

Mini Miracles LLC

This handbook is used for Mini Miracles and Lil' Miracles Child Care Centers

**Welcome to Lil' Miracles!** On behalf of the administration and staff, we would like to thank you for considering us as part of your child's development.

At Lil' Miracles our slogan is:

**"Today We Make a Better Tomorrow Through a Child".**

### **Lil' Miracles Mission Statement:**

To assist every pupil to grow holistically through various learning mediums and safe, fun experiences. We are committed to fostering growth at each pupil's own pace to encourage self esteem, spirituality, socialism, and intelligence.

### **Philosophy**

It is not only our desire to serve this growing community, but to also meet the needs of our children and parents. We believe that in order to successfully care for our children, we must consider the needs of our parents and this community. It is our goal to provide your child with the comforts of "home-like" care and appropriate developmental activities. We know that with the perfect balance between these two practices, we will be nurturing your child and encouraging them to grow to their full potential.

### **Curriculum**

Lil' Miracles has a 12 month curriculum. "High Reach Learning" is designed for our pupils 12 months to 4 years. Each age group has a separate lesson plan to enforce developmental skills necessary for productive growth. Our skilled teachers have the freedom to add new and various projects to the lesson plan to accommodate different learning styles. In addition to High Reach Learning, we also utilize other curriculums such as Your Baby Can Read, and the Louisiana Department of Education's Comprehensive Curriculum.

### **Amenities**

Licensed by the State Department of Health and Human Resources

Approved by Louisiana Department of Health

Approved by State Fire Marshall

Internet viewing of facility through [childrenview.com](http://childrenview.com)

PIN Access

Secure and easy check-in/check-out system *via ProCare Software*

High Reach Learning 12 month Curriculum

Low teacher to child ratios

Skilled teachers

Hands-on learning experiences

Large playgrounds

Convenient and Safe location

Near Fire Station

### Licensing and Staff

Lil' Miracles Child Care Center is licensed and certified by the State of Louisiana Department of Social Services and the Department of Health as a Class "B" licensed child care facility. Teachers and staff are trained in infant, child and adult CPR as well as First Aid procedures. All staff receives ongoing early educational training hours throughout the year.

### Fees/ Tuition

All Fees/ Tuition must be paid in advance. Payments are due Friday for the following week . A late fee of \$10.00 will be added if no payment by Monday 5:45p.m. If your child is absent on Monday and your account shows a balance, you will be assessed a late fee. If any account has not been paid by the end of the week (Friday) 5:45p.m., we reserve the right to drop your child from the roll and reject the PIN number for check in. Students will not be re-admitted until the account is paid in full with the current week paid in advance. Lil' Miracles will start calling the waiting list immediately and it is possible for a delinquent payment to cause loss of educational opportunities at the center. A single residence family with multiple children enrolled will receive a \$10.00 discount on the second child. The third child will receive a \$15.00 discount.

**Annual Curriculum/Supply Fee: \$100.00 per child (non-refundable)**

**Annual Registration Fee: \$50 per child (non-refundable)**

<b>Age Group</b>	<b>Weekly</b>
Infants	\$125.00
1 year old/ Toddler	\$125.00
2 year old	\$120.00
3 year old	\$120.00
4 year old	\$120.00

\*Our school requires a two-week notice for children who are being withdrawn from our programs. **Payment for this period is still expected.** Lil' Miracles requires written explanation for withdrawal.

ALL TUITION AND WEEKLY FEES ARE TO BE PAID BY MEANS OF PERSONAL CHECK, CASHIER'S CHECK, OR A MONEY ORDER. CASH PAYMENTS ARE ACCEPTED BY THE OWNER IF THIS HAS BEEN PRE-ARRANGED.

Tuition checks should be made payable to Lil' Miracles Child Care Center and placed in the appropriate lock box in the foyer.

**Please write your child's name in the lower left corner (memo) of the check.**

**Please do not give any payments to your child's teacher or leave in your child's**

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**folder, backpack, school bag, etc.**

Families are at liberty to utilize the center as they feel will benefit their child. However, fees and tuition are not based on child's attendance. Fees and tuition are set for a 5 day schedule.

**BEFORE/AFTER CARE**

Annual Registration Fee- \$75

Weekly- \$75

*Tax Credit:* The money you pay our childcare may be tax deductible. The amount allowable is determined by each family's situation. Lil' Miracles will provide documentation along with our tax ID number indicating payment dates and total paid to date.

**Receipts:** Lil' Miracles print receipts upon request. You will receive an annual receipt that may be tax deductible.

**Late pick up Fees**

An initial \$20.00 late fee and \$1.00 per minute after closing fee will be charged for children picked up after 5:45p.m. This is a per child fee due at the time of pick up or the next business morning. Failure to pay late pick up fees may result in your child being dismissed from the center without prorating or refunds.

**Returned Checks**

There is a returned check fee of \$35.00 plus a \$10.00 late fee. Check payment will not be acceptable after two returned checks have occurred on an account. Money orders or cashier's check will be the only acceptable means of payment. **Cash will NOT be accepted** by anyone other than the owner.

**Withdrawal**

Our school requires a two-week notice for children who are being withdrawn from our programs. Payment for this period is still expected. Lil' Miracles requires written explanation for withdrawal. This notice should be given to the Director or Assistant Director. There is **NO REDUCTION** in tuition. Parents who fail to follow procedures will be liable for all unpaid balances and accrued late fees if parents withdraw children without proper notification to center. A \$50.00 fee will be assessed if you withdraw your child without two-week notice. Unpaid balances will be turned over to our representing attorney and Credit Bureau.

**Enrollment**

Lil' Miracles Child Care Center reserves the right to accept or reject any applicant. Reasons as to such action are an "in house" detail which will not be divulged. (Lil' Miracles Child Care Center does not discriminate on the basis of race, color, creed, sex, national origin, handicapping condition or ancestry.)

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### **Admission**

Lil' Miracles accepts children from six weeks of age to age twelve. At the time of registration, the first two weeks' tuition along with the non-refundable registration and supply fee are due and payable. If your child is withdrawn from the center and re-enrolls, another non-refundable registration fee is due. If the child returns after August, the registration and curriculum/supply fees are due.

### **We must have a current immunization / Louisiana state health card from each child.**

Faxed information will NOT be accepted (unless this has been pre-approved by the director/owner). The record must be signed and dated by a physician.

Completed registration and Emergency Notification card must be turned in prior to admission and classroom assignment.

### **Days and Hours of Operation**

Lil' Miracles will be open Monday through Friday from 6:30 a.m. until 5:45 p.m. The center will be closed for the following holidays.

New Year's Eve	Thanksgiving Day
New Year's Day	Friday after Thanksgiving
Good Friday	Christmas Eve
Memorial Day	Christmas Day
July 4 <sup>th</sup>	Martin Luther King Holiday
Labor Day	
Teacher In Service Day (To be determined)	

A **minimum** of a two-week advance notice of an In-Service Day will be given to families and posted. Training is done for the betterment of our programs and is a state requirement.

### **Inclement weather**

Lil' Miracles will be closed if the weather and/or road conditions are hazardous. We will follow the Bossier Parish School System regarding school closings due to inclement weather. On days when possible closings are questionable, be advised to observe radio and local news media for closure information. You may also call the center phone for closing information. (742-5990) If conditions become hazardous during school hours, we encourage parents to pick up their children immediately. Our center and staff cannot leave or close the school until the center is completely free of children.

### **Emergency Plan for Evacuation**

The order to evacuate Lil' Miracles may come from several sources such as, the Police Department, the Fire Department, or the Office of Emergency Preparedness. These officials will instruct where to go for safety. In case of Emergency:

- The Director or designee will call 911 and advise them that Lil' Miracles has been ordered to evacuate and need a police escort.
- The Director or designee will notify the teachers and staff to prepare students to

evacuate and utilize their vehicles.

- The Director or designee will make a voice mail message on the main telephone advising the public of the evacuation and the designated evacuation destination.
- If cars are loaded and no police escort has arrived, unless advised otherwise by the proper authorities, the evacuation shall proceed to the specified destination.
- Teachers and staff will assist pupils in remaining calm and orderly and take their class roll book to their vehicles.
- Infants will be placed in best suited vehicles utilizing as many infant carriers as possible with the infant teacher.
- Upon arrival at the evacuation location, the children will remain in the vehicles until given an order to exit and enter the building.
- The Director will contact the media to give the evacuation site. The Director will authorize teachers to utilize cell phones available to contact pupil emergency contacts.
- Teachers will maintain roll and authorize dismissal of pupils to pre-authorized persons with proper identification. **NO CHILD WILL BE RELEASED WITHOUT PROPER I.D. AND SIGNATURE INDICATING TRANSFER OF RESPONSIBILITY.**
- When the site is clear of contamination and/or potential danger, all employees and children will be allowed to return to the center and retrieve personal belongings.

### **Emergency plan for Chemical Spill**

In the event of a hazardous chemical spill, Lil' Miracles will evacuate to the closest shelter provided by the professional representative certifying need of evacuation. The order to evacuate could come from the following sources: The Police Department, Fire Department and or the Office of Emergency Preparedness. Teachers will follow Evacuation plan as stated above.

### **Conferences**

Parents may schedule a conference to discuss their child's behavior and/ or progress with the teacher. Conference times must be made in advance. Please keep questions and sharing of information as brief as possible as to allow the teacher to prepare and follow the lesson plan. The Director/owner will be available for all conferences and accessible if there are any concerns regarding a teacher or the center as a whole.

### **Special Concerns**

If you have any special concerns regarding your child, such as family concerns, custody concerns, emergencies, etc., please alert the Director so we can follow proper procedure. In the case of custody or legal guardianship, please provide copies of legal documents to be filed with your child's records.

### **Meals and Snacks**

**Parents are responsible for notifying the center in writing of any known allergies.**

A list of allergies and sensitivity is posted in every room. The 1<sup>st</sup> of the month each parent is to bring to their child's classroom enough snacks for one day. Parents are to acknowledge children's sensitivities when purchasing snacks. **Children are expected to have had a meal prior to arrival at the center.** A nutritious lunch is provided daily at approximately 11:00 a.m. A morning and afternoon snack will be provided. Menus are posted monthly. Parents are welcome to prepare a lunch for their child if a meal planned for that day is not pleasing. Milk is served daily.

## **Infant Food**

**Please let us know the time your child last ate. All Bottles for the day must be prepared and brought each day.** Formulas and infant food are to be supplied by the parents. In accordance to Louisiana State regulations, parents must bring plastic bottles prepared, labeled clearly with child's first and last name, with proper fitting caps. Any formula remaining from feeding will be discarded. No bottles will be reheated. Baby food should be labeled with child's full name. All remaining baby food will be discarded at the end of each feeding. We accept baby food/snacks in non-breakable containers. Infants are held while feeding and supervised individually. Parents shall supply the center with a schedule of feeding times for their infants.

## **Arrival and Departure**

- Parents or guardians should park, accompany their child and check-in at the security pro-care keypad where the child's PIN number shall be entered. **We ask that your child is dropped off before 10:30am.** If there are extenuating circumstances, please let us know in advance.
- A child will be released only to properly identified adults that are listed in the registration packet and/or notification card. Parents can add or delete persons on the notification card as often as they need to. The parent shall provide written notification of any changes. All third party persons will be asked to provide proof of identity.
- There is a 3 minute limit when picking up or dropping off your child. If you feel you will take longer, please use the parking spaces.

## **Clothing and personal Belongings**

**All personal belongings need to be labeled with first and last name.** This is to include nap mat covers, extra clothing and bags (lunch, backpacks). Lil' Miracles is not responsible for lost or damaged personal items. Parents are responsible for providing their child with comfortable, safe clothing which allows freedom of movement. Clothing may get messy, dirty and receive stains that may or may not come out. Children are to wear comfortable closed in shoes. *(No pointed-toes, flip flop/ thongs, or cleats)* **All children will come to school fully dressed. Lil' Miracles will supply disposable diapers at the cost of \$1.50 each after child's family has been notified twice that their child is in need of diapers.** Parents are to make sure that there are plenty of diapers and wipes available for their child.

## **Toys**

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Lil' Miracles is equipped with manipulative and teaching aids that encourage sharing, language skills and fine and gross motor skills. In some situations, the teacher may ask for various objects from home to have the pupil connect with the theme more personally and develop stronger language skills. In any case, Lil' Miracles cannot be held responsible for any items brought from home. All objects must be labeled. The teacher and parent shall work together in assessing the degree of the students' ability to share and the teacher has liberty to request for no objects from home to be brought into center. All objects brought from home will remain with the pupil's personal belongings until specified time of presentations. Parents are to support this policy by repeating the rules to their child.

### **Discipline**

Lil' Miracles utilizes the positive approach to discipline. Reward for good behavior and modeling positive thinking and actions are the first actions to reduce behavior problems. The classroom teacher is the primary disciplinarian. The following is an action plan for disciplinary action:

- *Teacher will converse with the pupil regarding room rules and help identify reasons for behavior.*
- *Teacher will give the pupil options to take care of problem and the child is expected to choose and abide.*
- *If behavior continues, the child will be placed in time out after explanation of why separating from the group is necessary- not to exceed 1 minute per pupil age.*
- *Prior to placing pupil back in his/her group, discussion of positive expectations is given to pupil and reinforcing abilities. If inappropriate behavior persists, the child will go to the Director's office and will remain there for as long as necessary.*
- *If the pupil is unable to control him/herself, the parent will be called to handle the situation and possibly remove the pupil from the center for the remainder of the day.*
- *Dismissal of pupil may occur if Lil' Miracles does not have the parent's cooperation or if the situation can cause damage or danger to others, or if the situation does not get better using the above techniques.*
- *The Director and teacher can be contacted to help assess and plan solutions to assist behavior problems.*

Lil' Miracles does not practice corporal punishment. Cruel, severe, unusual, or unnecessary punishment shall never be inflicted on children. Derogatory remarks shall not be made in the presence of the children about family members of the children in care or about the children themselves. No child or group shall be allowed to discipline another child. When a child is removed from the group for disciplinary reasons, they will always be in sight of a staff member. No child shall be deprived of meals for disciplinary reasons.

## **Biting**

Lil' Miracles views biting as a serious behavior problem that first must be met with sensitivity and attempts to identify the cause, and solve it through group actions. Each set of parents will be notified (with confidentiality being held in high regard) of the event. Review of center's policy on disciplinary actions, biting policy and time line of expected behavioral change will be reviewed with both sets of families. The biting pupil will immediately be placed on a 2 week probationary period. If behavior does not improve and /or the child bites the same child twice on separate occurrences/ dates, the director will request a conference which could result in asking the parent to make other arrangements for the child's care.

Special problems or occurrences affecting your child will be brought to your attention as necessary. You are always welcome to visit the classroom during our operating hours. Parent-teacher conferences are available upon request and BY APPOINTMENT. Please feel free to call your child's teacher or the director whenever there is a need.

*\* Any suspected abuse and/or neglect of a child enrolled at Lil' Miracles Child Care Center will be documented and reported in accordance with Louisiana Revised Statutes 14:403 to our local child protection agency:*

***Bossier Parish Child Protection  
Bossier City, La.  
(318) 741-7340***

## **Dismissals**

Lil' Miracles reserves the right to dismiss any pupil when there is a lack of agreement to accept center policies, routines and procedures. Dismissals may result from the following situations.

- Discipline problems- After written documentation shows conferences and multiple attempts to redirect behavior with group efforts have failed
- No signs of improvement in behavior of a biting child during two week probation period
- Failure to pay tuition/fees

**- Lil' Miracles Child Care Center does not discriminate** on the basis of race, color, creed, sex, national origin, handicapping condition or ancestry.

## **Rest Time**

It is required for each pupil to rest as specified by State regulations. Children are required to bring their own mat and mat cover. (pillowcase) A lightweight blanket and pillow are optional. Children are not required to sleep but are not allowed to disturb



others who are asleep and resting during the specified time.

## **Illness**

Please **Do Not Bring A Sick Child TO School!** Parents are asked and in some instances required to keep a child at home if they show any of the signs below:

- Signs of head lice
- Conjunctivitis ( pink eye)
- Chicken pox or other skin related contagious illnesses or undiagnosed rash.
- An upset stomach, vomiting, or diarrhea (or symptoms of these within the last 24 hours)
- Signs of a severe cold, yellow-green discharge from nose/ eyes, a hacking cough, or a persistently sore throat
- On prescription medication for a contagious illness, including antibiotics, for less than 24 hours.
- A temperature over 99.0 degrees within the last 48 hours; we require that you keep your child home until he/she is fever-free without medication for at least 24 hours.
- A temperature reaches 99.0 degree, at the center, parents will be notified. If temperature exceeds 100.0 parents/emergency contact person will have to pick child up.

All children showing signs of contagious or infectious diseases shall be supervised in isolation until a parent or emergency contact person has been contacted and picked up pupil from the center. Parents are requested to report any illness immediately to the Director and/or teacher for the protection of other children. Information will be held in confidence.

**\* In the event that Lil' Miracles experiences an outbreak or epidemic such as influenza (flu) or chicken pox, we reserve the right to require children with confirmed cases of such illnesses remain out of the school facility for ONE FULL WEEK.**

## **Emergency Information**

**It is the Parents' responsibility to notify Lil' Miracles if there is a change in address, phone number(s), child's records, or change in jobs.** When your child is ill, we require that they be picked up within 30 minutes. This is purely for your child to receive care promptly and reduce the possibility of the sickness spreading. After the allotted time, we reserve the right to contact an emergency contact person to care for your child.

## **Medication**

**No drugs of any type, including aspirin, shall be given by the center.** In extreme cases, the following needs must be met prior to giving medication to a child: Written physician instructions, parental written authorization showing name of child, medication, date(s) to be given, time to be given, dosage, Director as the person authorized to give said medication, and signature of parent is necessary. All medication must remain in the original container. Parent's written authorization must match pharmacist label on medication. Documentation shall be maintained verifying that medication was given

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according to parents' authorization.

### **Internet viewing**

Lil' Miracles has the technology to allow you to view your child on the internet. Parents can access this through our web address [www.lil-miracles.net](http://www.lil-miracles.net). You will be given information as how to gain further access by using a security-controlled password. Cameras are not mandated by the state of Louisiana. It is an extra added feature to give you peace of mind. In some cases, there may be a problem with viewing beyond our control. If so, please contact [www.childrenview.com](http://www.childrenview.com)

## **Developmental Program**

### **Infant Room**

Parents are expected to keep a well stocked number of diapers, baby wipes and diaper cream at the center. Your child's full name should be legibly written on each container. Please note that your child's comfort level will be checked frequently and will be changed immediately after soiling thus the number of diapers used at the center may be higher than what is used at home. Your child will be given a cubby which will have their name clearly labeled to house their personal items. The teacher will notify you when and what item you need to replace and how promptly. You are encouraged to bring personal blankets that smell like home but we require that you label the item. To maintain the comfort of your child we require you to build a rapport with the teacher to compensate for any changes that may have occurred or occurring. The teacher has forms to update feeding requests and any special concerns that should be attended to.

### **Infant- Six weeks to 12 months**

Infant care will include introduction to shapes, objects, sounds, and colors based on their developmental level. Stages of achievements will be notified and celebrated through written documentation. Infant ratio will be kept at 6:1.

### **Toddlers- Walking stage to age 2**

Toddler care to age 2 based on developmental achievements will receive the 1 year old High Reach Learning Curriculum. Toddler ratio will be kept at 8:1. The Teacher will provide a monthly calendar to reflect the themes, number and letter introduced each week. The calendar will also specify any special dates and celebrations. Stages of achievements will be notified and celebrated by displaying work, take home projects, and occasional written documentation.

### **2 year old and 3 year old Classroom**

Children enrolled in this program will be introduced to toilet training when developmentally ready. Class ratio will be kept at 12:1. The High Reach Learning Curriculum for two and three year olds will be presented. More developmentally challenging activities may be introduced based on the group's achievements. No child will be delayed due to biological abilities. Every child will be challenged and all efforts celebrated due to their abilities and achievements. Teacher will provide a monthly calendar to reflect the themes, number and letter introduced each week. The calendar will also specify any special dates and celebrations. Stages of achievements will be notified and celebrated by displaying work, take home projects, and occasional written

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documentation.

### **3 year old and 4 year old Classroom**

Children enrolled in this program will be toilet trained and speak in complete sentences. Class ratio will be kept at 14:1. The High Reach Curriculum for 3 and 4 year olds will be utilized based on child's developmental stage. More developmentally challenging activities may be introduced based on the group's achievements. No child will be delayed due to biological abilities. Every child will be challenged and all efforts celebrated due to their abilities and achievements. The teacher will provide a monthly calendar to reflect the themes, number and letter introduced each week. The calendar will also specify any special dates and celebrations. Notification of achievements will be celebrated by displaying work, take home projects, and occasional written documentation.

### **Birthdays**

Birthdays are special at Lil' Miracles. Each child will be recognized and celebrated. This will not be done if parents request us not to do so. Parents are encouraged and welcome to assist in the fun. Parents should coordinate with the teacher to make time during class to celebrate this event. Parents can bring in foods such as cake, tokens, music, etc. if teacher agrees. NOTE: no candles or balloons are allowed for safety reasons. Birthday invitations are not to be given out for parties at the center. All children must be invited if invitations are given out for parties away from the center.

### **Parties**

Each class will have parties during the year. We encourage all parents and guardians to coordinate and share in the activity. Room Moms or Dads will work closely with the teacher to help make each party safe and memorable.

### **Complaint Procedure**

For any significant licensing questions, comments, or concerns you may contact our licensing authority:

Department of Social Services  
Bureau of Licensing  
P.O. Box 3078  
Baton Rouge, LA 70821  
(225) 342-9905

Tobacco, alcohol, illegal substances or firearms of any type will not be permitted on Lil' Miracles Child Care Center's Premises or vehicles.

As per State Law, uniformed law enforcement officers will be permitted to wear their firearm as part of their uniform.

**Li' MIRACLES RESERVES THE RIGHT TO MAKE MODIFICATIONS TO THE PARENT HANDBOOK AS NEEDED FOR THE BEST INTEREST OF THE CENTER AND THE CHILDREN WE SERVE.**