

Parent Handbook

2025-2026

Little Sprouts



Early Learning Center

**“A Place Where Young Minds Come to
Grow”**

7139 Bernville Road

Bernville, PA 19506

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Note: This Family Handbook is for the Toddler, Young Preschool, Regular Preschool, Regular PreK, and School Age Programs at Little Sprouts. A separate Family Handbook is available for Families enrolled in Little Sprouts Seasonal Preschool Program.

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Mission Statement

At Little Sprouts Early Learning Center, we are committed to partnering with families to provide an environment which encourages exploration and opportunities for young minds to grow, and in doing so discover their love of early learning, all while preparing them for kindergarten. We see their imaginations blossom during play because a child's work is in fact their play, and it is through their interests displayed during free play that our teacher guided, state aligned, curriculum is designed around as to integrate the children's interests into their learning. While ensuring academic success, we also place a large emphasis on safety and ensuring every child and staff's safety while in our care which is why we implement multiple policies, which includes a very structured behavioral plan, which is designed to support all students while keeping everyone safe.

Philosophy

We believe children learn best through their exploration of the world around them and through everyday experiences. We also believe that exploration is prompted by a child's curiosity, and that curiosity thrives in a safe and sensory rich environment which is created by having a structured and daily routine. We also believe in the importance of learning through nature, which is why we incorporate nature and components of Montessori into our daily routine both indoors and out. Additionally, we believe in the importance of respect and manners for and from both adults and children and practice and implement both. We believe in the important of child development as a whole, which means while we focus on Kindergarten readiness we also focus on all areas of child development including, mental, social/emotional, behavioral, and physical development and if we see a need for additional support in these areas will work with the family to get any additional support or services necessary for ensuring a foundation for future academic success.

Parent Involvement

We have an open-door policy which allows you to stop in at any time to visit your child, however children must be here by 10am. We also encourage you to come in and assist us in the classroom if you wish to see what a day in our classroom is like. Also, check out our parent bulletin board for any and all news as to what is happening in our

facility. Also, if you have any concerns feel free to call me or email me or ask for a conference. We do parent-teacher conferences twice a year but if you should feel you need to talk to me more feel free to talk to us about it. We also send out family surveys that we ask you to complete as we use feedback to shape our program policies and procedures.

First Day of School

On everyone's first day of school tears are to be expected as this is completely normal. We've found that it is easier on both the child and the parents if you make it a brief goodbye, giving them a hug and a kiss and reassuring your child that you will be back from them later and then exiting. We encourage you to call within the next 15 minutes to check in to see how they are doing as well as later in the day if you wish as well. We love hearing from you, all that we ask is to please remember that we get very busy in our day and that we still have to care to the other children in our room, but please know that if there is a problem or concern we will always call you. Please refer to your First day checklist for more information provided to you in your enrollment packet.

Ages Served

Toddler Program: 1 Year olds

Young Preschool: 2 year olds

Preschool Program: 3 Year Olds

PreK Program: 4- & 5 Year Olds

Seasonal Preschool: 3-5 Year Olds (Follows Tulpehocken School Year)

School Age: Kindergarten-6th grade (5-12 years old)

*Young Preschoolers may be in the same room as preschool and must be potty training. Ratio of this age group limits it to 6 students. The remainder of the Preschool room are all 3 year olds and are referred to as Preschool and are all potty trained. These spaces are given to older 2 year olds we feel would benefit from early placement in Preschool based on their physical, emotion, and cognitive development. Once the 6 spaces are filled all other older 2 year olds will be placed in Young Preschool room or waitlisted based on availability.

Enrollment Contract

Enrollment contracts may only be changed one time each year and after 90 days of being enrolled, after this a contract change fee will be charged, see fee list. The days you elect on your contract are the days your child will be scheduled for and will have a space reserved for them. If absent on any of these contracted days tuition will still be due as the space is still being reserved for them. Any additional days must be discussed and approved by the director only. The times listed on your contract are the hours that we use to schedule staff for. If you drop off before your contracted time or pick up late this will result in late fees as staff may have to stay late to cover the classroom ratios. Due to space being limited enrollment contracts and registration fees will be required to be resubmitted each school year, when transitioning into a new room, to re-enroll for the new school year. Spaces will be first offered to already enrolled families and then to other families.

Enrollment (See also Physical)

Available spaces will be held for no longer than 2 weeks, prior to starting we require the registration fee, the first week's tuition, (both non-refundable) and all enrollment paperwork needs to be entirely completed and returned before care will be provided for your child(ren), with the only exception being the child health assessment which must be returned within 30 days of starting care. A new physical will need to be completed at the ages of 18 and 24 months, and again every year at their yearly well visit, parents are responsible for having the form completed at each well visit and submitting it to the office to avoid suspension of care. When space becomes available in any of our programs currently enrolled families will be offered this space first before being offered to other families. Families who wish to be added to the waitlist must complete an enrollment application and spaces will be offered in the order in which these are received. See Waitlist.

Enrollment/Registration Fee

Please see our list of fees in this handbook for enrollment fee prices. The enrollment/registration fee is due upon enrollment and

before starting care at our center to hold their spot in our program. The registration fee is due upon enrollment, again each new school year, when enrollment contracts are updated, typically in August, and if/when transitioning into a new classroom.

Hours of Operation

Monday-Friday: 6:30 am-5:30 pm

Saturday & Sunday: Closed

Attendance

Children must come dressed for the day, as our teachers are not responsible for dressing or changing your child's outfit unless they have an accident or get dirty. We go outside daily, weather permitting, and they will go outside in the outfit they come to school in. Children may not get dropped off after 10:00am without a Dr Note or picked up between 1:00 and 3:00, as this is our nap time and we ask for this time to be undisturbed, unless your child has an appointment. In the event that your child will be arriving late to school or will be absent for the day it is the parent's responsibility to notify us via Tadpoles app, and by marking them absent in the app and you may also message the classroom teacher through the apps messaging feature. You are still required to pay for all days and times on your contract regardless of whether your child is either absent or late. If you choose to bring your child on a day that you are not contracted for extra tuition for that day will be due, but in order to do this you must first contact the director to see if space is available. If you show up on an uncontracted day and space is not available you will not be able to leave your child for the day. If you drop your child off or pick up your child after the times printed on your contract you will be billed for the extra time of care, also care may not exceed 10 hours of care per day. In order to hold your child's spot you must continue to pay for each week, with the exception of the week the center is closed for Christmas.

Drop-off Policy

All parents must use the front door for drop off and pickup as the bottom side door remains locked. Children may **NOT** be dropped

off AFTER 10:00am, unless they provide an office visit note from physician. Parents will enter the front door and use a 4 digit pin to enter the 2nd door and then will check their child in at the check in station using their child's Tadpole pin. Parents must then walk their child to their room and hand their child's tag to their teacher, and then ensure their child washes their hands before they start their day. The pin for the front door is for parents and staff only. Children may NOT enter the door code or open doors for security and safety reasons. This is for their and everyone else's safety. Do not allow them to ring the bell either. If your child comes in sad or tired one morning we ask that you encourage them to go to our cozy cube until they are ready to start their day. Children MUST remain with their parents until they reach their room and may NOT run ahead or be left unsupervised in the center.

Pick-Up Policy

If someone other than the parent/guardian is picking up that person is required to be on the emergency contact sheet. They must bring along either a driver's license or state ID and the information on the ID must match what is on the emergency contact sheet. If adding someone to the sheet that resides at a different address than what is listed on their ID please provide us with the address that will be printed on the ID. If they are not on the list that we have on file they will not be permitted to take your child with them. Once receiving your child's tag from your child's teacher they are no longer responsible for your child, and you are responsible for hanging your child's tag back on the door and keeping your child with you at all times when leaving the center, they may not run ahead of parents for safety reasons. Teachers will clock children out on Tadpoles for the day. We ask children are not picked up during nap times unless its necessary.

Late Pick-up Policy

Hours of care per day may not exceed 10 hours, unless authorized by director, or the times listed on the contract, in the event that you exceed the contracted times or 10 hours of care per day or pick-up after our center closure time of 5:30 you will be charged extra care and/or late pickup fees, see fee list. If you are running late please call us to let us

know that you are running late, however the extra care and/or late pickup fee will still apply.

Additional Uncontracted Care

In the event that you need to add an extra day of care or extra hours of care outside of your contracted hours you must give 24 hours' notice and discuss this with the director, not your child's teacher. Any added hours or days of care will be additional tuition in addition to your weekly contracted tuition. If you wish to add days you may not switch them for days you are already enrolled for as these days had a space already held for your child.

Full Time Enrollment

Children enrolled for 4 or 5 days are considered full time. Full time families will receive precedence in enrollment. In order to have a flex schedule your child must be enrolled for 4 days per week. Our school year runs September through September and starts the day Penn-Bernville Elementary starts school.

Part Time Enrollment

Children enrolled for 2 or 3 days per week are considered part time. If enrolled part time, 2 or 3 days per week, your child's schedule will be the same days every week, they may not vary in days of attendance. We do not offer care for only 1 day per week as this is too stressful to the child as they are not able to get into a routine of being in our care.

Before and After School

We provide before and after school care for Penn-Bernville Elementary School students up through 12 years of age. They will receive breakfast at 8:00 before going to school and snack again after getting off the bus in the afternoon. In the event of a 2 hour delay or early dismissal an additional fee will be billed as we need to have extra staff to cover for ratios. In the event that they have no school, care will be available for full day if space is available at an added cost.

Cubby/Diaper Bag Contents & Car Seats

On **every** child's first day of school they must bring at least one spare outfit, including shoes, in case of accidents or spills. If the spare outfit is worn home another must return the next day. For toddlers, during potty training, we ask that you bring multiple outfits and underwear. At no time may any of the following items remain in your child's diaper bag or cubby: medications, diaper creams, glass, food or drink. All creams and medications must be given to your child's teacher along with a completed medication log. Outside food and drink is **not** permitted due to allergies in the center unless for a birthday treat. Please discuss treats with your child's teacher. We provide all of the food and drink your child will need for the day. Exceptions may be made for children with allergies, but their food must be given to your child's teacher and may not be left in their bag or cubby. Toys from home may NOT be brought, unless for Special Show and Tell days, and if any of your child's toys are broken Little Sprouts Early Learning Center and its staff are not responsible for replacing or fixing them. They may also be asked to put them away or to not bring them to school again at the discretion of the teacher. **Car seats may NOT be left at the center, including in our lobby for any reason.**

Curriculum

In all of our programs we implement the Creative Curriculum. This curriculum is designed and created around the interests of the children and is also aligned with the Pennsylvania Learning Standards for Early Childhood. The Pennsylvania Learning Standards for Early Childhood were created by the PA Department of Education and also in collaboration with PA Department of Human Services. The PA Learning Standards for Early Childhood are designed to start already in infancy and grow with the child into the toddler curriculum and the toddler standards are designed to prepare them for preschool as the preschool standards are designed to prepare them for Kindergarten, ensuring your child is given the proper early foundation for learning to succeed into their elementary school years.

In Preschool & PreK we also implement a second curriculum, Early Sprouts. This curriculum is designed to get children engaged more in outdoors and learning about gardening and caring for and collecting eggs from our own chickens, in addition to caring for a few goats on our playground.

Daily Schedule

For our regular all day programs breakfast is served from 8:30 to 9:00. If arriving at or after 9:00 your child must eat at home before coming to school as we will not serve breakfast after 9:00. Lunch is served from 12:00-12:30. Cots are laid out at 12:45 and lights are turned off for nap time from 1:00-3:00. We ask that children are not picked up during nap time unless leaving for an appointment. After waking up children go to the bathroom and get diapers changed and have snack. Please see your child's classroom for a more detailed daily schedule for their room. Schedules may vary day-to-day based on the needs of the room that day.

Outside Time

Outside is part of each classroom's daily schedule. In the winter months we will go out as long as the temperature is a real feel of 25°F or above and in the summer months we will also go outside daily as long as the real feel temperature is below 90°F. With this in mind if the weather permits for outside time each child must go outside with their class as we will not leave children inside, so please make sure your child is dressed appropriately for the weather. Also, if for any reason they are not permitted outside they must stay home for the day as we will not keep the whole class in to accommodate one child. We do splash days in the Summer so on splash days please bring your child dressed in their swimsuit under their clothing. Wet clothing must be taken home after every splash day to be washed. Children must also come in shoes every day, and for splash days must have water safe shoes to wear outside or will not be permitted to participate in splash day. You must also provide sun screen for your child. If you wish for

us to apply sun screen parents must apply some before coming to school as we will only apply sunscreen for afternoon outside time. Please remember when dressing your child for the day that children will get dirty playing outside. If as a parent it becomes a problem that your child is getting dirty your child will be permitted to go outside but will not be permitted to play in order to ensure they do not get dirty.

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Diapering/Potty Training

Diapers are provided ONLY for children 2 years of age and under and are checked and changed every 2 hours at a minimum. We do not provide pull-ups. We will **NOT** send diapers home with you. We use real toilets only, no potty seats/chairs. Parents are responsible for providing diaper creams, NO powders allowed. Children are required to be fully potty trained by age 3 and upon entering preschool, unless with a specific to potty training IEP, and with the exception of allowing an easy-open pull-up during nap times. When potty training remember we encourage potty training but without your commitment to potty training at home as well our efforts will not be effective. It takes the commitment of both the teacher and parents to help potty train a child. Please remember accidents happen, as it's part of the learning process and that sometimes they may regress as this is also completely normal and to be expected at times, but it's important to remember to never give up. Any child not potty trained may not go on field trips, see field trip policy. We will not start potty training or put a child on a potty before 2 years of age unless the family, teachers, and director all agree its in the child's best interest.

Nap Time

Children may bring ONE small stuffed animal OR SMALL pillow. We provide a cot for each child which is labeled and only used by that child. We sanitize cots every Friday. Children are not required to sleep, however they must stay on their beds during nap time and will be given a nap bag which contains quiet activities they may do on their mats.

Center Cleanliness

Our staff thoroughly clean and sanitize their entire room and contents and bathrooms every evening before leaving for the day in addition to

having a janitor who cleans after hours. We wash all of our dress up clothing, bedding, and pillows. We are not responsible for washing any of your child's things.

Hand Washing

We are very adamant about hand washing. We always wash hands after outdoor play, water/sensory play, bathroom use/changing diapers, and before eating, and handling of class pets, etc.

Medication

We will administer physician prescribed medication only. **The first dose must be administered by the parent.** All medication must come with a prescription or doctor's note in its original child-proof, unbreakable, container labeled with the following: child and medication name, dosage, administration instructions, pharmacy name and number, physician's name, date filled, and expiration date. The medication must be taken home with you each night and brought back the next morning, with the exception of epi-pens. A medication log must be completed and signed each day in order for medication to be administered, without a signature or completing the form in its entirety, medication will NOT be administered. Medication must be handed to your child's teacher to be put into our locked medication box. Medication will only be administered as printed on the prescription or doctor's note. We will not insert anything into your child. We do NOT administer Tylenol or other similar medications for teething.

Illness

You will receive a call to come pick up your child within an hour if any of the following occur: a fever of 101°F or 100 °F with other symptoms, if they vomit, have one uncontained BM or any diarrhea, blood in their stool, a rash, or are just unable to participate in the day's activities. In the event that you yourself are unable to pick up your child within an hour you are responsible for finding someone who can. At the director's discretion you may be asked to provide us with a doctor's note before returning to care. If your child has any of the following your child will not be allowed to attend school: bloody stools, Strep Throat, Rubella,

Shingles, Mumps, Measles, Tuberculosis, Impetigo, Chicken Pox, Scabies, Pink Eye, Lice, Rashes, Scarlet Fever, Ringworm, as well as others at the director's discretion, also see illness stay home chart. **Your child must be fever free, without the use of fever reducing medication, symptom free from all of the above, and on antibiotics (if applicable) for 24 hours before returning to care.** We also have an illness tracking board in our front lobby. In the event your child is not picked up within the hour starting on the one hour mark from the time the first call was made you will be billed as a late pickup, see list of fees for pricing.

Child ID Tags

To ensure the safety of your child while at school we use an ID tag system. Each child has their own ID tag with their photo, name, date of birth, and any allergies they may have listed on it. Each morning at drop-off time it is the parent/guardian's responsibility to get their child's tag from the door and hand it to their child's teacher or the teacher in the room at the time of drop-off. These tags will remain with the teacher that is responsible for supervising the child for the day. We check our tags during the day during transitions, like going outside, to ensure no child is ever left behind. At the end of the day the tag will be handed back to the parent/guardian or child and it is the parent's responsibility to ensure the tag is hung back up by the door before leaving. Once the tag is handed back to you you are then responsible for collecting your child's things and taking your child with you as you leave the room.

Meals

We use a 4-week repeating menu in case of any allergies. If your child has any allergies you **MUST** notify director and teachers and complete an allergy action plan complete with Dr. Signature. We will do our best to provide substitutions. Depending on your child's allergy needs or severity of the allergy we may ask you to provide substitutions. **No outside food or drink may be brought unless for allergy reasons or substitutions for lunch, and for birthday treats, with director approval.** We are a nut free facility.

Guidance and Discipline

We may NOT and will NOT use physical punishment. We are very adamant about using redirection to guide the child to another area or activity that they may do instead. If a child becomes upset we encourage them to go to the cozy cube until they are ready to rejoin the group. If we feel that they need some quiet time we may guide them there as well. Also, we would love to follow what you are doing at home so please let us know if you would like us to implement what you are doing at home.

Mandated Reporting

We would like to remind you that as teachers we are mandated by the State of Pennsylvania to report to Childline any signs of abuse or neglect that we may see or hear of.

Holiday Schedule

If one or more of your child's normally scheduled days falls on one of the holiday's listed below where we either close early or are closed all day you are still required to pay your normal weekly tuition as printed on your enrollment contract as you would if we were open. Our center is closed in observance of the following holidays:

- Good Friday
- Monday After Easter Sunday
- Memorial Day
- Independence Day
- Friday before "back to school" (In-Service Day)
- Labor Day
- Columbus Day (In-Service day)
- Thanksgiving Day
- Black Friday

We will close at **12:00pm** on the following days:

- Thanksgiving Eve
- Christmas Eve

We close at 5:00 the day of PreK Graduation

We are closed December 25th- New Year's Day and will reopen the day after New Year's Day is observed. Parents do NOT pay for Dec. 25-Jan. 1 but will be billed for the days that we are open, per the current rate sheet, NOT prorated at a daily rate or any other rate, if these dates fall in the middle of the week, and a MINIMUM of the 2 day weekly rate.

In the event that attendance is 20% or less due to holidays we reserve the right to close the center as well with advanced notice to all families.

Holiday Schedules may affect tuition due dates, if so, director will announce changes to due dates via Tadpoles email and/or texts.

Smoking

There is absolutely no smoking on the property as we are a smoke free facility. Also please remember it is now against PA law to Smoke with children in the car.

Trial Period/Withdrawal from Care

A 30 day trial period will be given from the date of enrollment to determine if Little Sprouts Early Learning Center is the best suited environment for your child. If you feel at any time during these first 30 days that our center is not the best suited place for your child then you are not required to give a written two weeks' notice of withdrawal of care. After the first 30 days a two weeks written notice of withdrawal from our care is required, in addition to an end of care agreement being completed (see office). Without this notice your account will still be billed for those two weeks, and any outstanding balances will result in end of year tax statements, totals, or W10 being withheld until paid in full. If at any time during care we feel that the safety and welfare of the other children in our care are at risk we have the right to terminate care immediately. We have the right to terminate care with 2 week's written notice to the family should we feel if for any reason we are no longer a good fit for a family at the discretion of the director.

Inclement Weather/Power Failure/Other Closures

You must provide us with an email address upon enrollment so that you can be added to our center email list/Tadpoles that we use to notify parents of weather/closure updates. In the event of bad weather that starts mid-day, at the discretion of the director, the center may close early for the safety of the children and staff having to travel home. We always do our best to never close the center, and may use 2 hour delays, but will close as needed. You will be notified via email, Tadpoles app, and can check our Facebook page for weather updates. In the event of power failure, we may also close the center due to not being able to heat or cool our building. Regardless of weather or any other reason requiring the center to close, delay, or have an early dismissal, tuition is still due, in full, as normal.

Privacy

We respect each family and staff's privacy and ask other families to do the same. We will not disclose names or information about a child or staff with other families or unauthorized persons. Some children in our center may not be photographed so families may not photograph and/or post on social media any children other than your own. We WILL disclose child information to state agencies including but not limited to CYS, ChildLine, DHS, Office of Child Development, BCIU for any students with an active IEP/IFSP in addition to any services brought in to the center including any therapists specific to that child, or any other federal or state or local agencies related to the care of children and/or child care funding agencies. Any families who have a change in custody MUST provide court documentation outlining these changes before we will make any changes to a child's enrollment paperwork, release information, or pickup persons, if they are currently listed as legal guardians, families may change other pick-up persons at any time by notifying the director in writing via email.

Tuition

Tuition is due, in full, the Friday prior to that week of care, following the invoice auto sent on a Wednesday. **Payments not paid in full by Friday, as outlined in the Payment section of**

this handbook are considered late and late fees will apply as listed on tuition and fee schedule. Failure to pay by the next Friday will result in your child not being able to attend again until tuition and all late fees are paid in full. Tuition rates are subject to change. A sibling discount applies if enrolled for 4/5 full time days per week and are fully self-pay only families. Tuition invoices will be emailed out weekly on a Wednesday reflecting your balance due for that Friday. Invoices will auto send each Wednesday and again Friday morning, before tuition may be entered. Truly overdue invoices will include the word “OVERDUE” in the subject line. At the end of the year each currently enrolled family will receive a W-10 for tax purposes with a total tuition paid for the year amount as well as long as there are no outstanding balances on your account. Should you un-enroll from our center you must request that the forms be sent to you with either a call or email to the director. Tuition is non-refundable. Holiday schedules may affect tuition due dates. Receipts will not be provided.

Conferences & Child Assessments/ASQ/TSG

A conference is offered to families after 45 days of enrollment and again at a minimum of every 6 months. Upon the offering of these conferences parents are encouraged to sign up for a time slot to meet with their child’s teacher to discuss their child’s progress. Little Sprouts utilizes Teaching Strategies Gold and our teachers complete Checkpoints to track and monitor each child’s progress. These assessments and checkpoints are used to monitor each child’s growth and to conduct meaningful parent teacher conferences. They also use these assessments and also Ages and Stages (ASQ) to determine if a child may benefit from additional outside services, and if so they will share these resources with your family.

Transitioning to a New Room

Our school year runs September through September. The actual school year start date typically follows the Penn-Bernville

Elementary School start date. In order to enroll in our preschool program, if already part of our toddler program, you must turn 3 by September 1st, you will remain in our toddler program until turning 3 due to ratios but a space will be held for your child. For children that are not currently enrolled in our center they may not start our preschool program until the day they turn 3 years old. Moving up from one classroom to the next involves a new enrollment contract in addition to re-registering with an enrollment fee. Transitioning to a new room will be based upon the developmental stages and milestones being met by your child, not solely on age. Please see the director or your child's teacher for a list of these milestones.

Transitioning to another facility /Withdrawal

If you give proper notice of 2 weeks, in writing, we will provide you with a copy of your child's most recent physical form to take with you upon your request. Should you not provide written two weeks' notice or have an outstanding balance we will not provide you with copies of your child's records or with an end of the year tuition statement (W-10). Child's items will only be held for 2 weeks then discarded.

Communication with Families

Little Sprouts uses the Tadpoles app to electronically communicate with families. Dailies, for children under 3, along with any reminders or pictures of your child from the day will be sent to email address(es) provided to us at the time of enrollment unless otherwise specified. Any and all communication from the Center/Director and its staff to families regarding closures, delays, dismissals, emergencies, etc will be communicated via Tadpoles. Families MUST download and create their Parent Tadpoles account to receive communication. Little Sprouts ELC is not responsible for any missed communications should the family fail to download and create their parent Tadpoles app account. Families should call their child's room directly or message through the app any care changes (vacations, absences, etc). Any additional care/days/times needed must be cleared with office, not the child's room or teachers.

Fire Drills

We conduct a fire drill a minimum of every 60 days to practice in the event of a real fire in order for the children to know what they need to do.

List of Fees

These fees are billed to all families with no exceptions. Current rates are published on tuition rates sheet.

Enrollment Fee (Due each school year/September)	See published fees list on tuition rates sheet provided to families via email at time of enrollment and each August via email.
Late pick-up fee after 5:30	
Extra hours of care before/after contracted times up until 5:30pm, billed in 1-15 min intervals	
Late Payment Fee if paid after 9am Friday via check/ACH or if in cash after end of business day Friday and by Following Monday/Next Business Day .	
Late Payment Fee if paid by Tuesday or later	
Illness Late Pickup: after the 1-hour mark	
Bounced Check/Returned ACH Fee	
Late Payment fee due to a returned check/ ACH (starts the Friday payment was due)	
Change of Enrollment Contract (If more than once per year, September-September, per change)	
School Age 2 hour delay or early dismissal	
Enrollment Fee (Due each school year/September)	
Late pick-up fee after 5:30	
Extra hours of care before/after contracted times up until 5:30pm	
Late Payment Fee if paid after 9am Friday via check/ACH or if in cash after end of business day Friday and by Following Monday/Next Business Day .	
ACH Transfer/Payment Fee based on total of invoice	

Sibling Discounts

Sibling discounts offered to families who all children are all enrolled 4/5 days per week, school age excluded. See office for more details.

Refer A Friend

If you refer a friend to us please remind them to mention your name. If the referred family enrolls their child(ren) you will receive 10% off your next tuition bill after 4 weeks of enrollment.

Policy and Procedure Manual

We have a policy and procedure manual in the office with the director that contains any and all policies relating to the program, staff, parents, safety, etc. You may request to see this manual at

any time. By signing your enrollment contract, you are also agreeing to abide by all of these policies current and future.

Behavior & Referral Plan

This Referral Plan will be implemented when we feel there is a need for behavioral, social, mental health, educational, wellness, and/or medical services. As a measure to ensure all of our children are kept safe, any behavior, especially biting, while it may be considered age appropriate will be documented and if it becomes excessive in occurrences the following protocol will be set into action:

Step One: Observation

Staff will use a daily behavior tacking sheet and conduct and ASQ to monitor and observe student's behavior(s). *The teachers will give a copy of this Behavior/Referral Plan to the family at this step as well.*

Step Two: Reviewing of Behavior Tracking Sheet

Teacher will sit down and review the observation notes and results of the behavior tracking sheet. The teacher(s) will then create & implement a plan based on the results.

Step Three: Parent-Teacher Conversation

If behaviors are still occurring after the new plan has been implemented, the teacher will discuss the child's behaviors within the classroom with the parent. The teacher(s) will address their concerns, give the parent an opportunity for any questions or suggestions, and together, the parent and the teacher(s) will come up with a "next step" plan for the child. The teacher will notify the parents if it's an aggressive behavior or self-harming or poses a potential threat or harm to others it could lead to calls to pickup their child. At this step the plan may also include Step 4, and parents may be informed an evaluation from an outside source may be needed, and parents should call for evaluations.

Step Four: Referral for Services

If after all the above steps are taken and problem behaviors are still present, the teacher(s) and parent will again discuss further options, and a referral for services will be REQUIRED through Early Intervention, or other appropriate services, if not already done so in step 3. If the behavior is aggressive parents will be given 1 week to correct the behavior or to arrange an evaluation, and an evaluation to take place in the next 2 weeks, and expressing to the in-take personnel that without services the child is at risk of losing care. If after a week no progress or evaluation is scheduled to take place within the next 2 weeks, parents will be notified we are moving to Step 5, suspension of care.

Step Five: Suspension of Care/Being Sent Home

If after all of the above steps are taken and no behavior specific services (wrap-around, one-on-one, effective medication, etc) are yet put into place OR even if with services the aggressive behavior has not yet improved the child's teacher will call the parent after the behavior happens after the first behavior of the day and the child will be sent home for the remainder of the day. If no services are in

place after 2 weeks of moving to this step, and/or when the student is sent home three times for the behavior, we will move to step 6.

Step Six: Termination of Care

If after all of the above steps are taken and no one-on-one, wrap around services or effective medications are still actively in place at the center, care will then be suspended effective immediately, until services are put into place, as to protect the safety of the other children and staff in our care. Depending on the severity of the behavior or action the director has the right to skip step 5 and move directly to termination of care.

Disclaimer To Families: Do not wait until it's too late to call for services/evaluations. We recommend calling about services as soon as you receive this behavior plan as services can take weeks to setup, all the while this behavior plan is still actively ongoing and depending on the severity of the behaviors care may be suspended before you can get services in place. It's the parents' responsibility to advocate for the needs of their child as soon as we see a need for additional support for the child, all while ensuring the safety of all children.

Reasons You May Get a Call to Pick up Your Child

Little Sprouts will call you to pick your child up under the following conditions: (see also: stay home chart)

1. 1 lose uncontained BM or any diarrhea
2. A fever of 101 or higher if only symptom
3. A fever of 100 degrees with other symptoms including inability to stay awake or participate in the days normal activities
4. New rashes
5. Lice
6. Vomiting
7. If your child needs an outfit change and has no extra clothing.
8. Blood in their stool

If we cannot get ahold of you and you do not return our calls on two separate occasions we can and will terminate care. We NEED to be able to get ahold of at least one person every day within an hour of our first call in case of Emergencies.

Tadpoles App

Our center uses the Tadpoles App for communicating with parents. We are able to take and send pictures to the parents, leave notes, record infant/toddler rest times, diaper changes, and meals. Upon

arrival at school the parents must check their child in at the parent check in station using the 4 digit pin provided to you by the office, and again to check child out at end of day, only after they are checked out will you be able to review the daily report. Staff will leave important messages and notes on each child's daily report preschool included regarding any important reminders or messages. It is the parents responsibility to download the app to receive center communicationa and to check these daily reports everyday for any notes and reminders. Parents and teachers are also able to use the Message feature of the app to message each other during the day with any important notes or updates. We ask that this feature is only used for important messages and that parents don't use it daily to check in on how their child is doing each day, this would take too much time away from their day to answer this question every day for each child. We ask that you call your child's teacher with any questions or concerns about their day. The only types of messages that are allowed to be sent from both staff and parent are those pertaining to that child and their day. No personal, unrelated to the child or their day, messages will be permitted or tolerated. See the Tadpoles consent page of enrollment packet for more information. If your child will be absent that day we ask parents to mark the absence in the app.

Action Plans: Allergies, Epi-pens, Seizures

At the time of enrollment it is the families' responsibility to notify the director if their child has asthma, food allergies requiring an epi-pen, or has seizures as well as mark it on their enrollment packet on the Child Information Sheet under the special needs section. If so the appropriate action plan must be kept on file.

Video Surveillance System

To ensure the safety and security of all children, staff, parents, as well as the security of our early learning facility, Little Sprouts Early Learning Center is equipped with a 24-hour, closed-circuit, video surveillance system and security cameras are installed in classrooms, lobby, halls, and outdoor play areas. The cameras are intended to help promote the safety and security of people and property and can assist Little Sprouts in reviewing an incident not seen by a teacher or director. It also permits Little Sprouts to

evaluate teachers to ensure they are providing the highest quality of care. The following are just some additional benefits of having security cameras installed in daycare centers: security cameras are an effective deterrent of crime; individuals tend to perform better when monitored by security cameras; and they can provide peace of mind to our parents and staff. Because we insist on protecting the privacy of all children, parents, and staff, our surveillance system/security cameras are for internal purposes only. ONLY the owner and/or the director are allowed to view the security cameras/ video footage either at the center's office on site OR live video footage from the owner's phone/iPad. Should an incident occur it is solely at the director's discretion as to whether or not other staff may view the footage. Security camera recordings will auto delete as more storage space is needed, typically recordings are stored for up to 5 days, but may be less.

Subsidized Tuition Assistance

We accept subsidized child care tuition payments through the ELRC and Child Care Aware (CCA) for military families. You will be assigned a co-payment by the ELRC office which is deducted from the amount paid to the center from the state payment. We charge the difference from what is not paid by subsidy pay, so your weekly invoice will show the regular tuition due, less the subsidy payment amount, plus co-pay. This balance is what will be due weekly to Little Sprouts. CCA payments will be credited on a monthly basis to your account once the payment is received from CCA

Payment

We accept online ACH payments with an added 1% fee, check (payable to Little Sprouts Early Learning Center), money order or cash. Please refer to your enrollment contract for your elected payment method. If you elect ACH payments you must pay this way each week, if you need to pay in cash one week you MUST still include the ACH fee as we do NOT adjust invoices, they are set per the terms of the enrollment contract. In the event that two of your checks or ACH payments are returned you will be required to pay in cash only from then on for any and all required payments. All bounced checks/returned ACH payments will result in a returned

payment fee and late fees as found in this handbook. **Tuition must ONLY be placed in the locked tuition drop box by the office, NOT the outside mail box or to staff as they are not responsible for lost payments, money put in outside box is subject to late fees.** Should you choose to pay with cash please use an envelope provided and a schedule slip with a name written on it as to know whose tuition it is, and write the child's full name on the check memo line if paying via check. Only paper bills, no coins may be put into tuition box, if overpayment, credit will reflect on your next invoice. Receipts will not be provided.

As per your enrollment contracts payments are due No later than Friday 9:00 am. Check payments made after this time are marked as late. Cash payments made after 9:00 am and before end of day that Friday are NOT considered late. ACH payments are due by 5:30pm that Friday. Any payments made After Friday are late. A list of late payment fees can be found in the parent handbook. After 2 returned payments either via ACH or paper check ALL payments MUST be paid via Cash ONLY. NO other forms will be accepted. If you have Auto-payments setup you must go in and manually cancel your payments as well as we do not have the ability to deactivate your auto payments.

Unless you elected to have ACH payments setup weekly as a payment method you must pay in cash or check or money order. If you request a one-time ACH payment be setup, we can NOT guarantee it will get setup in time for you. If you want to request a one-time ACH payment it MUST be done so before Wednesday at 12:00 noon before the invoices are sent for the week. If after this the request will be denied. If multiple requests are made to pay via ACH you will be required to pay every week via ACH, or not at all.

Any and all tuition questions must be directed to the office via phone, email, or in person. Teaching staff do not have access nor knowledge of tuition or billing and will not be able to answer your questions. Holidays/closures may affect payment days and times.

IEP/IFSP's

Upon enrollment, any child with a current IEP (Individual Educational Plan) or IFSP (Individualized Family Service Plan), must submit of copy of it to the office for their child file as well as a copy for the classroom teacher. We welcome any and all service

coordinators, evaluators, or therapists to join us in the classroom and to work along with the child's teacher in sharing information and creating goals, except between the hours of 12:00-3:00pm to avoid disrupting lunch and nap times, the already most transition filled part of our day. Teachers ask to be a part of the planning and review meetings as applicable as well. Any updates or changes to the Plans we ask we also receive copies of as well. Special accommodations desired to accompany a child for their educational/emotional/social needs must be included in an IEP/IFSP or note from medical provider, otherwise the program has the right to decline special accommodations or requests if deemed as not reasonable or beneficial to the student or classroom as a whole.

Inclusion of All Children in Early Childhood Programs in PA
Little Sprouts Early Learning Center LLC makes any and all reasonable accommodations for any and all children, families, and staff with special needs or handicaps. Our building and classrooms are already zoned as handicap accessible. We welcome any early intervention therapists to meet and work with the child while they are in our care, accompanied with an IEP/IFSP. No child will be excluded from care or the classroom routine due to any documented disability. Our staff are trained to make accommodations so that the classroom and day works for each and every child in their care. Dual Language Learners or English as a Second Language students or hearing impaired or blind students are encouraged to bring in outside services and we incorporate the use of sign language, communication boards, or other means of communication at the request of either a family member, therapist, or other outside intervention services.

Field Trips

We may/do take field trips during summer months, including bowling, for children 3 years+, whom must be potty trained, otherwise must be accompanied by a one-on-one per IEP. In the event you do not wish for your child to participate in off-site field trip your child will not be permitted to attend care during the hours of the trip as all teachers for those rooms will be on the trips and

no staff will be available to supervise your child while maintaining ratios, unless you choose to have your child sit in the office with activities for them to do until the trip returns. Any choice to not have your child participate in the trip will NOT change tuition due.

Ratios

State mandated ratios and the ratios we follow of teachers to students per care group are as follows:

1 Year olds- 1:5

2 Year olds- 1:6

3-5 Year olds- 1:10

6-10 Years old (school age): 1:12

*Care groups are referring to the group of students each individual teacher is responsible for the supervision of.

Farm to Preschool

Little Sprout's Preschool & PreK classrooms have adopted the Early Sprouts Curriculum which is a nutrition-based curriculum that teaches children about responsibility and healthy eating habits by having them create, plant, care for, and harvest their own garden in addition we have added a handful of chickens for the children to feed, water, and collect the eggs from as well as a few goats. All food harvested from our garden and our chicken's eggs are prepared and served by our cook for breakfast and lunch.

All students will be supervised the entire student-animal contact session, no food or drink allowed in the coop, and only staff will appropriately dispose of animal waste. Under no circumstances are students allowed to clean cages or handle animal waste. Their only job is to feed, water, and collect the chicken's eggs as well as feed and water the goats. Upon finishing with the chickens and/or goats the children will be given hand sanitizer by the teacher and watched until it is rubbed in and dry. Both classrooms will plant a garden each spring and care for and harvest from it throughout the summer. Also, students will wear garden boots while doing the above activities.

While only Preschool, PreK, and School Age children will be directly caring for the chickens all other ages have the possibility of indirect exposure.

Additionally, all of the beef served on our menu is sourced from local farm, Mill Hill Farm, and is grass fed, antibiotic free beef. We also purchase additional eggs from them as well. Our milk is also from local dairy farm, Way-Har Farm Market.

6 Month Enrollment Paperwork Review.

The state requires all families to review all child information sheets and enrollment contracts to ensure none of the listed information has changed or needs updated. These forms will be sent to parents electronically for signatures and parents must review and sign the forms within 72 hours. If changes are needed the parent must notify the office and request the change.

Children moving from a toddler classroom into a preschool or PreK room also require their Farm to Preschool form be updated to reflect their classroom change. Failure to update and sign any of these above forms within 72 hours will result in suspension of care until the form is signed and received by the office, while tuition costs will still be charged per the current terms of the enrollment contract.

Waitlist

Children placed on the waitlist are at no time guaranteed a space and will be notified as soon as a space becomes available.

Families who have other siblings enrolled or families enrolled part time looking to become full time will be placed at the top of the waitlist. Spaces are filled off the waitlist in the order in which the waitlist applications were received, with the exception of currently enrolled families. We will contact you via email and/or phone call and the family has 48 hours to respond before the space is offered to the next waitlist family. The family who doesn't respond within 48 business hours will be removed from the waitlist unless otherwise specified. After 2 space offerings with no reply the family will be removed from the waitlist completely. Spaces are

held for 2 weeks, after this full tuition is due weekly to continue holding the space.

Licensing

Little Sprouts ELC is a Pennsylvania state licensed center through the Dept. of Human Services (DHS), and as a licensed center this gives any DHS employee/license representative the right to have full access to child and staff files that can be viewed at any time. Along with DHS we will fully cooperate with any State agency or other government agency and upon request, and upon approval by director, any and all related state or government agencies may view and/or request a copy of a child's file as it is our policy to cooperate with any and all state or government offices.

Keystone STARS

We are a Keystone STARS 4, which is the highest star rating a center can earn. Keystone STARS is Pennsylvania's Quality Rating and Improvement System (QRIS). A QRIS is a continuous quality improvement systemic approach to assess, improve, and communicate the level of quality in early and school-age care and education programs. Keystone STARS is a program of Pennsylvania's Office of Child Development and Early Learning (OCDEL).

Communication Regarding Emergency Plan

This communication is to assure you of our concern for the safety and welfare of children while in our care at Little Sprouts Early Learning Center. Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- *Immediate evacuation:* Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc. In case of inclement weather, we may then proceed indoors at a neighbor's.
- *In-place sheltering:* Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- *Evacuation:* Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to a relocation facility. We currently have 2 available, they are:

- Emergency Relocation Site: Bernville Vet Clinic, 7135 Bernville Rd. Bernville PA 19506

If it ever becomes necessary to relocate, a sign will be posted on the door stating which facility we've gone to Bernville Vet Clinic. If you are unsure how to get to this location please ask before there is an emergency.

- *Lockdown:* In cases of intruder or dangerous person in the area
- *Accommodations:* The plan includes accommodations for Infants/Toddlers, and for children who may have special needs, including chronic medical conditions.
- *Modified Operation:* May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children, but may be necessary in a variety of situations.

Please wait to hear from your child's teacher or director via Tadpoles app for continued updates. We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information. The classroom backpack, which includes child info sheets which contain all emergency contact info for all children, first aid kit, and medication box, classroom iPad, and child ID tags are taken with the class during any evacuations. I realize that emergency circumstances may require changes to your plans, but I urge you to not attempt to make different arrangements if at all possible. This will only create additional confusion and divert staff from their assigned emergency duties.

In order to assure the safety of your children and our staff, I ask your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures, contact the center's office at 610-488-9900.

Parent/Adult Behavior

While on Little Sprouts Early Learning Center's premises, whether outside or inside the building, all parents and other adults must conduct themselves in an appropriate and professional and safe manner just as our staff must do the same. Should any parents/guardians and/or other adults raise their voice, use harsh tones, become visibly or verbally angry, violent, say or do any threatening words or actions, make false accusations against Little Sprouts or its staff or children, verbally or physically attack, belittle, threaten, intimidate, bully, or use any other verbal or physical related behaviors or actions towards any staff, children, or other adults on Little Sprouts, whether inside the center or outside

the center, on our physical location they will be told to leave immediately and will have their child's care terminated immediately at the discretion of the director. At the discretion of the director, or if another staff feels threatened directly or fears for the safety of others present at Little Sprouts, they reserve the right to contact the police. Little Sprouts has a zero-tolerance policy for bullying for both its staff, children, and parent/guardians, and any other adults while in or on the property of the location of Little Sprouts Early Learning Center.

Supervision of Children- Parents Responsibility

Parents are responsible for walking with their child to the front door and once inside the building parents must keep their children with them at all times until they reach the child's classroom. Upon handing the child's ID tag to the teacher it transfers supervision responsibility to the teacher. When returning for pickup, the responsibility of supervising the child the moment the child walks out of the classroom door is again the parents responsibility. Your child must stay with you until they reach the car. Children may NOT be left unsupervised or be permitted to run around the center and may NOT open any doors or enter ipad or door Pins. This is to ensure the safety of all in our center. Parents who do not abide by this policy will loose front door code privileges and will need to be buzzed in/let in every morning and afternoon.

Parking Lot & Car Safety

When arriving to our center and parking the car parents may **NOT** leave any child(ren) unattended in the car, under the age of 13, regardless of whether the car is locked/unlocked or running/not running. Parents should NOT leave their car running. Parents should lock their vehicles upon exiting their cars. Parent should not leave keys or valuables in their cars. Children must remain with their parents on the parking lot and not allowed to run ahead of their parents. Parents are solely responsible for the safety of their children while outside the center itself, including the parking lot. Parents should always be aware of their surrounding and be vigilant or all happenings around them. Should a parent feel

threatened or unsafe they should contact the police at 911 immediately, and then notify the office of any incidents. The parking lot is well lit with outside lighting.

Take Home Pets/Bag

At the end of each week one student will be selected to get to take home the classrooms “Take Home Pet”. Each classroom has different pet animal bags that each contain one stuffed animal, a book, and a journal. Over the weekend you should be reading the story with your child and then going on as many “adventures” as you’d like with your child/family and with the Pet. We ask, that if your able to, take pictures of your child doing fun activities with the pet and glue or tape them in the journal, if you’re not able to take and print pictures you may gladly have your child draw pictures of some things they did with the pet in the journal along with a few sentences describing their weekend spent with your family along with a date and your child’s name and when they return to school the following week the bag and all of the pets belongings must be returned to school and the child gets to share with the class all that they did together over the weekend. Failure to return the bag the following week will result in a lost pet bag fee, if the animal itself gets ruined in anyway there’s also a fee for that as well as found on our fee list.

Child Physical Forms (See also Enrollment)

Per state regulations children are required to have a new physical form completed by the child’s physician at the age of 12 months, 18 months, 24 months, and at each yearly well visit thereafter. We understand that sometimes children fall behind a few months between their actual birthday and the appointments themselves which is why at a MINIMUM children must have a physical on file dated within the past 12 months. Parents are responsible for remembering to have this form completed at each well visit and submitting a signed copy to the office. Failure to provide these forms to the office will result in a suspension from care until the form has been submitted to the office. Failure to provide an initial enrollment form within 30 days of the start of care will also result

in a suspension of care, but tuition will still be due, until it has been submitted to the office.

End of Year Payment Summary & W10 Tax Documents

Each family will receive an end of year payment summary of tuition paid per family, not per child, of all tuition paid by your family for the year along with a W10 form, which you will need to claim the child care tax credit on tax returns in the month of January, following that tax year, no later than January 31. These documents will be sent only to the email address(es) that weekly invoices were/are sent to. These documents will NOT be sent any earlier than January 2nd to any families, even upon request. Any families who un-enrolled mid-year will still receive these documents. Should you not receive them by January 31 you must request via email that these documents be sent to you. Only one copy of these documents will be sent. It is the family's responsibility to print/save these documents somewhere safe until needed for filing their taxes. To be eligible to receive these documents the family may not have any past due balances on their account to-date. Families who end care MUST give and pay for their 2 weeks' notice, failure to pay will still result in tuition being billed and will result in an overdue balance making the family ineligible to receive both of these documents.

Early Intervention & Outside Services

At Little Sprouts we are always advocating for the needs of all children as a whole, along with preparing them for kindergarten. This means that if we feel your child is either struggling or needing additional support in any areas of development, we will express this concern and need with you. These areas include but are not limited to speech therapy, occupational therapy, physical therapy for both fine and gross motor, and behavioral therapy. As educators we sometimes need more one-on-one services to provide the best care for all students. We believe in getting services in place at this age as it's easier to correct and/or provide additional supports at a younger age rather than have the child enter Kindergarten without supports already in place. With this being

said, therapists are always welcome at our center. For more information on getting services in place for your child see also the “Referral Plan” section in this handbook, or the Community Resources List provided to you in your Parent Resources email. While we may suggest services, there may be times that services may be required to continue care, see “Referral Plan” section for more information on this. Below is the agencies applicable by age:

Children 3+ Years:

BCIU Early Intervention- (610) 987-2248

Children under 3 Years:

Service Access & Manag. Inc. (SAM)- (610) 236-0530

Tours

Little Sprouts offers one new pre-enrollment tour per family. Multiple tours will not be offered due to limiting interruptions in classrooms, daily routines and availability. When scheduling a tour, a family should bring with ALL family members wanting to see our facility, including the child, as additional visits for the child to see the classroom and meet the teacher will not be offered. Tours are offered based on the availability of the center and center director, between the hours of 9:30am and 11:30am as to avoid busy drop-off/pick-up times and to avoid disrupting nap times. We do not offer drop-in requests for tours, all tours must be scheduled with the office .

Participation in Daily Activities

Any child that is not be able to participate in ALL of the days normally scheduled routine, activities, special events, visitors, or trips, for any reason, whether it’s for personal choice of parents or child or for illness reasons outside of our illness policy or for any other reason, may not attend school for the day. This includes outside time as well. The only exception to this rule is if it is for a ½ day field trip and a parent chooses to not send their child on the trip, the child may come in late, at the time of the return of the trip, OR the child may attend for the whole day BUT will be required to sit in the office and be provided with activities to do until the trip

returns and will then return to care in the classroom with their teachers. Any choice to not attend care for ANY reason, including the above reasons, will NOT affect or cause adjustments to the family's contracted tuition rates. Tuition is due as normal regardless of attendance.

School Age Transportation and Transfer

Little Sprouts does not offer any private transportation through the center. All school age children in our before and/or after school care program will be transported to and from public school using the districts transportation whether it is bus or school van. For before-school care program up until the children get on the van or bus the children are in our care and our responsibility, however once they step foot on the school bus or van the children then become the public school's responsibility. They do not enter our care or become our responsibility unless they get back off the school bus/van at the end of the day if the child is enrolled for our after-school care program as well. If they are not enrolled in our after-school care program they do not become our responsibility again until the next morning when they arrive at the center for the before school care program and hand the photo ID tag to the teacher in the room at the center.

Contacting the Office & Classrooms

- For general center and inquiries, questions, comments, concerns, etc email the office at office.littlesproutselc@gmail.com OR call 610-488-9900 ext 0
- For billing, invoicing, tuition, or other related questions email the owner at Jessica.littlesproutselc@gmail.com
- With questions or notifications about your child's day, classroom happenings, or teacher questions call their classroom directly by calling the center at 610-488-9900 and listening to the prompts and dialing the appropriate extension to reach your child's classroom OR message your child's teacher through the Tadpoles app. You should also mark any absences in the Tadpoles app as well.