

LITTLE EDEN | 2019-2020 CALENDAR

02 Labor Day
03 First Day of School Year
TBA Back to School Play Date

SEPTEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MARCH 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

02 Re-Enrollment Contracts Due
29 March-6 April Spring Break

14 Indigenous Peoples' Day
31 Halloween Party

OCTOBER 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30	31		

APRIL 2020						
S	M	T	W	Th	F	S
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26	27	28	29	30		

29 March-6 April Spring Break
27 - 28 Parent Teacher Conferences
TBA Special Friend's Night

11 Veterans Day
12-15 Parent Teacher Conferences
22 Thanksgiving Feast
25-29 Thanksgiving Recess

NOVEMBER 2019						
S	M	T	W	Th	F	S
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3	4	5	6	7	8	9
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MAY 2020						
S	M	T	W	Th	F	S
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24	25	26	27	28	29	30
31						

22 Last Day of Spring Term
22 Spring Formal Party
25 Memorial Day
25-07Jun School Closed for Staff Development Days

TBA Holiday Party
23-03Jan Winter Recess

DECEMBER 2019						
S	M	T	W	Th	F	S
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JUNE 2020						
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28	29	30				

08 Summer Session Start
TBA Summer Picnic

01 New Year's Day
06 Classes Resume
20 M.L.K. Day

JANUARY 2020						
S	M	T	W	Th	F	S
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JULY 2020						
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03 School Closed
04 Independence Day

13 Valentine's Tea Party
14-17 Extended Weekend for Presidents' Day

FEBRUARY 2020						
S	M	T	W	Th	F	S
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AUGUST 2020						
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30	31					

24-04Sep School Closed for Staff Development Days



ENROLLMENT PACKET: PARENT HANDBOOK

Mission Statement: Little Eden believes that creativity, compassion, & curiosity are innate qualities that are best cultivated in the first few years of life. We strive to understand each family as we partner with them to empower and guide their unique child through these foundational years forming the mindsets and composing the characteristics for which the rest of their lives will be built upon.

Personal Background/Qualifications Child care will be provided by the following individuals with the following qualifications: Michelle San Agustin: Experienced AMI Certified Montessori teacher with a Masters in Art Education. An additional one or two teachers will also be working alongside Michelle. All teachers and substitutes will have coursework in Early Childhood Education or Child Development and will be certified in Pediatric CPR and First Aid.

Age and Number of Children Accepted		Hours of Operation	
Little Eden provides care for children between the ages of 2.5 and 6 years. Little Eden strictly complies with child care regulations regarding child-to-staff ratios.	Little Eden will care for a maximum of 12 children at any given time.	HALF DAY: Class is in session 9am - 12:15pm. In order to reduce the number of disturbances, please drop off your child from 8:30am to 9am and pick up your child between 12:15 and 12:45 pm.	FULL DAY: Same guidelines for Half Day schedule applies. For pickup, please pickup between 2:45pm and 3pm. Please be mindful that school closes at 3pm.

Program Activities Little Eden will provide daily activities, art materials, lessons in accordance to the Montessori curriculum, and opportunities to explore various foods for each child's stage of development to entertain the child as well as facilitate the child's physical, intellectual, social, emotional, and creative development. Little Eden may occasionally take the children on field trips. A child will not be allowed to participate in a field trip unless the parent has signed a permission form. Parents will be given advance written notice of the dates and locations of all field trips. If a parent chooses not to have his/her child participate in the field trip, the parent is responsible for arranging alternate child care. The child care fees will not be reduced for the time period of the field trip for nonparticipating children. At various times, Little Eden may structure excursions, such as walks or public transportation trips with the children. The parent must sign a general release authorizing Little Eden to engage in such activities with the child.

Holidays, Vacations, Miscellaneous Closings If Little Eden is temporarily unable to provide child care services due to reasons beyond its reasonable control, Little Eden may, but has no obligation to, arrange for a substitute child care provider. Little Eden will use its best efforts to provide the Parent(s) with reasonable advance notice of the need for such substitute care, the name of the substitute provider, and the hours that the substitute will provide care. Little Eden will not provide child care on any federal holidays. The child care fees will not be adjusted for these federal holidays during which Little Eden's facility is closed. In addition, Little Eden will not provide child care on the days as stated on the school calendar. The child care fees will not be adjusted for these days during which Little Eden is closed.

The Parent(s) shall provide Little Eden with one week advance written notice of expected family vacations. The child care fees will not be adjusted for the time period that a child does not attend because of a family vacation.

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Substitute Child Care Providers If Little Eden is temporarily unable to provide child care services due to circumstances beyond its reasonable control, Little Eden may, but has no obligation to, arrange for a substitute child care provider with qualifications similar to the provider's in addition to the already staffed teacher assistant(s). Little Eden will use its best efforts to provide parents with reasonable advance notice of the need for such substitute care, the name of the substitute provider, and the hours that the substitute will provide care.

Trial Period and Termination of Child Care

Services *Trial Period:* The first two weeks of enrollment in Little Eden is considered a "trial period." Child care may be terminated by either the provider or the parent during this trial period without advance notice.

Termination of Child Care Services: After the trial period has passed, you may still withdraw your child at any time, but please note that Little Eden cannot issue any refunds. A 2 month (60 days) notice is required in writing in order to have the deposit applied to your last month of enrollment. When proper notice is received, the one month tuition deposit is applied toward the final tuition month. An enrollment must end at the end of a month. Any dates which extend into the new month will be subject to daily prorated fees. If any additional fees are incurred during the last month of enrollment, they must be paid in full on the following day, otherwise the remaining days of allowable attendance may be decreased.

In the event of cancellation, with less than 60 days of notice, the one month tuition deposit is nonrefundable.

Little Eden retains the right to terminate a child's enrollment without notice for the following reasons: A child's behavior is destructive, uncontrollable, violent, or threatening to the other children or providers at the care facility. This determination is made in the sole discretion of the Provider.

A parent's behavior is threatening or abusive to the other children or providers at the care facility. Child care fees are 10 days days or more delinquent. - A child is absent for 10 days days or more without reasonable explanation or payment from the parent.

Little Eden retains the right to terminate a child's enrollment without notice for the following reasons: 1. A child's behavior is destructive, uncontrollable, violent, or threatening to the other children or providers at the care facility. This determination is made in the sole discretion of the Provider. 2. A parent's behavior is threatening or abusive to the other children or providers at the care facility. 3. Child care fees are 10 days days or more delinquent. 4. A child is absent for 10 days days or more without reasonable explanation or payment from the parent.

All terminations of this type can be made effective immediately.

Supplies The parent is responsible for providing the following items to Little Eden for the benefit of the child whenever reasonably requested by Little Eden: diapers, wipes, special diet foods, change of clothing, nap blanket, indoor shoes, and outdoor muck shoes. Little Eden will be responsible for providing the following items: Montessori materials and curriculum, quality art materials and supplies, personal hygiene items such as wash cloths, soap, toilet paper, and sunscreen.

Food and Nutrition Little Eden stays true to the Montessori philosophy and empowers children to be active participants in food preparation. It's crucial that children begin developing healthy habits at school and at home, and we kindly ask that parents refrain from offering breakfast items that are high in sugar (i.e. sugary cereals, doughnuts, fruit juice). If your child does not have an appetite for breakfast, let us know. Your child will not go hungry. Children often gravitate towards our food prep activities and these will be readily available with healthy and nutritious options. As much as possible, all ingredients will be organic, fresh, and in season. All foods served are included in the tuition fees. If your child has special dietary needs, we kindly ask that you provide these as our budget is only allotted for the class menu. Little Eden will provide a weekly menu for parents to review upon request.

Teacher(s) will be mindful of each child's food intake and if a child has not had morning snack by 10:30 a.m., then he/she will be encouraged to do so. Lunch will be served at 11:45 a.m. and include vegetables, fruits, grains, protein, and dairy as recommended by the USDA (www.choosemyplate.gov).

Children are highly encouraged to try each item on their plate at least once during lunch, but are never forced to finish their meal. Parents will be notified of child's food intake via Brightwheel or at pickup. Please be mindful that children are sensitive to these discussions and Michelle will use her discretion to hold these conversations in person or via Brightwheel and/or email.

Medical Care Information The parent must provide Little Eden with updated medical information regarding his or her child, such as information regarding the child's medical problems, immunizations, allergies, regular medications, physical handicaps, or restrictions on the child's physical activities. Information should also be provided as to whether the child has had measles, chicken pox, mumps, whooping cough, or any other contagious disease. This information should be provided to Little Eden prior to the child's first day of care.

If a child becomes ill, Little Eden will first try to reach the parent. If the parent cannot be reached, Little Eden may contact the child's physician.

In case of a medical emergency, Little Eden will obtain the necessary emergency medical care for the child, including but not limited to transportation to an emergency room. The parent will be responsible for all costs and expenses incurred in connection with any medical care provided to the child, including the cost of transportation.

Emergencies Emergency telephone numbers are posted at each telephone. Emergency evacuation plans are posted at each exit. Periodically, the children will practice the evacuation plans. In case of an emergency, Little Eden will first try to reach the parent. If the parent cannot be reached, Little Eden will then contact the child's emergency contact person(s).

It is unavoidable that children will incur scratches and scrapes while playing. As needed, these minor injuries will be treated with a cold pack, antiseptic, and a bandage. Little Eden will inform the parent of the minor injury and the treatment provided.

Sick Child Policy The goal of Little Eden is to keep both the children and the caregivers healthy. Therefore, if a child exhibits any of the symptoms listed below, the child will not be allowed to attend the child care facility until the symptoms have not been present for at least 24 hours or unless the parent has obtained a statement from the child's doctor that the child is not contagious. The final decision as to whether a child will be admitted to the child care facility will be made in the sole discretion of the provider. This policy applies to the following symptoms:

1. Fever of 100.4 degrees F
2. Persistent diarrhea
3. Continuous coughing
4. Irregular breathing
5. Unusual rashes
6. Vomiting
7. Yellowish color to the eyes or skin
8. Swallowing difficulty
9. Persistent and/or excessive crying
10. Discharge from eyes or ears
11. Excessive drowsiness
12. Lice
13. Communicable diseases
14. Earache

If a child exhibits any of these symptoms while present at the child care facility, the parent will be notified and must immediately remove the child. The child may be isolated from the other children at the child care facility until the parent arrives. Little Eden will notify the parent of any contagious diseases about which the provider has knowledge that a child may have been exposed to while at the child care facility. The parent is expected to inform Little Eden of any illness or problem of a child that might affect other children at the child care facility. The parent is responsible to arrange for alternate care if the child is sick or is otherwise unable to attend the child care facility. Child care fees will not be adjusted for the days that a sick child does not attend the child care facility. Little Eden will administer prescription and over-the-counter medication to a sick child. The parent must complete a medication consent form listing the type of medication, the dosage, the time of day it should be administered, and any side effects or special instructions. All medications must be in the original container with the child's name on it.

Pickup of a Child To ensure the safety of the children attending the child care facility, Little Eden has established the following procedures for the pickup of a child from its facility: only the parent or individuals designated by the parent may pick up a child. The parent must inform Little Eden in advance if someone other than the parent will pick up the child. If the parent has not provided Little Eden with such information, the child will not be released to the individual(s), and the parent will be notified.

Behavior and Guidance Preschoolers are constantly learning social graces, self-control, emotional awareness, conflict resolution skills, and mindfulness. Little Eden believes that respect and compassion are best cultivated by gaining an understanding and awareness of oneself as well as others by means of social and emotional learning. We always model the behaviors we hope to see in children and believe that this gentle guidance and positive redirection are most impactful when genuine connections occur between the teachers and children, as well as their entire families. We work hard to nurture these relationships, and we are always available to brainstorm ideas on how to best support and guide your individual child. We kindly ask that you support our efforts in the classroom by following through with specific details as outlined below:

- Children's safety is always our first priority. If it is deemed that an environment is unsafe or if a child is being unsafe towards others or him/herself, a teacher will take necessary actions by removing the child from the situation until it is again deemed safe. Teachers will always utilize a calm, gentle, and confident approach.

- ONLY parents, teachers, and adults are allowed to open all gates and doors at Little Eden. Your child may close them, but please be clear and firm with this rule.

- Children must always be in eyesight of a teacher in the classroom and/or outdoors. Hiding from teachers is not an option.

As much as possible, teachers will empower children with choices of what they can do as opposed to what they cannot or should not do. For serious safety concerns such as above, it may be necessary to emphasize and reiterate these rules.

Parent Conferences and Conversations

Although we make every attempt to stay in close communication regarding your child's development, Little Eden will conduct semiannual parent-teacher conferences. We kindly ask that all parents and/or primary guardians be present, and that you find alternative care for your child. These conferences have always proved to be valuable in gaining a better understanding of your child, your goals as parents, and learning if behaviors are aligned between home and school. We respect your child's intellectual and emotional awareness. Please help us honor their trust by complying if we offer a friendly reminder or polite suggestion that some conversations are best discussed over emails, phone calls, and/or out of earshot of your child. Please be mindful that children are often listening and know if they are the topic of conversation. Discussions that will likely be redirected include: behavioral issues, social challenges, toilet learning, and anything that would negatively impact the sensitive transitional period as they are being dropped off or picked up from Little Eden. If your child had a rough morning, leave a note and allow them an opportunity to start fresh at school.

Toilet Learning Little Eden will assist with toilet learning. During this period, parents must supply Little Eden with multiple changes of clothes and a wet resistant bag for soiled clothes. Suggestions and procedures will be provided for each family entering this stage.

Naps and Rest Periods Naptime will be scheduled from 12:30pm to 2:30pm. A cot and blanket will be offered to a child if he or she is feeling tired at other times in the day.

Future Enrollment Little Eden will not hold a child care spot open unless the parent has signed the Child Care Contract, completed all required forms, paid the initial fees, and submitted a tuition deposit. The initial fees as noted in the Child Care Contract is nonrefundable if enrollment is canceled.

General Field Trips As part of the educational program, the children will go on a variety of field trips away from Little Eden. The typical destinations will be by way of walking and may include, but not limited to: Glen Canyon Park, Glen Park Library, and local business establishments, such as grocery stores. By signing the childcare contract, the parents give consent to allow their child(ren) to leave school premises under the care and supervision of Little Eden.

Pets and Plants Little Eden will guide children to understand appropriate care and handling of pets and plants. Careful consideration will be made with what living things to include in the classroom based on temperament and non-toxicity. All animals will be up to date on vaccinations and records will be made available upon request.

Sunscreen As children prepare to depart the premises of Little Eden, the teachers will apply sunscreen with SPF 15 or higher. If a child requires a specific sunscreen, the parent will be responsible for providing the product and it will be stored on a teacher's shelf out of immediate reach of the children. Sunscreen will be applied to the exposed skin, including but not limited to the face, arms, bare shoulders and legs. If a parent does not give permission for the teachers at Little Eden to apply sunscreen, they must indicate this in writing or email to include a signature and applicable dates.

Child Care Contract The parent must review and sign the Child Care Contract prior to the child's first day of care.

Equal Opportunity No child will be denied care on the basis of race, color, sex, disability, age, national origin, or religion of either the parent or the child.

Confidentiality Little Eden will keep files on each child confidential. All private information exchanged between the parent and the provider will remain confidential.

Child Abuse and Neglect Little Eden will carry out its obligation to report all suspected cases of child abuse and/or neglect to the proper authorities.

Child Care Regulations Little Eden operates in full compliance with all state and local child care regulations.