***Parent Handbook***

*Come Grow With Us*

2800 4th Avenue North

Billings, MT 59101

(406) 245-1311

***www.littleseedsbillings.com***

***Revised January 2015***

**Office Information**

The Little Seeds’ phone number is 245-1311. Messages can be left on the answering machine before 6:45 a.m., and after 6:00 p.m.

***Office Hours:***

7:30 am to 5:30 pm,

Monday – Friday

**245-1311**

The 2/3 or 3/4 room staff will answer incoming calls before and after scheduled office hours.

The Little Seeds office hours are from 7:30 am – 5:30 pm, Monday through Friday, or any time by appointment.

Each family will have a mailbox outside of the office. Please check your mail at least once per week. All bills and parent notes will be placed in these mailboxes.

The Broadway entrance is equipped with a punch code entry. The code will be changed at times for security reasons. You will be notified in advance and will be given a new code card in your mailbox.

**Parent Acknowledgment**

*Please read the Parent Policy Handbook, sign this page and return it to the Little Seeds office.*

I/We have read, acknowledge and agree to Little Seeds Early Childhood Center, Inc. Parent Policy Handbook. Please sign and return to office.

Mother Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Little Seeds reserves the right to change and /or modify any of these policies giving you, the parent(s) thirty (30) days advance notice.

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Thank you for choosing Little Seeds. We look forward to the opportunity to participate in your child's growth and development.

This handbook provides information about our policies and procedures. Please set aside some time to become familiar with this handbook. It will be helpful in answering many questions that arise. We recognize, however, that no handbook can answer every question. If you do not find an answer to your particular question in this handbook, or if you would like a particular policy or procedure clarified, please feel free to ask the Director or Assistant Director. We will be glad to help you answer every question.

**Statement of Purpose**

***Little Seeds Early Childhood Center*** provides a safe, nurturing and developmentally appropriate program which fosters active learning, support for the whole child, and a child-friendly environment.

* **We** foster positive feelings of self-worth as each child discovers the value of their unique individuality.
* **We** provide a stimulating environment and varied activities to aid the child in desirable growth and development of his/her language, cognitive, social, emotional, physical, and spiritual capacities.
* **We** encourage opportunities to develop a sense of responsibility to self and to others.
* **We** provide guidance to develop constructive non-violent methods for resolving conflicts.
* **We** provide opportunities to learn through play experience.
* **We** provide opportunities for creating and wondering.
* **We** embrace team work.
* **We** respect and support families.
* **We** respect and appreciate diversity.
* **We** actively listen and seek to understand.
* **We** communicate openly and productively.
* **We** use resources creatively and responsibly.

***Little Seeds Early Childhood Center*** staff will strive to provide the highest quality childcare and an educational service that encourages each child’s development; while assuring our parents’ peace of mind in the care and service we render.

Little Seeds is a State Licensed, Not-for-Profit Center. Little Seeds enrolls children without regard to gender, race, national origin, economic or religious background.

* Little Seeds does not provide transportation to or from the Center. Children must be brought into the building. Staff members are not allowed to receive children outside of the building.

**Little Seeds Curriculum**

We encourage the development of each child's unique talents and capabilities in a safe, happy, nurturing environment. In all classrooms, a center-based, thematic approach is used to address the physical, social/emotional, academic, sensory, and personal needs of the children we serve. Centers that are typically found in early childhood classrooms include library, writing, dramatic play, discovery, and art. Throughout the center we strive to create an experiential approach to learning that allows each child to construct his or her own understanding of the world.

In our preschool classrooms, teachers create weekly lesson plans that target development in the following areas: Social/Emotional, Physical, Language, Science/Math, and Personal Skills. The activities and centers within the 3/4 classroom are designed to prepare students for active participation in the Pre-Kindergarten classroom, while Pre-Kindergarten events boost children’s school-readiness skills. Listed below are sample objectives from each of the curricular areas:

**Social/Emotional Development**

* Express self verbally
* Engages in conversations with peers and adults
* Works independently
* Develops solutions for problems
* Takes turns and shares
* Maintains self-control

**Physical Development**

* Runs, marches, jumps, hops
* Use scissors, pencils, and glue
* Completes simple puzzles
* Throws and catches a ball
* Writes letters and numbers

**Language Development**

* Recognizes and generates rhyme
* Understands concepts of print
* Knows letter names
* Recognizes and generates speech sounds
* Understands spatial relationships
* Experiences a wide variety of music and art

**Science/Math Development**

* Explores unknown concepts
* Identifies numbers in print
* Counts by rote
* Knows colors and shapes

**Personal Skills Development**

* Takes responsibility for belongings
* Assists with classroom chores
* Uses table manners
* Knows personal information
* Buttons, zips, ties, snaps

**Spiritual**

* To learn loving, respectful, and caring ways to relate to each other.
* To make safe choices and be allowed to explore own creativity.
* To learn forgiveness so children can forgive themselves and others, to learn confidence so they can try again.

Please feel free to visit with the Little Seeds staff if you have further questions regarding your child’s educational needs.

**Behavior Guidance**

We feel that it is important to provide a positive, safe environment for your child. Below are guidelines for behavior that we use at Little Seeds.

* Ensure that each child is provided with a positive role model of acceptable behavior.
* Tailor discipline to the developmental level of the children.
* Redirect children and groups away from problems and toward constructive activity in order to reduce conflict.
* Encourage children to be responsible for their behavior through choices and problem solving.
* Protect the safety of children and staff persons.
* Provide immediate and direct appropriate related consequences for a child's unacceptable behavior.

*\*\*Little Seeds staff does not in any way endorse or use any form of negative discipline. Corporal punishment will not be used at Little Seeds.*

At Little Seeds we realize that children have many and diverse needs, and that not all settings work for all children. Therefore we reserve the right to remove a child from the center at any time in which we feel that he/she, the staff, or other children's safety is being compromised.

If it does become necessary to discuss your child's behavior, you will be asked to attend an informal meeting with the Director and possibly the child's teacher. Please realize that this is a team effort to provide your child with the best possible placement. We will work with you as a team, to problem solve for the child's best interests.

**Biting**

Although biting isn't abnormal in that one out of every ten toddlers and two-year-olds does it, it is a very disturbing and potentially harmful behavior that the staff discourages from the start. Staff will use positive discipline offering the child an alternative to biting (biter toy, wet washcloth, alternative to feelings). If biting becomes aggressive we will place an extra staff member in the room to "shadow” the child. If the child bites another child or teacher three or more times in a day they will be asked to leave for the rest of the day. We will also set up a conference with the teacher, parents and director to assess the situation and problem solve. Little Seeds approaches each child on an individual basis. In some instances a child may be removed from the center.

**Weapons/Violent Play**

There is a strict policy of allowing no weapon play at Little Seeds. Children are not permitted to play with weapons of any type or to pretend that other items are weapons, including their fingers, hands or blocks. Redirection is used when a child is engaging in weapon or violent play. If a child brings an actual weapon including, but not limited to, a gun, knife or other weapon to Little Seeds, the weapon will be confiscated and the parents/guardians of the child will be called in immediately. Bringing a weapon to Little Seeds is grounds for immediate termination from the Center. If a child brings a toy weapon to Little Seeds, it will be placed out of sight and sent home on the same day with a note explaining the policy.

Competitive behavior is minimized in our programs. In young children, competition often increases negative behavior and decreases acceptance of others. Bullying is not considered acceptable behavior; all efforts will be made to guide children in finding appropriate ways to interact with others.

**Parent Involvement**

Parents are welcome to share ideas and concerns with the childcare facility director and staff, concerning his/her child. Parents may request a parent-teacher conference to discuss any concerns. We encourage parents to ask questions in order to become informed with the policies and procedures of the facility. Conferences may be scheduled with the child’s teacher and/or the director at the parent’s written request. Social and educational events are scheduled throughout the year to encourage staff and parent interaction.

**Parent – Teacher Conferences**

Lead Teachers in the 3/4 Room and Pre-K are expected to conduct one-to-two, parent-teacher conferences per year and must make every effort to meet with each family. A copy of the parent-teacher conference form and child development summary must be placed in the child’s permanent file after conferences. The first meeting will ideally occur within 30 days of the child transitioning into the room.

**Little Seeds Fees**

There is a nonrefundable, **$150 per child annual renewal/registration fee** assigned to every child's bill every September. This covers classroom expenses and annual office paper work.

Little Seeds offers a monthly flat fee for all classrooms. Please remember that breakfast, lunch and an afternoon snack, which are posted on our monthly menus, as well as standard baby foods and Sam’s Club brand of formula are included in the flat fee at no additional charge. This represents a significant savings on your overall bill.

The following is based on 238 working days in a year, (3 weeks vacation/sick & 8 holidays removed). Little Seeds is a full- time center only.

**Infants, Pre-Toddlers & Toddlers**

Full Time Monthly Fee $715.00

**2/3 Room & 3/4 Room**

Full Time Monthly Fee $595.00

**Pre-K Room**

Full Time Monthly Fee $570.00

**Sibling Discount**

2 or More Children $50 discount per month

In June of each year Little Seeds will send out enrollment contracts. This will be a contract from you stating the days and times that the child will regularly be attending Little Seeds for the next school year. You will also be given a new emergency contact form and any other MT Childcare Licensing forms that need to be updated annually.

**Vacation and Sick Day Policy**

Parents will have three weeks of vacation or sick leave and eight holidays already subtracted from their flat fee total. In the event of a vacation or a sick day the parent will not see an adjustment in the total bill for the month. Each month will have the same flat fee based on the arrangements between the parent and the center.

**Overtime Charges**

An overtime charge of $10.00 per child will be made for any time your child is at Little Seeds past 6:00 p.m. This will go up by $10.00 per child for every 15 minutes more that your child is not picked up. It is suggested that you pick up your child by 5:55PM. This fee will double after the third late pick up. After which you have been charged three doubled fees (after 6th late pick up), your child/children may be subject to unenrollment.

**Payment**

Please make checks payable to Little Seeds. All checks are to be given to the Director or Assistant Director, dropped in locked box located next to the office, or mailed to the center. After hours please place checks in the locked drop box. Please do not send checks with your children or give them to the teachers.

If a check is returned by your bank there will be a $10 handling fee assessed your bill. The second check that is returned by your bank will be assessed a $25 charge. More than two returned checks will result in a review by the Little Seeds Executive Board.

*A two-week notice will need to be given to the center when the child will no longer be attending*. If the center does not receive a two-week notice, the family will not have any of their fee payment refunded. If you have not paid, you will be billed for the two weeks.

Periodically it is necessary to increase fees to keep up with expenses and salaries. In the event it is necessary to increase fees, Little Seeds will give parents a 60 day notice of any increase in fees before the new rates come into effect.

Prepayments for contracted services are due on the 1st day of the month. Payments not received by the 10th of the month will be assessed a $10 late charge. If payment is not received by the 15th of the month the parents will be asked to keep the child home until the bill is paid in full. If payment is not received 30 days after the original payment due date (the 10th of the month), your child will be removed from the center and your bill will go to collection.

**Hours and Holidays**

Little Seeds is open year round, Monday - Friday from 6:45 a.m. - 6:00 p.m.

Little Seeds will be CLOSED on the following days:

* New Year's Day
* Memorial Day
* Independence Day
* Labor Day
* Thanksgiving Day
* the Friday after Thanksgiving
* Christmas Eve
* Christmas Day

If the following days land on a Saturday or a Sunday, we will be closed the Friday before or Monday after. You will receive information if the center will close at any other time.

**Parking**

Parents and children will enter Little Seeds through the main doors on 28th Street (Broadway), and use the interior steps to their classrooms. Parents may park in the spaces available at this location while taking children to and picking children up from classrooms. Please do not drop children off in the kitchen for breakfast. It is important that they check in with the teacher first.

**Nutrition**

Nutrition is an important part of good health. Children need well-balanced meals in order to meet their daily energy needs, and to help them build strong bodies and minds.

Breakfast, lunch, and an afternoon snack will be provided to all children. These meals will be of no additional charge because of our participation in the Montana Child and Adult Care Food Program, administered by the Department of Health and Environmental Sciences. This program provides Little Seeds partial reimbursement for meals that meet certain nutritional requirements. Due to participation in the Montana Child and Adult Care Food Program, which accommodates food allergies, outside foods are not allowed in the Center for scheduled meals. To accommodate special dietary needs the Montana CACFP requires a Special Meals and/Accommodations Form to be on file, and updated Annually. Special treats are allowed to be brought into the center to celebrate birthdays, however. Little Seeds is a peanut/nut free facility.

Parents of enrolled children will be asked to fill out Family Income Verification Forms. These are kept confidential, and are on file at the center. The information on these forms will determine the rates at which the center is reimbursed.

 “In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint\_filing\_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.”

**Health and Safety**

Your child's health is a matter of major importance to the staff at Little Seeds. With enrollment, you must file the State of Montana - Certificate of Immunization with us. In addition, parents of children under the age of 24 months will be required to maintain a Physical Exam Verification form, updated regularly by their physician. These will be kept on file at the center.

If any symptoms of illness, such as the flu or a communicable disease appear during the day, your child will be isolated immediately from the other children. The office will contact you at that time and will ask that you pick your child up.

According to the Montana Department of Public Health you must keep your child home if he/she has any of the following:

* has a fever, or has had one in the previous 24 hours
* has a heavy nasal discharge
* has a constant cough
* is fussy, cranky, or generally out of sorts
* has diarrhea or has had it in the previous 24 hours
* has symptoms of a possible communicable disease - usually sniffles, red eyes, sore throat, headache, and abdominal pain, plus a fever

If a child is suspected of having head lice, the Director will notify the parent/guardian and the child will be sent home for the remainder of the day. The child may return three-to-five days after the first treatment for head lice and /or as soon as no lice or nits are present. The length of the child’s absence will be determined by the Director on a case-by-case basis.

It is necessary to be adequately staffed for all the children who are scheduled, whether they are present or not. If your child is ill, or will not be attending for any reason, please notify us by 8 am.

Please notify the center immediately if your child does have a communicable disease. Little Seeds will assume the responsibility of notifying families of children who might have been exposed at the center. A note or a call from the doctor's office stating permission for the child to return to the center is necessary in these cases.

Little Seeds staff will administer medication prescribed or over the counter. A **Permission to Administer Medication form** must be completed when a parent brings in any medicine. All medicine must be in the original container. This includes diaper creams, and sunscreen lotions. Each medication form must have the following information in its entirety:

* child’s full name
* date(s) medication is to be administered
* time(s) medication is to be administered
* amount to be administered
* signed and dated by parent/guardian

Our staff is concerned with the safety of your child. We teach how to use toys and equipment safely, how to cross streets, safety in hallways and how to respond if approached by a stranger. Our rules are based on good safety practices. Your support of this expected behavior will reinforce your child's learning and respect for safety rules.

All staff are trained in CPR and First Aid.

If your child becomes injured at Little Seeds their injuries will be assessed by staff and you may be called to let you know of their injuries or if medical assistance is necessary. First Aid will be provided to any child consistent with recommendations from the American Red Cross. These policies must include but are not limited to:

1. (a) procedures for handling medical emergencies, including calling the Emergency Montana Poison Control Center at 1(800) 222-1222 when a child is suspected of having ingested any poisonous or toxic substance. Emergency Medical Services may also be called at that time depending on the severity of injuries sustained.

In case of a medical emergency the Little Seeds staff will notify the office and notify the emergency contact listed on the child’s emergency form. 9-1-1 will be called if necessary. Children will not be released to anyone other than the custodial parent unless we are notified verbally or in writing each time.

**Infant/Toddler Safe Sleep Policy**

Sudden Infant Death Syndrome (SIDS) is the unexpected death of a seemingly healthy baby for whom no cause of death can be determined based on an autopsy, an investigation of the place where the baby died and a review of the baby’s clinical history. Child care providers can maintain safer sleep environments for babies that help lower the chances of SIDS. Montana law requires that child care providers caring for children 24 (twenty-four) months of age or younger implement a safe sleep policy, share this information with parents, and participate in training. In the belief that proactive steps can be taken to lower the risks of SIDS in child care and that parents and child care providers can work together to keep babies safer while they sleep, ***Little Seeds Early Childhood Center, Inc.*** will practice the following safe sleep policy:

**Safe Sleep Practices**

1. All Employees working in the Infant Room or Employees who may potentially work in the Infant Room will receive training on the infant Safe Sleep Policy.
2. Infants will always be placed on their backs to sleep unless there is a signed sleep position medical waiver on file. A waiver notice will be posted at the infant’s crib and the waiver filed in the infant’s file.
3. The American Academy of Pediatrics recommends that babies be placed on their back to sleep, but when babies can easily turn over from the back to the stomach, they can be allowed to adopt whatever position they prefer for sleep.
4. The Center will follow this recommendation by the American Academy of Pediatrics. However, child care staff can further discuss with the parents how to address circumstances when the baby turns onto their stomach or side.
5. **Visually checking sleeping Infants**. Sleeping infants will be checked every 15-20 minutes by assigned Employees, who will be especially alert to monitoring a sleeping infant during the first weeks the infant is in child care, and will:
* Check to see if the infant’s skin color is normal, watch the rise and fall of the chest to observe breathing and look to see if the infant is sleeping soundly.
* Check the infant for signs of overheating, including flushed skin color, body temperature by touch, and restlessness.
1. Steps will be taken to keep babies from getting too warm or overheating by regulating the room temperature, avoiding excess bedding and not over-dressing or overwrapping the baby.

**Safe Sleep Environment**

1. Room temperature will be kept between 68-75oF and a thermometer kept in the infant room.
2. Infants’ heads will not be covered with blankets or bedding. Infants’ cribs will not be covered with blankets or bedding. A sleep sack may be used instead of a blanket.
3. No loose bedding, pillows, bumper pads, etc. will be used in cribs. Any infant blankets will be tucked in at the foot of the crib and along the sides of the crib mattress.
4. Toys and stuffed animals will be removed from the crib when the infant is sleeping. Pacifiers will be allowed in infants’ cribs while they sleep.
5. A safety-approved crib with a firm mattress and tight-fitting sheet will be used.
6. Only one infant will be in a crib at a time. The exception to this is during evacuation in an emergency or in practice drills.
7. No smoking is permitted in the infant room or on the premises.
8. All parents/guardians of infants cared for in the infant room will receive a written copy of the Infant/Toddler Safe Sleep Policy before enrollment.
9. To promote healthy development, awake infants will be given supervised “tummy time” for exercise and for play.

**Clothing and Possessions**

An extra set of clothing must be kept in each child's cubby. Please make sure these are seasonal. If your child is not toilet trained please send diapers, wipes, and rash cream.

Little Seeds is not responsible for any lost, stolen or damaged property. Little Seeds does not launder personal belongings. These are to be taken home each Friday to be laundered at home and returned at the start of the next week.

Please mark the inside of any removable clothing items (jackets, sweaters, boots) with your child's name. Dress your child in clothing that is durable and comfortable. We will go outside whenever possible, so please dress children accordingly.

Except for toys that are needed in the early days of attendance to ease transition worries, we ask that you leave your child's toys at home. If an item is brought to school, we cannot be responsible for it. It must be shared and must have the child's name on it. A book that may be interesting to all children may be brought and shared with the class, but we ask that it be left for several days.

Guns, ropes, knives, war toys, and other toys that encourage rough and violent play are not permitted at the center.

Comfort toys: bears, blankets and so forth, may be bought as needed, please store these items in the child's cubby.

Pets, interesting nature items, and many other things can be welcome additions to our classroom. Please check with your child's teacher before bringing anything. Permission slips are required from all parents of children in the classroom prior to bringing in a pet.

**Parent Visitation**

You are always welcome to visit the classrooms. Since the teacher's first responsibility is to the children, do not expect a conference while classes are in session, but the Director is available to discuss any problems, concerns, or joys you may have. Conference schedules can be arranged between teachers and parents at mutually convenient times during the year.

Changes at home can affect a child's behavior at Little Seeds. Please share with us information which will make us more sensitive to your child's needs.

**Little Seeds – Ages 2 Years and Older**

This is a time of rapid growth and development. Little Seeds uses developmentally and age-appropriate learning activities for children. While our curriculum is designed keeping in mind the physical and intellectual developmental characteristics of 2-to-5 year olds, there are certain milestones that most preschoolers should achieve before they begin kindergarten.

The curriculum includes child-initiated and teacher-directed activities and experiences offered to young children that support and enrich their development physically, emotionally, socially and cognitively.

**Preparation for Beginning Days**

* To help your child have a happy first day, we would like to suggest the following:
* Talk about Little Seeds in a positive way. Name specific activities to which your child can look forward and tell your child their new teachers’ names.
* Plan your schedule so that your child can be rested, unhurried and relaxed the first morning.
* Expect your child to go to Little Seeds happily and to have a good time. Your own insecurity will be sensed quickly.

**Learning Centers**

Our center is equipped with learning centers which will include differing activities as the weekly themes are presented.

Children have free choice and are encouraged to participate in a variety of centers.

Learning centers may include the following:

* block and truck center
* home living center
* creative arts book corner
* science and nature music
* woodworking sand and water play
* manipulative toys seasonal activity
* computer occupational manipulatives

**Schedule**

Children need a routine to follow and we strive to balance active and quiet times. The actual time allotted to an activity may vary, but the order in which things are done is important because it gives children feeling of security and independence.

Classroom activities revolve around weekly and monthly themes. Parents receive a monthly calendar outlining these plans.

Outdoor activity is incorporated into the daily schedule as weather permits.

The schedule for indoor and outdoor activities will include the following, (times vary with each age group - specific schedules will be available from each teacher):

* **Breakfast:** 8 to 9 am
* **Creative free play**: 9 to 10 am and 3 to 3:30 pm – free choice, time of social interaction, crafts, learning centers
* **Conversation time**: ½ an hour in the morning, includes sharing ideas, experiences, seasonal interests, experiment
* **Lunch:** 11 am to 12:30 pm
* **Snack time:** 2:45 to 3:30 pm – milk or 100% juice and a wide variety of nutritious foods, good conversation and manners
* **Active period:** one hour in the morning and 4 to 5 pm. Includes any of the following: games, rhythms, songs, creative expression, dramatic interpretation; field trips; gym; indoor or outdoor playground
* **Quiet time**: Any of the following: presentation by outside resource person, stories, finger plays, group discussion, show and tell, and songs.

**Naps and Quiet Time**

All children will rest on mats during the designated time (12:30 - 2:30pm). Older children who "no longer need a nap" will rest on a mat for 40 minutes and then will have planned quiet activities separate from the resting children. Mats will be available for sale in the office, otherwise you will need to provide a cover and blanket for your child that will be sent home weekly to be washed and returned.

**Multimedia**

The use of multimedia in our program is an extension of the teaching and learning that takes place in our classrooms. Teacher may select movie, television and computer game titles based upon weekly themes. Children are not required to view part or all of a video or television show, or to play computer games. All multimedia must have a rating of G, PG or E and must possess an educational theme. Children are limited to the amount of multimedia used or viewed:

* Televised programs are limited to transitioning into/out of naptime in the 2/3 room.
* Movies are shown occasionally in the 3/4 and Pre-K rooms and are rated G or PG.
* Occasional computer usage is incorporated into the Pre-K curriculum.

**Birthdays**

We celebrate birthdays during the snack period. You may supply a treat on your child's birthday. In keeping with our nutritional guidelines, we suggest you choose a nutritious snack for birthday treats. Arrangements for treats should be discussed in advance with your child's teacher. Special recognition will be given to the birthday child. Please do not send favors or gifts.

**Little Seeds – Under Age 2**

**Grouping**

According to state licensing requirements for centers, all children under the age of two (2) years must be in a separate area from older children.

Infants remain in the infant room for the day, except for occasional outside trips in a stroller, and while transitioning to the pre-toddler room. Toddlers have additional opportunities for activities outside their room. After children have their second birthday, they will join the next age group.

**Schedules**

Infants will be on their own individual schedules as discussed between parent(s) and caregivers. A **Daily Schedule for Infants form**, completed by parents, will be the posted guideline. Each day, parents will receive a **Daily Report for Infants form** which the caregivers have completed.

All infants will have opportunities each day for freedom of movement. An infant who is awake will have individual personal contact and attention (held, rocked, talked to and played with) on a regular basis. Playpens, walkers, and swings will be used on a limited basis.

**Clothing and Possessions**

If your child is not toilet-trained, please send diapers, wipes, rash cream, and a complete change of clothes.

Your child's name should be put on blankets, jackets, sweaters, and other items brought to the center. Little Seeds is not responsible for any lost, stolen or damaged property.

**Nutrition**

Parents need to supply bottles according to the child's needs. We provide baby food and **Sam’s Club** formula for infants and breakfast, lunch, and afternoon snack for toddlers.

**Little Seeds Board of Directors**

The Little Seeds Board develops and oversees the policies and programs for young children at this center. Each person has a particular area of expertise but the group works together in formulating plans that benefit the children and staff at Little Seeds.

Members of the Little Seeds Board are as follows:

**President** Laura Gundlach

**Vice President** Chris Klein

**Members** Jeri Anton

 Marty Carlson

 Afton Ball

 Mary Broache

 Jill Salsbury

 Meagan Schiffer

 Rebecca Lyons

**Director** Tiffany Welk

**Asst. Director** Shawn Smart Enemy