copy of your child’s dental exam should be received no later than [30] days after your child begins the program.

Illness

On average, babies experience eight to ten illnesses a year and preschoolers experience almost as many. If a child in care is ill, it may be more difficult for families, staff, and children to balance their respective needs. For example, it may be inconvenient for the family member who must leave work or school or difficult for staff who are trying to care for a sick child despite other demands of the day. Although everyone shares a concern for the child's well-being, it is easy to get frustrated under the circumstances. We are committed to implementing policies that balance and respect the needs of children, families, and staff in these circumstances.

Child's Wellness Check:

We do wellness check on every child that enters the center daily. If your child appears to be ill when brought to the center, you will be asked to take your child home. If we feel that your child is well enough to attend the center but may be becoming ill, we will monitor your child and update you as necessary.

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child. **If you are called to pick-up your child, CYFD regulations state that your child will need to stay home for 24 hours from the time they were sent home.** If your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable, but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Illness that poses a risk of spread of harmful diseases to others.
- Fever (100°F or higher)
- Diarrhea – 3 times with 24 hours, stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – 2 times within 24 hours.
- Mouth sores caused by drooling.
- Rash, unless a physician has determined it is not a communicable disease.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child's physician signs a note stating that the child's condition is not contagious, and;
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Illness Suggested Home Stay Periods

Chicken Pox When all blisters have scabs (usually 6 days after start of rash)

Conjunctivitis (pink eye) 24 hours after start of treatment (if specifically drainage and

excessive tearing have stopped) Coxsackie viruses 72 hours after onset of lesions

(Hand, foot and mouth disease) when all blisters have scabbed over (Diarrhea-Gastro Enteritis) 24 hours after last loose stool or after 1 normal bowel movement (Rubella) At least 7 days after the onset of the rash (Hepatitis A) At least 7 days after onset of illness (Impetigo) 24 hours after treatment has started, lesions must be covered Fever 24 hours after temperature is normal (Influenza) 24 hours after symptoms have subsided (Measle) At least 2 weeks after onset of the rash (Lice) 24 hours after treatments has begun and child is nit free (Whooping Cough) At least 7 days after therapy has started (Pin Worms) After treatment is completed Ring Worm Once treatment is started (Roseola) After illness has subsided (Scabies) 24 hours after start of treatment (Strep Throat) 48 hours after start of treatment (Poison Ivy) After lesions have dried up (Pneumonia or Epiglottitis) Written note from physician (if due to H-Flu, Health Dept. must give order) (Bacterial (Spinal) Meningitis) When Health Dept. gives OK (Mumps) When Health Dept. gives OK (Scarlet Fever) With doctor's approval A written statement by a physician, physician's assistant or nurse practitioner may be required for certain conditions stating that the child is able to return to school.

Reportable Communicable Diseases

When Little Big Foot Day School is notified that a child enrolled in our centers or an employee has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. Authorities may require further information, testing, or preventive measures. Little Big Foot Day School will give serious consideration to all recommendations made by the public health agencies in order to promote the health and safety of staff members and the children and families we serve. We believe it is extremely important to notify families about exposure so their children can receive preventive treatment if available.

Included among the reportable illnesses are the following:

- **Covid 19**
- Bacterial meningitis
- Pertussis
- Chicken pox
- Poliomyelitis (including suspected)
- Diphtheria
- Rabies (human only)
- Haemophilus influenza (invasive)
- Rubella congenital and non-congenital
- Hepatitis A (including suspected)
- Measles (including suspected)
- Tetanus (including suspected)
- Meningococcal infection (invasive)
- Any cluster/outbreak of illness Please refer to your local Public Health Department for the additional requirements in your state or ask center management for a complete listing.

COVID-Safe Practices was given in your enrollment packet to every parent.

Infection Control

All teachers are trained in proper hygiene practices, which include hand-washing procedures, general infection control, safe food handling, and diapering and toileting procedures (procedures are posted in each classroom). Adults are encouraged to sanitize their hands when entering

classrooms and other common areas as an additional precaution to prevent the spread of germs. Teachers will also engage children in learning activities designed to teach healthy habits. To prevent the spread of infections and viruses, equipment and toys used by the infants and toddlers will be disinfected daily. Equipment and toys used by the preschoolers and school-age children will be disinfected at least once a week. In addition to disinfecting toys and equipment, Little Big Foot Day School staff uses Bleach solution for sanitizing. Bleach solution kills 99.99% of common bacteria and viruses on materials.

Allergy Prevention

Families are expected to notify the center regarding children's food or environmental allergies. Parents/guardians of children with diagnosed allergies or asthma are required to provide the center with an individualized health care plan, signed by the child's physician, detailing the child's symptoms, reactions, treatments, care, and all necessary medication (See Medication Policies). A list of children's allergies with their pictures is posted in all the classrooms throughout the center, including the kitchen. Staff members are trained to familiarize themselves with the list and to consult as appropriate to avoid the potential of exposing children to substances to which they have known allergies. Contact with peanuts, or products containing traces of peanuts or peanut oil, can be critical or even fatal to a child with a severe peanut allergy. Little big foot day school has taken a proactive approach to create a "nut free" environment or will do so in the event a child in the program develops such an allergy or a child with this allergy is newly enrolled in the program. In our program, all families and staff are asked to carefully monitor all food ingredients to avoid tree nuts and tree nut products. Despite our diligent efforts, it is impossible to eliminate all risk for children with food allergies. Some allergies are so severe that the presence of the allergen in proximity of the child causes a reaction. Similarly, it is impossible to prevent children from sharing food or for an allergen to be brought into the center by a family member or child, despite our best efforts to educate families and raise awareness. Ultimately, parents/guardians will need to decide whether group care is appropriate for their child with allergies considering the risks that cannot be eliminated.

Medications

We do not administer medicine due to the liability of overdose. inhaler and an EpiPen are the only medicine that little big foot day school will help to administer. Children with asthma or severely allergic that will need an EpiPen must have an individualized health care plan on file from the child's medical provider. Professional training for staff caring for the child will be the responsibility of the parent/guardian. New medications, those not included on the child's individualized care plan, or changes to doses or instructions for existing medications are subject to the CYFD regulations. Information must be updated annually. The current prescription label from the pharmacy with complete information and instructions will suffice as the medical provider's authorization for prescription medication. If the label does not include all necessary information, a signed Authorization for Administration of Medication form will be required from the medical provider. All other medications we do not allow. If your child is taking any antibiotic and needs to take it during school hours a parent or guardian may come down and administer the antibiotic medicine.

As for fever reducer, CYFD does not allow any fever reducers in any center, if you feel that your child needs to take a fever reducing medication that is an indication that your child is too sick to come to school and should stay home.

Note:

Inhalers and EpiPen's must be handed directly to center management. Please do not leave medication—including ointments, lotions, and lip balms—in lunch bags, backpacks, or a child's

cubby. Changes in inhalers and EpiPen's/dosage require a new Authorization for Administration of Medication form and, where pertinent, an updated prescription or note from the child's medical provider

all ointments, lotions, sunscreens, insect repellants, and remedies for diaper-rash) will require a parent's or guardian's signed Authorization for Administration of Medication form (available from center management).

SAFETY

Clothing

Proper dress is an important part of the Little Big Foot Day School experience. Durable clothing that can withstand the energetic activity of young children—digging in dirt, exploring sand, experimenting with water, or painting, among other activities—is best. We consider our playground to be an extension of our classroom and we conduct programs outside whenever weather permits. That makes it important for your child to dress for the elements — rain gear including boots for wet weather, jackets, hats, mittens, and boots during the winter and snow. Note: Though we limit outdoor time in winter, if the weather is extremely cold, it is also a good idea to send an extra warm clothing. When buying indoor or outdoor clothing for school, make sure older children can put it on themselves. If you are using boots as shoes, please send sneakers so that your child will not have to keep his/her boots on indoors

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside temperature is greater than 75 °F or less than 55 °F degrees. Additionally, outdoor play will be cancelled if the air quality rating is 55 or below.

Communal Water-Play

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play. Precautions like washing hands before and after water play are taken to ensure that communal water-play does not spread communicable infectious disease.

Injuries

Safety is a major concern in childcare. Teachers for each age group are responsible for daily safety inspections of their assigned area and equipment. Defective equipment will be removed or repaired as soon as possible to prevent injury. Small toy pieces or other objects that could pose a choking hazard to infants and toddlers will not be allowed in areas designated for children under age three. For the same reason, children's personal items such as barrettes, hair ties, earrings, necklaces, and beaded jewelry are also strongly discouraged in these areas. When visiting your child's classroom, please ensure that purses, briefcases, or backpacks are not left within the reach of children.

Clothing Hazards:

Playground safety is a major concern in childcare. One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding

equipment and creates a hazard that might lead to strangulation or other serious harm. Parents/guardians should be aware of the potential strangulation hazards of drawstrings on clothing. To prevent injuries from strangulation, children will not be permitted to wear any shirts, jackets, sweatshirts, jewelry, or articles that are tied around the neck or waist, including scarves and mittens or gloves secured with a string through the sleeves of a jacket. Please check your child's clothing carefully and remove all drawstrings.

Footwear:

Footwear (e.g., sneakers and sandals with backs) that is appropriate for active, outdoor play such as climbing, running, and jumping on various surfaces is strongly recommended. Closed-back shoes are always preferred.

Bibs and Pacifiers:

Bibs will not be left on babies when they are placed in cribs or while mobile due to the potential strangulation hazard. If your child uses a pacifier, you will need to provide staff with at least two pacifiers and instructions for use. Infants will not be forced to take a pacifier for any reason; should the pacifier fall out of the infant's mouth; it does not need to be reinserted. Pacifiers attached to strings or ribbons cannot be placed around infants' necks or attached to infants' clothing at any time, including activity time and while in their crib, due to the risk of strangulation. Pacifiers should be labeled using only a nontoxic marker. Tape, adhesive labels, or similar products may become loose over time, becoming a choking hazard.

Biting

Biting is a normal stage of development, commonly seen in infants and toddlers, and sometimes even among preschoolers. It is something that almost all young children will try at least once. It is a natural phenomenon and not something to blame on children, families, or teachers. Still, when it happens, it is scary, frustrating, and very stressful for everyone involved. Brief episodes of biting do not mean that a child is having a social or emotional problem. Nor does it mean the family is to blame. It simply indicates that your child is going through that particular stage in his or her development. As with developmental stages, biting soon ends. In all cases of biting, our response will be to care for the child who was bitten, to help the biter learn a more appropriate behavior, and to examine our program to maintain an environment that is consistent with children's needs. Our focus will not be on punishment but rather on effective techniques that address the specific reason for biting. We encourage you to talk to your child about this behavior, but we also caution that delayed punishment at home, hours after the incident, will not be understood by the child.

Biting may occur for any of the following reasons:

- Oral exploration
- Teething
- Hunger
- Fatigue
- Lack of awareness that biting hurts
- Frustration, anxiety, or stress
- Inability to express feelings or needs verbally
- Mimicking behavior
- A way of showing affection
- Exploring cause-and-effect relationships
- Exploring holding on and letting go of relationships
- Making an impact
- Impulsiveness and lack of self-control
- Excitement and overstimulation

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

Smoking

Our entire facility is a smoke free environment including the parking lot. For the health and safety of our children, we appreciate your cooperation. The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are always smoke free areas. The use of tobacco in any form is prohibited on the center's premises.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Dangerous Weapons

In order to maintain a safe and secure environment for young children, firearms, explosive devices, and other weapons are not permitted on Little Big Foot Day School premises. If required, family members and anyone dropping off or picking up a child is asked to secure any weapons before entering the center, regardless of a valid permit to carry such weapon.

Parking Lot Safety

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

- Please hold your child's hand in the parking lot.
- Please make sure your child does not run ahead of or behind you upon arrival or during pick-up.
- Please walk your child to their classroom. Let the teacher know you are dropping your child off or picking them up. Help your child with their personal items.
- Please do not leave your car running in the parking lot while unattended.
- Please park in the **designated parking areas**.
- Please drive slowly in our parking lot.

Child Custody

So that all parents/guardians feel equally welcome at the center, Little Big Foot Day School strives to remain neutral in all custody disputes. Legally, unless there is an active restraining order, court order, or court ordered visitation schedule on file at the center that designates otherwise, the center cannot deny a parent or guardian access to his or her child. We require all families to resolve their differences or unsettled court orders through legal channels. Ultimately, Little Big Foot Day School's primary concern is the safety of all children and staff at the center. For that reason, the center cannot be used as a place for scheduled visitations, nor can we be responsible for supervising parent or guardian visits.

Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect. Our foremost concern is always the protection of the child.

EMERGENCIES

Emergency Closings If the center must close due to an emergency, we will put a message on the Bright Wheel App. and our Face Book Page. If you have questions before you bring your child to school, please call (505) 888-8995 or message the Bright Wheel App. Closings due to weather will be noted on the local television channel. A bright wheel messages will also be sent to parents with notification of the closing. A decision of any closings will be made by 5:30 a.m. When weather is bad, Little Big Foot Day School will follow the APS School District procedures. Please watch your local television channel for a listing of school closings and delays. If the center must close due to weather during the center's regular hours of operation, parents will be notified and will need to make arrangements for their child to be picked up. Staff will stay with the children until all children have been picked up. If Little Big Foot Day School must close due to a power outage, gas leak or any other event that may create an unsafe situation for the children during Little Big Foot Day School regular hours of operation, the parents will be notified and will need to make arrangements for their child to be picked up as soon as possible. The staff will stay with the children until they have been picked up. If an event like this happens during the regular business hours, we will make every attempt to contact families before their normal arrival time to the center. There is no tuition refund for emergency closings.

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 5 minutes, the family and the police will be notified.

Fire Safety

Fire drills are practiced regularly with all staff and children. All children are evacuated from the building and directed to the farthest location of the playground. Attendance is taken by the staff once outdoors. The center is equipped with a smoke and fire alarm system along with carbon monoxide detectors, flood lights, illuminating exit lights, and fire cribs.

Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

Changes in Policies

The fees, procedures and policies stated in this handbook are subject to change.

Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center or by email Learning@littlebigfootdayschool.com prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the **Little Big Foot Day School Family Handbook**, and I have reviewed the family handbook with a member of the **Little Big Foot Day School** staff. It is my responsibility to understand and familiarize myself with the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the **Little Big Foot Day School Family Handbook** that I do not understand.

Recipient Signature

Date

Center Staff Signature

Date