



Parent Handbook

July 2008 to June 2009

Making a great first impression in each child's life!



Welcome to Little Panthers Child Care Center!

Thank you for choosing Little Panthers Child Care Center for your early care and education needs! By choosing Little Panthers Child Care Center, you are giving your child the gift of high quality child care. It is gratifying to work with families who value quality care.

At Little Panthers Child Care Center, it is our goal to treat our children with the love, care and dedication exemplified by our Lord, Jesus Christ. We strive every day to live up to His example of kindness and devotion. We endeavor to reflect the kind of love mentioned in 1 Corinthians 13...

Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It is not rude, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, always perseveres. And now these three remain: faith, hope and love. But the greatest of these is love.

—I Corinthians 13:4-7, 13

This handbook will give you detailed information on the policies that help make us a high quality center. Please read through it carefully and keep it accessible. If you have any questions or concerns, please bring them to us right away. We value your opinion and hope you will share it with us so that we can better meet the needs of your family. We certainly welcome your comments, suggestions, and feedback.

On behalf of Little Panthers Child Care Center and Mountain State Christian School, thank you again for selecting our center. We hope you enjoy this unique journey from birth to Grade 12!

Welcome to the family!

In His Service,
Karla K. Linick
Karla K. Linick
Director



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But Jesus said, Suffer little children, and forbid them not,
to come unto me: for of such is the kingdom of heaven.
—Matthew 19:14

Our Philosophy

Mission Statement

The mission of Little Panthers Child Care Center is to help you build the character and creativity of your child through careful attention, solid support, positive reinforcement, and creative developmental growth. We strive to provide high quality care through the loving hearts and gentle hands of our caring and well-trained team of caregivers. We do this because we know that you may never get a second chance to make a great first impression in a child's life.

“Train up a child in the way he should go:
and when he is old, he will not depart from it.”
—Proverbs 22:6

Statement of Philosophy

At Little Panthers Child Care Center it is our philosophy that the first years of life are some of the most important. Through the love of our Lord and Savior Jesus we work to provide a loving, nurturing, and life-building foundation that gives each child the life skills that they will need in order to live up to the challenges of the modern world. We believe that each child is born with his/her own unique set of skills and gifts and that it is our responsibility as parents, caregivers and educators to discover these and encourage them on a daily basis.

Please note that this handbook may be revised at any time at the sole discretion of LPCCC.
For the most current version, please e-mail your request to office@mscspanthers.org.



Administrative Information

Hours of Operation

Little Panthers Child Care Center's hours of operation are...

Monday through Friday — 7:00 AM to 6:00 PM

Please note that the center does not open until 7:00 a.m. Teachers may arrive before this time to open their classrooms, but please wait in the parking lot until 7:00 a.m. before entering the building. Due to the nature of disruption of the class and teacher's schedule, please have your child at the center no later than 9:30 a.m. For security purposes the entrance is locked from 8:30 a.m. to 3 p.m. Please ring the doorbell or call the office (743-3751) if you need admission during these hours.

Meals and Nutrition

Food is a priority at Little Panthers Child Care Center as good nutrition is vital to a child's development. Active children need good food! The center provides a nutritious lunch and an afternoon snack included in tuition. A menu will be sent home with the children in advance.

Please note the following...

- You are welcome to provide alternative meals for your child if desired.
- Lunch is routinely served at 11:00 am. If you wish to have your child eat lunch at school, please have him/her in the building by 10:30 a.m. at the very latest.
- Please notify us of any food allergies.

Full Time (MTWRF) Enrollment

Full time enrollment is considered 4 or 5 days per week. Children enrolled full time have care reserved for them anytime between the hours of 7:00 a.m. and 6:00 p.m., Monday-Friday. You are welcome to use as much or as little of this time as you desire within certain guidelines. Tuition is based on enrollment status—not the number of days that a child is present.

Part Time (TWR or MF) Enrollment

Once your child is enrolled in a part time schedule there can be no changes made without director approval. This includes both the number of days of enrollment and the actual days of the week of enrollment. Approval will depend on space and schedule availability. If a child cannot attend his/her scheduled date tuition will still be charged.

Annual Registration Fee

There is an annual, non-refundable registration fee (\$50 per child/\$75 per family) which must be paid upon enrollment and at each child's yearly anniversary. If your child is withdrawn from enrollment for any reason, the registration fee must be paid again upon reentry.

Referral Incentives

Please tell your friends and family about LPCCC and MSCS! After a new student you have referred (not including immediate family members) is enrolled in either department for six months, you will receive a **one month tuition credit** on your first child enrolled!



Tuition Rates...

NOTE: 4th Child—Free Tuition!

1 st Student— Full Pay	Little Panthers Child Care Center	MTWRF	Monthly	TWR	Daily
	Infants / Toddlers—6 Weeks to 4 Years		\$400.00		\$250.00
Mountain State Christian School	Annually			10 Months	12 Months
	Kindergarten to Grade 12	\$2,400.00		\$240.00	\$200.00

2 nd Student— 20% Discount	Little Panthers Child Care Center	MTWRF	Monthly	TWR	Daily
	Infants / Toddlers—6 Weeks to 4 Years		\$320.00		\$200.00
Mountain State Christian School	Annually			10 Months	12 Months
	Kindergarten to Grade 12	\$1,920.00		\$192.00	\$160.00

3 rd Student— 30% Discount	Little Panthers Child Care Center	MTWRF	Monthly	TWR	Daily
	Infants / Toddlers—6 Weeks to 4 Years		\$280.00		\$175.00
Mountain State Christian School	Annually			10 Months	12 Months
	Kindergarten to Grade 12	\$1,680.00		\$168.00	\$140.00

*10 Monthly Payments / 12 Monthly Payments if enrolled in Summer Camp program

NOTE: Tuition does not include books, transportation, uniforms, or fees.

Payment Options

- ⇒ **Option #1—Full Year Upon Enrollment—10% Discount!** Payment made directly to LPCCC—also saves the \$50 per family annual FACTS enrollment fee.
- ⇒ **Option #2—Monthly Electronic Payments through FACTS**—This electronic payment comes out of a bank account of your choice on the 5th or 20th of each month. There is a \$50 per family (includes Peace of Mind Benefit—see brochure) annual FACTS enrollment fee which also comes out of the account to begin the process.

Families may choose one of the following options for payments through FACTS:

- 12 Months — if enrolled in Summer Camp program
- 10 Months — if enrolled in School Child Care program only

In January, parents receive a statement summarizing tuition payments made over the previous year.

NOTE: LPCCC reviews tuition rates periodically to determine if any rate adjustments are necessary. Parents will be notified at least 60 days in advance if there are to be any changes to tuition rates.

Van Transportation

Transportation is available from most areas. Transportation fees are based upon three zones:

- **Zone A**—Charleston, Elkview, Huntington, South Charleston, Teays Valley
- **Zone B**—Barboursville, Ona, St. Albans
- **Zone C**—Culloden, Hurricane, Milton

	Zone A	Zone B	Zone C
1st Child	\$90 / month	\$70 / month	\$50 / month
2nd Child	\$45 / month	\$35 / month	\$25 / month
3rd Child	\$20 / month	\$15 / month	\$10 / month
4th Child	FREE!	FREE!	FREE!

NOTE: 9 Monthly Payments (Sept to May) / Aug & June pro-rated School van riders pay LPCCC. Car pool riders pay driver directly.



Delinquent Accounts Policy

LPCCC wants to work with our families to minister to them in time of financial crisis. LPCCC can possibly make adjustments to the monthly payment received through FACTS. In this case, please contact the Director at least one week prior to the scheduled payment to make arrangements to perhaps adjust that month's amount and then prorate the remaining payments which are due.

In the event that a regularly scheduled FACTS payment is returned unpaid, the payer will receive notification from FACTS stating that the missed payment will be reattempted, the specific date of the reattempt, and a reminder that a FACTS Returned Payment Fee will be assessed. The payment will be reattempted on the next payment date (5th or 20th). The FACTS Returned Payment Fee will be automatically deducted from the Responsible Party's account within 20 days of the return. If a payment date falls on a weekend or holiday, it will attempt on the next business day. If two consecutive scheduled FACTS payments are returned unpaid, the student's enrollment status will be reviewed by the Executive Committee of the LPCCC/MSCS Board of Directors.

Book Fees

A current price list for textbooks will be provided at the time of Registration. Book fees must be paid in full before they can be used by the child in his/her classroom.

Uniforms

Uniforms are required when the child moves up to the Pre-K program at age 4—they may be worn by the younger children, but they are not required. Uniforms shirts must be purchased through the school. Payment is required at the time the order is placed. Order forms are available in the Office. Boys must wear khaki pants or shorts and girls are required to wear a khaki skirt, skorts, or jumper with the following designated school shirt...

<u>Day</u>	<u>Shirt</u>
Monday	GREEN T-SHIRT
Tuesday	BLACK T-SHIRT
Wednesday	GREEN T-SHIRT
Thursday	BLACK T-SHIRT
*Friday	GREEN T-SHIRT

*On Fridays boys may wear denim pants or shorts, and girls may wear denim skirts, skorts or jumpers.

Release of Student Records

All accounts owed to LPCCC must be paid up-to-date before transcript records will be released.

Schedule Changes

Parents are asked to give at least two week's notice if their child's schedule is going to change. Before your child's schedule can change you need to discuss availability with the Director. We will make every effort to accommodate your child's new schedule. If we cannot accommodate your new schedule you will be added to the waiting list so that we may find a spot for your child.

Fundraisers

LPCCC sponsors occasional fundraisers. The Director will coordinate and approve all fundraisers.



Change of Address/Phone Numbers

If, at any time, your address or any phone numbers change, please inform the Director and your child's teachers immediately. It is extremely important for both teachers and the office to have your current information to be able to reach you at all times.

Withdrawal from Enrollment

Parents are required to provide a **minimum of 14 days written notice** to the Director prior to removing their child from enrollment. If you fail to provide the required 14 day notice, you will still be responsible for tuition for the final month. A pro-rated refund may be given to parents who provide at least the required 14-day notice before withdrawing their child from enrollment and will be leaving before the end of a pre-paid month.

Dismissal Policy

Our first priority is to provide quality care and early education for all children enrolled in our program. On a rare occasion there is a need to ask a family to withdraw their child from enrollment. The reasons for involuntary dismissal are as follows:

- Failure to adapt — If a child fails to adapt to our program, even though every possible effort has been made by parents and the staff to integrate him/her into the program, his or her parents may be asked to find alternate care, or a program with a lower staff ratio to accommodate their child. Most children adapt to a new program within a few weeks.
- Aggressive/disruptive behavior — If a child is regularly aggressive and hurtful to others, despite staff and parental intervention. Please see the section titled, "Aggression Policy".
- Failure to pay tuition — The Director reserves the right to remove any child from enrollment whose tuition is not paid per facility policies.
- Abusive/disruptive behavior by parents — The Director reserves the right to ask a family to leave the center if a parent is destructive, disruptive, abusive, or malicious through their actions toward the staff, their own child or other children in the center. Please refer to the section entitled "Guiding Behavior" below for more information.

If your child is having difficulty adapting or is overly aggressive, you will be informed, and every effort will be made to help your child work through their problem prior to the decision to dismiss your child. If the problem is due to failure to pay tuition or abusive behavior, you will be contacted in an effort to work things out prior to the decision to dismiss your child.

Vacations/Breaks

Full time students will be granted five (5) days of vacation time each year. The vacation time can be taken at any time with two weeks written notice. If vacation days are not taken within the calendar year earned they will not roll over. These days must be 5 consecutive days.



Closures

Little Panthers Child Care Center recognizes the holidays listed below. Parents who have chosen our program understand that they are responsible for providing care for their children during holidays. **No tuition credit will be issued for holidays.**

Scheduled Closure Days for 2008-2009

- Independence Day ---- Friday, July 4
- Labor Day ----- Monday, September 1
- Thanksgiving Break --- Thursday and Friday, Nov. 27 & 28
- Christmas Break ----- Wednesday and Thursday, December 24 & 25
- New Years Day ----- Thursday, January 1
- Presidents' Day ----- Monday, February 16
- Memorial Day----- Monday, May 25

Severe Weather / Closure Policy

If severe weather conditions arise (e.g., snow, ice, flooding, other acts of nature) the center may choose to close or reduce the hours of the center. **If Cabell County or Putnam County Schools are closed or delayed due to weather, LPCCC will not necessarily do likewise.**

We will notify the following local TV stations by 6:30 AM to announce a school closing or delay:
WSAZ-TV—Channel 3 WCHS-TV—Channel 8 WOWK-TV—Channel 13
 When in doubt please call the center (743-3751) to check on the status of operation. Please note that there are no tuition credits or refunds for closures due to severe weather or emergencies

Daily Sign-in, Sign-out

It is imperative that parents sign-in and sign-out your child each day. This is for your protection and for our recordkeeping. If your child is sick and will not be attending, please contact the center.

Before and After School Policy & Rates

LPCCC enrollees have care provided for them anytime from 7:00 a.m. to 6:00 p.m. according to their designated status. However, MSCS parents of children from Kindergarten through Grade 6 may utilize LPCCC for Before and After School Care. Current rates are below... NOTE: **4th Child—Free!**

1st Child— Full Pay	Before and After School Care	15 minutes	30 minutes	60 minutes
	Kindergarten to Grade 6	\$0.50	\$1.00	\$2.00

2nd Child— 20% Discount	Before and After School Care	15 minutes	30 minutes	60 minutes
	Kindergarten to Grade 6	\$0.40	\$0.80	\$1.60

3rd Child— 30% Discount	Before and After School Care	15 minutes	30 minutes	60 minutes
	Kindergarten to Grade 6	\$0.35	\$0.70	\$1.40

Any portion of a time segment is charged the full amount. See the following examples...

- 17 minutes billed as 30 minutes—any amount from 16 to 30 is considered 30 minutes
- 92 minutes billed as 105 minutes—any amount from 91 to 105 is considered 105 minutes

A monthly statement will be sent out based on LPCCC Log Sheets and is due upon receipt.



Before School—LPCCC opens at 7:00 a.m. for Before School Care. All MSCS students from Kindergarten to Grade 6) will be released from Before School Care at 8:00 a.m. and under their regular classroom teacher’s authority and supervision.

After School—LPCCC is open until 6:00 p.m. MSCS students are dismissed at 3:00. Parents must be sure to pick up their children within 15 minutes of dismissal time or else they will be taken down to the Child Care Center at 3:15 for supervised After School Care and the parents will be billed accordingly.

Late Pick Up/ No Pick Up/Alternate Pick Up

Please arrive early enough to pick up your child and exit the school by 6:00 p.m. If it is unavoidable to be late, please call the center to let us know when to expect you. If a parent arrives after 6:00 p.m., a late fee of \$1 per minute, per child will be charged and must be paid in full at the time of pickup. **NOTE: Repeated instances of late pick ups may be the grounds for dismissal.**

Drop-In Rates

LPCCC allows pre-enrolled families to reserve a spot for drop-in child care. Arrangements must be made at least 24 hours in advance. Following are the rates... **NOTE: 4th Child—Free!**

6 Wks to Age 4	Half Day*	Full Day	K to Grade 6	Half Day*	Full Day
1 st Child—	\$12.00	\$20.00	1 st Child—	\$6.00	\$10.00
2 nd Child—	\$10.00	\$16.00	2 nd Child—	\$5.00	\$8.00
3 rd Child—	\$8.00	\$14.00	3 rd Child—	\$4.00	\$6.00

*Anything more than 4 hours is considered a Full Day

Release of a Child

Parents must list, in writing, the individuals who are authorized to pick up their child(ren) with the Director. A copy of the list is kept in the classroom file. Authorized pick-up individuals must be prepared to show proof of identity with a **photo ID**. School personnel will not release a child to anyone without **prior written** parent authorization and **proper ID**. If someone is listed in your child’s file as “Unauthorized to Pick-Up” and he/she attempts to do so, staff members will use the following procedures (not necessarily in this order):

- 1.) Ask person to speak with the administrator on duty.
- 2.) Call parent(s) or call 9-1-1 if necessary.
- 3.) Take child as far away from person attempting to pick up as possible.

If a person **threatens harm**, we are required to release the child and call 911. **If the person attempting pick-up is a legal parent or guardian, we are required to release the child unless we have a copy of a court order stating otherwise.**

Drugs and Alcohol

The safety of your child is our highest priority. We respect the rights of parents to access their own child. However, if Little Panthers Child Care Center staff feel a parent is in an unsafe condition to drive or otherwise leave with their child (such as under the influence of drugs or alcohol), the staff may suggest that the parent or the staff call the other parent, a friend or relative, or a cab. The staff may also call 911 for assistance and to report the incident.



Health and Safety Information

Health

Your child's health is of utmost importance to us. Upon enrollment, you must complete a health form and have it signed by your pediatrician. Please obtain a medical form from the office before your child's doctor appointment and return the completed form, signed by your child's doctor.

Immunization Records

For each child enrolled, we are required by the State to maintain current immunization records. Immunization records are required prior to your child's first day of enrollment (unless the child is less than 8 weeks old) and need to be updated whenever your child receives a new immunization.

Illness Policy

Each day, upon arrival, an informal health check of your child will be done. It is very important to us that each child be healthy and happy at school. We cannot admit or retain in care, any child who:

- ✓ Is diagnosed as having a contagious disease according to written guidelines of a licensed physician or certified health care provider and the health department.
- ✓ Has one or more of the following symptoms of illness within the past 24 hours:
 - Fever over 101.0 Fahrenheit
 - Diarrhea and/or vomiting
 - Nausea or severe stomach cramps
 - Severe cough
 - Unusual yellow color to skin or eyes
 - Draining eye (pinkeye or sinus infection)
 - Skin or eye lesions or rashes that are severe, weeping or puss filled
 - Difficulty breathing or wheezing
 - Complaints of severe pain
 - If a child is notably tired and / or irritable and needing one-on-one care
 - Discharge (non-clear) coming from the nose

If your child has exhibited any of the symptoms above you **must** keep your child at home for a minimum of 24 hours, **even if a pediatrician has given authorization for your child to return**. If your child exhibits these symptoms at the center we will contact you immediately. **Your child must be picked up within one hour of notification**. This helps us keep all the children healthy.



Administering Medication

All prescription and non-prescription medication given to children at school require a written authorization from your health care provider, or parent written consent. Additionally, parents must complete the daily medication log on the sign-in sheet table when they drop their child off each morning. This is a child care licensing requirement. Medication authorization forms are available in the director's office. The instructions from your health care provider must include information regarding the medication, reason for the medication, and the specific time of administration. Medications must be kept in the original bottle or container. Prescription medications must contain the original pharmacy label that lists; the child's name, the prescribing practitioner's name, the pharmacy name and telephone number, the date the prescription was filled, expiration date of the medication, dosage, how often to give the medication, and the length of time the medication is to be given. Over the counter medication must be kept in the originally labeled container and be labeled with the child's first and last name.

Fire and Emergency Drills

We have a monthly fire evacuation drill that involves each child and staff member at the center. We also periodically practice procedures for other natural disasters.

Emergency Medical Care

In case of accidental injury, we will make every attempt to contact a parent or guardian. In the event that we cannot reach a responsible party, your child's doctor will be called. If necessary, we will also call an ambulance or EMT. Until arrival of a parent or trained medical personnel, the director or designated director will make all decisions concerning your child. You are responsible for any and all medical expenses that may be incurred. Little Panthers Child Care Center, LLC cannot enroll any child whose parents do not sign a written consent form agreeing to this.

Injuries

Due to the nature of young children, injuries can occur within the blink of an eye. Even though every effort is made to avoid injuries, sometimes they still happen. In case of injury, your child will be given immediate attention by a teacher. The teacher who witnessed the incident will fill out an incident report form explaining what happened and what action was taken.



Child Care: What to Expect

Adjusting to Child Care

Starting at a new center can be a stressful experience for both parents and children. New faces, routines, expectations, activities, and foods are just a few adjustments that present themselves. We want to work closely with each family to make the transition to the center a smooth, happy one.

Transitional Period

We ask each family to participate in a transitional period, which is helpful in adjusting to the new center. A week to two weeks before your child's start date we ask that you schedule a visit to your child's classroom with your child. This brief visit allows your child to explore the classroom and to get a sense of the daily routine. It also allows you to start to get to know the teachers by asking them questions about the classroom and giving them important information about your child.

Other Helpful Suggestions

You can help your child become familiar with the center by talking with him/her about the teachers and activities in a positive way. If he/she senses that you have confidence in the staff it will help him/her feel more comfortable with this new situation. Sometimes, even when the best preparations have been made, young children will cry when they experience a separation from their parents. Our staff always comforts a child until they are ready to join in. Remember you are welcome to call the teachers any time during the school day to check on your child.

The First Day

When you come to School on your child's first day, please bring the following:

- 1.) **All of the paperwork given to you at the pre-enrollment meeting.** Please stop by the office to drop off your completed paperwork. The State requires that we have a complete file on each child *as soon as they start*.
- 2.) **Clothing.** Your child will sometimes be participating in activities that get messy! Please make sure your child is dressed in clothes that can survive activities such as finger-painting. Your child's class will enjoy the outdoors. Please make sure your child has seasonably appropriate clothing. Also, please provide your child with extra clothing, including shirts, pants, underwear, and socks and label them with your child's name. (Two sets for infants)
- 3.) **Personal Items.** Please mark all belongings and do not send valuables or toys from home with your child. To ease the transition it is helpful to bring a blanket or soft nap animal from home that your child can keep in his/her cubbie and also use at naptime.
- 4.) **Infant/Toddler supplies.** Parents are required to supply the necessary formula, diapers and baby wipes for their child(ren). For infants on jar baby food, an ample supply needs to be brought and labeled with the child's name. Please do not leave any item with the label "keep out of reach of children" in your child's cubby or diaper bag.



Classroom Information

Curriculum

At Little Panthers Child Care Center we believe that children will follow their own inclinations and rhythms throughout the day when provided with a gently structured schedule. Meals, naps, and circle time will happen at the same time every day but the rest is up to your child and his/her teacher. Together they will choose from a wide range of activities such as music, art, free play, math, science and the natural world, outdoor play, gardening, drama, and games that support fine and gross motor skills as well as social communication and speech and language skills. While loving care is a constant throughout all children's development at LPCCC, as they grow children are offered more formal challenges in their education. Literacy is particularly emphasized.

We use the ABeka Curriculum for learning (www.abeka.com). We believe that learning is best accomplished in an environment that encourages hands-on experience through activity and play. Your child's teacher will provide developmentally appropriate challenges and support your child in exploring the world. The curriculum enhances each child's inherent as well as learned strengths. Healthy self-esteem and self-knowledge are a large part of what our staff teaches. Kindergarten readiness is a goal for each child in our pre-school age program. One of the benefits of small class sizes, low ratios, and primary care giving is that teachers can continually monitor each child's development, support his/her strengths and identify his/her challenging areas. Primary care giving is an essential part of assessing and ensuring every child's readiness for Kindergarten. With each child receiving individual attention we are preparing them for successful life-long learning.

Guiding Behavior

The policy for behavior at Little Panthers Child Care Center is based upon developmentally appropriate practice and the core values of **caring, honesty, respect, and responsibility**.

Remember the Golden Rule — "Do unto others as you would have them do unto you."

—based on Matthew 7:12

These values shall be consistently encouraged. We view acting-out as a call for assistance. When children act out, assistance is given immediately in the form of loving redirection. Messages given are positive. Our staff is trained to handle acting out firmly but with compassion. Setting limits is an essential part of showing children that the world is a safe place.

Occasionally, we have a child who experiments with aggressive behavior (such as biting, scratching, hair pulling, etc.) that we take very seriously. The ways in which we handle aggressive behavior vary, as each child's reason for aggression may be very different. To help solve aggression issues, we work closely with the child at school and ask parents to work with the child at home. If, however, the behavior gets out of control and other children are at risk of being hurt, the child may be sent home immediately and, if the behavior is serious enough, could be subject to dismissal. Luckily, we rarely have to take such drastic measures and usually aggressive behavior situations are resolved quickly through strong teacher/parent teamwork.



Please read to your child his/her responsibilities and note that continuous unacceptable behavior is documented in writing and maintained in each child's personal file:

Child's Responsibilities

- ✓ Respect others
- ✓ Respect equipment and property in the building
- ✓ Remain with a staff member at all times
- ✓ Return materials and equipment to the place you found them
- ✓ Finish activities and clean up afterward

Aggression Policy

Aggression in children is a normal part of development that becomes unacceptable when it is continual or malicious. Examples of aggression include biting, hitting, kicking, hair pulling, verbal abuse, etc. We consider aggression to be excessive when it happens daily or seriously injures someone and is not resolved by using steps one and two of our action plan. Aggression is usually a phase a child is going through and with consistent efforts from both parents and staff, we are able to help a child through it.

Each time a child is injured by another child, a form is filled out for both the parents of the aggressor and the child who was injured. This is to keep parents fully aware of their child's behavior and to notify parents each time their child has been hurt, just as we would for an accident. For the confidentiality of both families, the names of the aggressor and injured party are not disclosed.

Aggression Action Plan

LPCCC staff will make every effort to follow the following Aggression Action Plan...

1. Distraction: The aggressive child is removed to another area or activity, and told that hitting (or other forms of aggression) hurts and that they need to stop.
2. Time Out: The aggressor sits on a chair for an appropriate amount of time for his/ her age (one minute for each year). While he/she sits, teacher sits with him/her and talks with him/her about the aggression hurting, and that it is not okay.
3. Conference: If the aggression continues, both parents need to have a conference with the lead teacher and the director to talk about further steps to be taken to with the child.
4. Dismissal: In the unlikely event that the above steps fail to resolve the problem and aggressive behavior continues, LPCCC reserves the right to dismiss any student if we feel it is necessary to assure the safety and wellbeing of other students.



Miscellaneous

Visitors

We love visitors! Parents are always welcome to visit the school. All visitors must sign the visitors' book at the classroom entrance and must check in with the administration. We encourage parents to make advance arrangements if possible when bringing relatives and friends to visit LPCCC.

Footwear Policy

We ask that parents put good support shoes on their children daily. Children are running, jumping and developing their walking skills and we have seen that when they wear a non-support shoe it can hinder or cause undue injuries (falls, stubbed toes, etc). Please refrain from putting on crocs or other types of sandals. Your cooperation in this is greatly appreciated.

Parking

Please increase your awareness of your surroundings as you enter the parking lot. Also note that when drivers are backing up it is sometimes difficult for them to see children. We ask that you please take your child's hand as you exit the building and continue to walk through the parking lot. Thank you for being safe.

Non-Discrimination Policy

Little Panthers Child Care Center does not discriminate against personnel, clients, potential clients, volunteers, or any person or group on any basis, including race, creed, religion, national origin, ancestry, age, socioeconomic status, marital status, gender or mental or physical disability.

Professional Staff

LPCCC staff members have been carefully chosen based on experience, educational qualifications, enthusiasm, and commitment to the center's philosophy.

Quality Assurance and Evaluation

LPCCC uses a variety of measurement tools to evaluate our program on a regular basis. LPCCC is licensed by the State of West Virginia Department of Health and Human Resources and undergoes license renewal inspection to ensure continual compliance with all regulations. We have a licensed nurse on call who works hard to improve the quality of care, safety, and general wellness of the children and staff.

Children with Special Needs

Little Panthers Child Care Center is inclusive and makes every attempt to reasonably accommodate any child based on whatever their special need may be. LPCCC will help create and implement an individual education plan for any child who needs extra support and attention for developmental growth. Teachers will work closely with parents, and, at the parent's request, with any other professionals who may be involved with the child to recognize and address any special needs that exist or may become evident. Your feedback is important! Our goal is to work together to create thoughtful approaches that are in the best interest of the child.



Therapy

At times students may be scheduled for Behavioral, Physical, Occupational or Speech Therapy. Little Panthers Child Care Center will make every effort to accommodate therapists and to make time and space available for treatments. Please know that LPCCC is not responsible for incidents, accidents, injuries or other problems that may occur during or as a result of therapy treatment.

Toys from Home/ Food in the Classroom

Please do not allow your child to bring toys (other than transitional and nap toys), candy, or food of any kind into the classroom. It is crucial to check with teachers and/or administrators before bringing any special treats into the classroom since allergies need to be considered before any food is served.

Birthdays

We enjoy celebrating the children's birthdays and welcome you to come join the party! Please talk to your child's teachers at least a week in advance if you would like to provide favors or treats for the children. **We may have children enrolled who have serious food allergies and it is important to consider this when making food choices.**

Toilet Training

To avoid the trauma of having multiple "accidents" at school, we ask parents to begin potty training at home when their children begin to show readiness. Once success is experienced at home, we will begin working with the children at school. Please let us know if you are trying at home so that we can get ready here. We will, of course, encourage children who are showing interest to try using the potty at school. Our goal is to meet the specific needs of each child, helping create a non-pressured transition into potty training.

Sanitation

We work closely with the Cabell County Health Department to ensure we are providing a healthy environment for children. Hand washing is our first defense against the spread of illness. Not only does the staff ensure that they are conscious of good hand washing techniques, but they also teach the children the appropriate times and methods of hand washing as well. We sanitize toys throughout the day with a bleach solution designated by the Health Department, with larger equipment being wiped down at the end of each day. Nap cots/cribs are sanitized on a daily basis and sheets are laundered.

Child Abuse Mandatory Reporting

Each person who is employed at a State Licensed Child Care Center, such as ours, is considered a mandatory child abuse reporter. This means that if we suspect or are told by a child that they have been abused in any way, we are required by law to call and report this to DHHR. We, as a staff, have training in what steps/measures should be taken in such a situation. Parents should understand that filing a report is considered a request for an assessment of a suspected incident of abuse or neglect. A report is not an established fact, but rather the beginning of a helping process for children and families. If you have any questions about this policy, please contact the center director or the local Department of Health and Human Resources.