



LITTLE PEOPLE'S LEARNING CENTER PARENT HANDBOOK 2021-2022

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DIRECTOR'S WELCOME



Dear Families,

Thank you for choosing Little People's Learning Center!

Teaching and assisting children in the early years of their life is one of the greatest responsibilities in the world. Loris Malaguzzi said "Learning and teaching should not stand on opposite banks and just watch the river flow by instead, they should embark together on a journey down the water. Through an active reciprocal exchange, teaching can strengthen learning how to learn." That is why at Little People's Learning Center we strive to create and maintain a center that gives our children the best possible start they can have.

Our center is located in an environment rich with hands-on learning opportunities using the amazing natural resources that only a national park can provide. We strive to help children connect the things in their world with learning opportunities, and to connect our children with opportunities to further their individual interests. Our curriculum, projects, and daily schedule are created to help children learn as they are ready. In addition, as children reach their preschool years, we use resources and curricula to teach our students the social and academic skills they need to be ready for school. I am working hard at finishing my degree. I have worked in the classroom for over 7 years with children as young as 6 week all the way up to school age.

Throughout my time in education, I have consistently sought opportunities where building relationships with students and their families is of the utmost importance. I bring this philosophy to Little People's Learning Center, where I strive to meet each child where they are and to find their individual passions. The staff and I are focused on making an environment where the children are not "just passing time until pickup", but rather learning about their world through active engagement with their environment. We focus on the whole child, including physical development, cognitive growth, social/emotional maturity, communication and language skills, and expanding independence, ultimately helping each child grow and progress. Thank you for choosing and supporting Little People's Learning Center. Please contact us with any concerns or questions via phone, e-mail, or in person. We are here for you and your child.



Sincerely,

Carrie Clay, Director



2021-2022 LPLC TEACHING TEAM

Although our teachers receive a homeroom assignment at the beginning of each school year, LPLC is committed to creating a family-like environment and all of our teachers make an effort to stay familiar with each of our students. We encourage you to build relationships with each one of our uniquely talented teachers, regardless of classroom assignment.

MS LEX BRANNON (MINI RANGER LEAD)

Ms. Lex is joining us from South Carolina where she's spent the last three years studying and working as a full spectrum doula. She has a great passion for working with young children and their families, and is excited to be pursuing that with Little People's here in Yellowstone! When she's not at work Lex can be found on a hike with her dog Luna or curled up with a good book.



MS KAITLYN KNIGHT (PARK RANGER LEAD)

Ms Kaitlyn is originally from Lancaster PA, born and raised. She has been working with children in daycare settings for about 4 years and loves every minute! She has a huge heart for nature and caring for others - which lead her here to Yellowstone! She is very family and friend oriented and loves meeting new people on new adventures. Outside of work you can usually find Ms Kaitlyn reading a book somewhere, exploring the great outdoors, going on a hike or relaxing at home with her cats. She loves spending time with others and getting to learn about new things!



MS DANIELLA STACEY (JUNIOR RANGER
LEAD/ASSISTANT DIRECTOR)



Daniella is from Chicago, Illinois and worked seasonally in Yellowstone for years before coming to LPLC. She has a degree in Elementary Education and has worked with students of all ages but adores working with younger children. She is excited to work at LPLC to help the children learn and explore. When she is not at school, you can find her outside on a run, reading a book, or taking pictures of wildlife around the park.

MR ADAM WOLF (FLOAT)

Mr. Adam is a 2016 Design-graduate from the University of Cincinnati. A fruitful post-grad career had him living in the concrete jungles of Los Angeles, but his passion for the outdoors dragged him away from Southern California and into the mountains of Yellowstone. You can most likely catch him too-many-miles into a trail, or snoozing in his hammock. He enjoys working with children because they simply make more sense than adults.



OUR MISSION

Little People's Learning Center (LPLC) is a non-profit early learning center providing educational experiences to children ages 6 weeks–10 years. We are located in northern Yellowstone National Park, and serve the communities of Mammoth Hot Springs, Gardiner and southern Paradise Valley.

We are dedicated to cultivating a life-long love of learning in each one of our students. We do this through celebrating the unique differences of our students, individualizing care to meet their specific needs, and providing a nurturing, home-away-from-home environment. We offer educationally rich experiences daily that speak to the development of the whole child.

OUR PHILOSOPHY

We believe that optimal learning occurs when the curriculum is composed of four main elements: Education of the Whole Child, Place-Based Education, Emergent Learning, and Hands-On (Project-Based) Learning. Additionally, when our students reach the Park Rangers classroom, we add a preschool curriculum component that is based on state and national learning standards and designed to integrate with the local school.

PLACE-BASED EDUCATION

Utilizing the outdoors as a primary classroom space helps connect children to their local environment and promote a strong sense of place so that children become stewards of their community. Place Based Education also capitalizes on the many social and emotional benefits that natural environments offer to growing kids.

EDUCATION OF THE WHOLE CHILD

Teachers present educational experiences to students utilizing the seven domains of the Early Childhood Brain:

1. Gross Motor
2. Fine Motor
3. Language
4. Cognitive
5. Social/Emotional
6. Self-Help/Adaptive
7. Morals/Values

EMERGENT LEARNING

Learning is a balance between child- and teacher-directed. Teachers follow the curiosity and interest of the child as much as possible, supplementing the learning process by presenting additional learning experiences when necessary to round out the curriculum.

HANDS-ON LEARNING

Teachers guide children as they explore their interests and then work in collaboration to test a hypothesis regarding those interests. Teachers continuously inquire to deepen the learning opportunity at hand. The learning is hands-on, active, and stimulates as many senses as possible.

PRESCHOOL CURRICULUM

Once our students advance into our Park Ranger preschool classroom, they will experience a variety of preschool curricula. The curriculum used will be based on current student needs and interests, and could include the Engage NY, Learning Without Tears, PurposeFull People, or the Heggerty Phonemic Awareness Program.

These learning standards-based curricula will link with programs utilized in the Gardiner public school. More information about the curricula we are using will be provided by teachers throughout the school year.



engageNY



SCREEN TIME POLICY

At LPLC, we employ a variety of tools to help our learners engage with the world around them, and to introduce them to the diversity of the world beyond their community. This occasionally includes educational videos or movies.

All videos shown in the center will be chosen to compliment or reinforce specific curriculum topics. Parents wishing to have their children excused from screen time can inform the director and teacher, and their child will be removed to another area when videos are being used for instructional time.

Videos will have no advertisements before, during, or after viewing. Videos will contain no sexual situations, violence, firearms, profanity, alcohol or drug use, criminal activity, or discriminatory language.



OUR STRUCTURE

Little People's Learning Center serves the following age groups

| | |
|----------------|-------------|
| MINI RANGERS | Infants |
| JUNIOR RANGERS | Toddlers |
| PARK RANGERS | Preschool |
| CHIEF RANGERS | School-Aged |

We recognize the benefits of a mixed age group and there are times when our center operates as one whole group. In addition, LPLC students are assigned a classroom where they will learn with children in their age group and have one primary teacher. As needed, school-aged students (Chief Rangers) will blend into the existing classrooms.

We practice "continuity of care" with our lead teachers, and have them stay with the same children through the end of preschool. When this is not feasible due to age ranges or teachers moving on, we work to overlap teachers so that the relationships and child-specific knowledge can be passed on.

Classroom transitions happen 3 times a year, in September, January and June. *(For example, a child who turns 3 in March and meets the requirements listed below will move into the Park Rangers classroom the following June.)* Children must meet the following requirements to move up unless they have special accommodations that have been discussed and cleared with LPLC in advance (see below).

- Mini Rangers (Infants) - Babies should be 3 months. We can sometimes take kids as young as 6 weeks, but only when we have the staff to meet these needs.
- Junior Rangers (Toddlers) - Must be walking, able to communicate basic needs with words or baby sign, and take one afternoon nap a day. 18 months or older.
- Park Rangers (Preschool) - Must be 3 years old able to communicate verbally and potty trained. 3 years or older.

We have two formal parent teacher conferences a year, structured around upcoming classroom adjustments. Parents will be consulted before a decision to move classrooms is made in order to allow for a smooth and healthy transition for children, parents, and teachers.

SPECIAL NEEDS AND ACCOMMODATIONS

In the event that a child has a health, developmental or behavioral need that requires accommodations, LPLC will work with the family to determine if and how we can meet that need. However, while we would love to take every child, we may not be able to meet every need with our existing staff.

Children attending LPLC who are screened and identified as needing accommodations or services are eligible for services through the school district, and we can work with the school to make this happen. Screening occurs every October and is available for every family.



HOURS OF OPERATION

Little People’s Learning Center is open year-round, Monday - Thursday. Our normal operating hours are 7:30 to 5:30, although families may choose to enroll in our extended day option from 7:15 to 5:45.

Our opening days are determined by need. While we are not currently open on Fridays, this may change if enough families express a need for care.



DAILY SCHEDULE

A sample daily routine for the Junior and Park Ranger classroom is listed below. In the Mini-Ranger classroom, the daily schedule will revolve around the needs of each infant or young toddler. Teachers will work with Mini Ranger parents to determine the best schedule for their children. **We expect children to eat breakfast before arriving at LPLC.**

| <u>ACTIVITY</u> | <u>TIME</u> |
|--|-------------|
| Extended Hours Drop-off..... | 7:15 AM |
| Normal Drop-off / Free Play..... | 7:30 AM |
| Homeroom / Centers..... | 8:30 AM |
| Morning Snack..... | 9:30 AM |
| Circle / Music & Movement / Morning Project Time.. | 10:00 AM |
| Outdoor Time..... | 11:00 AM |
| Lunch..... | 12:00 PM |
| Rest..... | 1:00 PM |
| Quiet Activities and Books..... | 2:30 PM |
| Outdoor Time..... | 3:30 PM |
| Snack..... | 4:00 PM |
| Centers or Outdoor Time..... | 4:30 PM |
| Pick-up..... | 5:30 PM |
| Extended Hours Pick-up..... | 5:45 PM |

Bathroom visits and/or diaper changes occur regularly throughout the day, generally during transitions, as well as upon request/as needed.

Per the Wyoming State Licensing Handbook, children in a licensed childcare must have the opportunity to sleep during the day. In order to provide that opportunity for all the children, LPLC has a scheduled quiet/rest/nap time in each classroom, but children are not forced to sleep.



OUR METHODOLOGIES



Here at LPLC we work hard to provide a solid foundation for our students to enter the world. It is our hope that each of our students leaves LPLC with the ability to be a kind and contributing member of their community, as well as a steward of their environment.

The following are key components to our methods of teaching here at LPLC:

- **Set Expectations:** Setting expectations lets children know that we know they can do it! Positive praise leads to a deeper, intrinsic reward – feeling proud of themselves. Pride leads to positive self-esteem, self-confidence and more responsible decision making.
- **Routine:** Providing consistent routine each day is essential to the success of our early learners as it reduces anxiety, provides a sense of comfort, enables independence, and allows for ownership over the events of the day.
- **Patience & Positivity:** Teacher role-modeling is an integral part of the success of our students. LPLC staff practice patience and utilize positive phrases throughout the entirety of the day. Teacher language is chosen carefully and our staff understand we are among our student's main role models.

GUIDANCE AND DISCIPLINE POLICY

An important part of the learning experience here at LPLC is helping children learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than a parent. A caring and positive approach is taken regarding behavior management and discipline. Teachers focus on reinforcing positive behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions. Corporal punishment, humiliation, and profane language are not used.

Our discipline procedures consists of the following strategies:

1. Addressing issues through prevention and/or redirection first.
2. Encouraging children to use words (or other age-appropriate methods) when having a disagreement with another child.
3. Facilitating children in their attempts to settle their own disputes.
4. When these methods are not effective, separating a child from the group to sit with a teacher until they are calm/ready to rejoin the group and/or to talk to them individually about their behavior.
5. Discussing any larger behavior issues with parents and working as a team to address issues.



While attending Little People's Learning Center, children are taught to respect themselves, others, physical space, and materials. On most occasions, age appropriate behaviors (such as biting) are dealt with through communication with the parent as well as a positive reinforcement approach.

We do our best to minimize negative behaviors and keep things from escalating, but we cannot always be successful. Disruptive behavior distracts from the full benefit of each child's learning experience and can cause other children to misbehave as well. Disruptive behavior, as defined below, will result in further action, starting with a discussion between the teacher, director, and parents.

We define disruptive behavior as:

- Requiring constant one-on-one attention from staff.
- Inflicting physical or emotional harm on other children, adults, or themselves.
- Disrespecting people or materials provided by the school.
- Consistently disobeying the rules of the classroom.
- Verbally threatening other students or staff.
- Using verbal or physical activity that diverts attention away from the group of children.

The center will not tolerate continuous disruptive or aggressive behavior by children of any age. On some occasions, children who are disruptive or continuously aggressive may need a behavioral plan. While we focus on each child as an individual, if a child's behavior continuously takes away from the care and safety of others, the following processes will be followed:

- A child causing harm to another child or staff will be asked to leave the center for the day.
- A child motivated by uncontrollable anger, who is behaving in a way that is potentially dangerous to themselves or others, will be asked to leave the center for the day.
- Children that are required to leave the center must be picked up within a timely manner.
- Notes will be kept regarding behavioral issues to track patterns and potential triggers, and to enable teachers to keep parents well-informed.
- If your child continuously demonstrates intolerable or uncontrollable behavior against other children or teachers, a meeting will be required with the Director and your child's teacher to discuss a plan of action to encourage and increase positive behavior. Improvement in behavior and/or a referral to behavioral services may be required for attendance to continue.

In the event that the steps above do not help, and a child's behaviors require constant one-on-one attention or present a danger to other children or staff that we are not able to mitigate, LPLC withholds the right to determine we are not able to meet the needs of the child and the child may be un-enrolled.



COMMUNICATION

We understand the importance of communicating with parents about children's daily activities, triumphs, and struggles. We use a variety of ways to accomplish this. We use [Procare Parent Engagement](#) to communicate with parents throughout the day, as well as log meals, diapers, photos and other activities. Other forms of communication include:

Parent-Teacher Conferences: Each family will be invited two times a year for a 20-minute parent-teacher conference to discuss your child's growth and development within the school. Conferences will occur both at the beginning and end of our School Term. Families and teachers are welcome to request additional parent-teacher meetings at any point throughout the school year.

Website: LPLC utilizes a public website to share information regarding the early learning experience we offer to families here in Yellowstone National Park. Update forms, enrollment documents and other information is available through the "Family Portal":

<http://littlepeoples330.wixsite.com/littlepeoples>

Social Media: LPLC uses a Facebook page to share important information with our school community. All families have the option to refuse permission to feature their child in public photos when they register their child for care and at any point during the year.

<https://www.facebook.com/LittlePeoplesofYNP/>

Weekly Updates: We send out weekly email updates of operations at LPLC, including notes from the Director, Board, and/or Teachers, policy changes or reminders, and upcoming events and scheduled activities. These are important to read, as there is information in these that may not be available elsewhere.



Parent Teacher Conferences

Parent Teacher conferences are next week! Please remember to sign up for a parent teacher conference time by the end of the week. Sign up sheets are available on the bulletin board at LPLC. If you are unable to sign up in person, you can also email me and request a few times that work for you and I will get back to you as soon as possible.

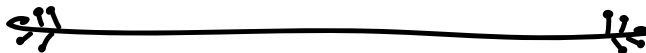


HOW TO REPORT CONCERNS

We pride ourselves on being a small, close-knit community of providers and families. Please help keep the lines of communication open with the Director and staff. We are happy to address any questions/concerns you may have regarding the care of your children.

If necessary, you can also reach the Board of Directors at littlepeoples330@gmail.com. Should an issue arise that you feel is beyond the control of the Director or Board, you may contact our licensing officer with the State of Wyoming, Amanda Jarrett, at (307) 587-6246 ext. 31.

BOARD OF DIRECTORS



The LPLC Board of Directors consists of volunteer community members who commit to serving two-year terms to ensure consistency and constant quality improvement of our center. The Board's main objectives are to oversee the Director, maintain, create and implement policy and procedure changes, and to ensure the center is prospering in all realms. As part of our center bylaws, we cannot operate without the Board. Our board members enjoy free admission to fundraising events.

2021-2022 LPLC BOARD OF DIRECTORS



DYLAN HOFFMAN (BOARD CHAIR)

Dylan lives outside of Gardiner with his partner Erin and their daughters Steely (3) and Merrick (6mo). He works for Yellowstone National Park Lodges (Xanterra) as their Director of Sustainability. When he's not working, he tries to spend as much time outside fishing, hunting, skiing, and chasing his little girls around.

ERIN MAKOWSKY (BOARD MEMBER)

Erin joined the LPLC board in the Spring of 2020. Erin is a human resources professional who has lived in the greater Yellowstone ecosystem for 10 years with her partner Dylan and their daughters. She enjoys exploring public lands and national parks and hopes they will grow to share a similar deep love of wild places.

ANNA NICKS (SECRETARY)

Anna joined the board in spring 2021 as recording secretary. She is originally from Missouri and works for the NPS as a ranger. In her off time, you can find her hiking, XC skiing, and baking in her kitchen.



TERESE PETCOFF (TREASURER)

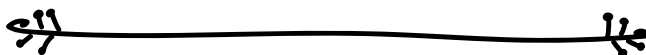
Terese found her way to Gardiner from the small town of Garrett, Indiana after a retail internship in the summer of 2014 – and she's been here ever since! When not managing the Gardiner Visitor Center and Chamber of Commerce, Terese can be found spending time with her partner Jeremy and their daughters Hake and Frances. She loves hiking, trying new foods, and will never miss a Purdue basketball game. Boiler up!

KATY WILKSINON (PERSONNEL)

Katy is a northern Minnesota transplant to the West. She joined our board in spring of 2020 and enjoys spending as much time outside as possible stacking wood, working horses, bucking hay, and raising their 3 children.



ADMISSION REQUIREMENTS



The following required documentation will be needed before your child's first day at LPLC:

- A signed contract (found at the end of this handbook)
- Signed Permission Slips (found at the end of this handbook)
- Child Enrollment Form:
 - Includes enrollment info, medication and payment authorization, and an intake form
- Immunization records signed by the child's physician (or a vaccination waiver authorized by the State of Wyoming)
- The initial registration fee (\$75)

We have a coded lock on the door to our main classroom. Each family will receive a unique 4-digit code once their child is enrolled. This code will work during standard operating hours only. Off-hour admission to the center is not permitted without a board or staff member present.

The first two weeks of your child's time here will serve as a probationary period. If during the first two weeks either the parents or the staff/administration at LPLC feels this is not the best placement for the child, care will be discontinued and the registration fee will be refunded.

WHAT TO BRING*

- Weather appropriate outdoor gear (see *Clothing and Personal Belongings* for more info)
- Extra set of clothing (see *Clothing and Personal Belongings* for more info)
- Diapers/pull-ups and any potty-training aids (extra underwear, treats etc.) **to be kept at center**
- Blanket/sleep sack **to be kept at center**
- Water bottle **to be kept at center**
- Food:
 - LPLC provides snacks, but kids need to bring a lunch
 - For bottles and infants, please talk to your Infant teacher to determine what works best for you
- Please DO NOT bring:
 - Stuffed animals or any bulky sleep items (all sleep items are washed twice a week)
 - Toys from home (unless cleared with a teacher)



**Many of our children have similar or identical items. In order to ensure your child's gear is not lost, all items must be clearly labelled.*



ENROLLMENT



In order to have a guaranteed schedule, each child must be scheduled to attend a minimum of two full days each week for the entire enrollment year (September 1 to August 31). Days scheduled must be the same days each week. Any combination of half- and full days may be used to meet the weekly enrollment requirements. *For example, a child who attends four half-days each week fulfills the part-time requirement for two full days a week. As another example, a child who attends three half-days and two full days is enrolled 3.5 total days and is considered full-time.*

Predictable scheduling is necessary to provide our teachers with stable, full-time employment and helps to ensure consistent, quality care for our children. While we may be able to accommodate other schedules (part of the year, etc.), these schedules are subject to change without notice if a full time child enrolls. See Tuition, Fees, and Billing below for a summary of our rates.

Full Time: at least 3 full days a week

Part Time: 2 to 2.5 days a week

Normal Day: 7:30 am to 5:30 pm

Half Day: 7:30 am to 12:00 pm OR 12:00 pm to 5:30 pm

Extended Hours (Limited to 5 kids): 7:15 am to 5:45 pm

After School: The Gardiner Public School bus drops off at LPLC at 4:30

WAITLIST

As our children age through the center, spaces that open in one classroom are reserved for students already enrolled in the younger classroom who are ready to move up.

After that, we maintain a waitlist for each classroom as new spots become available. Preference is given to families with children already enrolled. Parents must have filled out all of the registration paperwork and paid the initial \$75 registration fee in order to be put on the waitlist.



DROP-IN

Drop-in care is open to students who have registered as a student with LPLC (have a completed registration packet and have paid an initial registration fee). Drop-in care is available as staffing and space allow. Please call the center or email director.littlepeoples@gmail.com as far in advance as possible to make sure there is sufficient staff available on the day your child needs care.

There is no limit on drop-in use but drop in days must be canceled at least 48 hours in advance. If you need daycare outside your child's regularly scheduled attendance (e.g. extra or extended days, school holidays), it will be considered drop-in care and billed at the drop-in rate of \$50 a day



SCHEDULING



The year is divided into two scheduling periods. Each year begins with the School Term (September 1 to May 31) and is followed by the Summer Term (June 1 to August 31).

A schedule for the entire School Term must be submitted by August 1st. The schedule must specify the days of the week your child will be enrolled from Sept 1st through May 31st. For example, if you enroll your child M-TH then your child will be expected to be at the center and you will be billed for every M-TH during September through May.

A schedule for the Summer Term must be submitted by April 1st. The schedule must specify the days of the week your child will be enrolled from June 1 to August 31. The School Term and Summer Term schedules may be different: you can specify different days and numbers of days per week for each term.

SUMMER ENROLLMENT

1. A child enrolled as full time during the School Term will receive priority for full-time enrollment during the Summer Term.
2. A child enrolled as full time during the School Term may drop down to part-time during the summer and will be able to resume full-time enrollment during the next school year.
3. A student enrolled as full time during the school year who is withdrawn during the summer will not be guaranteed a spot for full time enrollment during the next school year.
4. Summer schedules start June 1st. However, we understand that many summer jobs start in May, and space MAY be available starting in May. Please ask as far in advance as possible.

SCHEDULE CHANGES / TERMINATION OF CARE



Families may request ONE mid-term change to a child's schedule each year. Changes are subject to availability. *For example, if you choose to enroll for fewer days during the winter, you may not be able to add back days in the spring if staffing or enrollment has changed.* Thirty days written notice is required to implement any changes.

Should you choose to terminate care with us, we also require 30 days notice. If care is terminated without thirty days notice, you will be expected to pay for the remainder of your scheduled month and no refunds for unused days can be given.

For drop-ins, please call/email as far in advance as possible. Do not show up without first confirming availability.



FLEX DAYS

Families are expected to pay for all days under their schedule at LPLC. However, for full (at least 3 full days a week) and part time families (2 to 2.5 days a week), a certain number of “Flex Days” may be used when a student would normally be scheduled but does not attend.

This policy is designed to allow families to manage vacation, sick days, doctor visits and other unexpected events with ease. Days can be used without prior notice, but the center **must be informed in writing** through Procure or via email to director.littlepeoples@gmail.com by 8:00 am on the day in question. **Any other form of notification will not be valid.**

Advance notice of 30 days or more for vacations is still strongly encouraged, especially around the holidays, as we often adjust staffing or may have to close if there are fewer than 5 kids.

- “Flex Days” are given during the “enrollment” year (Sept - Aug), with each child starting with their full allotment of days in September. Any unused days expire at the end of August and do not roll over. Full time students (3 or more full days a week) will receive 12 flex days a year, and part time students (2 - 2.5 full days a week) will receive 6 flex days.
- For students who attend only part of the year, or have schedules that change between full and part time, flex days will be pro-rated at 1 day per month for full time schedules and 0.5 days per month for part time schedules.
- If a family uses flex days and then changes their schedule, the family may be retroactively billed for all used flex days beyond their pro-rated allotment. *For example, if a family uses 12 flex days between September 1, 2021 and May 31, 2022, and then reduces care to part-time over the summer of 2022, the family would only have accrued 10.5 flex days and they will be retroactively billed for two flex days.*
- LPLC will keep an emergency fund back to support families in the event of unexpected illnesses or emergencies. If families have used all their available flex days, but need to be out of care for unforeseen reasons, they may request additional days from this fund from the Director and Board.

Flex days may be used individually or in weekly blocks. They may not be used in half-day increments. Flex days do not accrue across years and all unused days will expire at the end of August each year.

SICK DAYS

If children are kept home when sick and the illness policy is followed and we are notified as stated above, then they are able to use any available flex days off to cover this time. Payment is still required if a child is sent home with an illness or the center, the illness policy is not followed, or we are not informed per the policy above.



DATES OF CLOSURE

Families are not charged for the following holidays and they do not count against flex days off (see *Flex Days* policy above). The center will be closed on:

- **January:** New Year's Day (observed)
- **May:** Memorial Day
- **July:** Independence Day
- **September:** Labor Day
- **November:** Veterans Day (observed), Thanksgiving and the following Friday
- **December:** the entire week of December 25th (Christmas). In the event that the 25th falls on a weekend, we will close for half the week before and half the week after.

Little People's Learning Center will be open on the following federal holidays only if there are more than five children enrolled. In these cases, we request that families give 30 days notice of planned absences in order to allow for us to determine this in advance:

- **January:** Martin Luther King Day
- **February:** President's Day
- **October:** Columbus Day



CLOSURE POLICIES

Parents will be notified of center closures as far in advance as possible. However, according to the State of Wyoming childcare center licensing requirements, the Director or an Assistant Director must be on site during operating hours and individual classrooms must meet teacher-child ratio requirements.

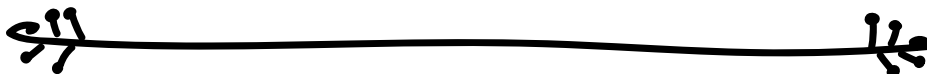
Thus, due to unexpected staff shortages (e.g. staff illness), individual classrooms (or the center) may unexpectedly close. In the event a closure becomes necessary, parents will be informed as soon as possible. Families affected by an unexpected closure due to a staffing shortage will not be charged.

Families however will not be reimbursed for closures due to power or water outages (see *Electrical/Water Outages*).

The center must have a minimum of 5 children to stay open on a given day.



TUITION, FEES, AND BILLING



Little People's Learning Center requires an initial registration fee of \$75/child the first year a student is enrolled. This fee is due upon enrollment and is required to hold your child's spot in a classroom or on our waitlist. If payment is not made, a space cannot be guaranteed. All enrollment paperwork must be completed and immunization records received before the child's start date.

LPLC families also pay a \$50/child annual fee for each student registered with the center, assessed every February. This fee will not be assessed for families who paid the initial registration fee after September of the previous year.

Daily rates are subject to annual review each September. Cost of care can increase or decrease based on a number of factors including teacher salaries and income from attendance. If it is determined by the board that tuition must increase, a parent meeting will be held prior to a decision being made.

DAILY TUITION RATES

| CLASSROOM | FULL DAY | HALF DAY | DROP IN |
|----------------|----------|----------|---------|
| Mini Rangers | \$45 | \$35 | \$50 |
| Junior Rangers | \$43 | \$33 | \$50 |
| Park Rangers | \$40 | \$30 | \$50 |
| Chief Rangers | \$38 | \$28 | \$50 |
| After School | \$12 | \$12 | n/a |
| Extended Hours | \$2/day | | |

BILLING

Payments are due no later than the 15th of each month or, if the 15th falls on a weekend or holiday, the next business day. Exceptions may be made in the event of extreme circumstances (loss of job, legal issues or unexpected illnesses or deaths) and must be arranged with and approved by the Director.

Late fees will be charged for payments received after the due date. If payment is received 1-7 days after the 15th, a \$25 late fee will be added to the following month's bill. Late payments received between 8-29 days after the 15th will be subject to a \$35 late fee. If payment is 30 days late, a late fee of \$35 will be applied and the child will be refused care at the center until the bill is paid in full.

Electronic payments will be assessed at the end of the day on the due date. We also accept checks, which may be handed to teachers during drop off or pick up or deposited at the credit union (we need to be notified in this case). Families are responsible for any fees related to declined payments and will also be assessed a late fee if payment is declined.



PARENT INVOLVEMENT AND VOLUNTEERS



We welcome parent involvement in the center in a variety of ways, including Board participation, event planning, and care-giving.

All parents are stakeholders in LPLC and we hold an all-parent meeting for staff, board members, and parents once a year, generally in September at the beginning of the School Term. Board membership typically turns over at the end of the Summer Term and a call for nominations for open Board positions will be made prior to this September All-Parent Meeting.

If you would like to volunteer to spend time in the center, please contact the Director for the paperwork and information required by Wyoming licensing.

On occasion, LPLC may be short-staffed or simply in need of additional substitute teachers. During these periods, parent volunteers may earn tuition dollars towards their child's monthly bill in exchange for their volunteer time.

In addition, LPLC hosts several fundraising and community events throughout the year. We highly encourage parents to be involved in the process to strengthen our community and family ties.

ARRIVALS AND DEPARTURES



Please sign your child(ren) in and out of the center using Procure. If you miss a sign in or out, you can message staff and we will rectify it. *If you are unable to use your personal device, or if another family member is picking up, you can ask for a parent kiosk, and a staff member will help.*

Only individuals on your emergency contact or alternate pickup list may remove your child from the facility without advanced notice. If we do not recognize an individual, they may be asked for a form of identification when they arrive at the center.

We ask that parents adhere to our normally scheduled hours of operation as strictly as possible. We understand that circumstances arise, so we ask that you notify us if you will be late to pick up your child(ren). Parents will be given a warning notice should a child be picked up after their allotted time. A \$5.00 late charge will be assessed if a late pick-up occurs a second time in a month. For all subsequent late pick ups, a \$10.00 late charge will be issued. If a parent is late more than 3 times in any given month, the Board will consider refusing care to a child.



MEALS

LPLC families should provide a healthy lunch daily for their child. Currently, our school offers heat-ups as long as they are in a separate microwavable container, but we cannot cook meals. LPLC provides a nutritious morning and afternoon snack, where we attempt to serve organic, whole food options whenever possible.

Per Wyoming State licensing regulations, pasteurized milk is offered at lunch. If you wish to do something different than this, please specify so on the milk portion of the permission sheet. The snack menu will be sent to parents daily via Procure. Please make staff aware of any allergies or food concerns.

Infants are fed on per their schedule, unless otherwise noted. We do not have enough staff to supervise breakfast eaters early in the morning, so please make sure your child has had breakfast before arrival.

Please bring in a water bottle that your child may leave here at school to be used throughout the day. LPLC staff will ensure that sanitation of the water bottles occurs daily.

BIRTHDAYS



Birthdays at school are fun! Some children like to celebrate their special day with a birthday snack. If you would like to send a treat, please let us know in advance and provide enough for all students to partake. If at all possible, please bring child-sized portions.

In order to avoid hurt feelings, we ask that parents do not distribute invitations to parties or events outside the center in children's cubbies unless everyone in that child's class or everyone in the center is invited.

OUTDOOR POLICY

Here at LPLC, we like to spend time outdoors in all seasons. We consult the Child Weather Watch guidelines for safe outdoor play, which means we try to take the kids outside when the "feel like" temperature is between 15-90 degrees Fahrenheit. We also follow Air Quality standards for children during the summer season when wildfire smoke is an issue

This time is important for your child's health, growth, and development. Please make sure your child has the appropriate clothing to play outdoors. We do provide organic, hypoallergenic sunscreen but, if you would like your child to use a particular brand, please be sure to send a labeled bottle to leave in your child's cubby. Please remember that if your child is too sick to go outside, he or she is too sick to be at school.

CLOTHING AND PERSONAL BELONGINGS



As a large portion of the LPLC philosophy involves utilizing the outdoors as a primary classroom space, it is imperative that child(ren) come to school dressed appropriately for the weather.

Please send proper outdoor attire including: coat, hat, gloves, snow pants and boots in the winter, rain suit and rain boots for rainy days, and swimming suits or water clothes, a towel, and shoes that can get wet in the summer.

All items of clothing kids bring to the center must be clearly labeled. Please make sure that each child has at least one extra pair of seasonally appropriate clothes, including underwear and socks, available at the center at all times. *Please also remember that we are a child care facility—we paint, use markers, eat messy foods, and play outside daily.* While we do our best to keep messes to a minimum, accidents happen. Please do not send your child in clothes that are special or sentimental, as they can get ruined.

Comfort items such as a blanket or stuffed animal may accompany your child to school for use at nap or quiet time, but must remain at the center. All other toys or personal belongings should remain at home unless otherwise noted by LPLC staff. We cannot be responsible for lost, broken, or stolen toys.

FIELD TRIPS AND TRANSPORTATION



Special trips to places of interest within walking distance are frequently offered. We must have a permission slip on file for children to take part.

We do not currently have a private vehicle for field trips. Any trips that require vehicle transport will mean transporting children in a commercial or privately-owned vehicle. Should this happen, parents will be asked to sign a special waiver and provide a safety seat.



HEALTH AND ILLNESS POLICY



The following guidelines have been established to help prevent the spread of illness; if you notice your child has one or more of the following symptoms, please keep your child at home to monitor his or her health, and follow the recommended guidelines. If a child develops any of these symptoms during hours of care, we will notify the parent and ask that they arrange for immediate pick up of the child.

Individuals who have been in close contact with a suspected or confirmed case of Covid:

- Any individuals who have been in close contact with a suspected or confirmed case must follow all guidelines and quarantine orders given to them by the public health office that contacts them.
- LPLC requests documentation that this individual has been cleared to return. This can be a quarantine letter, a phone call or anything that gives the date of return on it.

Individuals with ANY symptoms of Covid:

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

1. If a child has any of the above listed symptoms out of school, parents are asked to keep their children out of care until they have completed the policy outlined below. Families will be contacted if a child has any of the symptoms above while in care and asked to pick up their child. *Depending on the circumstances, allowances may be made at the center's discretion. Examples include, but are not limited to: children recovering from an illness who previously tested negative, documented non-infectious illnesses as listed below, or environmental factors such as smoke or pollen.*
2. Symptomatic individuals **MUST** seek the opinion of a medical provider before returning to care. LPLC will provide families with a "Return to School" form that must be signed and filled out by a medical provider.



3. Children with chronic, documented, non-infectious conditions that have symptoms similar to Covid need to have a note on file that states:
 - a. The condition and its symptoms
 - b. What treatments are being provided
 - c. Any possible environmental triggers that might occur at school
 - d. What staff can do in these events (if medication is provided, we need it in its original condition with a doctor's note and instructions)
4. Children with a note as outlines above may still be asked to test for Covid if they begin to present symptoms different than listed in the note above, or if other children are presenting with similar symptoms.
5. LPLC will welcome a child back when they are 1.) cleared as a Covid risk per medical opinion and have a signed "Return to School" form AND 2.) when the symptoms have subsided or improved. This could mean no coughs or continuously runny noses if the child is unable to manage these symptoms themselves (coughing into elbows and blowing nose into tissues as needed without teacher assistance).

Individuals with other illnesses:

Children who are ill with the symptoms listed below will not be permitted to attend until they are symptom free (without the use of Tylenol or other OTC medication), or have been on antibiotics for at least 24 hours.

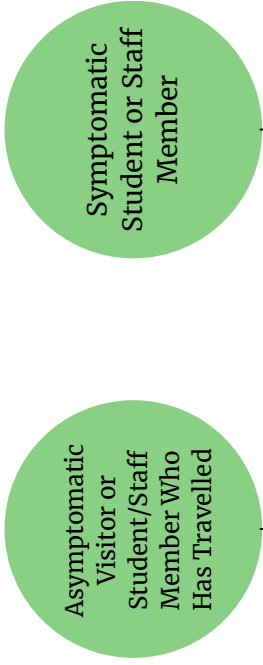
- Body rash
- Eye discharge or pink eye
- Earache with fever or discharge.
- Yellowish skin or eyes
- Child is irritable, continuously crying, confused, or requires more attention that we can safely provide without potentially risking the health and safety of the other children.

If your child has a condition where these symptoms occur regularly, please inform the director and provide a note from your family physician.

- Per CDC recommendation, families are asked to keep children who have tested negative but have symptoms of illness out of care until symptoms have improved.
- In the case of fever or vomiting, this is 24 hours after the last vomiting event or fever measurement.
- For all other symptoms, children with lingering symptoms may return provided they have been cleared by a medical professional. Staff reserve the right to ask for a child to go home if the lingering symptoms are significant enough to pose a risk of infection to other staff or children.

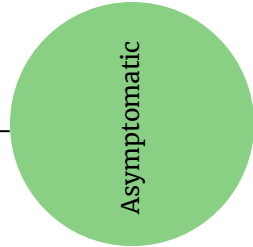


- 
01 PAUSE
 Be surgical, not sweeping. Quickly assess and limit the impact.
- 
02 STAY
 If you feel sick or see symptoms of sickness, stay home or send home.
- 
03 CLEAN
 Schools will continue to encourage routine cleaning of classrooms and high-traffic areas.
- 
04 WASH
 Students will continue to be encouraged to wash their hands throughout the day.

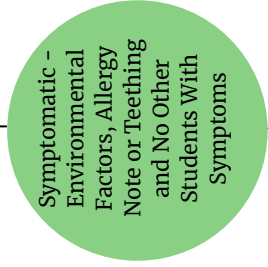


BINA XNOW TEST PERFORMED - PARENT NOTIFIED OF RESULT

NEGATIVE RESULTS

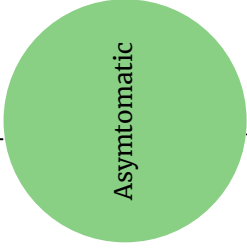


Child/staff member stays in center.
 - if the symptoms change, then follow the next box to the right.



Staff may go home or send a child home if symptoms are unable to be managed with the tools and allowed medications we have on hand (for example, if a child spikes a teething fever that needs Tylenol, and we do not have a Tylenol permission on hand)

POSITIVE RESULTS



CUE TEST PERFORMED - PARENTS NOTIFIED



Child/staff member are sent home and are to adhere to Public Health's recommendations and the amount of time they need to stay in quarantine. The director would then follow protocol with calling the appropriate people (Health Dept., close contacts and board).

MEDICATION POLICY

In order for the staff of LPLC to administer medications to children, an authorization for staff to administer medication must be completed and signed by the parent and have a signature of doctor or another person with prescriptive authority. No medication will be given without a signed medication release form. This includes common medications like teething tablets, cough syrup, Tylenol, etc... and any nutritional supplements. No medicine that is past its prescription date will be kept.

Prescription Medicine

- Medication containers must contain the child's full name, date of prescription, dosage or dispensing information, and the expiration date of the prescription.
- Medication must be prescribed by the child's physician of record.
- Medication must be in a child-proof container.

Over the Counter Medicine

- Medication must be in the original container which contains specific directions for the child's age and/or weight and the expiration date of the medication.
- Medication is labeled with the child's full name.
- Medication must be in a child-proof container.

FIRST AID POLICY

Our staff is certified in Adult and Infant CPR/First Aid. While we do our best to ensure constant safety of your child(ren), accidents may happen. We handle minor injuries with band-aids, ice packs, hugs, and kisses. We will inform you of any injury through Procure and mention it when you pick up your child.

If we feel that the injury is more serious, we may call you at the time of the incident to let you decide which action should be taken.

If child poisoning is suspected, poison control will be called at 1-800-222-1222 and parents will be contacted. If your child is seriously injured, we will call 911 and administer first-aid until emergency personnel arrive. We will call you and inform you of the situation as soon as possible.



MANDATORY REPORTING



Little People's Learning Center takes the safety of your children, and our responsibility for their care, very seriously. One of our responsibilities is the immediate reporting of any suspected case of child abuse or neglect, as required by law.

We are also responsible for reporting any suspected disabilities per Child Find guidelines. If a disability is suspected, we are legally required to call a meeting with parents and discuss options for the next steps.

EMERGENCY PREPAREDNESS PLAN



Little People's Learning Center has an emergency procedure for the fire alarms, electrical outages, and unsafe weather conditions. Drills are practiced regularly within the center in order to be prepared for all situations. If any of these emergencies occur, Little People's Learning Center will notify you as soon as possible via phone call so that you can pick up your child. If the Director ever feels that the center is unsafe for any reason, you will be notified immediately.

If parents will be in the field or otherwise unable to respond to a phone call, they are asked to ensure that one of the emergency contacts they have listed is available.

RELOCATION

In the event that the LPLC building is inoperable, staff and students will relocate to the Community Center in Mammoth, located at 25 Lower Mammoth, Yellowstone National Park, WY 82190, (307) 344-7464. Parents will be notified immediately upon arrival to the MCC and asked to pick-up their child(ren) within an hour upon relocation, or at another time as specified by the Director. Students will only be released to those individuals listed on each child's emergency contact form.



FIRE ALARM EVACUATION PLAN

1. If the alarm sounds, we will evacuate the building immediately
2. We will regroup on the lawn next to LPLC, at 328 Powerhouse Rd.
3. Utilizing our Procure system, we will ensure all children are present
4. Re-entry of the building may occur after fire responders have inspected the building and have granted re-entry.
5. If there is any long-lasting emergency (Director's discretion), families will be called and children will need to be picked up.





ELECTRICAL/WATER OUTAGE

LPLC will not be able to be open in the event of a water outage. In terms of an electrical outage, after an hour, if electricity has not been restored to the building, closure will be left to the discretion of the Director. If a closure occurs, families will be called to pick up children ASAP.

UNSAFE WEATHER CONDITIONS

If extreme weather conditions or road closures arise, the center will need to close for the safety of the children and staff. It will be left to the discretion of the Director if closure will occur.

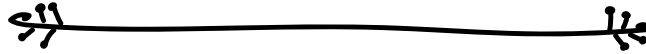
FIREARMS

Little People's Learning Center is a federally-owned building, therefore firearms are not allowed in the building. We at LPLC do not encourage discussion or use of firearms at school.

Anyone on the premises of LPLC who is carrying a firearm will be asked to leave and will be reported to local authorities. Parents in uniform carrying firearms as part of that uniform are allowed to bring them inside.



LPLC AGREEMENT



I consent to the enrollment of the child listed below in this facility and have been advised of the policies regarding administration of medications, fees, transportation and the services provided by the facility, as outlined in this handbook. I will promptly update any information provided to the center about my child's health, contact information, or other information changes. I acknowledge that a child may be dis-enrolled by the center without prior notice if, in the sole opinion of the center, it is in the best interest of the child or the center.

FINANCIAL OBLIGATIONS

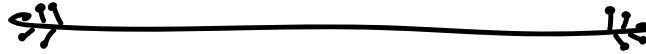
- As the parent/guardian signing this Enrollment Agreement all amounts due are ultimately my responsibility.
- Overdue accounts may be referred to a collection agency. I am responsible for all account balances, plus reasonable collection and attorney fees associated with the collection of the account.
- All families are required to provide a Tuition Express backup form of payment.
- I give permission for LPLC to charge this account in the event that there is an outstanding balance on my account after the due date. I can change this information at any time, but must provide at least 14 days notice of any change.
- Payments from families with prior unpaid, returned checks or multiple late payments must be in the form of automatic deposits. Families with returned payments may be subject to immediate termination of services and are responsible for any associated fees.
- Any prepaid balance of \$25 or less which remains at the time of my child's dis-enrollment will not be refunded unless requested in writing within 90 days.
- Thirty days written notice is required prior to the last day of attendance. If I do not give thirty days written notice of withdrawal, I agree to pay full tuition and fees due for the final month regardless of my child's attendance.

LPLC reserves the right to alter policies and/or program at any time. The terms of this agreement, including the tuition and fees, are subject to change in whole or in part by the center with 30 days' notice.

| | | | |
|------------------|--|-------|--|
| CHILD'S NAME | | | |
| PARENT SIGNATURE | | DATE: | |



PERMISSION SLIPS



| | | | |
|--|--|-------|--|
| I give permission for staff of Little People's Learning Center to take my child on walking field trips off the Little People's property for the 2021-2022 School Year and Summer 2022. | | | |
| CHILD'S NAME | | | |
| PARENT SIGNATURE | | DATE: | |

| | | | |
|---|--|-------|--|
| I give permission for Little People's Learning Center to appropriately photograph my child and share those pictures with my family and LPLC families (as in weekly updates or in invite-only photo folders) | | | |
| CHILD'S NAME | | | |
| PARENT SIGNATURE | | DATE: | |

| | | | |
|---|--|-------|--|
| I give permission for Little People's Learning Center to appropriately photograph my child and utilize those pictures to share on the center's website, social media accounts and in marketing materials. | | | |
| CHILD'S NAME | | | |
| PARENT SIGNATURE | | DATE: | |

| | | | |
|--|--|-------|--|
| I give permission for my child _____ to drink pasteurized milk: (Please check one) | | | |
| <input type="checkbox"/> At all meals, including snack. <input type="checkbox"/> At lunch only. <input type="checkbox"/> Only the milk I provide. <input type="checkbox"/> No milk due to allergy. <input type="checkbox"/> No milk due to preference. | | | |
| PARENT SIGNATURE | | DATE: | |
| This document is good for two years, but must be signed for renewal in the second year. | | | |
| PARENT SIGNATURE | | DATE: | |



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Board Email: littlepeoples330@gmail.com
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