

Hamilton Heights School Corporation



2019-2020

Parent Handbook

Preschool, Before & Aftercare, Vacation Care and Summer Camp Programming

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Monitored for BAC hours during the school year and all program hours for Summer/Vacation Care

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HAMILTON HEIGHTS SCHOOL CORPORATION

Little Huskies Learning Center's Parent Handbook

INTRODUCTION

Welcome to the Little Huskies Learning Center! The Little Huskies Learning Center is an extension of the Hamilton Heights School Corporation community. We offer a variety of programs designed to meet students' and families' needs from ages 3 years to 12 years of age. Our preschool programming for students 3 thru 5 years of age helps prepare students for kindergarten whether a child is enrolled in half-day, full day, or full extended day preschool. Our school-age BAC program offers a variety of activities including arts and crafts, recreational games, enrichment activities, technology time and supervised homework time. During most school breaks and the summer we also offer students 3 – 12 years of age a safe and fun place to spend time when school is not in session. Summer camp includes field trips, water days, pool days, and all the amenities the primary school has to offer.

MISSION

The Little Huskies Learning Center strives to create flexible programming that allows for children ages 3-12 years of age to actively engage, explore, and develop in a safe and caring environment. As a program we work to actively build positive relationships with students and their families. We provide both personal and professional services that meet and reflect the unique needs of the Hamilton Heights School Corporation Community and those in our care. Staff members utilize a variety of learning strategies and hands-on activities designed to encourage students to build meaningful connections with each other and their learning environment. Each student is warmly encouraged to reach his or her fullest potential as a productive lifelong learner.

PROGRAM GOALS

School Age BAC/Summer Camp Programming:

Each LHLC program provides a safe, healthy, caring, and stimulating environment for children and their families. We believe children learn best when allowed to explore, experiment and actively participate in the use of a variety of materials and learning experiences. LHLC staff work with families to establish effective two way communication in order to best meet the learning and developmental needs of each student in our care.

Our BAC/Summer Camp program goals are to:

- Provide thoughtful, fun, accessible activities

- Survey and build on students' interest
 - Motivate and engage all students to participate
 - Promote a positive development of self in each child
 - Provide a quiet, supervised academic session during the school year where staff assist in the learning process when needed
 - Plan activities that engage students and enhance skills across the developmental spectrum
 - Encourage students to be physically active by providing inside and outside gross motor development options
- Provide staff training and professional development

Preschool Programming:

The Little Huskies Learning Center offers multi-age preschool classroom experiences where each child is recognized as unique, capable, and valued. Our experienced early childhood teachers create fun and stimulating lessons that highlight the students' interests and appeal to a variety of different learning styles. Environments are created both inside and outside of the school to optimize learning and help students lay a developmentally appropriate foundation for further growth and development. By partnering with the school district and student's families our program strives to help your preschooler:

- Feel known, safe, cared for, and welcome in a school setting
- Engage in developmentally appropriate play and hands-on activities that cover all developmental areas
- Have fun while developing a love of learning/school and excitement about life
- Foster age-appropriate communication skills, social skills, and build self-confidence
- Maintain an active lifestyle by providing ample opportunities for students to engage in gross and fine motor play both inside and outside
- Transition smoothly to kindergarten at the appropriate time

We hope each child will feel secure and comfortable in this warm, loving, and positive environment and that it will motivate them to explore, play, and learn at their own pace.

ADMISSION

School Age BAC Programming:

The Before and After School Care Program is open to any child who is enrolled in Hamilton Heights School Corporation grades k-6th. Full Day LHLC Preschool students are eligible to participate in the Before and Aftercare Program.

A health examination including immunizations must be on file with the school district.

Preschool Programming:

The Hamilton Heights Little Huskies Learning Center Preschool is open to children who are 3 years old by August 1st of the current school year. Children must also be toilet trained. Pull-ups or diapers are not allowed.

Parents must provide a state-issued birth certificate. A health examination including immunizations is required for each child within 12 months prior to admissions or within one month after services start. If a physical is not completed in this time frame, Little Huskies Learning Center may terminate services.

Minimum Immunization Requirements for Preschool Students:

- 4 doses of DTaP (Diphtheria-Tetanus-acellular Pertussis)
- 3 doses of IPV (Inactivated Polio)
- 3 doses of Hepatitis B vaccine
- 1 dose of MMR (Measles, Mumps, & Rubella) on or after the first birthday
- 1 dose of Varicella (chickenpox) vaccine or PHYSICIAN written documentation of history of chickenpox disease, including month and year of disease.

Vacation Care Programming:

The Little Huskies Learning Center Program will provide School Vacation Care for before and after school students as well as enrolled preschool students during most school breaks. Openings are limited and are available on a first-come, first-serve basis. A sign-up sheet will be out in advance for parents interested in using this service. Any cancellations or schedule changes must be made before the appointed registration deadline. Families will be billed and financially responsible to pay for the days they sign up for regardless of whether or not the child(ren) attends.

Please contact your child's lead teacher or Center Director if you are unable to sign-up but would be interested in using this service.

Summer Camp Programming:

Students must be 6 years of age and not over 12 years of age as of August 1st of the current school year to attend LHLC Summer Camp.

Junior Summer Camp Programming:

The Little Huskies Learning Center will provide Junior Summer Camp programming for currently enrolled LHLC preschool students and for students enrolling in kindergarten for the upcoming school year. Students must be 5 years of age and not over 12 years of age as of August 1st of the current school year to attend LHLC Junior Summer Camp. If you have a student enrolled in kindergarten for the upcoming school year but he or she does not meet the August 1st age requirement and you would like them to participate in the summer camp program, please speak with one of the LHLC Directors.

HOURS AND DAYS OF OPERATION

Little Huskies Learning Center is open Monday through Friday during the LHLC year round calendar. The HHSC calendar is attached to the end of this handbook. For Vacation Care and Summer Camp start and finish dates please look below.

Hours of Operation:

Before School Care:	6:30 am to start of school
After School Care:	after school to 6:00 pm
School Vacation Care:	6:30 am – 6:00 pm
Summer Camp:	6:30 am – 6:00 pm
Full-Day Preschool	9:00 am – 3:00 pm
Full-Day Extended Preschool	6:30 am – 6:00 pm
Half Day Preschool	9:00 am – 12:00 pm

2019-2020 LHLC Vacation Care/Summer Camp Dates

6/10 LHLC Summer Camp and Junior Summer Camp 2019 begins

7/4 & 7/5 LHLC CLOSED for Independence Day

7/19 Last Day of LHLC Summer Camp

8/6 LHLC Preschool and BAC program begin

10/14 – 10/18 LHLC Fall Vacation Care

12/23 to 1/3 LHLC CLOSED for Winter Break – no Vacation Care

4/1 to 4/10 LHLC Spring Vacation Care Camp (pending make up days)

***Please refer to the HHSC calendar for additional school/programming dates.**

** Please note the dates above are subject to change. Parents will be given as much notice as possible should changes to the calendar need to be made.

LHLC SAFETY, SECURITY AND PAYMENT INFORMATION

The Little Huskies Learning Center is committed to providing a safe and quality educational environment to children. In order to help us accomplish this goal, the LHLC has implemented the following security policies:

PROCARE SOFTWARE:

Procare software allows parents to check in and out their child/children in a safe and timely manner. By completing a simple biometric scan (fingerprint) parents can help insure their child's safety. This program is utilized by the Before and Aftercare portions of LHLC only.

TUITION EXPRESS:

Procare has a financial component called Tuition Express that allows parents to make and track payments safely, conveniently, and efficiently. Parents have quick access to payment history, receipts, etc. as well as have the ability to make payments themselves when needed. Tuition Express accepts payments via credit card or electronic funds transfer from a bank account. This is our preferred method of payment for LHLC families.

SECURITY SYSTEM:

For the safety and security of the children and staff of the LHLC, parents and guardians will utilize a security system. Each family will be given two key fobs upon enrollment which will allow access to LHLC doors during drop off hours from 6:30 am until 8:30 am. Access will be granted using the same key fob during the afternoon pick-up hours of 3:35 pm until 6:00 pm. If you need to gain access to the school outside of the above hours, please enter through the main school doors and sign in. Additional fobs are available for purchase by contacting the LHLC Assistant Director. Fobs may only be purchased for adults that have been authorized thru the Procare system to pick up your child.

SAFETY AND SECURITY

For the safety and security of all students and staff, all doors are locked throughout the day. To enter the building you must report to the front office. **Staff and students have been instructed not to open the building doors for anyone.** It is important that everyone supports this Safe Visitor Procedure.

1. All visitors during the school day will be required to identify themselves with identification, and state their business in a secure entry alcove at the main building entrance. A staff member will speak with the visitor via intercom to determine their ID and direct their business. If a visitor is going into the classroom or attending lunch, a Volunteer Background Check must be completed online prior to the visit.
2. The holding area will have operating video surveillance at all times. The visitors will then be admitted to the inner office where they will present their photo ID, sign in, and receive a name tag

3. and be directed to their destination. All other doors to the building will be locked during the day once students are inside.
4. In order to protect school property, promote security, and protect the health, welfare, and safety of students, staff, and visitors, the potential use of video surveillance and electronic monitoring exists in all school buildings, school grounds, and school vehicles. (HH School Board Policy 7740)
5. Our school policy does not tolerate the possession of weapons, devices, instruments, materials, or substances, animate or inanimate, that are used for, or are readily capable of, causing death or serious bodily injury by anyone while on school property, at a school-related event, or while en route to or from school on a school bus. This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition. (HH School Policy 5772, 7217)
6. Hamilton Heights School Corporation has adopted The A.L.I.C.E. plan (Alert, Lockdown, Inform, Counter, and Evacuate) which offers a different philosophy in light of recent school violence, and is supported by the Department of Homeland Security and the U.S. Department of Education. The philosophy of A.L.I.C.E. is to use technology and information in a way so that staff and students can make informed decisions in a crisis, remove as many people as possible from the danger zone, and provide realistic training so that those involved in a crisis have a better chance of surviving.
7. With tightened school security, the office staff works carefully to monitor people entering the building and where they are going. Additionally, we look to avoid having non classroom volunteers in the classroom when the teachers are not present. Upon entering, a visitor must show ID, sign-in, and obtain visitor's sticker. Although this can be time consuming, these procedures help us ensure the safety of all students and staff.
8. Locked Doors – In order to keep our school as safe as possible, all classroom doors remain locked throughout the school day.

General information:

1. Any parent wishing to check out their child during or at the end of one of these crisis situations will need to sign out their child with school authorities. However, during a crisis, NO children will be allowed to leave the building for their safety and the safety of others.
2. A photo ID should be available if needed, when checking out your child.
3. A written note from the child's parent will be needed for signing out additional children.
4. The school principal will be involved with directing the emergency plans and access to the principal may not be possible until after the emergency.

PROGRAM RATES

Please note that LHLC balances must be current before registering for additional programs.

School Age BAC Programming:

NON-REFUNDABLE REGISTRATION/SUPPLY FEE: (annual-per student)

- \$65.00 First Registered Student
- \$45.00 All additional registered students in same family

If registering after the first of the school year contact the LHLC Billing Director to learn what your child's registration fee will be. Registration fees may be prorated depending on your child's start date.

DAILY RATES: (per session)

Morning session	\$15/day
Afternoon session	\$15/day
Wednesday Afternoon	\$20/day

WEEKLY RATES:

Morning session	\$50/week
Afternoon session	\$55/week
Both morning and afternoon session	\$85/week

Vacation Care Programming:

Spring and Fall Full Day 6:30 am – 6:00 pm \$30/day
 Summer Camp rates TBD each year no later than the Spring Camp preceding it

**Please note financial assistance is not available for School Vacation Care or Summer Camp.

Preschool Programming:

REGISTRATION/SUPPLY FEE: (annual-per student)

- \$65.00 NON-REFUNDABLE - For Half Day or Full Day Preschool Registrants
- \$115 NON-REFUNDABLE - For Full Day Extended Preschool Registrants (those who wish to utilize the Before and After School program for preschool students).

**If you have multiple children you are registering for any LHLC program, each additional child's registration fee will be discounted.

If registering after the first of the school year contact the LHLC Billing Director to learn what your child's registration fee will be. Registration fees may be prorated depending on your child's start date.

Families are able to utilize school corporation bus services for their preschool student should space be available. Additional paperwork and a transportation fee of \$50 (fee is subject to change and is based on one consistent drop-off spot) is required before students are able to ride the bus. Please note that most paperwork takes a minimum of 2 days to be processed.

PRE-SCHOOL WEEKLY RATE:

Full Day	9:00 am - 3:00 pm	MTWTF	\$135/week
Half Day	9:00 am - 12:00 pm	MTWTF	\$80/week
Full Day Extended	6:30 am - 6 pm	MTWTF	\$165/week (includes preschool)

School Age Summer Camp Programming:

School age summer camp is available to HHSC children entering first grade thru 6th grade for those that will be attending HHSC for upcoming school year. Registration for summer camp is open in staggered sessions. Those who desire to register their child(ren) for full time summer camp are able to register first. Those who desire to register their child(ren) for partial weeks throughout the summer are able to register second. All summer camp participants will receive a free summer camp T-shirt.

- Full Time (all camp weeks) \$150 per week with a \$100 non-refundable registration fee per child (One week or 5 consecutive days of vacation is permitted).
- Weekly (select certain weeks for your child to attend) \$150 per week with a \$100 non-refundable registration fee per child. (If available).
- Daily Registrants (days must be scheduled in advance) \$40/day with a \$100 non-refundable registration fee per child. (If available).

(Weekly/Daily have limited openings available. Arrangements must be made with one of the LHLC Directors.)

The non-refundable registration fee (to hold your spot) is required at time of registration. (The non-refundable registration fee will be refunded if registration is denied.)

Junior Summer Camp Programming:

Junior Summer Camp is available to currently enrolled LHLC preschool students and students entering kindergarten in August of the current school year. Those who desire to register their child(ren) for full time summer camp are able to register first. Those who desire to register their child(ren) for partial weeks throughout the summer are able to register second. All summer camp participants will receive a free summer camp T-shirt.

- Full Time (all weeks camp offered) \$150 per week with a \$75 non-refundable registration fee per child (One week or 5 consecutive days of vacation is permitted).
- Weekly (select certain weeks for your child to attend) \$150 per week with a \$75 non-refundable registration fee per child. (If available).
- Daily Registrants (days must be scheduled in advance) \$40/day with a \$75 non-refundable registration fee per child. (If available).

(Partial weeks have limited openings available. Arrangements must be made with one of the LHLC Directors.)

The non-refundable registration fee (to hold your spot) is required at time of registration. (The non-refundable registration fee will be refunded if registration is denied.)

DISCOUNTED and IRREGULAR PAYMENTS

Please note that billing changes will be made due to weather-related or emergency closings where services are not provided and cannot be made up via built in flex days shown in the HHSC Calendar

The week of Thanksgiving and the Final Week of school are both short weeks. To accommodate for billing, a regular billing cycle will be performed during the week of Thanksgiving and no billing cycle will be run during the final week of school so that accounts may be reconciled.

For our half day preschool enrollees, delayed school days are not permitted to be made up. For this reason if there are two or more delayed starts in one week your account will be credited for days that cannot be made up.

WAIT LIST AND WITHDRAWALS

When all available positions for our program are filled, we will establish a waiting list. Parents will be contacted for placement in the order their inquiries are received.

When withdrawing a child from the program a two week notice is required. If a child is withdrawn without giving the required notification, the parent or guardian will be financially responsible to pay for an additional two weeks of child care fees. Refunds of any prepaid fees will only be given when the required notification is received.

FEE PAYMENT POLICY

Your responsibility to pay begins with the first day your child attends until the Friday of the week of withdrawal. *Payment credit will not be given for absences. You must pay for the days to which you have committed, which may not always be the days your child attends. This applies to those enrolled in Preschool, BAC, Vacation Care and Summer Camp Programming.*

Payment may be made weekly or daily (School-age BAC and Vacation Care only) and is to be paid in advance with the exception of those enrolled in daily billing. For those paying weekly, payment is to be made on the first day of services for the current week. For those enrolled in daily billing, billing will occur on Tuesday of the week following services.

Tuition Express is the preferred method of payment. Please contact the LHLC Billing Director to set up your account. LHLC accepts all Visa and MasterCard credit and Debit cards. We can also take auto withdraw payments via Account and Routing Number information.

Returned checks will not be sent through the bank a second time for payment. You must replace the NSF check with cash. A service fee of \$15 will be charged for each returned check. After two returned checks all payments must be made by cash or money order through the end of the school year.

For credit/debit/bank withdrawals that decline more than once, a \$15 decline fee will apply to each additional decline.

Receipts of payment and/or payment history can be viewed through Tuition Express at any time or can be requested from the LHLC Billing Director. (Please note balances can be checked at a Procure fingerprint terminal within the Primary School. One time credit card payments can also be made at certain Procure terminals).

Balances should not carry over from one semester to another or from one the enrollment of one program to another.

LATE PAYMENT POLICY

A phone call or emailed reminder will be provided after one week of nonpayment. Nonpayment is defined as one week of the child's agreed upon tuition.

If payment is not received after one week of nonpayment (payment made must be equivalent to previous week's agreed upon tuition and current week's agreed upon tuition) your child may be suspended from services until the account balance is paid in full. If after 30 days the full payment amount has not been made, the account may be sent to collections and the child's services at Little Huskies Learning Center will be permanently terminated.

Exceptions may be made to this policy through an appeal process by submitting a request to the LHLC appeals committee (Principal, Director and Business Manager). Consideration will be given for situations where a family is experiencing a catastrophic event such as a significant family medical issue. In these situations, full payment is still expected but a payment plan may be approved.

ATTENDANCE

Please notify the staff of any planned prolonged absence or extra days needing service as soon as possible. We need adequate time to assure we have the appropriate staffing on hand at all times.

School Age BAC Programming:

YOU MUST NOTIFY THE BAC PROGRAM PRIOR TO 2:30 PM OF YOUR CHILD'S ABSENCE. To report an absence or schedule changes please text the LHLC

Attendance Line at (317) 376-5483. Absences may include: changing to parent pick-up, changing to bus rider, home sick, and an early pick-up from school on any given day. The Primary and Elementary school should also be made aware of any afternoon changes to your child's routine.

Preschool Programming:

Please call the Primary School Attendance line or call your child's teacher if your child will be absent from school. Email is not preferred as sometimes staff are also absent or not able to check email in a timely manner. Please note no financial credit will be given for excused or unexcused preschool absences.

Vacation Care/Summer Camp/Junior Summer Camp Programming:

Please notify the staff one week in advance of any planned prolonged absence. We need adequate time to assure we have the appropriate staffing on hand at all times.

LHLC PROGRAMMING DROP OFF/PICK-UP PROCEDURES

**Due to construction a detailed explanation of drop off and pick up procedures will be available to families at the Open House.

PRESCHOOL STUDENT BUS RIDERS

LHLC full day Preschool students are eligible to ride HHSC buses to and from school when room is available. Half day preschool students are also eligible to ride to school only. Bus services are not available to LHLC half day students at the 12 pm dismissal time. All pick up and drop off locations must be located within the HHSC district.

Preschool students sit in a safety seat (provided) at the front of the bus. A parent or guardian should help the preschool student buckle in each morning. LHLC Preschool staff members will assist buckling the preschool student in each afternoon.

The Transportation Department does accommodate transportation changes that come about over the course of the school year. However, we ask that parents keep these changes as minimal as possible. A minimum 24 hour notice is required for transportation changes in order to ensure buses are equipped with the required safety seat. Requests for changes can be made by calling the school's main office or sending a note in 24+ hours in advance. Please plan accordingly.

LHLC students that ride a school corporation bus are expected to adhere to the rules, safety requirements, and standards developed by the Transportation Department. Please refer to the HHPS/HHES Parent Handbook for further information.

Additional paperwork and a transportation fee are required prior to any child beginning services. Contact the LHLC director with questions or for more information.

LATE PICK-UPS

All children are required to be picked up at their agreed upon pick-up time. For example, students enrolled in half-day preschool are to be picked up by 12:00 pm each day school is in session. Students enrolled in full-day preschool should be picked up by 3:00 pm. Students enrolled in the school-age or preschool BAC program or summer camp should be picked up no later than 6:00 p.m., our closing time.

An overtime fine of \$1.00 per child for every minute late after the appointed end time will be assessed for late pick-ups. The computerized time on Procure system is used for official time. After 3 late pick-ups, parents may be asked to make other child care arrangements.

If a child is not picked up within 30 minutes of their designated pick-up time and all attempts to contact parents/guardians and emergency numbers have been unsuccessful, the police may be notified to place the child in protective custody. This step will only be taken after staff has consulted with a school official or a LHLC Director.

WEATHER AND EMERGENCY CLOSINGS

If school is closed due to bad weather or emergency conditions (such as loss of power, etc), LHLC will also be closed.

If school is delayed due to bad weather or emergency conditions, LHLC staff will be at the center by 7:30 am to provide child care until the start of school. Care is only available to families enrolled in the BAC portion of the program. If school is delayed, the LHLC half day preschool students do not attend.

If a school delay is extended to a school closing due to weather conditions that have worsened, parents will be contacted to pick-up their child/children and are required to pick-up *within two hours*.

If school is released early due to bad weather or emergency conditions, *LHLC Before and After Care will NOT be open. Only contact a LHLC Director if you have an emergency situation.* The Early Dismissal Procedure form, signed by parents at the beginning of the year will be followed.

If School Vacation Care or Summer Camp is closed due to bad weather or emergency conditions, a LHLC Director will make that decision prior to opening hours. Families will be notified through the Procure System or School Messenger as soon as possible. If the facility must close during operating hours because of bad weather or emergency conditions, a LHLC Director will notify families through Procure or School Messenger and all children must be picked up *within 2 hours* of the new release time.

Billing changes will be made due to weather-related or emergency closings where services are not provided two times or more in one week.

VOLUNTEERS

Please refer to HHSC's website or contact a LHLC Director to learn more about the school corporation's requirements for volunteering in any of the Little Huskies Learning Center's Programs.

OPEN DOOR POLICY

Little Huskies Learning Center has an open door policy. Please feel free to visit our program anytime.

While we do abide by an open door policy, whenever possible, advance notice of visits is appreciated in order to protect the educational programs of Hamilton Heights Primary School. The following guidelines have been established for visitors of the Primary School:

1. Visitors are welcome at all of our schools. For proper monitoring of the safety of students and staff, each visitor must register upon entering the school at the main office to sign and receive a visitor's sticker. **A state issued ID will be required to obtain a visitor's badge.** When the office staff member scans the state issued ID, the visitor's information will be checked against the National Sex Offender Registry. Any visitor's ID that is tagged during this process will be denied entry and/or access to students. Any visitor found in the building without a visitor's sticker will be reported to the administrators and school resource officer. If a visitor wishes to meet with a member of the staff, he/she should call for an appointment prior to coming to the school in order to ensure availability and prevent any potential inconvenience. Students may not bring student visitors (i.e. friends) to school during the day.
2. When the office staff member scans the state issued ID, the visitor's information will be checked against the National Sex Offender Registry. Any visitor's ID that is tagged during this process will be denied entry and/or access to students. Any visitor found in the building without a visitor's sticker will be reported to the administrators and school resource officer. If a visitor wishes to meet with a member of the staff, he/she should call for an appointment prior to coming to the school in order to ensure availability and prevent any potential inconvenience. Students may not bring student visitors (i.e. friends) to school during the day.
3. Adult lunch guests are also welcome during our scheduled lunch periods. Only the child's parents or grandparents may visit during lunch. Siblings may also visit during lunch only when accompanied by a parent or grandparent. Other lunch visitors would need to be approved by parents and building administration. All adults who visit during lunch **must complete and pass a volunteer background check prior to their visit.** All HHSC schools maintain an updated list of volunteers who have passed a background check in each building.

According to Board policy, potential volunteers who do not pass the initial background check may follow procedures to appeal the decision with the superintendent.

1. If you bring a forgotten item to school, have a message for a child, need to pick up a child for an appointment, or wish to speak to a teacher, come directly to the office for assistance.

2. Parents who wish to observe learning activities taking place in their child's classroom are to confer, in advance, with the teacher and indicate the purpose of the visitation.
3. A visitation should be no longer than sixty (60) minutes. The number of visitors at any one time should not exceed three parents. In order to create an optimal learning environment during the visit, small children should not accompany the parent.
4. The frequency of visits for any student's parents should be no more than one every week.
5. Visitors should be silent observers and not create any disturbances or disruptions to the learning process.
6. Any comments made by individual students are to be maintained in confidence by the visitor.
7. If a visitor wishes to record a conversation with a staff member, he must request permission from the individual although the person is not obligated to do so. If the staff member wishes to record a conversation with a visitor, s/he is to inform that person that the conversation is being recorded before the conversation begins.
8. Any comments or concerns are to be discussed with the staff member when students are not present.
9. If a parent has a concern about what is transpiring in his/her child's classroom, he should address the matter first with the teacher and, if not rectified, to then meet with the assistant principal or principal. (HH School Policy 9150)

INCLUSION POLICY

This program is designed to be inclusive of all children, including children with disabilities, special learning, and developmental needs.

Whenever possible, reasonable modifications will be made in the environment and with staffing for children with special needs.

The LHLC preschool does not have qualified service providers (speech pathologists, occupational therapists, etc.) on staff, but children who have an Individual Education Plan (IEP) are able to receive services through the Early Childhood Program at the Primary School. When it is determined that the LHLC staff and/or facility can provide a beneficial classroom setting for a child with an IEP, the Little Huskies Learning Center Preschool will work collaboratively with outside service providers to help reach your child's goals.

If your child has an existing behavior plan or Individualized Education Program (IEP), make the lead teacher or Center Director aware of this so that we may incorporate these plans into our program.

Please provide LHLC with a copy of your child's IEP to put in their file.

Please make the lead teacher or a LHLC Administrator aware of:

- Behavior issues

- Restroom capabilities
- Speech limitations
- Social skills
- Any other information that will allow LHLC staff to provide your child with the support they need and the knowledge to do so

This institution is an equal opportunity provider. Children are not discriminated against due to race, religion, family background or culture. Staff will provide both sexes with equal opportunities to participate in all activities. Staff will speak positively about each child, their background, and their family.

DISCIPLINE POLICY

School Age BAC, Vacation Care and Summer Camp Programming:

Our before and after school care program uses a positive disciplinary approach with children. Our staff will communicate with children using positive statements. We will encourage children, with adult support, to use their own words and solutions to resolve conflicts. We will communicate with children in a calm manner about what behavior is expected. Recurring disciplinary problems will be addressed with parents and documented in the child's record.

We use a variety of positive guidance and discipline strategies and techniques to encourage emotional regulation and the development of self-control, self-esteem, friendship making and social problem solving skills. Some of the techniques are:

- Providing specific cues, phrases, and consistent language when directing children's behavior
- Praising specifically when a child follows directions, listens to others, or demonstrates positive social skills
- Providing consistent daily routines and schedules
- Providing interesting and engaging activities
- Redirecting children to appropriate choices
- Role modeling positive social skills
- Supporting problem solving between children
- Learning about and practicing social skills during group times
- Providing children with a calming space when they need to regulate their emotions before returning to the group, for no longer than one minute per a year of your child's age, if necessary

Our before and aftercare staff will provide a safe, positive and nurturing environment. As previously outlined, staff will employ a variety of techniques and strategies to encourage children to regulate their emotions. Violence towards children is **NEVER** allowed.

We know that it takes a partnership between the staff and family to support a child who is facing challenges for some reason. We will inform you along the way of what is working well and what we are working on. We ask you to do the same for us.

Rules are established to promote harmony among the children and help them develop positive attitudes. Minor discipline problems will be handled promptly by our staff with kindness and understanding but also with firmness. More serious offenses will be discussed with both child and parent in order to seek a solution. If the problem cannot be resolved, the child will be dismissed from the program.

Little Huskies Learning Center services may be terminated for any child who is repeatedly disruptive of the program. Disruptive behavior is considered to be any verbal or physical behavior that requires constant attention from our caregivers. This includes but is not limited to the following:

- a. Any actions that cause physical harm to another child.
- b. Verbal or physical abuse directed toward a caregiver.
- c. Disregard of the behavior guidelines of the school site.

Severe offenses as described later in this discipline policy are subject to automatic suspension or possible removal from the LHLC Program. In case of suspension, normal fees must be paid in order to secure the child's position in the program.

MINOR MISBEHAVIOR:

Not following rules and disruptive behavior; inappropriate language, horse play, throwing objects, arguing with others, name calling, put downs, etc.

DISCIPLINARY ACTION FOR MINOR MISBEHAVIOR:

Step 1 – Verbal warning to child to correct behavior problem

Step 2 – Time-out (5 minutes)

Step 3 – Time-out (maximum time = one minute times the age of the child); Incident report;

Contact parent

Step 4 – Incident report; Contact parent to discuss incident, child and site leader

Step 5 – Incident report; One day suspension

Step 6 – Incident report; Dismissal from program

*Please note copies of incident reports are provided to the appropriate building administrators.

MAJOR MISBEHAVIOR AND DISCIPLINARY ACTIONS:

1. Fighting/Threats

1st Offense: Incident report; Contact parent to discuss incident; one day suspension

2nd Offense: Incident report; Three to five day suspension

3rd Offense: Incident report; Dismissal from program

2. Damage or destruction of property:

1st Offense: Incident report; Repair or replacement cost borne by parent; Contact parent to discuss incident, child and site leader

2nd Offense: Incident report; Repair or replacement cost borne by parent; One day suspension

3rd Offense: Incident report; Repair or replacement cost borne by parent; Dismissal from program

3. Profanity/safety concerns/disrespect toward students and staff

1st Offense: Incident report; Contact parent to discuss incident, child and site leader

2nd Offense: Incident report; One day suspension

3rd Offense: Incident report; Dismissal from program

4. Stealing

1st Offense: Incident report; Return and replace item; Contact parent to discuss incident, child and site leader

2nd Offense: Incident report; Return and replace item; One day suspension

3rd Offense: Incident report; Return and replace item; Dismissal from program

5. Weapons and Dangerous Objects

A weapon is any object that can be or is intended to be used to harm, intimidate or threaten another person. LHLC has a “zero tolerance” policy on weapons of any kind at school. This includes guns, knives (pin and Swiss Army), plastic guns, plastic knives, or any object that could be used as a weapon including kitchen knives in lunch boxes. Any other objects that are used to intimidate or threaten other children such as scissors, forks, pens, razors, etc. are also considered illegal.

Children who talk about weapons or explosive devices and/or threaten to harm or kill students or staff can face severe disciplinary consequences, which could include dismissal from LHLC and arrest.

Disciplinary action will include an automatic suspension of three days with the possibility of recommendation of dismissal from the LHLC program.

6. Physical Assault on a Staff Member

A conference will be held with the parent. Disciplinary action will include but is not limited to a suspension of one to five days from LHLC with the possibility of recommendation of dismissal to be reviewed by the LHLC Center Director.

PLEASE NOTE: All major offenses will be reviewed, by a school administrator and the LHLC Directors. In the event a student is dismissed from the program, reentry will be dependent on a review by the appropriate school administrator and the LHLC Staff.

Preschool Programming:

Our preschool program uses a positive disciplinary approach with children. Our staff will communicate with children using positive statements. We will encourage children, with adult support, to use their own words and solutions to resolve conflicts. We will communicate with children at eye level and talk to them in a calm manner about what behavior is expected. Recurring disciplinary problems will be addressed with parents and documented in the child's record.

We use a variety of positive guidance and discipline strategies and techniques to encourage emotional regulation and the development of self-control, self-esteem, friendship making and social problem solving skills. Some of the techniques are:

- Providing specific cues, phrases, and consistent language when directing children's behavior
- Praising specifically when a child follows directions, listens to others, or demonstrates positive social skills
- Providing consistent daily routines and schedules
- Providing interesting and engaging activities
- Redirecting children to appropriate choices
- Role modeling positive social skills
- Supporting problem solving between children
- Learning about and practicing social skills during group times
- Providing children with a calming space when they need to regulate their emotions before returning to the group, for no longer than one minute per a year of your child's age, if necessary

Our preschool staff will provide a safe, positive and nurturing environment. As previously outlined, staff will employ a variety of techniques and strategies to encourage children to regulate their emotions. Violence towards children is **NEVER** allowed.

We know that it takes a partnership between the preschool staff and family to support a child who is facing challenges for some reason. We will inform you along the way of what is working well and what we are working on. We ask you to do the same for us.

Services may be terminated for any child who is repeatedly disruptive of the program. Disruptive behavior is considered to be any verbal or physical behavior that requires constant attention from our caregivers. This includes but is not limited to the following:

- a. Any actions that cause physical harm to another child.
- b. Verbal or physical abuse directed toward a caregiver.
- c. Disregard of the behavior guidelines of the school.

HEALTH POLICY

Our program will utilize reasonable precautions to ensure a healthy environment. Your child needs to stay home if she or he has one or more of the following symptoms:

- A fever of 100 degrees or more
- Sore throat
- Rash
- Stomach pain
- Conjunctivitis (pink eye)
- Vomiting and/or diarrhea

Children need to be free of the symptoms mentioned *for at least 24 hours* before returning to our program. Some communicable diseases require a longer exclusion from school.

If a child becomes ill, we will isolate him or her and call you to pick them up. Your child must be picked up within a reasonable time. Failure to do so may result in termination of services. The decision regarding whether or not an ill child may remain at the program is entirely up to the discretion of the lead teacher. Your child will be required to leave if they have a temperature of 100 degrees or more.

If your child has had a serious injury, fracture, or surgery please provide the LHLC staff with a doctor's note stating any limitations. A doctor's note should also be turned in once the limitations have been removed or changed and the child can resume normal activities.

If your child has live (moving/crawling) lice, OR nits are seen within ¼ of an inch of the scalp, the School Nurse/LHLC employee will notify the parents/guardians and the student will be sent home. The student can be readmitted into school when evidence of treatment is submitted to the School Nurse, and the student is found to be free of live lice. The student should not attend any LHLC programs until s/he has been checked by the School Nurse and found to be free of the active infestation.

DO NOT SEND A SICK CHILD TO THE PROGRAM. If you are not sure, call and discuss the situation.

If your child has a contagious disease, and must be kept home, please notify a LHLC staff member.

You are responsible for paying for scheduled service when your child is sick.

*Please note that during the Before and After School program, LHLC Vacation Care, and Summer Camp programs no nurse or medical professional is on duty.

DISPENSING MEDICATION

If at all possible please give your child his/her medication at home. If your child must take medicine at school we must observe certain safeguards in administering medication to students.

ALL prescription medication and non-prescription medication should be given to the school nurse by a parent or guardian. Students **ARE NOT** permitted to carry medication or drugs. At LHLC, this does include cough drops, due to the young age of the students.

Prescription medication may be dispensed at LHLC when necessary. It will be administered by the HHPS Nurse or LHLC site leader. The medicine must be in the original container. The label on the container **must include: the child's name, the name of the specific medication, the dosage of medication to be administered, the frequency/interval to be given, the physician's name, and the date the prescription was filled.**

Medications must be accompanied with a written order from the prescribing physician.

No out-of-date prescriptions or medicines will be administered. During before or after school hours we cannot supply antacids, cold remedies, or other over-the counter medications for children without a doctor's order and any other necessary forms on file.

Non-prescription medicines may also be dispensed at the Center when in the original container and accompanied by written permission from the parent or guardian. If the parent's written instructions for

administering a non-prescription medication differ from the manufacturer's recommended instructions, a written order from the physician may be required. All medications must be FDA approved.

A parent or guardian can withdraw permission at any time; this must be in writing.

During school hours, Generic Tylenol, Ibuprofen, Generic Benadryl, Generic Antacid, Cough Drops, Sore throat spray, Antiseptic wash, Hydrogen peroxide, Antibiotic ointment, Aloe Vera/Burn Spray, Isopropyl Alcohol, Anti-itch cream/gel, Benzocaine, Biofreeze, Saline, Visine or Lubricating Drops, Oragel, Vaseline, Carmex, and Zilactin are stocked in the clinic and may be administered with written parent permission. After school hours a LHLC site leader can administer Generic Tylenol, Generic Ibuprofen or Generic Benadryl (when available) if needed. A parent permission form must be on file before we will administer any medication to a child.

Any unused medication that is unclaimed by parent by the last day of school will be destroyed.

The program may not send home medication with a student. Medications may be released only to the student's parent or guardian.

BREAKFAST, SNACKS AND LUNCHESES

School Age BAC and Preschool Programming:

Nutritious snacks and meals will be served each day depending on the program your child(ren) is enrolled in. Those attending during the appropriate times can participate in snacks/meals. The rate for services does include most snacks/meals. ***No outside snacks or meals are to be sent in with students unless otherwise requested and approved by the classroom teacher or program director.*** For example, teachers may ask for contributions for classroom parties or a snack for those enrolled in the preschool program. If a child has a medical condition, documented by the child's physician, or a religious/personal beliefs document by the parent/guardian, a Safe Transportation of Food Responsibility form must be completed prior to food being brought in. Once parents have provided the appropriate documentation, we ask that parents send in healthy meal and snack alternatives that meet the child's needs. The Little Huskies Learning Center is not responsible for the healthy/safety of food brought in from home.

Vacation Care and Summer Camp/Junior Summer Camp Programming:

Breakfast and an afternoon snack will be served each day. Those attending during the appropriate times can participate in breakfast/snacks. The rate for services does include the cost of food with the exception of lunch. Every child should bring their lunch daily. This includes appropriate utensils and a drink. We prefer those enrolled to bring their lunches in a disposable lunch sack with their name clearly labeled on the side. Lunch boxes or mini coolers are also okay and must be labeled with name. Do not send food that needs to be heated. No glass bottles or containers, please. A refrigerator will be available for storing. **Carbonated beverages will not be permitted.**

We must have a completed and signed Safe Transportation of Food Responsibility Form on hand **prior** to food being brought in for lunch.

Emergency lunches will be provided for students who forget their lunch at a cost of \$3.00. This emergency lunch fee will be added to your child's invoice the following week.

Disposable sack lunches may be required for field trips. **Refrigerated lunch storage will not be available. DONOT send egg or mayonnaise-based products.**

Each child should have a **reusable** water bottle that they bring and take home with them daily. Water bottles must be labeled with child's first and last name.

TOYS AND PERSONAL ITEMS FROM HOME

School Age BAC and Preschool Programming:

Toys, games, personal items, etc. are not to be brought in except on special occasions. You will be notified in advance of those times. When items are brought they must be labeled with the child's first and last name. Phones of any sort will not be permitted. HHSC will not be responsible for lost or broken items.

Vacation Care and Summer Camp/Junior Summer Camp Programming:

Children will be permitted to play with items from home during specified times of the day. All items from home must be labeled with first and last name. No more than two items should be brought each day. LHLC or HHSC will not be responsible for lost or damaged items. LHLC reserves the right to deny certain items or privileges to bring items at any time. **Phones of any sort will not be permitted.**

LIVE ANIMAL POLICY

Due to student allergies and the safety of all children, animals are not permitted at school without prior approval from an administrator. The only exception would be a certified service animal (not therapy animals) that services a handicapped student, visitor, or staff member (e.g. blind student/person).

OUTDOOR PLAY/ APPROPRIATE CLOTHING AND SHOES

School Age BAC and Preschool Programming:

We will go outside on a regular basis unless the weather is too cold, too hot or rainy. Please dress your child in comfortable play clothes. Your child also needs suitable clothing for outdoor play, i.e., hats, boots, gloves, etc. It is also recommended that you label all of your child's outerwear.

Children need to wear closed toe shoes to school. Tennis shoes are strongly preferred. Flip-flops are not allowed to be worn to school for safety reasons. Rubber sole shoes prevent injury and give traction on playground equipment.

No matter what the weather, please dress your child appropriately.

We encourage those wearing dresses to wear shorts or tights underneath.

Summer Camp/Junior Summer Camp Programming:

Children should be dressed appropriately for the weather. **Flip-flops are not permitted as they are not safe on our playground.** Tank tops should be long enough that they cover the child's stomach. Tube tops and halters are not permitted.

Swim suits/water clothes should be brought on all appropriate days. Swim wear should be appropriate for school activities. Neglecting to bring these items means missing activities.

For safety reasons, tennis shoes must be worn or brought to camp **EACH DAY**. Failure to do so may prohibit children from participating in certain activities. **Water shoes will be required for weekly water days.**

Old tennis shoes, crocs with a back, or a traditional water shoe are acceptable water shoes. For the safety of your child exceptions will not be made. Water shoes are in addition to the tennis shoes needed for gymnasium activities. Some field trips will require old tennis shoes or water shoes to be worn.

Summer Camp will not have clothing available. Parents will be required to bring clothes or pack clothes with their child if they think clothes may be needed. This includes restroom accidents.

PREVENTATIVE PRODUCTS

School Age BAC and Preschool Programming:

Students are permitted to bring in lip balm, lotion, and/or sunscreen to use if needed thought their time at school. Please make sure your child's name is on the product and inform your child's teacher of any specific instructions regarding the products. A preschool student's product(s) will likely be kept in a safe location by the teacher and used as needed.

Summer Camp Programming:

During Summer Camp we will be using sunscreen. We ask that each child bring a bottle to leave at the program for the extent of the camp.

All children must arrive to camp with sunscreen already applied. Failure to wear sunscreen may result in a child missing out on certain activities. Sunscreen will be reapplied after 12:30 pm, prior to any outdoor activities.

If needed insect repellent may be offered.

A parent authorization form must be signed prior to LHLC applying these preventive products to campers.

CONFIDENTIALITY POLICY

All information pertaining to admission, health, family, or discharge of a child is confidential.

CHANGE OF ADDRESS/TELEPHONE NUMBER/EMAIL

Parents must notify LHLC staff of any changes of address, telephone number, and email during the time period a child is enrolled in any LHLC programs.

TECHNOLOGY POLICY

Students attending LHLC programs may have access to computers, IPADs and other forms of technology. While these devices are used in a controlled environment and have limited access, students are expected to play/use school appropriate games and websites. Failure to do so may result in the loss of privileges and/or further disciplinary actions. If a student damages a school-owned device, parents may be financially responsible for repairs or replacement.

FIELD TRIPS

Parents/Guardians will be informed prior to the trip and will need to sign a permission slip for their child(ren) to participate. Appropriate clothing must be worn. If a lunch is needed for a field trip parents will be notified ahead of time. For field trips that do require a lunch please send the lunch in a disposable sack and only send food items that do not require refrigeration. Lunches should be clearly labeled with the child's name.

PARENT SURVEYS

We want to encourage parents to be a part of our program. We are eager to learn as much as we can about each child's family, past experiences, and current circumstances. With this knowledge we can work to create learning experiences that fit the children and families with whom we partner. You may see these surveys throughout the year. Please fill them out and return them to the lead teacher or a LHLC Director.

PARENT CONFERENCES/COMMUNICATION POLICY

School Age BAC, Vacation Care and Summer Camp Programming:

Parent conferences will be scheduled as needed or a parent may request such conference at any time. In addition, conferences are always available for on-going communication and parents are welcome at any time to observe our program.

If a problem arises concerning your child or another student, please let your site leader know and he/she will work with you to resolve the situation. Remember we cannot resolve a problem we are unaware of.

Preschool Programming:

Parent conferences will be scheduled at least once a year. Each conference will be 15-20 minutes, where we can review your child's progress report and discuss any questions or concerns you might have. In addition, conferences are always available for on-going communication and parents are welcome at any time to observe our program.

If a problem arises concerning your child or another student, please let your lead teacher know and he/she will work with you to resolve the situation. Remember we cannot resolve a problem we are unaware of.

NOTIFYING PARENTS OF ILLNESS, SERIOUS INJURY OR DEATH OF PROVIDER

In the event of an extended absence by a LHLC employee, parents will be contacted and the LHLC will utilize a substitute teacher until the return of the employee. In the event of a death of a LHLC employee parents will be contacted and the position will be covered by a substitute teacher, until the rehiring of another employee for the position.

COURT ORDERS

If a court order exists preventing a particular individual from having contact with your child, LHLC shall comply with the order. *Please provide LHLC with a copy of the court order to put in your child's LHLC file.*

HHSC HANDBOOKS

Students participating in any Little Huskies Learning Center programs are expected to adhere to the policies and procedures of the LHLC Parent Handbook as well as the school corporation's parent student handbooks.

ALCOHOL, TOBACCO, FIREARMS, AND ILLEGAL SUBSTANCE POLICY

The use of tobacco, and use or position of alcohol, illegal substances and/or firearms is prohibited on school property.

Any intoxicated or impaired person who insists on removing a child from the center will be reported to the local police agency immediately. Staff will do their best to prevent the person from removing his/her child, unless it endangers the group.

DIRECTORY INFORMATION RELEASE

Directory information is information that can be released by the school corporation without parental consent for uses such as, but not limited to, athletic programs, newspaper releases (sports, honor roll, special events), corporation websites and social media, and the newsletters.

Students' pictures also may be used to show class or sports activities on a website but students would not be directly identified by name without prior written parental consent. No student identifiable information will be used on a web page without prior written parental consent. Hamilton Heights School Corporation has designated the following information as directory information:

1. Student's name
2. Address
3. Telephone listing
4. Date and place of birth
5. Major field of study
6. Participating in officially recognized activities and sports
7. Weight and height of members of athletic teams
8. Dates of attendance
9. Date of graduation
10. Degrees and awards received
11. Listing on honor roll
12. Pictures and videotape not used in a disciplinary matter for newspapers/newsletters
13. Pictures not used in a disciplinary matter for a website

Parents and adult students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the school office.

PRESCHOOL REST TIME

A story tape/cd will start rest time followed by soft music to provide a relaxed atmosphere. Please bring a *small* blanket and pillow for your child to use during rest time. *Blankets and pillows will be sent home at the end of each week to be washed and should be sent brought back to school the following school day.* Nap pal stuffed animals are welcome. Nap pals stay in cubbies until rest time.

PRESCHOOL EXTRA CLOTHES

Each child should bring one set of extra clothing, including a shirt, pants/shorts, underwear and socks, to keep in their cubby. *Please make sure the clothes are season appropriate.* Any soiled clothing will put into a plastic bag and placed in the child's backpack to be taken home. *In order to keep track of each child's belongings please bring the clothes in a gallon-size plastic storage bag labeled with your child's name.*

PRESCHOOL PARTIES/BIRTHDAYS

Invitations to events outside of the school setting should not be distributed at preschool, unless all students are invited or unless all children of the same gender are invited. This avoids hurt feeling and misunderstandings of children.

Classroom parties may be held in celebrating special holidays (Christmas and Valentine's Day) throughout the year. The parties will be under the lead teacher's direction. If the parties include the provision of treats and you choose to bring a snack to share on that day, please make arrangements with your child's lead teacher. Parents may bring a small food treat to be consumed at school. *All food provided at school to students by persons other than the school staff must be store bought, pre-packaged, brought to school in the original container/wrapper and on the approved snack list.* Any foods not on the approved snack list will not be distributed and will need to be picked up by the parent. This applies to food items designed as Valentine's Day cards and any other food items brought to school intended to be distributed to students. *A copy of the approved snack list will be provided at the beginning of the school year and is also available under the Primary school's website.*

Birthdays are a very special time in a child's life and we enjoy celebrating with each child. While birthday treats are not permitted, we will be celebrating your child's special day with a small gift.

