

PROGRAM HANDBOOK



Where Learning Takes R.O.O.T



Director: Ms. Ramirez

Daycare & Learning Pod for Ages 2-10

Info@Littlesproutslearningpod@gmail.com

TABLE OF CONENTS



Purpose of Program Handbook:	01
About Us:	02
Hours of Operation:	04
Our Philosophy:	06
Nondiscrimination Policy:	08
Diversity & Inclusion:	09
Parental Access Policy:	10
Photo & Video Policy:	11
Staff & Volunteer Policy:	12
Ratio & Group Size:	13
Waitlist & Registration:	14
Enrollment:	16
Tuition & Fees:	17
Holidays & Absences:	20
Communications:	21
Transportation:	22
Outdoor Play:	24
Curriculum & Assessment:	25
Family Involvement:	27
Drop-Off & Pick-Up Policies:	28
Inclement Weather:	30
Emergency Procedures:	31
Clothing & Personal Items Policies:	33
Technology Policies:	34
Potty Training Policies:	36
Nap Policies:	37
Meals & Snacks:	39
Illness Policies:	40
Medications:	42
Behavior Policies:	44
Termination Policies:	45
Pet Policies:	46

PURPOSE OF PROGRAM HANDBOOK

The purpose of this Program Handbook is to clearly communicate the philosophy, goals, and expectations of our childcare and learning programs.

This handbook serves as a shared guide for families, students, staff, and administrators, ensuring consistency, transparency, and a positive learning environment for all.

This handbook outlines policies, procedures, and expectations that help maintain a safe and effective program.

It is intended to:

- Clarify program standards and daily operations
- Establish clear expectations for behavior, communication, and participation
- Support consistency in care and instruction
- Ensure compliance with local and state regulations

This Program Handbook is a living document and may be updated as policies, regulations, or program needs evolve.

Families will be notified of significant changes in a timely manner.



ABOUT LITTLE SPROUTS

Our program is dedicated to providing a safe, nurturing, and enriching environment where children can learn, grow, and thrive.

We are designed to support children's academic, social, emotional, and physical development through age-appropriate instruction, guided play, and meaningful daily routines.

We believe that every child is unique and deserves individualized care and attention. Our approach balances structured learning with creativity and exploration, allowing children to build confidence, independence, and a love for learning.

OUR DIRECTOR:

Little Sprouts was founded and is led by a passionate director who is deeply committed to early childhood education and the well-being of children and families.

The creation of Little Sprouts reflects both a personal calling and a professional dedication to providing high-quality, developmentally appropriate care and learning experiences.

Our Director: Ms. Ramirez, is actively pursuing an Associate of Science (AS) degree in Early Childhood Education, strengthening her knowledge of child development, classroom management, curriculum planning, and best practices in early learning.

In addition to academic study, Our Director is dedicated to maintaining a program that meets high standards of safety, professionalism, and care.

Ms. Ramirez works closely with families and staff to ensure open communication, trust, and a shared commitment to each child's success.

Little Sprouts is more than a program—it is a reflection of my values, education, and dedication to early childhood education. I am honored to serve families in this role and to support children as they build strong roots for their future growth.



OUR STORY



Little Sprouts was created from a simple but powerful belief: children thrive best when they are seen, supported, and given the space to grow at their own pace.

The idea for Little Sprouts began with a desire to create a program that felt like an extension of home—warm, nurturing, and intentional—while still offering structure, learning, and high standards of care.

We saw a need for a setting where children could learn without pressure, explore with confidence, and feel safe being themselves.

Too often, early learning environments focus on speed, comparison, or one-size-fits-all expectations.

Little Sprouts was founded to be different. Our goal was to build a program that honors childhood, values development over perfection, and supports the whole child—socially, emotionally, academically, and physically.

The name Little Sprouts reflects our philosophy. Just like plants, children grow in their own time. With the right care, patience, guidance, and environment, they develop strong roots and the confidence to flourish.

At Little Sprouts, we intentionally keep learning meaningful and balanced—combining play, routine, creativity, and gentle instruction. We emphasize kindness, independence, curiosity, and respect, while fostering a love for learning that children carry with them beyond our program.

Little Sprouts was created not just as a childcare or learning program, but as a community. A place where families feel supported, children feel valued, and growth—big and small—is celebrated every day.

HOURS OF OPERATION

Operating Hours	Monday - Friday	8:30 AM - 4:00 PM
Drop-Off	8:00 AM - 8:30 AM <i>*Early drop-off available per request. Fees may apply.</i>	Sign in required; only authorized adults may drop off.
Pick-Up	4:00 PM - 4:20 PM <i>*late fee may be charged after a grace period.</i>	Sign out required; only authorized adults - with proof of ID.

**excluding holidays and scheduled closure days.*

PROGRAM-SPECIFIC HOURS :

- **Full Time Learning Pod/Daycare:** 8:30 AM - 4:00 PM (M-F)
- **Part Time Learning Pod/Daycare:** 8:30 AM - 4:00 PM (M-W-F)
- **Half-Day Program:** 8:30 AM - 12:00 PM OR 12:30 PM - 4:00 PM

LATE PICK-UP POLICY:

Children not picked up by closing time will be subject to late pick-up fees as outlined in the Tuition & Fees section.

GRACE PERIOD:

Little Sprouts provides a brief grace period to support families with occasional, unavoidable delays:

- A grace period of up to 10 minutes is allowed at pick-up time.
- The grace period is intended for rare and occasional use only.
- Pick-ups that exceed the grace period will result in late pick-up fees as outlined in the Tuition & Fees section of this handbook.

Consistent late pick-ups may result in a review of enrollment status or required schedule adjustments. We appreciate families' cooperation in respecting program hours, as timely pick-up ensures the safety of children and supports staff scheduling and well-being.

EARLY DROP-OFF CARE:

Maybe you need extra time or assistance in the morning or do our times not match your necessary schedule? Don't worry, we offer early drop-off services!

Starts from 7:00 am. Programs normally begin at 8:30 am. If need earlier, please contact the staff at the pod.

EARLY DROP-OFF POLICIES:

- Early Drop-Off Add-On must be scheduled in advance when possible.
- Unscheduled drop-ins may be allowed if space and staffing permit.
- Early drop-off fees are added to monthly tuition and are non-refundable. (unless daily)

AFTER SCHOOL SPROUT CARE:

Offered for children within the ages of 5-10 years old. Child is dropped off from after school for extra curriculum, tutoring, and enrichment. SNACKS INCLUDED!

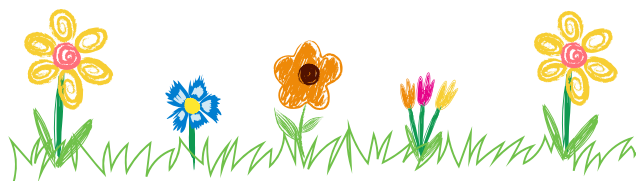
Starts from After school dismissal time - 7:30 pm.

Program Includes:

- Homework help
- Hands-on activities
- Quiet reading time
- Outdoor play & social time

Weekly Rate: \$60.00/week

Daily Drop-In Rate: \$20.00/per day



OUR PHILOSOPHY

At Little Sprouts, we believe that early childhood is a time of wonder, growth, and limitless potential. Children learn best in environments where they feel safe, valued, respected, and loved.

Our philosophy is rooted in nurturing the whole child—socially, emotionally, physically, and cognitively—through developmentally appropriate, play-based, and intentional learning experiences.

We view each child as a unique individual who develops at their own pace. By honoring children’s interests, strengths, and cultural backgrounds, we create meaningful learning experiences that encourage curiosity, confidence, and a lifelong love of learning.

We believe:

- Children thrive in warm, consistent, and responsive environments.
- Play is a powerful and essential tool for learning.
- Strong relationships between children, families, and educators build the foundation for success.
- Guidance and redirection teach self-regulation, empathy, and problem-solving skills.
- Families are partners in a child’s growth and development.

Our educators serve as facilitators and role models—observing, supporting, and extending learning while encouraging independence and positive social interactions.



OUR MISSION

The mission of Little Sprouts is to provide a safe, nurturing, and enriching learning environment where children feel confident to explore, grow, and flourish.

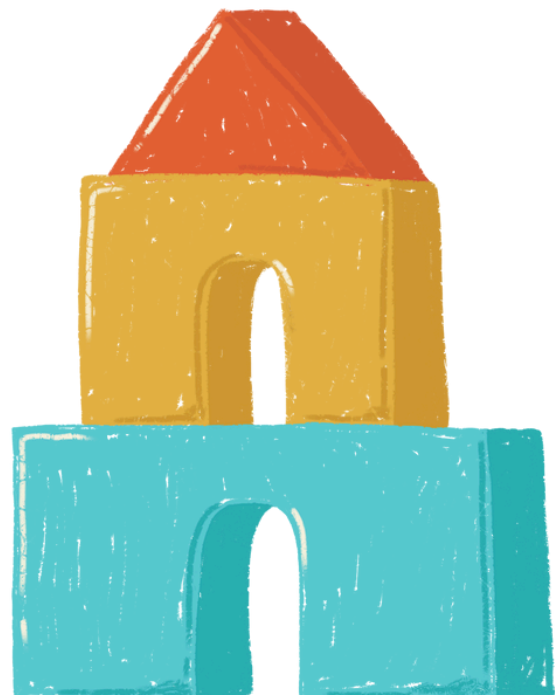
We are committed to fostering early learning experiences that support school readiness, emotional well-being, and positive character development.

We strive to:

- Support each child's individual developmental journey
- Promote social-emotional growth, kindness, and respect
- Encourage curiosity, creativity, and critical thinking
- Provide consistent routines and clear expectations
- Maintain open and respectful communication with families

Through intentional teaching, play-based learning, and strong family partnerships, Little Sprouts aims to plant strong roots that help children grow into confident, capable, and compassionate learners.

Together, we nurture today's little sprouts into tomorrow's strong and thriving individuals.



NONDISCRIMINATION POLICY

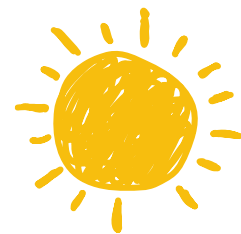
Little Sprouts is committed to providing a safe, welcoming, and inclusive environment for all children, families, staff, and visitors.

We believe that diversity strengthens our community and enhances the learning experience for everyone.

Little Sprouts does not discriminate on the basis of race, color, national origin, ancestry, religion, creed, sex, gender, gender identity or expression, sexual orientation, age, disability, marital status, family structure, military status, or any other characteristic protected by applicable federal, state, or local laws.

This policy applies to all aspects of our program, including but not limited to:

- Enrollment and admissions
- Educational programs and activities
- Employment and volunteer opportunities
- Discipline and guidance practices
- Access to facilities and services



We are committed to making reasonable accommodations for children and families with disabilities in accordance with applicable laws and regulations, and we work collaboratively with families to support each child's individual needs.

Harassment, bias, or discrimination of any kind will not be tolerated.

Any concerns or complaints related to discrimination should be reported to the Director and will be addressed promptly, respectfully, and confidentially.

Little Sprouts strives to foster an environment of mutual respect, kindness, and equity, ensuring that every child and family feels valued, supported, and included within our program.

This nondiscrimination policy is in accordance with applicable federal and state civil rights laws and childcare licensing regulations.

DIVERSITY AND INCLUSION

At Little Sprouts, we embrace and celebrate the diversity of our children, families, and staff.

We believe that every individual brings unique experiences, perspectives, and strengths that enrich our community and learning environment.

Our commitment to diversity and inclusion means:

- Respecting differences: We honor differences in culture, language, religion, abilities, and family structures.
- Inclusive learning: Curriculum and activities reflect the diversity of our community and promote empathy, understanding, and collaboration.
- Equitable opportunities: Every child has access to learning experiences, materials, and support tailored to their individual needs.
- Staff training: Our educators participate in ongoing professional development to foster cultural competency, equity, and inclusive teaching practices.
- Family engagement: We partner with families to celebrate traditions, languages, and experiences, making all feel valued and included.

We actively work to create an environment where every child and family feels a sense of belonging.

By promoting diversity, equity, and inclusion, we prepare children to thrive in a multicultural society and develop lifelong respect for all people.

Little Sprouts is committed to cultivating an environment where every child can grow, learn, and flourish with dignity, respect, and acceptance.



PARENTAL ACCESS POLICY

Little Sprouts values the active participation of parents and guardians in their child's care and education. We encourage families to be engaged and informed members of our learning community.

General Access:

- Parents and guardians are welcome to visit the center during regular hours.
- Access is granted to parents and legal guardians of enrolled children.
- All visitors must check in with staff upon arrival and follow center procedures.

Observation and Participation:

- Parents may observe classroom activities at designated times or by appointment to minimize disruption.
- Participation in special events, celebrations, or volunteer opportunities is encouraged.
- Parents may request conferences with educators to discuss their child's progress, development, or concerns.

Safety and Security:

- For the safety of all children, access is limited to those authorized on the child's enrollment form.
- Staff may request photo identification before granting access.
- Unscheduled visits should be coordinated in advance whenever possible.

Communication:

- Parents are provided with regular updates on classroom activities, events, and their child's progress through newsletters, emails, or parent-teacher conferences.
- Concerns regarding access or child care should be directed to the Director.

By promoting open communication and involvement, Little Sprouts ensures that families feel welcome, informed, and engaged in their child's early learning journey.

Little Sprouts is committed to balancing parental access with the safety, security, and well-being of all children in our care.

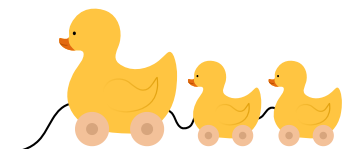


PHOTO & VIDEO POLICY

At Little Sprouts, we understand the importance of capturing and sharing memorable moments while ensuring the safety and privacy of all children in our care.

Consent:

- Parents or legal guardians must provide written consent before any photos or videos of their child are taken or shared.
- Consent forms will specify the types of media, purpose, and intended use (e.g., classroom activities, social media, newsletters, or promotional materials).



Use of Photos and Videos:

- Media captured will be used only for educational, celebratory, or promotional purposes related to Little Sprouts.
- Children's full names will not be displayed alongside photos or videos shared publicly unless explicit consent is given.
- Media will not be sold or shared with third parties without prior written permission.

Security and Privacy:

- Photos and videos will be stored securely and accessible only to authorized staff.
- Devices used for capturing media will follow strict security protocols.

Parent Access:

- Parents may request copies of photos or videos featuring their child.
- Parents can withdraw consent at any time by providing written notice.

Staff Guidelines:

- Staff are prohibited from using personal devices to capture or share media of children without prior authorization.
- Staff will model respectful and responsible media practices at all times.

By following these guidelines, Little Sprouts ensures that children's privacy, safety, and dignity are maintained while celebrating their growth and experiences.

This policy aligns with best practices for child privacy and media use in early childhood education settings.

STAFF & VOLUNTEER POLICY

Little Sprouts is committed to maintaining a safe, nurturing, and professional environment for children, families, staff, and volunteers.

All staff and volunteers are expected to uphold the center's values, policies, and standards of conduct.

Hiring and Screening:

- All staff undergo background checks, reference checks, and verification of qualifications before employment.
- Volunteers must complete a screening process, including background checks, to ensure the safety and well-being of children.
- Staff and volunteers must provide proof of required immunizations, first aid/CPR certification, and any other credentials as mandated by state regulations.

Roles and Responsibilities:

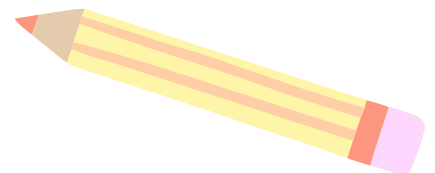
- Staff are responsible for supervising children, implementing curriculum, maintaining a safe environment, and communicating with families.
- Volunteers assist under the direct supervision of staff and may participate in classroom activities, special events, or administrative support.
- All staff and volunteers must respect confidentiality regarding children, families, and center operations.

Conduct and Expectations:

- Staff and volunteers must model respectful, professional, and ethical behavior at all times.
- Harassment, discrimination, or any form of abuse will not be tolerated.
- Staff and volunteers are expected to adhere to all center policies, including health, safety, and emergency procedures.

Training and Development:

- Staff are provided with ongoing professional development to enhance their skills and knowledge in early childhood education.
- Volunteers receive orientation and guidance on center policies, routines, and expectations.



Supervision and Accountability:

- Staff-to-child ratios are maintained according to licensing regulations at all times.
- Volunteers are always supervised by qualified staff and do not replace licensed educators in child care duties.
- Performance of staff and conduct of volunteers are regularly reviewed to ensure compliance with center standards.

By maintaining clear expectations, thorough screening, and ongoing training, Little Sprouts ensures that every child receives quality care in a safe, supportive, and professional environment.

This policy is designed to meet state licensing standards and promote the safety, development, and well-being of children in our care.

RATIOS & GROUP SIZE

At Little Sprouts, we are committed to maintaining safe and developmentally appropriate group sizes and staff-to-child ratios to ensure quality care and supervision.

Staff-to-Child Ratios:

We adhere to state licensing requirements and best practices for staff-to-child ratios based on age groups:

- Infants (6 weeks – 12 months): 1 staff : 4 children
- Toddlers (1 – 2 years): 1 staff : 5 children
- Preschool (3 – 5 years): 1 staff : 10 children
- School-Age (6 years and older): 1 staff : 15 children

Group Sizes:

- Maximum group sizes are established to promote a safe, nurturing, and effective learning environment.
- Groups are organized to ensure individualized attention, age-appropriate activities, and proper supervision.
- The Director reserves the right to adjust group assignments as necessary to maintain ratios and meet children's needs.



Mixed Age Groups

- When mixed-age groups are used, staff-to-child ratios are calculated based on the youngest child in the group.
- Activities and supervision are adapted to ensure all children's developmental needs are met.

Compliance and Safety

- Ratios and group sizes are monitored throughout the day to ensure compliance with licensing regulations.
- Substitute staff or volunteers may be used temporarily but never in a manner that reduces the required ratios.
- Any deviations from standard ratios require immediate adjustment and documentation.

By following these guidelines, Little Sprouts ensures that every child receives appropriate attention, support, and supervision in a safe and engaging environment.

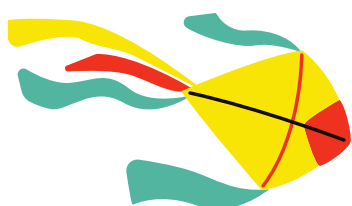
This policy is aligned with state licensing standards and early childhood best practices for safe and effective care.

WAITLIST & REGISTRATION

Little Sprouts strives to provide a fair and organized process for families seeking care for their children. This policy outlines the procedures for placement on our waitlist and the registration of new students.

Waitlist Procedures:

- Families interested in enrolling their child can add their child to the waitlist by completing a waitlist form and submitting any required information.
- Children are added to the waitlist based on the date of application submission.
- Placement on the waitlist does not guarantee enrollment.
- Families will be notified as openings become available, and registration will be offered based on the child's waitlist position and age-appropriate program availability.
- Families may update their waitlist information at any time.



Registration Procedures:

- When a spot becomes available, the family will be contacted and given the opportunity to complete the registration process.
- Registration requires the completion of all required forms, submission of fees (registration and any deposits), and provision of health records, immunizations, and emergency contact information.
- Enrollment is considered confirmed once all forms, fees, and documentation have been received.
- Siblings of currently enrolled children may receive priority placement, if applicable.

General Guidelines:

- Little Sprouts maintains transparency and communication throughout the waitlist and registration process.
- Families who do not respond to registration offers within a specified timeframe may forfeit their spot.
- We strive to accommodate families' needs while adhering to program capacity and staffing requirements.

By following these procedures, Little Sprouts ensures an organized, fair, and efficient enrollment process for all families seeking quality care and education.

This policy supports fairness, transparency, and adherence to program capacity and licensing regulations.



ENROLLMENT

At Little Sprouts, enrollment is a structured process designed to ensure that children and families are prepared for a positive and successful experience in our programs. Our policy outlines eligibility, required documentation, and the enrollment process.

Eligibility:

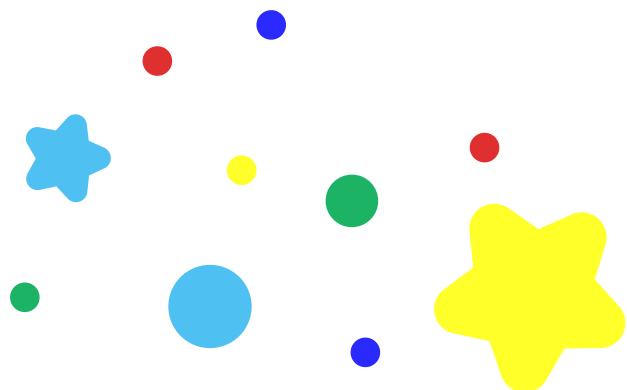
- Enrollment is open to children who meet the age requirements for the program and any developmental prerequisites, such as potty training if applicable.
- The center reserves the right to determine program suitability for each child.

Enrollment Process:

1. **Inquiry and Tour:** Families are encouraged to visit the center and discuss programs and policies.
2. **Application:** Families complete an enrollment application, providing necessary information about the child, family, and emergency contacts.
3. **Required Documentation:** Families must submit:
 - Completed enrollment forms
 - Health and immunization records
 - Emergency contact information
 - Signed acknowledgment of policies and handbook
4. **Enrollment Confirmation:** Once all forms are submitted and fees are received, enrollment is confirmed.

Orientation:

- Families and children are encouraged to participate in an orientation session before starting to ensure a smooth transition.
- Staff will provide an overview of program routines, policies, and expectations.



Communication and Updates:

- Families are responsible for keeping all contact information and emergency details current.
- The center communicates updates regarding enrollment status, policies, and program changes.

By following this policy, Little Sprouts ensures a transparent, organized, and welcoming enrollment process that supports a smooth transition for children and families.

This policy aligns with state licensing requirements and best practices for enrollment in early childhood programs.

TUITION & FEES

Little Sprouts is committed to providing clear and transparent information regarding tuition, fees, and payment policies to support families and ensure the sustainability of our programs.

Tuition Rates:

- Tuition is based on the program selected (full-time, part-time, half-day, drop-in, or extended care).
- Tuition rates are communicated to families prior to enrollment and may be updated annually.
- Tuition is due regardless of absences, vacations, or illness.

Fees:

- Registration Fee: A non-refundable fee is required at the time of enrollment to secure your child's spot.
- Supply Fee: May be collected annually to cover classroom materials and activities.
- Late Payment Fee: Applied to accounts not paid by the due date.
- Late Pickup Fee: Applied if a child is picked up after the scheduled program hours.
- Returned Check Fee: Applied for any payments returned by the bank.

Payment Schedule:

- Tuition is typically billed monthly and due on the first day of each billing period.
- Payments may be made by check, electronic transfer, or other approved methods.
- Families are encouraged to set up automatic payments to ensure timely submission.

Withdrawal and Refunds:

- Families must provide written notice for withdrawal from the program.
- Tuition is non-refundable for days the child does not attend, except in accordance with state licensing regulations or center policy.
- Fees paid (registration, supply, etc.) are generally non-refundable.

Financial Assistance:

- Little Sprouts may offer information on available scholarships, grants, or subsidies if applicable.
- Families are encouraged to discuss any financial concerns with the Director to explore potential solutions.

By adhering to this tuition and fees policy, Little Sprouts ensures financial transparency, supports program sustainability, and maintains consistent quality care for all children.

This policy aligns with best practices for early childhood programs and state licensing requirements.

Applicable Fees:

Non-Refundable Enrollment Fee: \$100.00 (Learning Pod) | \$75.00 (Daycare)

**Pays for holding a child's spot, paperwork, and enrollment into the program.*

Non-Refundable Technology Fee: \$50.00

**Pays for programs like educational channels, our security, daycare app, and technology needs such as Wi-Fi, inks, etc.*

Curriculum & Materials Fee: \$100.00 (Learning Pod) | \$50.00 (Daycare)

**Covers books, leveled readers, journals, art supplies, science materials, manipulatives, binders, and take-home learning tools. Charged per semester*

Lunch/Snack Fees: + \$80.00/month (Optional)

Learning Pod: Basic Tuition Fees:

Full Time (Full Bloom Program): Schedule: Monday - Friday (8:30 am - 4:00 pm)

Base Tuition Ages 3-5: \$1,500.00/monthly

Base Tuition Ages 6-10: \$1,300.00/monthly

Part Time (Little Roots Program): Schedule: Monday - Wednesday - Friday (8:30 am - 4:00 pm)

Base Tuition Ages 3-5: \$1,100.00/monthly

Base Tuition Ages 6-10: \$900.00/monthly

DayCare: Basic Tuition Fees:

Full Time: Schedule: Monday – Friday (8:30 am – 4:00 pm)

Base Fee Ages 3–5: \$380/weekly

Base Fee Ages 6–10: \$340.00/weekly

Part Time: Schedule: Monday – Wednesday – Friday
(8:30 am – 4:00 pm)

Base Fee Ages 3–5: \$280/weekly

Base Fee Ages 6–10: \$240.00/weekly

Half-Day: Monday – Friday

8:30 am – 12:00 pm **OR** 12:30 pm – 4:00 pm

Base Fee Ages 3–5: \$180/weekly

Base Fee Ages 6–10: \$140.00/weekly

Drop-In: *Appointments may be necessary during busy season. Contact the Pod for more information.*

Base Fee Ages 3–5: \$85.00/Per every 4 hours

Base Fee Ages 6–10: \$65.00/Per every 4 hours

+ \$10.00 Snacks (optional)



HOLIDAYS & ABSENCES

Little Sprouts recognizes the importance of maintaining consistent routines while also observing major holidays and accommodating occasional absences.

Holidays:

- Little Sprouts observes the following holidays (center closed):
 - New Year's Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day and the day after
 - Christmas Day
- Families will receive an updated holiday schedule annually.
- Tuition is not adjusted for holidays when the center is closed.



Absences:

- Parents must notify the center in advance if their child will be absent due to illness, vacation, or other reasons.
- Tuition is due in full regardless of absences, in accordance with the tuition policy.
- Extended absences (more than two weeks) should be discussed with the Director to determine if alternative arrangements are necessary.

Illness and Emergency Closures:

- Children should stay home if they are sick to prevent the spread of illness.
- Tuition will remain due during short-term illness-related absences.
- In the case of emergency closures (weather, natural disaster, or other events), the center will communicate with families promptly. Tuition policy for extended closures will follow state licensing guidelines.

Communication:

- The center will provide families with a yearly calendar outlining holidays and planned closures.
- Staff will communicate any unexpected closures through email, text, or phone.

By adhering to this policy, Little Sprouts ensures clarity for families regarding attendance expectations, holidays, and the importance of consistent routines for children's learning and development.

This policy aligns with licensing requirements and supports a predictable and safe environment for children.

COMMUNICATION

Little Sprouts values clear, timely, and respectful communication between staff, parents, and families. Effective communication supports children's development, strengthens relationships, and ensures a safe and nurturing environment.

Methods of Communication:

- Daily Updates: Staff provide brief daily reports regarding activities, meals, naps, and general well-being.
- Newsletters and Emails: Regular updates on events, policies, and program information.
- Parent-Teacher Conferences: Scheduled opportunities to discuss a child's progress, goals, and concerns.
- Phone and Text: For urgent or time-sensitive matters.
- Social Media or Website: Optional updates on classroom activities, events, and announcements (with parent consent for photos/videos).

Family Communication Guidelines:

- Families are encouraged to share information regarding their child's health, behavior, or other relevant needs.
- Concerns or questions should be addressed first to the child's primary educator or the Director.
- Staff will respond to non-urgent communications within 24–48 hours.

Staff Communication Guidelines:

- Staff must maintain professional and respectful communication at all times.
- Confidential information regarding children or families should only be shared with authorized personnel.
- Documentation of important communications with families (such as behavioral concerns or incidents) should be logged appropriately.

Meetings and Conferences:

- Parent-teacher conferences may be scheduled annually or as needed.
- Additional meetings can be arranged upon request to discuss developmental milestones, progress, or special concerns.

Emergency Communication:

- In the event of emergencies, the center will use phone calls, text messages, or email to promptly notify families.
- Families are responsible for keeping contact information current.

By fostering transparent and respectful communication, Little Sprouts ensures families are informed, involved, and confident in their child's care and development.

This policy supports open, timely, and professional communication in accordance with best practices for early childhood education settings.

TRANSPORTATION

Little Sprouts prioritizes the safety and well-being of children during all transportation-related activities, including pick-up, drop-off, field trips, and any other travel arranged by the center.

Daily Transportation:

- Parents/guardians are responsible for transporting their child to and from the center unless otherwise arranged.
- Children must be accompanied by an authorized adult during drop-off and pick-up.
- Authorized pick-up individuals must be listed on the child's enrollment form and may be required to show photo identification.
- Staff will not release children to anyone not authorized without written permission from the parent or guardian.



Transportation for Field Trips or Off-Site Activities:

- Parents must provide written consent for each field trip or off-site activity.
- Staff-to-child ratios will meet or exceed state licensing requirements during transportation.
- Children will be secured in appropriate car seats or seat belts in accordance with state law.
- Emergency contact information, first aid supplies, and necessary medications will accompany children during all trips.

Safety Guidelines:

- Children will never be left unattended in vehicles.
- Staff and drivers will adhere to all traffic laws and safety regulations.
- Vehicles used for transportation must meet all licensing, inspection, and insurance requirements.

Inclement Weather and Delays:

- Transportation may be delayed or canceled due to severe weather or unsafe road conditions.
- Families will be notified promptly regarding changes to pick-up, drop-off, or field trip schedules.

Communication with Families:

- Parents will be informed in advance about transportation arrangements, including schedules, drivers, and contact procedures.
- Any incidents or concerns during transportation will be communicated immediately to the parent or guardian.

By following these guidelines, Little Sprouts ensures that all transportation activities are conducted safely, responsibly, and in the best interest of the children.

This policy complies with state licensing requirements and prioritizes the safety and supervision of children during all transportation activities.

OUTDOOR PLAY

At Little Sprouts, outdoor play is an essential part of children’s healthy growth and development. We believe that daily outdoor experiences support physical development, social skills, creativity, and overall well-being.

Daily Outdoor Play:

- Children will participate in outdoor play daily, weather permitting.
- Outdoor play is incorporated into the daily schedule to promote gross motor development, exploration, and cooperative play.
- Activities are developmentally appropriate and supervised at all times.

Weather Guidelines:

- Outdoor play may be limited or modified due to extreme weather conditions such as excessive heat, cold, heavy rain, lightning, or unsafe air quality.
- Children should arrive dressed appropriately for the weather, including coats, hats, closed-toe shoes, and sunscreen as needed.
- On days when outdoor play is not possible, alternative indoor gross motor activities will be provided.

Safety and Supervision:

- All outdoor play areas are regularly inspected for safety hazards.
- Staff maintain required staff-to-child ratios at all times.
- Children are supervised closely to ensure safe and positive interactions.
- Emergency procedures and first aid supplies are readily accessible during outdoor play.

Equipment and Play Areas:

- Outdoor equipment is age-appropriate, well-maintained, and used according to safety guidelines.
- Children are taught proper use of equipment and safe play practices.
- Outdoor spaces are designed to encourage active play, exploration, and imaginative experiences.



Health Considerations:

- Children with medical needs or physical limitations will be accommodated whenever possible.
- Parents should notify staff of any health concerns that may affect outdoor participation.

By providing consistent, safe, and engaging outdoor play opportunities, Little Sprouts supports children’s physical health, confidence, and connection to the natural environment.

This policy aligns with best practices and state licensing requirements for outdoor play in early childhood programs.

CURRICULUM & ASSESSMENT

At Little Sprouts, our curriculum and assessment practices are designed to support the growth and development of the whole child. We provide intentional, developmentally appropriate learning experiences that foster curiosity, confidence, and a love of learning.

Curriculum Philosophy:

- Our curriculum is play-based, child-centered, and developmentally appropriate.
- Learning experiences support all areas of development, including social-emotional, cognitive, physical, and language development.
- Activities are guided by children’s interests, developmental milestones, and early learning standards.
- The curriculum encourages creativity, problem-solving, independence, and positive social interactions.

Learning Areas:

The curriculum includes, but is not limited to:

- Social-emotional development
- Language and early literacy
- Math and problem-solving
- Science and exploration
- Creative arts and music
- Physical development and health
- Social studies and community awareness



Assessment Practices:

- Children are observed regularly during daily routines and play-based activities.
- Assessments are ongoing, informal, and age-appropriate, focusing on individual growth rather than comparison.
- Observations may include anecdotal notes, checklists, work samples, and developmental screenings.
- Assessments are used to guide lesson planning, adapt activities, and support each child's unique learning needs.

Family Communication:

- Families are informed about their child's development through conferences, written reports, and regular communication.
- Assessment information is shared respectfully and confidentially.
- Families are encouraged to share insights and goals for their child's learning and development.

Individualized Support:

- Curriculum and assessments are adapted to support children with varying abilities, learning styles, and developmental needs.
- When concerns arise, staff will collaborate with families and, when appropriate, refer to additional resources or specialists.

By aligning curriculum and assessment practices with best practices in early childhood education, Little Sprouts ensures intentional teaching, meaningful learning, and continuous support for every child's growth.

This policy aligns with state early learning standards and childcare licensing requirements.



FAMILY INVOLVEMENT

At Little Sprouts, we believe that families play a vital role in a child's learning and development. Strong partnerships between families and educators create a supportive foundation that helps children thrive socially, emotionally, and academically.

Our Commitment to Family Partnerships:

- We value families as a child's first and most important teachers.
- We encourage open, respectful, and ongoing communication between families and staff.
- We welcome family input, feedback, and collaboration in all aspects of the program.

Opportunities for Family Involvement:

Families are encouraged to participate in their child's learning experience through:

- Parent-teacher conferences and meetings
- Classroom events, celebrations, and special activities
- Family engagement events, workshops, or informational sessions
- Volunteering opportunities (in accordance with volunteer policies)
- Sharing family traditions, cultures, skills, or experiences

Communication and Collaboration:

- Families receive regular updates about their child's progress, classroom activities, and center events.
- Parents and guardians are encouraged to share information about their child's needs, interests, and goals.
- Concerns or suggestions are welcomed and addressed respectfully and promptly.

Respect and Inclusion:

- Little Sprouts respects the diverse backgrounds, cultures, and family structures within our community.
- Family involvement opportunities are designed to be inclusive and flexible to accommodate varying schedules and needs.

Supporting Children Together:

- Educators and families work together to support consistency between home and the learning environment.
- When challenges arise, staff and families collaborate to identify strategies and solutions that best support the child.

By fostering strong family partnerships, Little Sprouts creates a welcoming and collaborative environment where children feel supported, families feel valued, and learning is strengthened.

This policy supports best practices in early childhood education and recognizes families as essential partners in children's success.

DROP-OFF & PICK-UP POLICIES

At Little Sprouts, the safety and well-being of children is our top priority. Clear and consistent drop-off and pick-up procedures help ensure a smooth transition for children and families each day.

Drop-Off Procedures:

- Children must be signed in by a parent or authorized adult upon arrival.
- Drop-off occurs only during designated program hours unless prior arrangements have been approved.
- Parents are asked to ensure their child is properly handed off to a staff member before leaving.
- To support a calm transition, families are encouraged to keep drop-offs brief.

Pick-Up Procedures:

- Children will be released only to parents/guardians or individuals listed on the child's authorization form.
- Authorized individuals may be required to present photo identification.
- Parents and authorized adults must sign children out at pick-up.
- Staff will not release a child to anyone who appears impaired or is not listed as authorized.

Late Pick-Up:

- Families are expected to pick up their child by the scheduled program end time.
- Late pick-up fees will be applied in accordance with the Tuition and Fees Policy.
- Repeated late pick-ups may result in additional fees or review of enrollment status.

Safety and Security:

- Doors and gates must be closed and secured after entry and exit.
- Children must remain under staff supervision at all times while on site.
- Parents should notify the center immediately of any changes to pick-up authorization.

Special Circumstances:

- Written notice is required for changes to a child's usual drop-off or pick-up routine.
- In emergency situations, staff will follow emergency contact and release procedures.

By following these guidelines, Little Sprouts ensures consistent routines, safe transitions, and peace of mind for all families.

This policy aligns with state licensing requirements and supports safe arrival and departure practices.



INCLEMENT WEATHER

At Little Sprouts, the safety of children, families, and staff is our highest priority. This policy outlines procedures for delays, closures, and modified operations due to inclement or hazardous weather conditions.

Weather Conditions:

Inclement weather may include, but is not limited to:

- Severe rain or flooding
- Hurricanes or tropical storms
- Thunderstorms and lightning
- Extreme heat or cold
- Snow, ice, or hazardous road conditions
- Poor air quality or other environmental hazards

Closures and Delays:

- Decisions regarding delayed openings or closures will be made with children's safety in mind.
- Little Sprouts may close or modify hours based on local weather advisories, emergency declarations, or unsafe travel conditions.
- Families will be notified as early as possible of any closures or delays.

Modified Operations:

- In cases of mild inclement weather, the center may remain open with modified schedules or limited outdoor activities.
- Outdoor play may be restricted or replaced with indoor gross motor activities during unsafe weather conditions.

Communication with Families:

- Notifications regarding weather-related closures, delays, or schedule changes will be communicated via email, text message, phone call, or the center's chosen communication platform.
- Families are responsible for keeping contact information current.



Tuition and Attendance:

- Tuition policies for weather-related closures will follow the Tuition and Fees Policy and applicable licensing regulations.
- Tuition is generally not adjusted for short-term weather closures.

Emergency Preparedness:

- Little Sprouts maintains emergency supplies and procedures to ensure the safety of children during severe weather events.
- Staff are trained on emergency protocols, including shelter-in-place or evacuation procedures when necessary.

By following this policy, Little Sprouts ensures clear communication, preparedness, and consistent decision-making during inclement weather situations.

This policy aligns with state licensing requirements and emergency preparedness best practices.

EMERGENCY PROCEDURES

At Little Sprouts, the safety and well-being of children, staff, and families is our highest priority. This policy outlines the procedures followed in the event of an emergency to ensure prompt, calm, and effective response.

Types of Emergencies:

Emergency situations may include, but are not limited to:

- Medical emergencies or injuries
- Fire or smoke
- Severe weather (including hurricanes, tornadoes, flooding, or extreme heat)
- Power outages or utility failures
- Lockdown or intruder situations
- Evacuation due to unsafe conditions

General Emergency Procedures:

- Staff are trained to respond quickly, calmly, and appropriately to all emergencies.
- Children will be supervised at all times and reassured to reduce fear and anxiety.
- Emergency contact information and attendance records will be taken during evacuations or sheltering.
- Emergency services (911) will be contacted immediately when necessary.

Medical Emergencies:

- First aid and CPR will be administered by trained staff as needed.
- Parents or guardians will be notified immediately of any medical emergency.
- In the event of serious injury or illness, emergency medical services will be called.

Fire and Evacuation:

- Fire drills are conducted regularly in accordance with licensing requirements.
- Children and staff will evacuate using designated exit routes and meet at assigned safe locations.
- The Director will account for all children and staff once evacuated.

Severe Weather and Shelter-in-Place:

- During severe weather, children and staff will move to designated safe areas.
- Emergency supplies will be accessible at all times.
- Families will be notified once the situation is resolved or if early pick-up is required.

Lockdown Procedures:

- In the event of a security threat, staff will initiate lockdown procedures.
- Doors will be secured and children kept in safe areas away from windows.
- Law enforcement will be contacted immediately.

Communication with Families:

- Families will be notified as soon as possible during or after an emergency.
- Updates will be provided through phone calls, text messages, or email.

Training and Review:

- Staff receive ongoing training on emergency preparedness and response.
- Emergency plans are reviewed and updated regularly.

By following these procedures, Little Sprouts ensures preparedness, clear communication, and the highest level of safety during emergency situations.

This policy complies with state licensing requirements and emergency preparedness standards for early childhood programs.

CLOTHING & PERSONAL ITEMS

At Little Sprouts, appropriate clothing and clear guidelines for personal items help ensure children's safety, comfort, and full participation in daily activities.

Clothing Guidelines:

- Children should arrive dressed in comfortable, weather-appropriate clothing suitable for active play, both indoors and outdoors.
- Clothing should allow for movement and be appropriate for art, sensory play, and outdoor exploration.
- Closed-toe shoes with secure fastenings are required for safety. Flip-flops, open-toe shoes, or shoes without backs are not permitted.
- Families are encouraged to dress children in clothing that can get messy during play and learning activities.

Extra Clothing:

- Children must have at least one complete change of clothing (including underwear and socks) kept at the center at all times.
- Extra clothing should be clearly labeled with the child's name and replaced as needed.

Personal Items:

- Personal items from home should be limited.
- Little Sprouts is not responsible for lost, damaged, or misplaced personal belongings.
- Toys, electronics, and valuables from home are discouraged unless specifically requested for special activities or comfort items.
- Comfort items (such as small blankets or stuffed animals) are permitted for rest time when appropriate.

Labeling:

- All clothing, footwear, and personal items must be clearly labeled with the child's name to help prevent loss or confusion.

Weather-Specific Items:

- Families are responsible for providing appropriate seasonal items such as coats, hats, gloves, rain gear, or sunscreen (with written permission).

By following this policy, families help ensure a safe, organized, and inclusive environment where children can comfortably engage in all learning experiences.

This policy supports safety, organization, and developmentally appropriate practices in early childhood settings.

TECHNOLOGY POLICIES

At Little Sprouts, technology is used thoughtfully and intentionally to support learning, communication, and program operations while prioritizing children's safety, privacy, and healthy development.

Use of Technology with Children:

- Technology use is limited, purposeful, and developmentally appropriate.
- When used, technology supports learning goals such as early literacy, creativity, music, movement, or exploration.
- Screen time, if any, is minimal and does not replace hands-on learning, play, outdoor activities, or social interaction.
- Content used with children is age-appropriate, educational, and supervised by staff at all times.

Acceptable Technology Use:

- Technology may be used for:
- Educational activities and enrichment
- Documentation of learning (photos, videos, observations)
- Communication with families
- Administrative and operational purposes.

Staff Use of Technology:

- Staff must use technology professionally and responsibly.
- Personal devices may not be used for personal purposes while supervising children.
- Staff may only use center-approved devices and platforms to communicate with families or document children’s learning.
- Confidential information must be protected at all times.

Privacy and Safety:

- Photos, videos, and digital records are handled in accordance with the Photo & Video Policy.
- Children’s personal information is kept confidential and stored securely.
- Technology will not be used to access or share inappropriate or unauthorized content.

Family Communication:

- Approved digital platforms may be used to share updates, photos, announcements, and important information with families.
- Families are encouraged to communicate any concerns related to technology use with the Director.

Internet and Device Safety:

- Internet access is monitored and filtered when applicable.
- Children do not have unrestricted access to the internet.
- Devices are stored safely and used only under direct supervision.

By following this policy, Little Sprouts ensures technology is used safely, responsibly, and in ways that support healthy development and meaningful learning experiences.

This policy aligns with best practices and early childhood guidelines for appropriate technology use.



POTTY TRAINING POLICIES

At Little Sprouts, the health, safety, and developmental readiness of each child are our top priorities. To ensure consistency, hygiene, and appropriate supervision, our program maintains clear expectations regarding toilet training.

General Policy:

- Little Sprouts does not provide potty training services.
- Children must be fully potty trained prior to enrollment in programs that require independent toileting.

Potty trained means the child can:

- Recognize when they need to use the restroom
- Communicate their need to use the toilet
- Use the toilet independently
- Manage clothing (pull pants up/down)
- Wipe appropriately (age-appropriate expectations)
- Wash hands with minimal assistance

Age and Readiness Requirements:

- Children must be of an appropriate developmental age and readiness level to use the restroom independently.
- Readiness is determined by the child's demonstrated skills and consistency, not by age alone.
- Children who are still in diapers or pull-ups during the day are considered not potty trained.

Accidents:

- Occasional accidents are understood and will be handled calmly and respectfully.
- Families must provide a complete change of clothing to be kept at the center.
- Frequent accidents may indicate that a child is not yet fully potty trained. In such cases, families may be asked to temporarily pause attendance or revisit enrollment when the child is developmentally ready.

Staff Role:

- Staff will support children by reminding them to use the restroom and by supervising bathroom routines.
- Staff will not conduct potty training, diapering, or pull-up changes for children enrolled in potty-trained programs.

Family Responsibility:

- Families are responsible for ensuring their child is potty trained prior to enrollment.
- Families should communicate any concerns, medical conditions, or developmental considerations related to toileting with the Director.

By maintaining consistent expectations, Little Sprouts ensures a respectful, sanitary, and developmentally appropriate environment for all children.

This policy supports health, hygiene, and program consistency while respecting each child's developmental readiness.

NAP & REST TIME POLICIES

At Little Sprouts, rest and quiet time are important parts of a child's daily routine. Adequate rest supports healthy growth, emotional regulation, and successful participation in learning activities.

Nap and Rest Schedule:

- Nap or rest time is scheduled daily for age-appropriate groups.
- Children are encouraged to rest quietly even if they do not fall asleep.
- The duration of nap time is developmentally appropriate and follows state licensing requirements.

Sleep Environment:

- Each child is provided with their own designated nap space, such as a cot or mat.
- Nap items are spaced appropriately to allow safe supervision and airflow.
- The nap area is kept calm, clean, and comfortable.

Bedding and Personal Items:

- Families must provide labeled nap items such as a small blanket and/or sheet, as required.
- Bedding is sent home regularly for laundering or laundered by the center in accordance with health guidelines.
- Comfort items (such as a small stuffed animal) may be permitted for rest time when appropriate.

Supervision and Safety:

- Staff supervise children at all times during nap and rest periods.
- Children are checked frequently to ensure their safety and comfort.
- Safe sleep practices are followed in accordance with licensing regulations.

Children Who Do Not Nap:

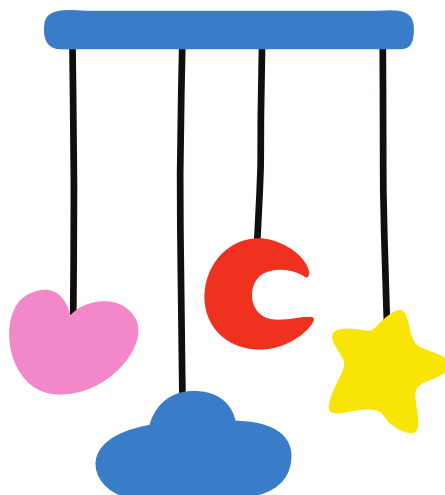
- Children who do not sleep are provided with quiet activities such as books or puzzles after an appropriate rest period.
- Quiet activities are designed to avoid disrupting children who are sleeping.

Health Considerations:

- Special sleep needs or medical considerations must be discussed with the Director and documented in writing.

By providing a predictable, calm, and safe rest environment, Little Sprouts supports children's overall well-being and readiness for learning.

This policy aligns with state licensing requirements and best practices for rest and nap time in early childhood programs.



MEALS, LUNCHESES, & SNACKS

At Little Sprouts, we are committed to providing nutritious meals and snacks that support children's health, growth, and learning. Our program promotes healthy eating habits, food safety, and inclusivity of dietary needs.

Meals and Snacks:

- Meals and snacks are provided according to the daily schedule and meet age-appropriate nutritional requirements.
- The center follows state licensing guidelines and best practices for child nutrition.
- All meals are prepared with safety and hygiene standards in mind.
- Menus include a variety of fruits, vegetables, whole grains, proteins, and dairy (or suitable alternatives).

Lunches from Home:

- Families may choose to provide packed lunches.
- Packed lunches must be nutritious, balanced, and stored safely.
- All food must be labeled with the child's name.
- Refrigeration or heating options may be limited, so food should be prepared accordingly.
- **WE ARE A NUT-FREE PROGRAM, PACK ACORDINGLY.**

Dietary Restrictions and Allergies:

- Families must inform the center of all allergies, dietary restrictions, or special feeding needs.
- Staff will accommodate dietary needs and follow individualized plans to ensure safety and inclusion.
- Emergency procedures for allergic reactions are in place, and staff are trained to respond.



Meal Time Practices:

- Meals and snacks are served in a family-style or group setting whenever possible to promote social skills and independence.
- Children are encouraged to try new foods, self-serve when appropriate, and develop healthy eating habits.
- Staff model positive eating behaviors and reinforce proper hygiene (e.g., handwashing before meals).

Water and Hydration:

- Fresh drinking water is available to children throughout the day.
- Children are encouraged to stay hydrated, especially during outdoor play and physical activity.

Communication with Families:

- Menus are provided to families in advance or posted for transparency.
- Staff communicate with families regarding dietary concerns, preferences, or observations related to eating habits.

By following this policy, Little Sprouts promotes safe, nutritious, and inclusive meal and snack experiences that support children's overall well-being and development.

This policy aligns with state licensing requirements and best practices for early childhood nutrition.

ILLNESS POLICIES

At Little Sprouts, the health and well-being of children, families, and staff is our top priority. This policy outlines the procedures for managing illness, preventing the spread of infectious diseases, and ensuring safe care.

Illness Guidelines:

- Children who are sick or show symptoms of contagious illness must stay home.
- Parents are responsible for monitoring their child's health and notifying the center of any illness.

Symptoms that require a child to stay home may include, but are not limited to:

- Fever of 100.4°F (38°C) or higher
- Vomiting or diarrhea
- Persistent cough or difficulty breathing
- Red or draining eyes
- Unexplained rash
- Severe sore throat or other contagious conditions

Notification:

- Families must inform the center if a child has been diagnosed with a communicable disease.
- Staff will notify families of any exposure to contagious illnesses within the center while maintaining confidentiality.

Return to Care:

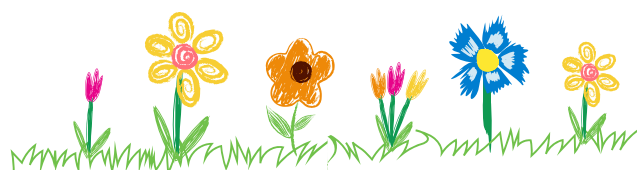
- Children must be symptom-free and/or cleared by a healthcare provider before returning to the center.
- Children who have been on medication for a contagious condition may be required to complete a prescribed period of treatment before returning.

Management at the Center:

- If a child becomes ill while at the center, staff will:
 - Contact the parent/guardian immediately
 - Isolate the child in a safe and supervised area until they can be picked up
 - Follow all hygiene and infection control procedures

Hygiene Practices:

- Staff and children follow strict handwashing, sanitizing, and cleaning protocols.
- Shared toys, surfaces, and materials are disinfected regularly.
- Staff model proper hygiene practices to prevent illness spread.



Communication with Families:

- Clear communication is maintained regarding illness policies, closures due to outbreaks, and any special precautions.
- Families are encouraged to update emergency contact information regularly.

By adhering to this policy, Little Sprouts ensures a healthy environment, minimizes the spread of illness, and supports the well-being of all children and staff.

This policy aligns with state licensing requirements and recommended best practices for health and safety in early childhood programs.

MEDICATIONS POLICIES

At Little Sprouts, the safe administration and management of medications is essential to protect the health and well-being of all children in our care. This policy outlines procedures for handling, storing, and administering medications.

Prescription Medications:

- Prescription medications may only be administered with a completed medication authorization form signed by a parent or guardian.
- Medications must be in the original container with the child's name, dosage, and instructions clearly labeled.
- Staff will follow the instructions exactly as provided by the healthcare provider or parent.
- A record will be kept of each administration, including time, dosage, and staff initials.

Over-the-Counter Medications:

- Over-the-counter medications (e.g., pain relievers, antihistamines, topical creams) may only be administered with written parental authorization.
- Staff must follow all dosage and administration instructions carefully.
- Staff will not administer over-the-counter medications without clear written directions.

Storage of Medications:

- All medications are stored out of reach of children in a secure location.
- Refrigerated medications are stored in a designated, locked refrigerator if necessary.
- Emergency medications (e.g., EpiPens, inhalers) are readily accessible to trained staff.

Administration Procedures:

- Only trained staff may administer medications.
- Staff will verify the child's identity, check the medication label, and follow the instructions on the authorization form.
- Parents/guardians are notified promptly of any missed or refused doses.

Documentation:

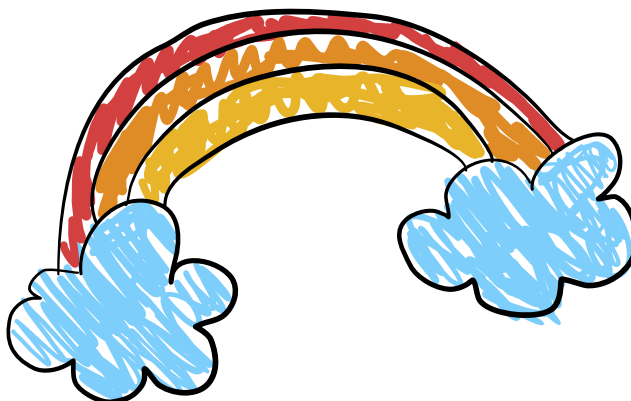
- A medication log is maintained for all administered medications, including time, dosage, and staff signature.
- Logs are available for parent review upon request.

Parent Responsibility:

- Families are responsible for providing all medications, instructions, and necessary equipment.
- Parents must notify staff of any changes to medications or dosing instructions.

By following this policy, Little Sprouts ensures that medications are administered safely, accurately, and responsibly, maintaining the health and safety of all children in our care.

This policy aligns with state licensing regulations and best practices for medication administration in early childhood programs.



BEHAVIOR POLICIES

At Little Sprouts, we believe in fostering a safe, supportive, and respectful environment for all children. Our approach to behavior guidance is focused on teaching positive social skills, self-regulation, and problem-solving while maintaining safety and respect.

Positive Guidance:

- Staff use positive guidance strategies to encourage appropriate behavior, including praise, redirection, modeling, and setting clear expectations.
- Children are supported in understanding the consequences of their actions in a respectful and age-appropriate manner.
- Problem-solving and conflict resolution are taught through guidance and support rather than punishment.

Rules and Expectations:

- Clear and consistent rules are communicated to children in developmentally appropriate ways.
- Expectations focus on safety, respect for others, and care for the environment.
- Children are encouraged to express feelings and communicate needs in a constructive way.

Interventions:

- Minor conflicts and behavioral issues are addressed through guidance, redirection, and discussion.
- Staff document repeated or serious behavioral concerns and collaborate with families to develop strategies and support plans.
- Physical punishment, humiliation, or any form of abuse is strictly prohibited.

Safety Considerations:

- If a child's behavior threatens the safety of themselves or others, staff will intervene immediately to ensure safety.
- Families are informed promptly of any serious incidents and steps taken to address the behavior.

Collaboration with Families:

- Staff work closely with families to understand the child’s needs, triggers, and strategies that support positive behavior.
- Families are encouraged to reinforce consistent expectations and guidance at home.

Supportive Environment:

- Little Sprouts fosters a nurturing environment that emphasizes empathy, respect, and social-emotional development.
- Staff receive ongoing training in behavior guidance, positive discipline, and social-emotional learning.

By following this policy, Little Sprouts ensures that all children are supported in developing self-regulation, social skills, and positive behaviors in a safe and respectful environment.

This policy aligns with state licensing regulations and early childhood best practices for behavior guidance.

TERMINATION POLICIES

At Little Sprouts, we strive to maintain a positive, safe, and nurturing environment for all children and families. In certain circumstances, it may become necessary to terminate enrollment to ensure the well-being of the child, other children, staff, or the program as a whole.

Grounds for Termination:

Termination may occur for reasons including, but not limited to:

- Repeated non-compliance with center policies (e.g., tuition, behavior, attendance)
- Behavior that endangers the safety of the child, other children, or staff
- Inability of the program to meet the developmental or medical needs of the child
- Failure to provide required documentation or health records
- Chronic late pick-ups or drop-offs that disrupt program operations
- Any other reason determined by the Director to be in the best interest of the child or program

Process for Termination:

- Documentation: Staff will document any incidents or concerns leading to consideration of termination.
- Communication: Families will be informed of concerns and given opportunities to address issues when appropriate.
- Notice: Whenever possible, families will receive a written notice of termination in advance to allow time for transition.
- Immediate Termination: In cases where safety is at risk, immediate termination may occur without advance notice.

Refunds and Financial Obligations:

- Tuition and fees paid in advance will be handled according to the Tuition and Fees Policy.
- Registration and supply fees are non-refundable

Support and Transition:

- Staff may provide recommendations or referrals to assist families in transitioning to alternative care if appropriate.
- The goal is to ensure a smooth and safe transition for the child and family.

By following this policy, Little Sprouts ensures that terminations are handled consistently, fairly, and in a manner that prioritizes the safety and well-being of all children and families.

This policy aligns with state licensing requirements and best practices for early childhood program operations.

PET POLICIES

At Little Sprouts, the safety, health, and comfort of all children are our top priorities. While some pets may be present in the household, strict policies are in place to ensure children do not interact with them.

General Policy:

- Certain pets may reside in the home but are kept securely locked away at all times.
- Children are not allowed to interact with pets during program hours.
- Staff will ensure pets remain in designated areas inaccessible to children.

Safety Considerations:

- Pets are confined to areas not used for child care or play.
- Children are supervised at all times to prevent accidental exposure.
- Any areas where pets are present are regularly cleaned and maintained according to health and hygiene standards.

Family and Visitor Awareness:

- Families are informed about the presence of pets and the strict no-interaction policy.
- Visitors or contractors are instructed to follow the same guidelines regarding pets on site.

Emergencies and Allergies:

- Staff are trained to manage situations involving pets, including potential allergic reactions.
- Families should notify the center of any known allergies or sensitivities.

By following this policy, Little Sprouts ensures a safe, hygienic, and comfortable environment where children's well-being is prioritized, and potential risks from household pets are mitigated.

This policy aligns with best practices for health and safety in early childhood programs.

