



LITTLE VILLAGE  
Learning Center

# PARENTS/ STUDENT HANDBOOK OF POLICIES AND PROCEDURES



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## CHILDCARE PHILOSOPHY

**The Little Village Learning Center mission is to provide a loving, quality educational learning program for children ages six weeks and up. We intend to fulfill this mission by giving extra effort to the fundamentals in preparation for formal schooling, while providing a safe, nurturing, unique and creative environment for children to grow and explore in. We are taking the old proverb “It takes a village to raise a child” and accompanying it with a modernized approach. By having open communication between parents and caregiver, we will create a more cooperative and hands-on approach to education.**

## HOURS OF OPERATION

**Normal hours of operation are Monday through Friday from 6:00a.m. – 6:00p.m.**

**Add-ons or schedule changes may be accepted to our daily schedule only if there is 24 hours’ notice and a position open for that day. The only purpose for accepting add-ons or schedule changes will be as an accommodation to our families. Please remember that schedule changes of this nature create some disruption to our normal schedule. Providing as much notice as possible, allows us to accommodate meals, sleeping arrangements, and any changes in activities that may need to occur.**

**We maintain an open-door policy for parents during school hours. This means that parents are always welcome to call or drop in to see their children. We would appreciate you taking into consideration our schedule when dropping in or calling and remember that visitors usually cause children to react in an excited manner. If you call during the day, please be aware that we may be busy with the children and may not be able to answer the phone. If you leave a message, we will call you back as soon as possible.**

**An open door policy does NOT mean that our doors will be kept unlocked. We believe that it is extremely important to keep the doors locked for the safety of the children. We do not want unwanted or unexpected visitors to enter without our permission or knowledge. The front entry door is equipped with an intercom and lock release located at the directors’ desk. The center is also equipped with a camera system “for authoritative use only”. Each classroom, entry and exit are equipped with a camera that is monitored by the director. {Covid regulations state that no one may enter the building during the center hours, (Emergency Service excluded) while children are present} Please see covid guidelines pertaining to outside visitors. However, we will at any time make an appointment to tour the facility after hours. The health and safety of all who enter this center is our top priority.**

## COMMUNICATION

**Good communication between parent and provider is essential to any childcare program. When a new family joins our class, it is imperative we communicate openly about any concerns or questions that may arise, as well as share a similar childcare philosophy. We welcome questions, feedback, or**

**discussions of any kind that are oriented towards a positive outcome for your child(ren). Sensitive issues will be discussed in private, outside of regular childcare hours. Please bear in mind that the more we know about your child the better we can care for their needs. Any and all information is relevant to us, from behaviors to potential medical issues. In the Enrollment Packet there is an About Me page for your child, covering important individuals, home life, foods preferences, disciplinary style, medical history. All information is pertinent.**

**To further facilitate communication between parent and provider, we will offer Brightwheel to all our families. Brightwheel is an amazing all-inclusive app. Parents will be connected to their child's learning activities and accomplishments throughout the day! Stay connected to all classroom activities, individual learning progress, calendar, menu, alerts, closings, secure tuition payments, and any information that may be of interest to our families. Brightwheel is completely confidential to the individual family; the personal information of your child and family can only be shared with the phone number attached to the account during registration. When adding individuals to your child's Brightwheel account you have 4 options: Parent, Family, Approved Pickup, and Emergency Contact. Those listed as Parents can check in and out with their own code, view daily reports, send AND receive messages, view a child's personal profile, and view billing information. Those listed as Family have their own code, can view daily reports, and can ONLY send messages. Approved Pickups have their own code. Emergency Contacts have no liberties.**

**If you have a custody arrangement for your child, current Custody Agreements and/or Mediation paperwork will be required to be kept on file.**

## **ADMITTANCE POLICY**

**Our center is small and close-knit, and it is imperative that any new family that joins our center understands and believes in our unique philosophy and environment. Communication is of the most importance, not only for the betterment of your child's care and education, but for the center's environment as well. Educators are on the same team as parents, and if the dynamics of the two groups do not flow effectively, your child will not develop to his/her potential. Please note that we do not accept children who are not immunized.**

## **TRIAL PERIOD**

**The first two weeks (14 calendar days) of the child's enrollment will be considered a trial period. During that time the parent or provider may terminate the child care agreement at any time. After the trial period is complete, a written 2-week notice is required to terminate the agreement (see Termination Policy).**

## DISCIPLINE

**We believe that children behave according to what is expected of them, as long as they know what rules are in place, they naturally will begin to follow the boundaries set forth. While they are in the process of learning those boundaries, we use Positive Redirection to help guide them. Redirection is the most used form of discipline, and it means that the teacher will lead your child away from the stressor and encourage them to play with something else. There is a Cozy Corner in each room, and it is surrounded by social/emotional posters and toys. This area is NOT a “time out” area. It is a place for children to go when they’re working through big emotions and gives them a safe space to be alone.**

**Children predominantly strive for positive affirmations. It is human nature to want attention and we try to bestow positive words and rewards as much as possible within our classroom so that positive attention is what is strived for, and not negative.**

**Each class develops their own class rules with the students, but there are center-wide rules that all children will be taught and expected to follow. This is for the safety and well-being of everyone. There will be no running permitted inside the center. Hitting, pushing, biting, grabbing, kicking, spitting, or pinching other children or adults will not be allowed. No standing or climbing on furniture. There will be no use of obscene, derogatory, or disrespectful language or imagery at the center.**

**Under NO CIRCUMSTANCES will there be any spanking, physical abuse, verbal abuse, name-calling or isolation used. Neither food nor sleep will ever be withheld from children as a means of punishment.**

**We understand that abusive treatment of children is prohibited by law and by the licensing regulations with which a childcare provider or authorized agent is required by law to report evidence or knowledge of suspected child abuse or child neglect, call the State Department of Human Services at (800) 372-2973.**

## ENROLLMENT POLICY

**There are several forms that we must have completed and, in our possession, before we can assume the responsibility of caring for your child. NO EXCEPTIONS. This is required by the state and if children’s files are incomplete, it can cause us to lose our license. All forms must be updated every year, sometimes sooner, according to need. The forms are as follows:**

- **Signed Contract and Rate Agreement**
- **Enrollment Form**
- **Emergency Medical Authorization Form**
- **Child Profile**

- **Parent Permissions**
- **Child's Rights and Responsibilities**
- **Parent's Rights and Responsibilities**
- **Medication Authorization Form**
- **Immunization Form**
- **Parent Acknowledgment of Policies**

**You are required to keep us informed of any changes in address, telephone numbers, and other pertinent information listed on the above forms. If you have any questions regarding the completion of these forms, please ask.**

## **DAILY SCHEDULE**

**Young children thrive in a structured schedule that allows for flexibility. A schedule helps the day to flow more smoothly, allows the children to anticipate coming events, and aids in achieving a variety of goals. We will adhere to our written schedule to the best of our ability, keeping in mind that anything can happen when children are involved. There will be times when we must adjust the schedule. We appreciate families considering our schedule when picking up or dropping off their children. It is better if departures do not occur during quiet time, but when they do, please come and go as quietly and quickly as possible.**

**Each classroom has their own schedule but there are key times center-wide: 6-9:30 Drop Off, 9AM Breakfast, 12PM Lunch, 1PM-3PM Nap, 3PM Snack.**

## **ARRIVALS AND DEPARTURES**

**It is normal for some children to have difficulty separating from parents, or cry when dropping off. Please make your drop off brief, as the longer you prolong the departure, the harder it gets. A smile, cheerful good-bye kiss, and a reassuring word that you will be back is all that is needed. In our experience, children are nearly always quick to get involved in play or activities as soon as parents are gone. The cut off time for Drop Off is 9:30am and is strictly enforced for scheduling purposes. Cut off time for appointments is 10:30am, and that is only if we have given prior authorization.**

**Our normal procedure is to release the child only to his/her parents, or someone else the parents designate. If someone other than the parent is to pick up the child, please notify us ahead of time. A verbal notice is fine on that day, if this person is on the list of people who are authorized to pick up your child. If the person is NOT on that list, we MUST have written permission to release your child. Please inform emergency contacts, or people designated to pick up your child, we will ask for identification as well. We do not mean to offend but we take the safety of our children very seriously. You can utilize Brightwheel and change your pickup designations from your phone.**

## PLEASE ACCOMPANY YOUR CHILD INTO AND OUT OF THE CENTER EVERY TIME ON ALL OCCASIONS

### SUPPLIES

**We as a center provide bedding, cups, snacks, water bottles, art supplies, school supplies, and a backpack to store their items in, as a benefit to our parents. We ask that you supply two sets of extra clothes including socks, diapers or pull ups, and wipes. If you would like to bring in a personal blanket and backpack to stay at the center that is okay. You may bring in a case of diapers/pull ups and wipes that can be stored here and we will let you know when supply runs low. Seasonal supplies may be required as needed (swimsuit, sunscreen, snowsuit, boots, etc.) All items need to be labeled with a child's name or initials.**

### PERSONAL BELONGINGS

**Little ones have a difficult time sharing with others, especially with personal items. We ask that any and all personal belongings stay at home unless otherwise approved. If your child sleeps with something at naptime, we ask that this item is able to stay here at the center to limit germs, and the item will only come out during naptime. If your child's teacher has a Show and Tell Day they will make it known via Brightwheel, and the item your child brings will immediately go into the Show and Tell box. Little Village is not responsible for any lost or broken items. If your child does want to bring a cup/ personal item that will help them better cope or easier to adjust to being here, we allow the accommodations. We just ask anything your child brings, have their name written on their cup or item. Personal cups are only allowed water in them because of other children's possible allergies.**

### CLOTHING/ATTIRE

**Children should arrive dressed for play. We like to have fun! Having fun involves outdoor play and lots of messy activities, so make sure that your child is dressed appropriately. Please do not dress your child in nice clothing and expect them to be spotless when you arrive to pick them up. Clothing should be comfortable and seasonally appropriate for outdoor play. Make sure to include hats, mittens, boots and coats for cold weather. Please provide two sets of change of clothing for your child to keep at the center. Soiled clothing will be sent home and a clean change of clothes should be brought back the next day. If there is a special occasion that calls for special clothing, please send the special clothing with your child and we will help them clean up and get dressed prior to your arrival. We ask that you write your child's name or initials on their personal items.**



## NAPS/QUIET TIME

**Per state guidelines, childcares are required to have a 2-hour block of time designated for nap/quiet time, ours is typically from 1PM till 3PM. During this period, all children must either nap or rest quietly. Also, per these guidelines, we are not allowed to wake a sleeping child. Without rest time, some children are more emotional in the afternoon, short-tempered with others, and not very happy when they go home in the evening.**

## TELEVISION/VIDEO POLICY

**Television will only be allowed for Movie Day on Friday afternoons and for transition time between lunch and naptime. Learning/ educational programs excluded. We believe that you are bringing your child here for an education and social interaction, and television diminishes these elements in a school setting.**

## CLEANLINESS/HYGIENE

**We do our best to maintain strict cleanliness and hygiene standards. Children's hands are washed before and after meals and after toileting. We use paper towels for drying hands, so children do not use the same towel. Staff washes their hands frequently and uses antibacterial gel sanitizer. Washable cots are used for naptime, and each child has a separate cot with fitted sheets that are washed weekly (unless soiled, then they are washed as often as necessary) and cots are wiped with bleach water.**

**Children use separate cups, plates, bowls and eating utensils. Labeled water bottles are provided, and washed frequently, for your child to drink from throughout the day. All items children use throughout the day will be kept separate from other children' for sanitary purposes.**

## MEALS

**We provide all food at no extra charge. Meals will consist of a breakfast, lunch and afternoon snack. Children who arrive before or after "main" breakfast (9am) will be given a healthy breakfast snack. Menus will be posted to Brightwheel, and copies of the menu are provided to parents upon request. Allergy-safe meals will be made to fit children's needs.**

**If you choose to bring your child's lunch, it must still follow USDA guidelines per state requirements. It must contain milk, meat or meat alternative, vegetable, fruit, and a whole grain. You may substitute a fruit with 2 veggies, or a veggie with 2 fruits. Meat Alternatives are fish, tofu, eggs, or cheese. Whole Grains are wheat bread, goldfish, whole wheat noodles, and sun chips. We refrain from "junk foods" during lunchtimes, and try to encourage our children to try new, healthy foods. Please put a cold pack in the lunchbox. as we do not have the room in our refrigerator.**

- **WE DO NOT ALLOW ANY PEANUT BUTTER IN THE BUILDING NOR DO WE SERVE IT TO CLASSROOMS! We are a peanut butter free facility!**

**Food brought in for the entire class must be store bought and in sealed, original packaging.**

**Please keep us up to date on child's allergens.**

## **INFANT FEEDINGS**

**If a child needs to transition from breastfeeding exclusively to a bottle, we will work directly with you, the parents, to find the most suitable solution for the infant. The transition from bottle feeding to a cup will consist of main feedings from the bottle, until both we as the provider and you as the parent, are sure that the child can receive the majority of daily nutrients from the cup. Baby food will be provided, consisting of age appropriate Gerber brand products. Baby food must be tried at home first, then let us know what foods have been tried and tested successfully. However, if your child requires “specialty” foods, the parent will be responsible for providing. Bottles will need to be premade for every infant taking a bottle, with enough bottles for the day. The bottles must be labeled with the child's name and date.**

## **TOILET TRAINING**

**Each classroom, starting at 2 years old, has a restroom inside of it to aid in toilet training. We ask that you begin toilet training at home for us to follow through here. Toilet training cannot begin until the child is old enough to have independent urges. The child must be ready in three areas: First, the child must be physically ready, meaning they can “hold it” for a period of at least 10 minutes or more. Second, the child must be intellectually ready, with an understanding of when and how to use a toilet. And third, the child must be emotionally ready, in other words, they must be willing to use the toilet. When the three areas of readiness occur together, toilet training is usually easy and rather quick. While toilet training, please be mindful of the clothes your child comes in. Try to avoid tight clothing, pants with snaps or zippers and belts, overalls, onesies; clothes that are difficult to remove in a hurry. The child must always be kept in pull-ups or 5-ply training pants. Putting a child in diapers part time, and training pants part time, can be confusing and delay the training process. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at home. Therefore, we ask potty training children to have two full sets of extra clothes (including socks) kept at the center, and pull ups continuously brought until your child is fully potty trained.**

**Children entering our 2-year-old classroom are not required to be fully potty trained, but we do ask that they transition from diapers to pull ups and that parents begin the potty-training process.**

**Each child will develop at their own pace, and we want to encourage your child's development, NOT stress them out. This is a special time for your child, a sign that they are growing up. Your child's readiness is something that can be discussed frequently, because consistency between the parent and the center will be very important.**

## CORE KNOWLEDGE CURRICULUM

**Children learn best when they are hands on and engaged. At Little Village, learning math does not look like sitting and doing worksheets, it looks like stacking blocks from smallest to largest. When children are in Dramatic Play, they are learning science (mixing ingredients), math (counting change), reading (looking at a menu), writing (taking orders), the list goes on. The variety of centers in our classrooms gives children the ability to learn at their own pace and with their own areas of interest. We believe children should not be categorized solely by their age. In our unique class setting, we can teach and challenge your child according to his/her abilities. Our children are able to learn and acquire different skills through strategically planned curriculum and repetition. It is important to promote children's independence through choice, this means that all children have the freedom to play with all toys regardless of social and gender norms.**

**We also utilize an outdoor play yard for our gross motor development and gardening area. During the winter months our playground undergoes a makeover. During summer months we will have water play for all ages. When weather does not permit outdoor play, great lengths will be taken to do more music and movement and physical activities inside.**

## TUITION/PAYMENT PROCEDURES

**Your specific rates will be outlined in your Contract and Rate Agreement. Tuition is payable in advance and is due no later than 6pm on Friday's each week. We do not deduct for days your child(ren) is sick, vacations or days just taken off. Before and after school children will pay full time rates on school breaks and vacations. Payment may be in the form of cash, credit card (Visa or MasterCard) or check (please make check payable to: Little Village Learning Center). Credit/debit card payments can only be accepted through Brightwheel, you may also set up automatic billing through Brightwheel. There will be a late fee of \$20 for each day that payments are not received by 6pm on Friday's. Repeated late payments may be grounds for termination.**

## ABSENCES

**There will be no refunds or adjustments made for days missed due to illness, holidays, or days off. A place has been reserved for each child that cannot be filled on a short-term basis, so it is necessary for you to pay for all days scheduled whether your child is in attendance. Due to ratio constraints, make-up days are allowed only if there is room on another day. Make-up days do not apply to paid holidays.**

## VACATION POLICY

**1 free week of vacation per enrollment year anniversary. You can take this week at any time. Please reach out to the staff at LVLC, so your account can be credited. When you are wanting to use your free vacation week, you will need to give LVLC admin a two week notice of when you are wanting to use it and your child/ren are not able to attend the week that you do use it.**

## CLOSED HOLIDAYS

**The following is a list of holidays that Little Village Learning Center will be closed for each year:**

- **New Year's Eve & New Year's Day**
- **Memorial Day**
- **4th of July**
- **Labor Day**
- **Thanksgiving Day & the day after**
- **Week of Christmas, we are closed a minimum of 3 days (you will be informed within 60 days via Brightwheel)**

**We will be closed for Maintenance and teacher training 1 week during the Bullitt County school semester fall break for the current year**

**If your family celebrates other holidays, please let us know so that we can include them in our holiday celebrations!**

## REGISTRATION FEE/LATE FEES

**At Little Village Learning Center we do not require a registration fee, but a first week's tuition payment is required when your child enrolls. We also have a \$60.00 enrolment fee to cover the child's personal art supplies, cot, sheet, water bottle, laundry and anything else they may need while in our care.**

**This contract may be terminated at any time, for any reason by either party with proper notice. Proper notice consists of written or verbal notice to the provider no less than two weeks prior to the child's last day of care. If you choose to terminate care with less than proper notice, any outstanding fees must be paid within 24 hours of withdrawal. Failure to pay balance will result in 2-week termination fee added to outstanding balance, and after a 2 week period the full debt will be sent to 3<sup>rd</sup> party collections.**

**If at any time we feel that you or your child pose a safety risk to the children in our care, we will give as much written notice as possible that your care is being terminated. This action will be reserved for extreme cases only, and we will first attempt to resolve any issues with you before resorting to termination of care.**

**A late fee of \$20.00 per child per 10-minute increments will be due at time of LATE pick up, to the staff member staying in OT with your child/children. (example) 1-10 min \$20-----11-20 min \$40-----21-30 min \$60 and so on. This will be strictly enforced, and habitual tardiness may result in termination of services. If a parent or other pre-authorized person cannot be reached after closing and your child remains at our school longer than 1 hour past closing, the local county department of Social Services or police will be called. During this time, we will provide appropriate activities and snacks for your child.**

## NSF CHECKS

**If a check is returned for non-sufficient funds or any reasoning, you will be required to pay all fees that are incurred as a result of the returned check and subject to a \$50.00 service charge. Childcare services will be immediately halted until full payment of tuition and NSF charges has been made, in CASH. In addition, if your payments continue to decline for any reason, you will not be able to make any payments online or use a check for future payments. It would have to be cash or money order only.**

## TERMINATION POLICY

(PLEASE SEE ATTACHMENT FOR EXPANDED EXPLANATION FOR EXPULSION/ TERMINATION POLICY FOR 3YR OLDS AND UP)

**We reserve the right to terminate for the following reasons (but not limited to):**

- **Failure to pay**
- **Failure to complete the required forms**
- **Lack of parental cooperation**
- **Failure of child to adjust to the center after a reasonable amount of time**
- **Physical or verbal abuse of any person or property**
- **Our inability to meet the child's needs**

- **Lack of compliance with handbook regulations**
- **Serious illness of child or provider**

**We will give two weeks written notice of termination for which full tuition is due, whether the child is in attendance. The provider reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance.**

## **TAX INFORMATION**

**With Brightwheel you can download tax information at your convenience.**

## **ILLNESS**

**Little Village Learning Center is a "well-child" preschool facility. At no time do we provide sick childcare. The following illness policies will be strictly enforced, for the health, well-being and safety of all concerned.**

**Under no circumstances may a parent bring a sick child to the center, if the child shows any signs of illness (see Symptoms Requiring Removal Of Child From Child Care) or is unable to participate in the normal routine and regular day care program. Sick children expose other children, as well as staff, and spread illness that requires additional care and attention that we are unable to give. If other children become ill due to exposure to a sick child, either because they were returned to day care before full recovery or because they were not picked up promptly upon notice of becoming ill, other parents will be unnecessarily inconvenienced and exposed. Because this is disruptive to other children and their families, as well as our own, your cooperation on this issue is extremely important.**

**Every effort is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices (see Cleanliness and Hygiene). If your child is unable to participate in the normal activities of the center.**

**Children will be visually screened when they arrive in the morning. In the event a child becomes ill and needs to be picked up, the parent(s) will be called and expected to come pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come pick the child up.**

**A sick child will not be permitted to return to the center for 24 hours, once the condition has returned to normal. The child may return 24 - 48 hours (depending upon the illness) after they have received the first dose of an antibiotic. If you aren't sure about whether to bring your child to care, please call to discuss it. Allergy related symptoms, and non-communicable illnesses do not require exclusion.**

#### **Symptoms Requiring Removal Of Child From Day Care:**

**Fever: Fever is defined as having a temperature of 100.4°F taken orally; (a child needs to be fever free for a minimum of 24 hours before returning to preschool, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.)**

- **Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.**
- **Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within the last 4 hours.**
- **Vomiting: 2 or more times in a 24-hour period.**
- **Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm, Hand Foot and Mouth, and pink eye.**

## **BITING POLICY**

**It is important to remember that biting is developmentally appropriate for infants and toddlers, and while we will do everything we can to prevent it, there will be bites. When there is a bite in the classroom, the teacher has step-by-step processes for both the bitee and the biter. These are laid out in our Little Village Biting Policy sheet that is handed out after a biting incident. Biting incidents will be handled with fairness and discretion for everyone involved. All biting incidents will be documented. The safety and well-being of every child present is our number one concern.**

**If your child becomes a consistent biter there are multiple methods that we will try. We can offer teething toys, teething gloves or necklaces, quiet spaces, and in more severe cases, alternate classrooms. If these methods of redirection are not helpful, we can offer outside resources, such as First Steps. We will exhaust every effort before sending your child home, but excessive biting could result in suspension or termination of care.**

#### **When We Will Send Home For Biting:**

**\*If your child drew blood. Drawing blood is an immediate pick up with a day's suspension.**

**\*If your child was redirected after an attempt or bite and immediately (within 5 minutes) attempts again.**

**\*If your child has made 3+ attempts within a 2-hour time frame.**

**Suspension and termination will be at the discretion of Little Village.\*\***

**We can offer your child pain reliever or teething tablets if we have a medical release, but this will not be used to “curb” the biting. We will not permit medicating your child to keep them at the center.**

## **MEDICATIONS**

**Parents will provide any medications needed by the child, including over the counter and prescription medicine. Written authorization is needed for ANY medication, prescription or over the counter to be administered. All medicines must be in their original container with pharmacist or manufacturer's label, child's name, dosage instructions, current date, name of medication, and times to be administered clearly written.**

## **RECALLS**

**On a regular basis, [www.cpsc.gov/](http://www.cpsc.gov/) website will be checked for the list of product recalls that may be found within our preschool. Any toy, equipment or furnishing found to be on this list, will be removed from the center immediately.**

## **EMERGENCY PROCEDURES**

**In the event of an emergency concerning the safety of the children in our care, such as a fire, flood or evacuation of the center for any natural or unnatural reasons, we will take the children out of the affected area. Parents will be notified by telephone where the children will be taken. Personal Owner cell phone number is 502-424-2231, to only be used in emergencies**

**Our primary point of contact will be at the Outdoor Play yard. If for some reason this is not far enough, we will then take the children to Quality Inn and Suites.**

**In the case of a lost child, authorities will be notified first, and then the parents.**

**A conscientious effort will be taken to secure the safety and well-being of your child(ren) and you will be notified as soon as possible of any such emergency and the location in which we are at.**

**In the case of an intruder or other criminal emergency, we will take the children to an interior center room, lock it, and call for help. All windows and doors will be locked and secured until law enforcement assures us that it is safe to come out. During lockdown, parents can be contacted but will be unable to pick up or drop off children. This type of drill will be done at least twice a year.**



## MEDICAL EMERGENCIES

Minor bumps and scratches are inevitable, but we make every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted as soon as possible. If necessary, your child will be taken to Jewish South Hospital located at 1903 W Hebron Ln, Shepherdsville, KY 40165 and their phone number is 502-955-3000, where you will be asked to meet us. If you are not going to be at your usual place of employment, or at home, please make sure that we have a number where you can be reached.

Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required. Little Village Learning Center, LLC will not be held liable for any sickness or injury of either parent/guardian or child while on these premises, or while the child is in the company of the provider during field trips or outings.

## DISASTER PLAN OUTLINE

**Tornados:** If a tornado warning occurs, we will take the children to the interior rooms of the center with no windows or open doorways. We will maintain a tornado/hailstorm kit (flashlights, blankets, books, radio, water, snacks) that we can use to get through the storm. Maintaining a calm environment in all emergency situations is essential. Communication will be maintained through Brightwheel as much as possible.

**Fire:** If a fire should occur in the center, we will immediately evacuate the children to the play yard, call 911, then notify parents via Brightwheel.

**Inclement Weather:** In the event of inclement weather, all children/staff will stay in the center, until parents can arrive. Updates will be sent as an alert via Brightwheel for closings, late openings, or early pickups.

**Flood:** In the unlikely event we are in a flood, we will move the children to higher ground. From there we would find a warm, dry place to stay, and we would notify parents immediately of our location.

**High Winds/Hail:** In the case of a severe hail or windstorm, we will take the children to a room with no windows surrounded by steel walls. Once the storm passes, we will notify parents via Brightwheel.

**Blizzard/Power Outages:** During a blizzard or power outage, we shall remain calm and go about our daily business as best as possible. If the power outage is for longer than an hour, or the heat

**in the center is no longer retained (whichever comes first), we will notify parents via Brightwheel. Our center is equipped with gas heat.**

PRESCHOOL DISASTER PLAN
MAIN PHONE NUMBER: 502-504-5003
ADDRESS: 150 BROOKS WAY, SUITE 8, BROOKS KY 40109
PRIMARY EMERGENCY MEETING PLACE: FENCED PLAY YARD AREA
SECONDARY MEETING PLACES: QUALITY INN AND SUITES

## REVISIONS TO THE HANDBOOK/CONTRACT

**All families will sign a yearly revision to this handbook and the accompanying contract each year. We reserve the right to make changes in rates and policies, as we deem necessary. You will be notified, in writing, of any changes that may occur. Every attempt will be made to give at least two weeks' notice of changes.**

## COVID-19 PANDEMIC ADDENDUM

**During this time, we at Little Village Learning Center would like to add a few items to our handbook to be Covid-19 compliant. Any temperatures over 100.4 will be prohibited in the facility or premises. A combination of Covid-19 symptoms could result in immediate pick up of the child. Children will be screened upon arrival with temperatures taken and relevant health questions asked. Parents must stay in the area between the front doors and the directors area to limit contact tracing.**

**Mask mandates from the governor's office will be enforced for the age that is required.**

**We require any positive Covid-19 diagnosis and/or exposure within the building to be shared with administrators immediately. We ask that you please call the center at 502-504-5003 or send an email to [Connellvillage@gmail.com](mailto:Connellvillage@gmail.com). Positive tests will be reported to the Bullitt County Health Department and they will then give the recommendations on our next step. This could be self-quarantine for a child, family, class, or the building. If a child has a sibling, we ask that all children from the family remain at home for the time that is issued by the Health Department. We will follow CDC and local health department guidelines in regards to quarantining/isolating, but final decisions will come from the LVLC administration.**

**The Little Village Learning Center is not responsible for any person that contracts the Covid-19 virus. We are following the CDC guidelines as well as the Healthy at work which can be found at**

**[https://govsite-assets.s3.amazonaws.com/VkBcMK2wQNOxnRfB6WYx\\_2020-7-10%20-%20Healthy%20at%20Work%20Regs%20-%20Child%20Care%20Facilities%20-%20Final%20Version%203.0.pdf](https://govsite-assets.s3.amazonaws.com/VkBcMK2wQNOxnRfB6WYx_2020-7-10%20-%20Healthy%20at%20Work%20Regs%20-%20Child%20Care%20Facilities%20-%20Final%20Version%203.0.pdf)**

**We at Little Village Learning Center will be doing everything in our power to keep your children safe while they are in our care.**

## PARENT ACKNOWLEDGMENT OF POLICIES

SIGN AND RETURN THIS PAGE ONLY, KEEP HANDBOOK FOR REFERENCE.

I, \_\_\_\_\_, the parent, guardian of  
\_\_\_\_\_ have read , or have had read to me, the  
contents of The Little Village Learning Center Handbook of Policies and  
Procedures. I have had an opportunity to discuss any questions or  
concerns I may have had, and understand that I may continue to address  
questions or concerns with the child care staff. I am in agreement with  
the content of this handbook and agree to abide by the conditions set  
forth by it.

\_\_\_\_\_  
Parent/Guardian Signature