



# Mighty Little Hands Academy

Parent Handbook

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# Our Mission

Our mission is to provide childcare that meets the needs of children in a safe and educational environment. We pride ourselves on watching children grow spiritually, mentally, and emotionally while maintaining faith-based hands-on learning.

**“Start children off on the way they should go, and even when they are old they will not turn from it.”  
(Proverbs 22:6 NIV)**



# Values

We value Christian-based learning for:

- spiritual, mental and emotional growth
- care for the child, family and community
- serving others



# ORGANIZATIONAL STATEMENT

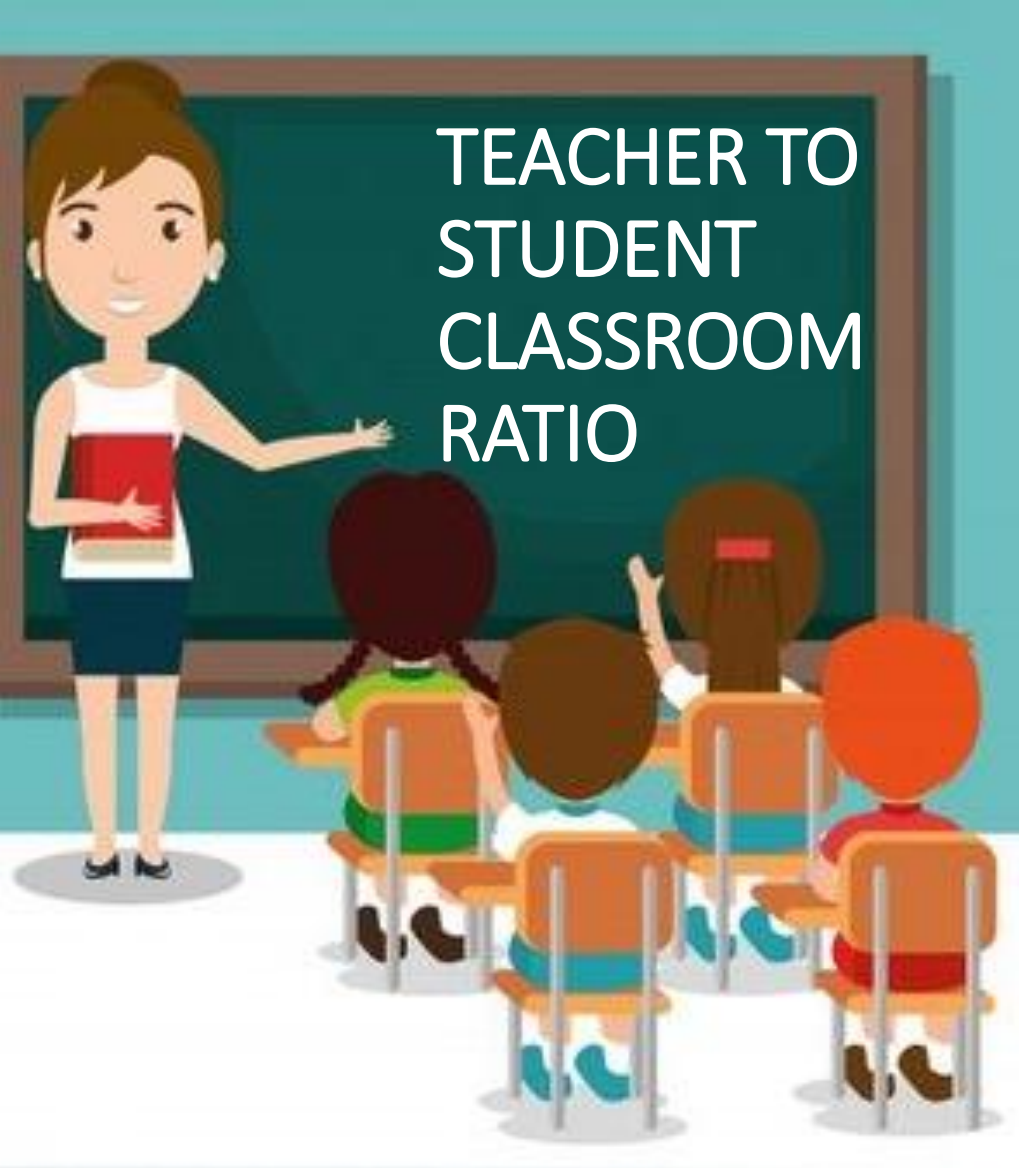
**Mighty Little Hands Academy**  
**1001 Ransdell Road**  
**Lebanon, IN 46052**  
**765-481-9440**

**Email:**

**[Director@mightylittlehandsacademy.com](mailto:Director@mightylittlehandsacademy.com)**

MLHA is governed by a board of directors. Our ministry is registered with the Indiana Family Social Services Administration (FSSA), and functions according to the Indiana State Fire Marshall regulations pertaining to registered daycare ministries. Mighty Little Hands Academy admits students of any race, gender, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at MLHA. It does not discriminate based on race, color, national and ethnic origin and disability in administration of its educational policies, admissions policies and other school-administered programs.

**"A new command I give you: Love one another. As I have loved you, so you must love one another." John 13:34 (NIV)**



•Indiana Family and Social Services Administration, code 470IAC 3-4.7-47 has recommended student/teacher ratios for licensed daycares in the state of Indiana. However, because Mighty Little Hands Academy is a registered ministry and not a licensed daycare; these ratios are encouraged but are not mandatory. MLHA ratios may fluctuate as necessary, but we try to adhere to the state ratios which are as follows:

<b>Infants</b>	<b>1 teacher for every 4 children</b>
<b>Toddlers</b>	<b>1 teacher for every 5 children</b>
<b>2's</b>	<b>1 teacher for every 5 children</b>
<b>30-36 months</b>	<b>1 teacher for every 7 children</b>
<b>3's</b>	<b>1 teacher for every 10 children</b>
<b>4's</b>	<b>1 teacher for every 12 children</b>
<b>PreK's</b>	<b>1 teacher for every 15 children</b>



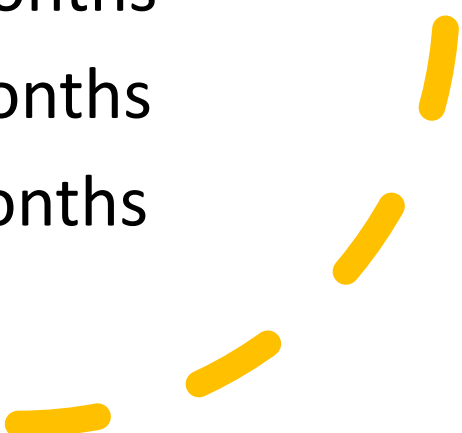


# ROOM NAMES

Each of the classrooms at MLHA have individual names. You will see these names referred to throughout the handbook.

The following are the names and age ranges of our classrooms:

Lullaby Lane	0-12 months+1 Day
Pea Pods Plaza	12-24 months
Toddler Turnpike	24-36 months
Tiny Titans Trail	36-48 months
Leaders Lane	48-60 months



# EDUCATIONAL AND SPIRITUAL DEVELOPMENT





# CHAPEL

All children (1 year and older) attending MLHA attend Chapel time each day. Chapel time will be set apart from any academics and all activities will be centered around biblical learning.

During this time, the children enjoy:

- singing worship songs
- learning fingerplays
- learning Bible verses through teacher-led activities or videos
- praying
- doing Bible activities

# CURRICULUM

MLHA uses curriculum from Children's Ministry Deals, a faith-based curriculum, ELM developed by Purdue University, and Zoo Phonics, along with teacher-driven activities, lessons and projects.

We incorporate learning through:

- play opportunities with science/sensory
- music/movement
- blocks
- dramatic play
- a print rich environment
- a writing curriculum where children can practice and achieve proficiency at their own pace
- a social studies program providing students with the opportunity to explore and ask questions about values affecting human relationships and interactions in everyday life through a biblical lens.

# FAITH IN THE CLASSROOM

Although MLHA will teach your child the academics they will need to be prepared for kindergarten, our main focus will always be on Christ. Faith will be interwoven throughout each classroom. Children will pray each morning and give thanks before each meal. We want each child to leave MLHA with the knowledge that Jesus loves them; they are special and wonderfully made!

# **TUITION AND WITHDRAWALS**





# FLAT RATE BILLING

To simplify the process, MLHA utilizes the concept of “FLAT RATE” billing. This concept absorbs all miscellaneous fees and spreads them out over the entire year (52 weeks). This may include, but is not limited to field trip fees, curriculum costs, resource materials, holiday closures, snacks and other supplies, etc.

***Pre-K will have a "Back-to-School" supply list along with a one-time supply fee fund of \$50 per child for the extra projects they will be doing. For all other classrooms, the flat rate billing will cover all supplies.***

You will pay the same fee for each week regardless of your child's attendance that week, or any holiday daycare closures.

This does not include any late fees.



## Tuition and Registration:

- A tuition increase may occur at the start of every new school year (August)

## WEEKLY TUITION RATES:

We provide childcare for children ages 3 months old up to PreK. The weekly tuition is as follows:

- |                          |                     |
|--------------------------|---------------------|
| • INFANTS                | N/A                 |
| • 12 MONTHS-24 MONTHS    | N/A                 |
| • 2YRS-3YRS              | N/A                 |
| • 3YRS-4YRS              | N/A                 |
| • PreK                   | <b>\$155 WEEKLY</b> |
| • PreK...Part-Time       | <b>\$140 Weekly</b> |
| • PreK After-School-Care | <b>\$60 WEEKLY</b>  |

## TUITION PAYMENT DUE

- All tuition statements will be emailed to the parents every Tuesday. All payments are due on or before each Friday by 5:30 pm for the following week.

## PAYMENTS ACCEPTED:

- ACH Payments
- Credit Cards
- Debit Cards
- If you find that none of the above payment methods are an option for your family, we will accept a cash payment. However, this will need to be set up on an individual basis. We **WILL NOT** accept cash dropped off in the office. Cash will only be accepted in the exact amount and the director must be notified in advance that you will be making a cash payment.

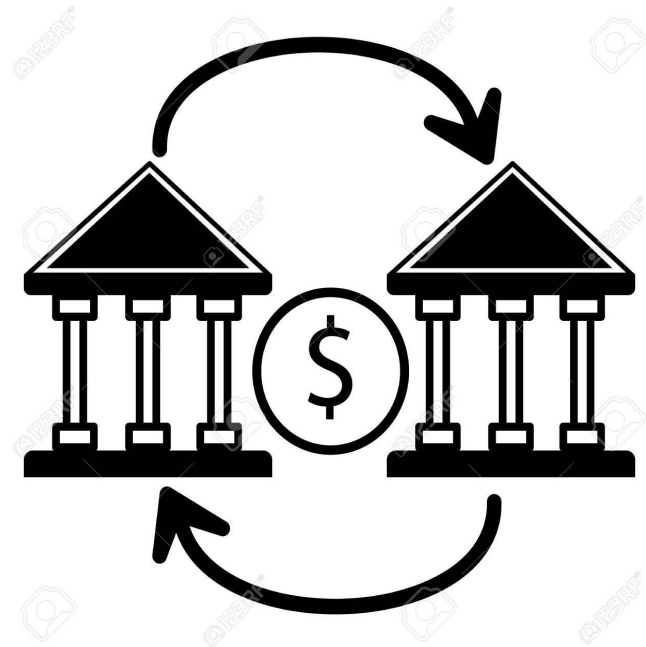
# ONLINE PAYMENTS

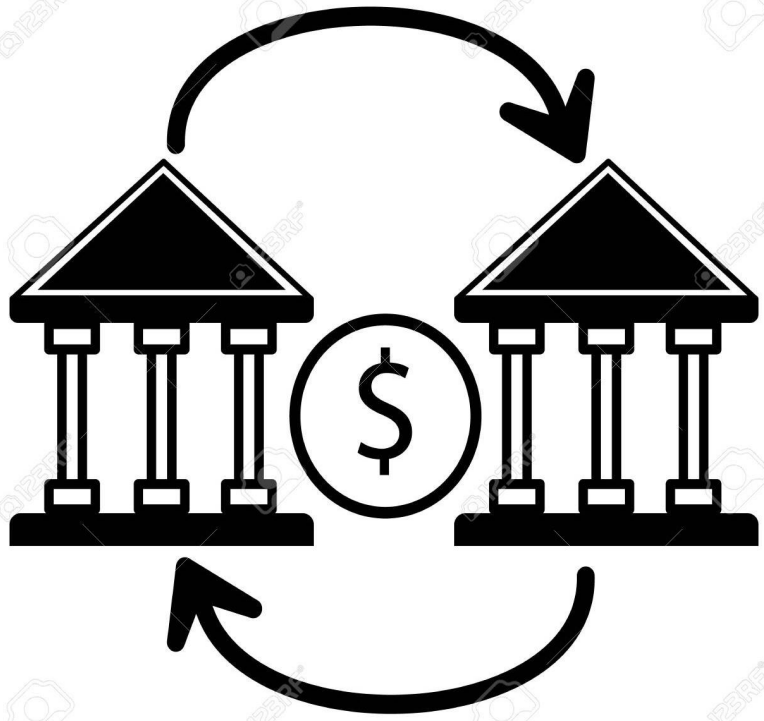
We do offer credit card payments. However, there is a 2.85% +\$.30 per transaction fee associated with this type of payment. This will be added to your payment if you choose this method.

Payments are all made through the Procare system. There is a "Payments Tab" located within the system which will allow families to choose their preferred payment method.

## ***Please remember:***

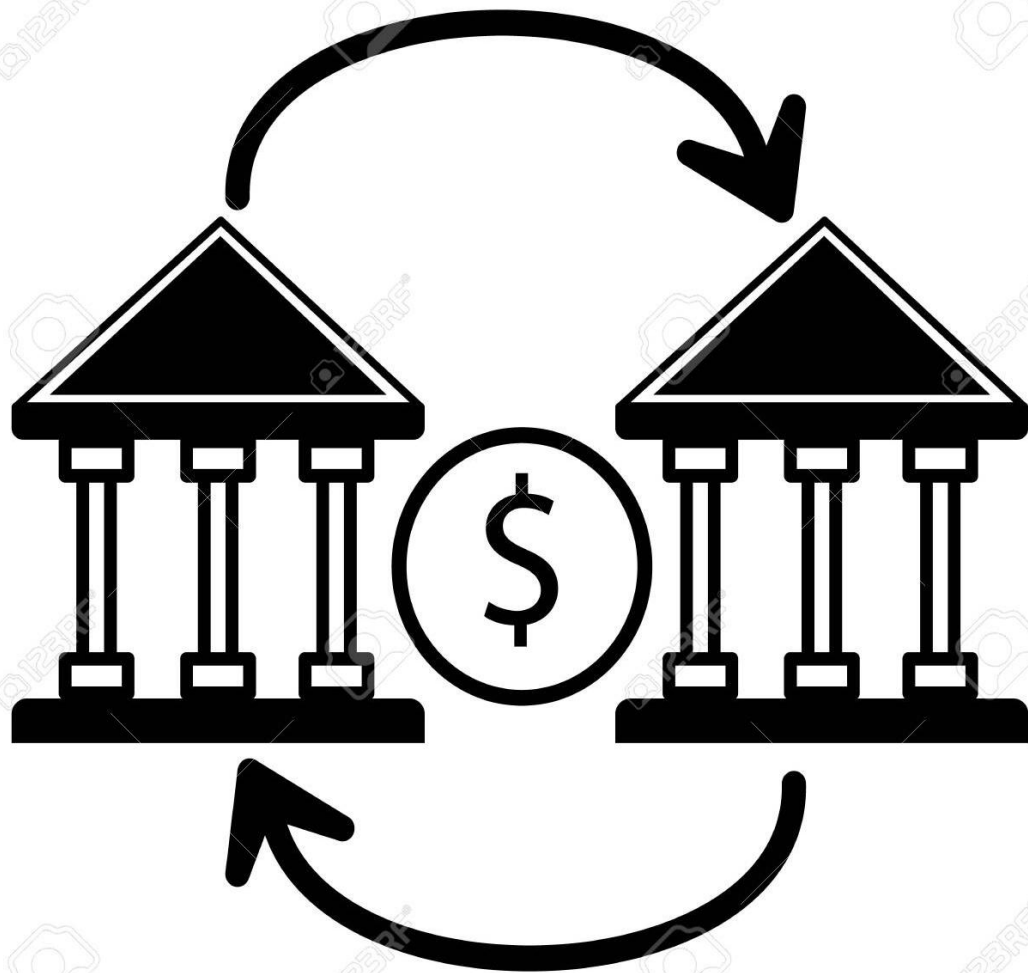
Cash is only accepted on an individual basis. We **WILL NOT** accept cash dropped off in the office. Cash will only be accepted in the exact amount and the director must be notified in advance that you will be making a cash payment.





## LATE FEES

If your tuition payment is not received on Friday by closing (5:30 pm), you will be assessed a twenty-five dollar (\$25.00) late fee. The late fee will be added to your next tuition statement. To avoid a late fee while you are on vacation, please pay for the tuition that is due when you are gone, prior to leaving.



## NON-REFUNDABLE REGISTRATION FEE

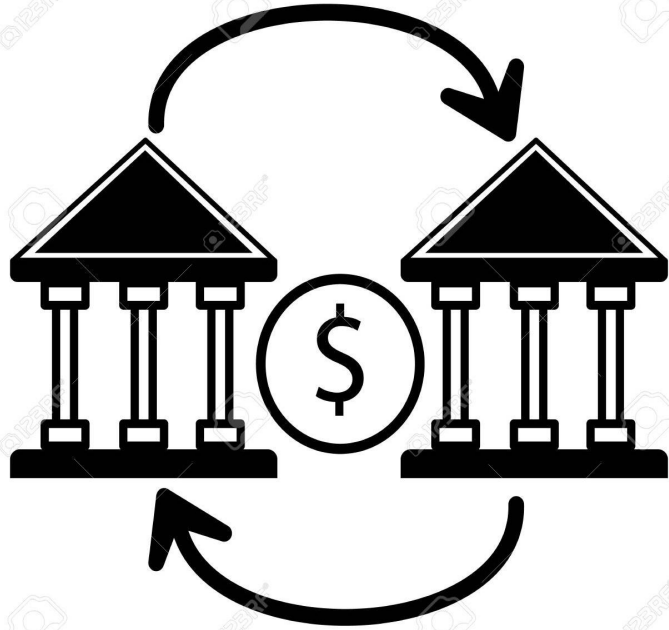
MLHA charges a \$150.00 non-refundable registration fee. If the registration fee is submitted, but the child does not end up attending Mighty Little Hands Academy, the fee is not returned.

**We do not offer a holding fee for summer breaks or extended time away.** Tuition is due in full whether your child attends or not.

*If you are experiencing financial hardship, please speak with our office about hardship assistance.*

# WITHDRAWAL FOR UNPAID FEES

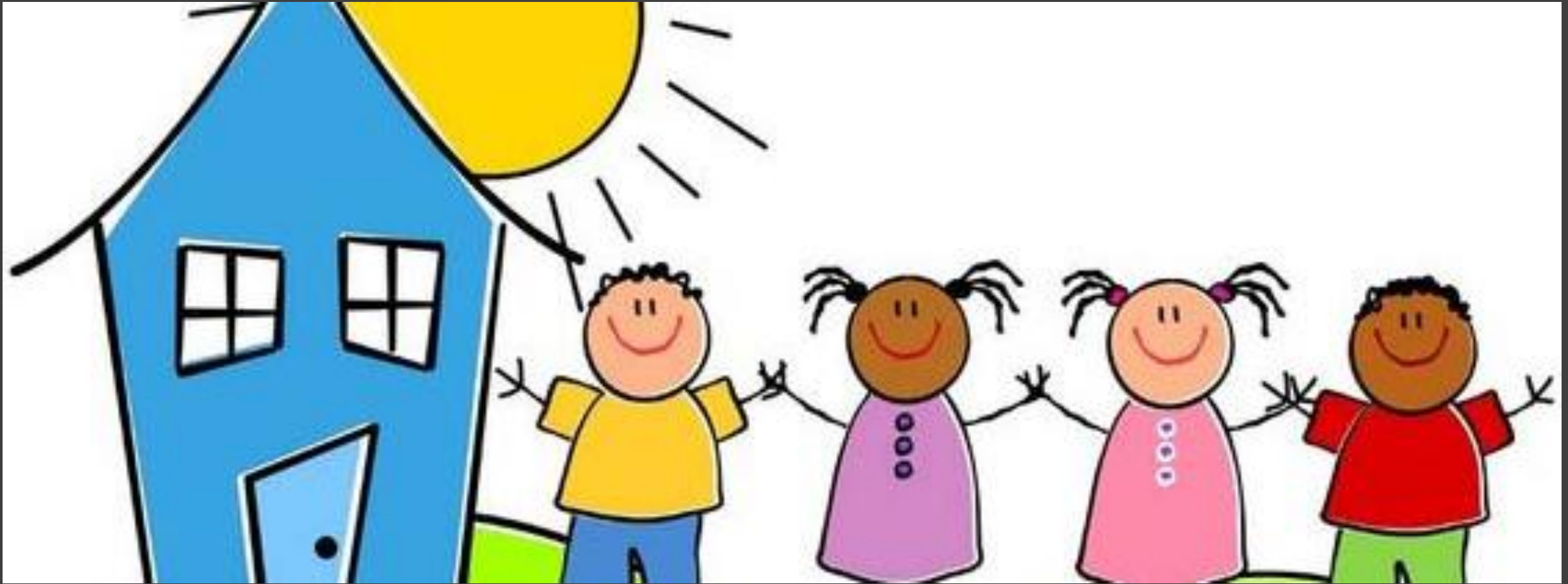
If tuition payments become delinquent, MLHA reserves the right to withdraw your child/children. If your payments are two weeks behind, you will be notified that you are not to bring your child/children until your tuition account is paid in full.



## SIBLING DISCOUNT

We are grateful you have entrusted us with your childcare needs and for the relationships with our families. To encourage that to continue, we offer a **\$15.00 discount off the regular** weekly tuition rate for each additional child enrolled per family. A separate \$150.00 registration fee per child is still due upon enrollment.





## **WITHDRAWAL NOTICE APPRECIATED**

To prepare for potential vacancies, MLHA would appreciate a 2-week written notice for withdrawals.



# COMMUNICATION



# PARENT EMAILS

Upon enrollment, parents are required to provide an email address and phone number to receive notifications.

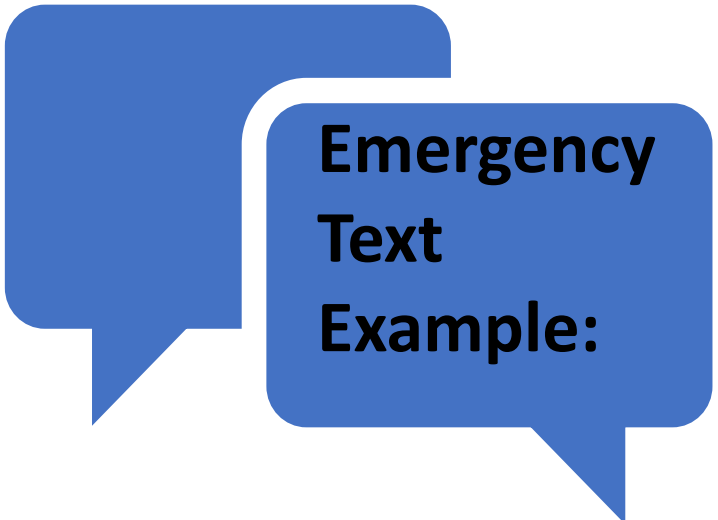
Communications may include the following:

- tuition statements
- daily activities
- monthly calendars
- behavior notifications
- daycare closures
- supplies needed
- reminders, etc.

Daily logs will be provided for infants up to 3 years old. This daily log will provide information documenting the following:

- times of naps
- feeding, and diapering
- Insight into supplies which may be running low

# EMERGENCY TEXT MESSAGES



## Emergency Text Example:

- “Call Mighty Little Hands Academy ASAP regarding your child/ILLNESS: DO NOT REPLY”
- “Call Mighty Little Hands Academy ASAP regarding your child/INJURY: DO NOT REPLY”

MLHA uses the Procure app to communicate with parents. This app offers a “note and messaging feature”. These will come through the app, and you can receive push notifications if you choose.

Occasionally, MLHA may need to send text messages.

**\*\*Please note, text messages will be reserved for urgent matters, and you **will not** be able to reply to these texts. You must go through the app to send a message back. If you hit reply it will not get to Mighty Little Hands.** The following are some, but not all, of the items which may be sent in a text:

- Illness
- Injury
- Weather Delays.



# ABSENTEEISM AND LATE ARRIVALS

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**Please email your child's  
teacher by 8:00 AM  
whenever your  
child/children will be  
absent or arriving late.**





# LATE PICK-UP



**•Late fees are as follows:**

- 5:31 pm until 5:44 pm you will be charged a \$25.00 fee**
- 5:45 pm until 5:59 pm you will be charged a \$50.00 fee**
- 6:00 pm until 6:15 pm you will be charged a \$75.00 fee**
- After 6:15 pm you will be charged a \$100.00 fee, and your children may be taken to and left in the care of the Lebanon Police Department.**

Everyone is late now and then; however, MLHA does close at 5:30 pm. When you are late picking up your child, the administrative staff and teachers also must stay late to be with your child. The later you arrive to pick up your child, the later our staff will get home to their family.

Every time you are late, you will be required to sign a Late Pick-Up Slip that acknowledges that you understand the fees associated with late pick up.

We request that you call our office to notify us if you will be late. If you are not here by 5:35 pm, and you have not called to notify us, we will call the available numbers we have on file for your family. Please make sure that you always have an updated emergency number on file with our office staff.

# PROCARE CHILDCARE MANAGEMENT SYSTEM



# PROCARE CHILDCARE MANAGEMENT SYSTEM

MLHA will be using a software program called *Procare*. This software will allow you to:

- register your child
- communicate with your child's teacher
- receive daily logs
- pay your tuition (Tuition Express Tab)
- receive important updates regarding closures/updates
- Daily check-in of your child/children
- and much, much more

# DROP OFF/PICK UP

## DROP-OFF

Parents (or persons authorized by their parents) are required

- to check their child/children in at the Procare Kiosk
- to walk their child/children to their classrooms upon arrival

## PICK-UP

Requirements for pick-up:

- to pick-up their child/children in their assigned classrooms at the end of the day.
- any person picking up a child must be at least 16 years of age.
- any questions or to make alternative pick-up arrangements, please contact your child's teacher

***You will receive a demonstration of the check in/out procedure using the Procare app prior to your child's first day of school.***



# HEALTH AND SAFETY INFORMATION





## PICK-UP DUE TO ILLNESS

We realize the importance of your job and the inconvenience of leaving work. However, MLHA does not have facilities to separate ill children from others; therefore, parents must pick up their child within 45 minutes of being notified. Having your child remain at MLHA for a length of time while ill is a health hazard to the other children and staff. Please be courteous to others and promptly remove your child when they are ill.



## PICK-UP PROCEDURE DUE TO ILLNESS

If a child becomes sick while at The Academy (vomit, diarrhea, fever, etc.) the parents will:

- be notified immediately to pick up their child
- be required to sign an Ill Child Report upon arrival. When signing this form you are acknowledging the Health Removal Requirements. If you do not sign the Ill Child Report, your child will still not be allowed to attend as outlined in the Health Removal Requirements
- be contacted and if they are unable to be reached, we will contact the next person on the authorized contact list to pick up the ill child.

If the parent is late picking up, MLHA reserves the right to add a late fee, which will be assessed to their next tuition statement.

## ADDITIONAL PERSONS PICKING UP CHILD/CHILDREN

You must notify MLHA any time someone other than persons listed as an authorized pick-up in Procare is picking up your child. All persons unfamiliar to the Front Office staff must present photo identification.

# Important

## Drop Off and Pick Up Reminders



# IMMUNIZATION REQUIREMENTS



All children must be properly immunized, and parents must provide all immunization records upon enrolling in MLHA. Children are not permitted to attend if their records have not been provided.

**Per Family Social Services Administration (FSSA) the following are the required vaccines:**

- Diphtheria
- Pertussis
- Tetanus
- Poliomyelitis
- Measles
- Mumps
- Rubella
- Rotavirus
- Varicella
- Hib
- Hepatitis B
- Once enrolled, parents/guardians are required to provide updated immunization records, accordingly.

Children should be kept home when ill, and will be sent home if the child shows any of the following symptoms:

- temperature 100.3 degrees or higher
- vomiting
- diarrhea
- unidentified rash/skin irritation (requires a doctor's note to return)
- unidentified discharge from eyes and/or Pink Eye (requires a doctor's note to return)
- Head lice

Once a child has been sent home from MLHA for any of the above symptoms, that child is not allowed to return to the MLHA for the entire following next day, unless the child has been medically treated and their doctor provides a note stating the diagnosis, that they are not contagious, and that the child is permitted to return to the daycare.

# HEALTH REMOVAL REQUIREMENTS



# RASHES AND SKIN ISSUES

A rash is a reaction of the skin, and it can be caused by many things. Some types of rashes and skin disease might be highly contagious and pose a serious health hazard in daycares. Due to the wide variety of rashes and skin issues possible, we require a doctor's note for your child to return to MLHA, if they have an unknown rash or skin irritation. The doctor's note needs to state what the rash is, if it is contagious, and if your child may attend daycare with no limitations.





# COMMUNICABLE DISEASES



**To return to MLHA, your child must be fever free without the aid of a fever reducing medication for a minimum of 24 hours.**

**Per FSSA guidelines, some diseases may require a doctor's note to be permitted to return to the daycare.**

Your child is NEVER to be brought to MLHA and will not be allowed to remain at MLHA with a communicable disease. This includes, but is not limited to:

- colds with fever
- diarrheal diseases
- head lice
- scabies
- pertussis
- pinkeye
- rubella
- ringworm
- chicken pox
- strep throat
- scarlet fever
- impetigo
- meningitis/bacterial and viral
- hepatitis A, B or C

**You are required to notify the office if your child has any of the above-mentioned illnesses.**

# HEAD LICE

Head lice is highly contagious and a serious health hazard in daycares. It can be minimized with the cooperation of the parents. All infestations need to be reported to the office, immediately. All families will be notified whenever a case is reported in their child's classroom.

Children with active cases are not allowed to return until they have been medically treated and are nit-free for 24 hours. Your child will be inspected by a staff member before being given clearance to return to the daycare. All checks and notifications will be done in a confidential manner, to respect the child's right to privacy and to avoid embarrassment. All siblings of the affected child will be checked if they are enrolled in MLHA. For recurring cases (2\* within 1 month), and before returning, you must provide a doctor's note stating that your child/children is head lice-free.



# MINOR INJURIES

All minor injuries will be reported to families via our Band-Aids and Boo-Boo's report slip which will be sent home in your child's backpack. In addition to this slip, families may receive a courtesy call or email, if necessary.

# MAJOR INJURIES

Families will be called for all major non-emergency injuries. A detailed account of the incident will be documented on a Major Injury Report Form. Parents are required to inform the center if they will be seeking medical attention for their child. For all emergencies, (for example: unconsciousness, massive blood loss, etc.) the daycare will call 911 for immediate medical attention, in addition to calling the parents immediately.



# OVER-THE-COUNTER MEDICINES

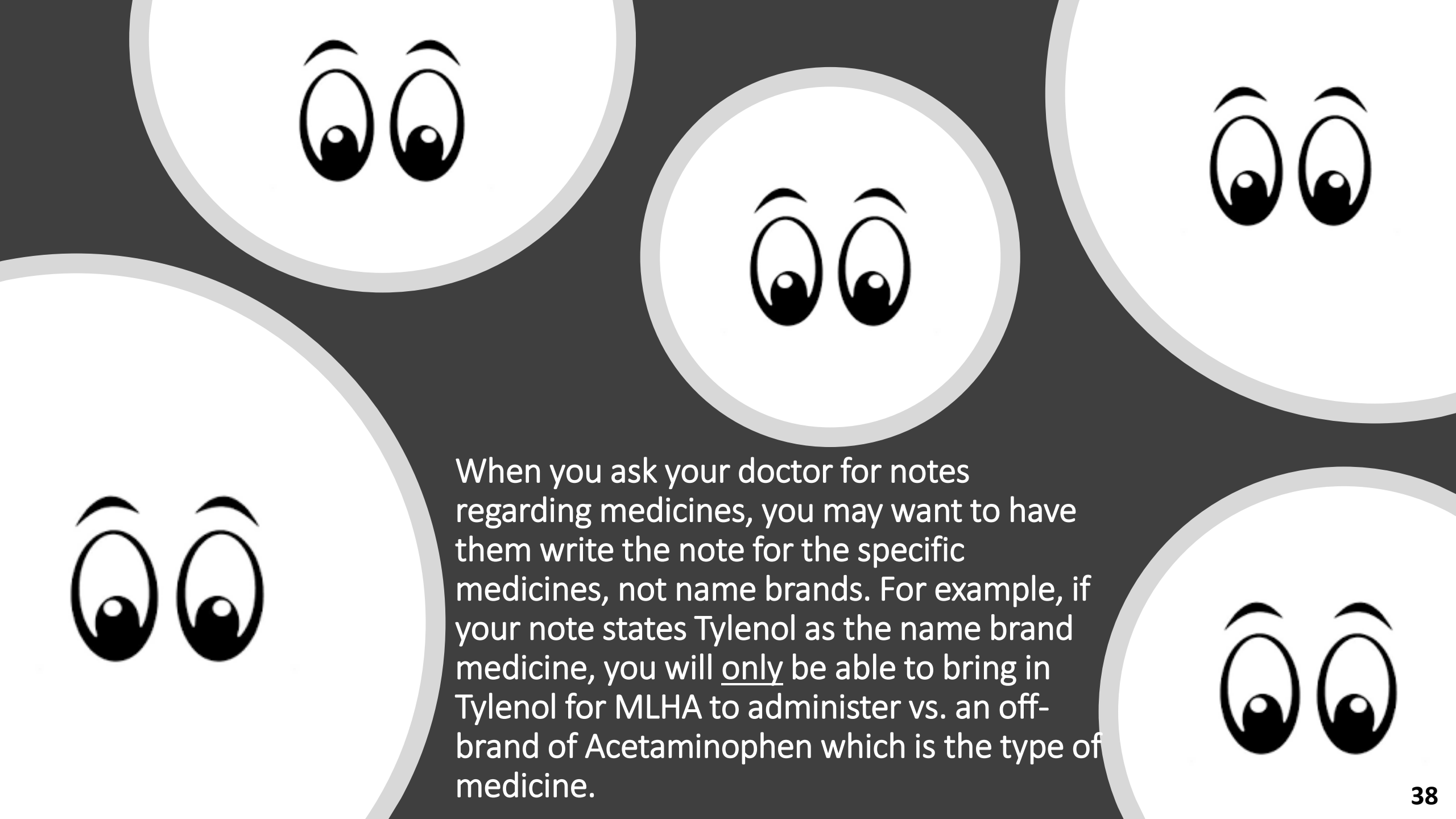


Per the FSSA requirements, if a doctor recommends a non-prescription/over-the-counter medication (item must be in its original packaging/container and child's full name needs to be written on the item), the parents must provide a doctor's note stating;

- Dosage to be given
- Times to be given
- Name of the Medication
- Reason for medication

Each sibling is required to have their own over-the-counter medicine, medication will not be shared.

A doctor's note will be required for the upcoming school year. This note must be dated on or after August 1, for the enrolling year. We will notify you in July if you have medication on hand and need a new doctor's note. Any medication that does not have a doctor's note by September 1, will be sent home and not stored at MLHA until a doctor's note is received. If you do not provide a doctor's note, we will not administer the over-the-counter medicine.

The background is a dark gray color. Scattered across it are five white circles, each containing a pair of large, black, cartoonish eyes with thick eyelashes and small pupils. The eyes are looking in various directions, some towards the center and some towards the corners. The circles are of varying sizes and are partially cut off by the edges of the frame.

When you ask your doctor for notes regarding medicines, you may want to have them write the note for the specific medicines, not name brands. For example, if your note states Tylenol as the name brand medicine, you will only be able to bring in Tylenol for MLHA to administer vs. an off-brand of Acetaminophen which is the type of medicine.

# Prescription medicine



## Prescription medications:

- Must have the doctor's prescription label attached to the container.
- Expired medications will not be used and will be returned.
- To administer oral medications, you must provide a dosage cup with measurement markings, or a dropper with correct measurement markings.

## All medications must be clearly marked with the following information:

- Doctor's name
- Prescription number
- Name of medication
- Child's name
- Dosage
- Times to be given
- Date prescription was filled



# NON-MEDICATED ITEMS

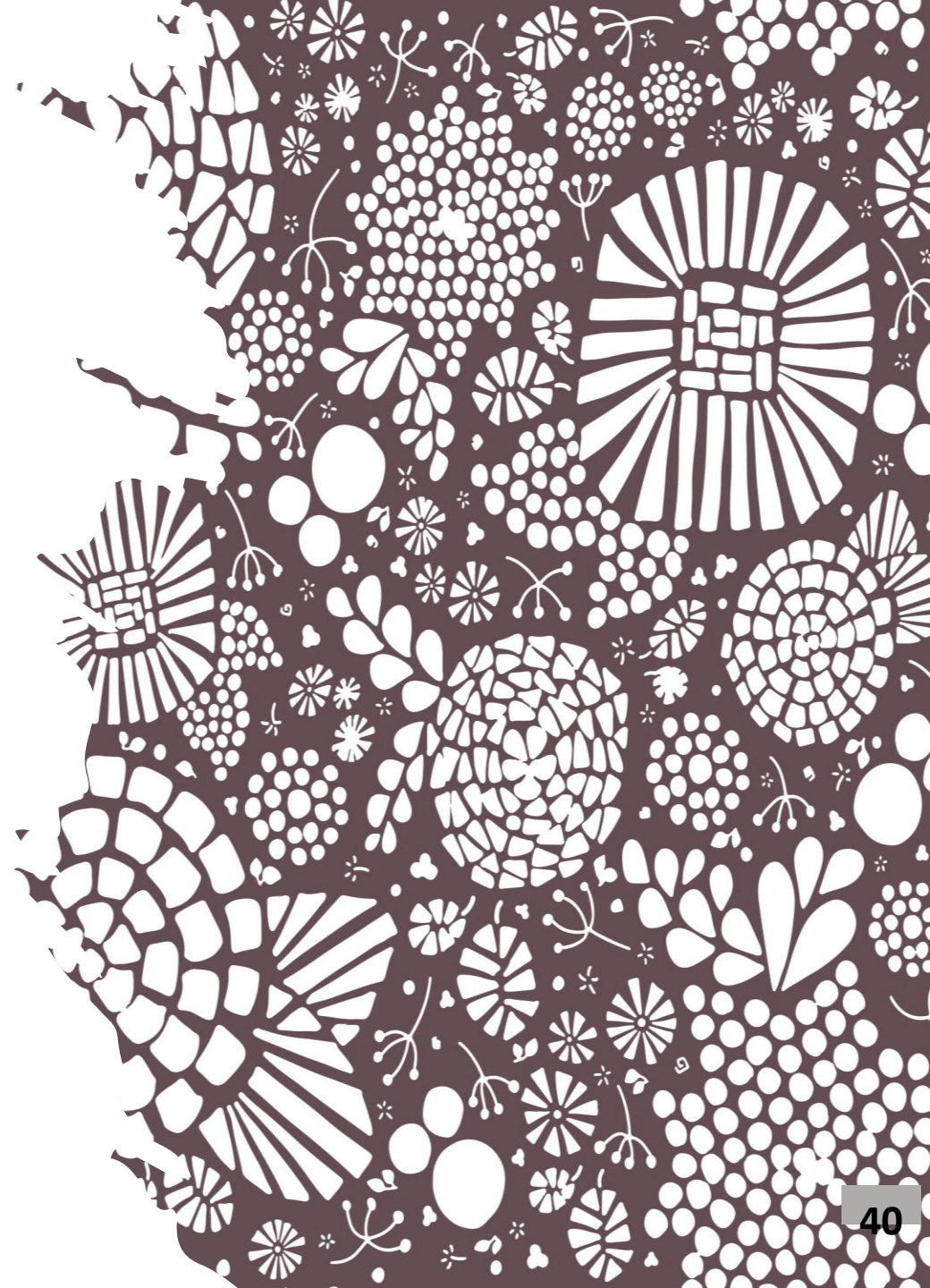
This includes items such as lip-balm, hand lotion (Non-petroleum based) and sunscreen. These items may be provided along with a note from the parent. These items must be store bought, in the original container and labeled with the child's full name and will be stored in the child's classroom. Diaper creams do require a doctor's note, as well as all petroleum-based products. All non-medicated items will be checked by the office/or teacher for expiration dates.

# MEDICINE

All medications must be turned in to a member of the office staff. NEVER leave medicine (even over-the-counter items) in your child's diaper bag and/or backpack. If medicine is found, you will be called immediately, and we will keep the item/items in the office for parents/guardians to pick up.

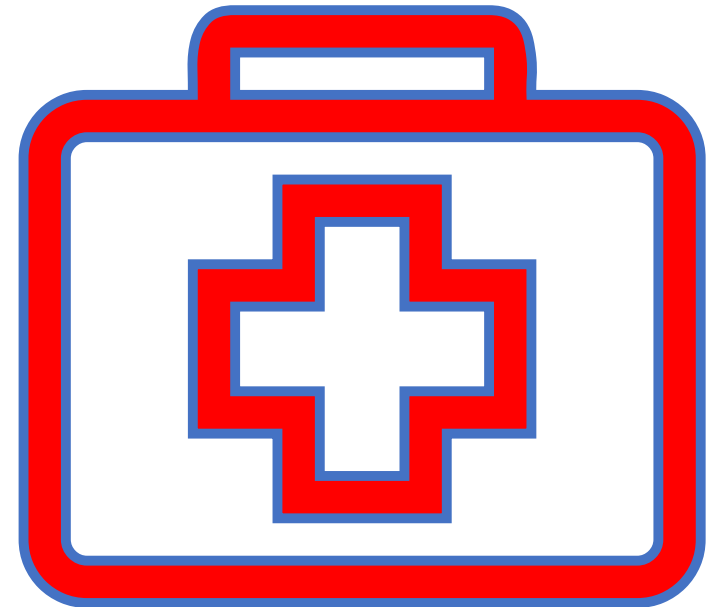
# EPI PENS

All EpiPens kept at MLHA must have a prescription from the child's doctor on file. EpiPens will be stored in our office in a locked cabinet and must be replaced by the parents when it is expired. EpiPens will not be shared with members of the same family. Each sibling is required to have their own prescribed EpiPen, as needed. All EpiPens will be administered by a trained member of the MLHA staff unless the child is on a field trip. EpiPens will be taken on all field trips for the children that require them. When on a field trip the EpiPen will be administered by the child's teacher. Whenever an EpiPen is administered, 911 will be called and the parent notified immediately.



# MEDICAL INSURANCE

Mighty Little Hands Academy's liability insurance policy covers the daycare ministry's children for certain injuries while on the church daycare property and while participating in a regularly scheduled activity. If at the time of an incident, there is other insurance other than described above, such as a family's privately held medical insurance, that insurance will always be the primary coverage (meaning the family's medical insurance will pay first). After the primary coverage is exhausted, the ministry's liability insurance provider will determine if any additional amounts will be paid. By enrolling your child in the daycare, you agree to these arrangements, and agree to provide whatever information is necessary to the ministry's insurance provider.





# CHILD ABUSE



FSSA requires by law that all members of childcare institutions be watchful and report all cases of child abuse. Our ministry will report any suspected cases of child abuse and/or neglect to FSSA.

A collection of safety and construction-related items is arranged on a dark wooden surface. In the top left, a yellow hard hat is partially visible. Next to it are a pair of tan leather work gloves. A rolled-up white blueprint with technical drawings and measurements is positioned diagonally across the upper middle. Below the blueprint is a black and white headlamp with a white lens. In the bottom left, there is a yellow and black safety vest. At the bottom center, several folding rulers of different lengths are laid out. To the right of the rulers, a pair of orange safety boots with black laces is partially visible. The entire image is framed by a white curved border on the right side, which separates it from the text area.

# SAFETY

MLHA practices fire, tornado, earthquake, and lock-down drills. The center practices the drills at different times of the day and year-round. The teachers are trained on appropriate procedures for each drill. The practice of these drills is to prepare and equip our staff and children in the event of a true emergency.



# APPROPRIATE CLOTHING DUE TO WEATHER

Based on the weather chart from the FSSA, the children will go outside up to 3 times per day for playground time. Adjustments are made to the length of the time outdoors depending on the weather conditions, such as: wind chill, humidity, and heat index. It is very important that the children are dressed appropriately for the weather.

Dress suggestions are as follows:

- Winter: Winter coat with hood, hat, mittens or gloves, scarf
- Spring: Light jacket
- Summer: Light weight clothing material
- Fall: Light jacket, Sweater



## EXTRA CLOTHES

- No child is exempt from spills, sickness, or accidents that require a change of clothing during the day. If your child does not have a change of clothes at MLHA when an accident occurs; **you will be called and asked to bring an appropriate change of clothes for your child immediately.** We do not have extra clothes to provide for the children.
- Infant through Pre-K must have two sets of spare clothes at MLHA
- Sets of spare clothes include shirt, pants, and underwear. For Pre-K, shoes, and socks need to be included.
- Please mark all spare clothing items with your child's first and last name.

## FLIP FLOPS AND CROCS

- For your child's safety, we discourage children wearing flip flops and Crocs. When children are running, climbing, skipping, riding scooters and tricycles, these shoes can cause the child to trip and fall.





# CUSTODY ISSUES

We require both parents/guardians involved

- to resolve payment and drop-off/pick-up issues without involving MLHA
- We will not be responsible for resolving these issues for you.
- We will not communicate directly with your attorneys unless required by a judge to do so.
- You are required to provide the daycare with all legal documentation concerning the custody rights of your child/children.
- Both parents listed on the initial registration form will have full pick-up and drop-off rights to the child/children within MLHA until legal documentation to the contrary is provided.
- We will not divide tuition payments; however, we will accept separate tuition payments. Both parents listed on the enrollment application will be held responsible for all unpaid tuition fees and late fees incurred.
- **Both sets of parents are included in all communications concerning the child/children.** If you cannot appropriately resolve your custody issues, your child/children will be withdrawn from MLHA.



# BEHAVIOR ISSUES



Mighty Little Hands has a discipline policy which consists of positive reinforcement along with a “Calming Corner”. Discipline is handled with kindness and patience. Biblical principles are always used. We reserve the right to appropriately discipline all children using these methods. Before a child is placed in the calming corner, we will attempt to redirect the behavior. We will speak with the child about 3 basic truths: God made me, God loves me, and Jesus wants to be my friend forever. The calming corner is located in the classroom in an area separated from the other children. The steps below outline the typical procedure for all ages used by the teachers:

- Before sending a child to the "Calming Corner", they are to be given a warning about their behavior.
- Tell the child why they are going to the “Calming corner”, such as: "You are going to the Calming Corner because you hit Paul".
- Let the child know how long they will be in the "Calming Corner", (approximately 1 minute for each year of age.)
- Before the child is removed from the "Calming Corner", the teacher will speak with the child and remind them of the classroom rules and give them the choice to come back and play with their friends or to stay in this area until they are ready to join the group again.

**Many times, changes in a child’s home environment may result in changes in their behavior at Mighty Little Hands Academy also. It is important you notify us of changes in your child’s routine.**

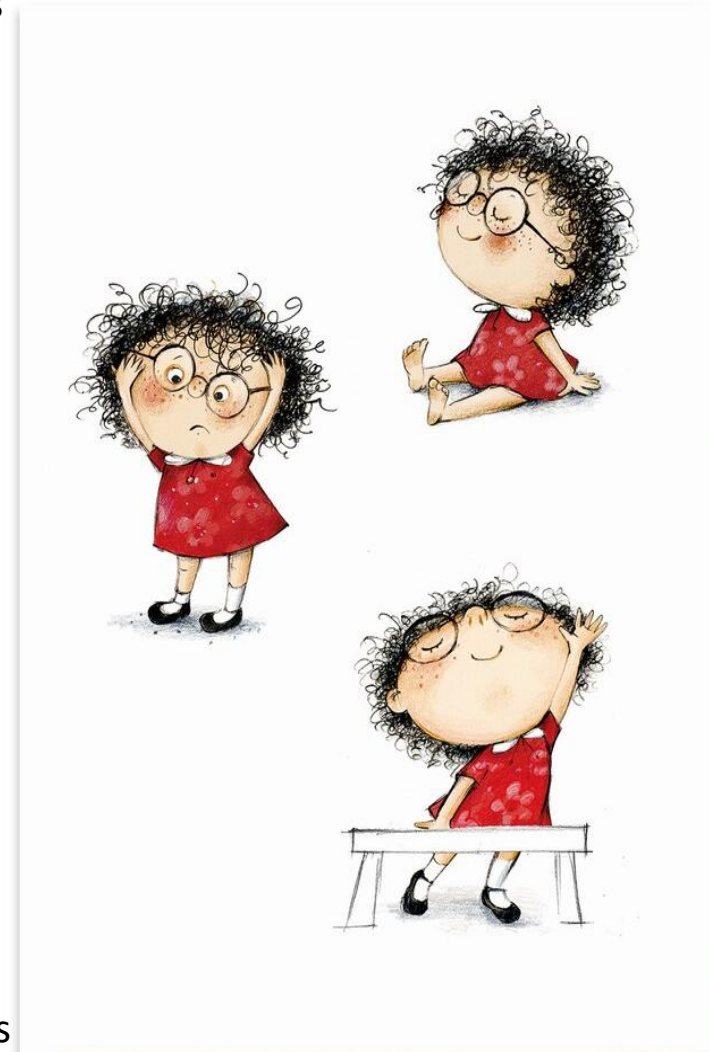
**Sometimes, what seems like a small routine change to us can be difficult to navigate for a child.**

# REPORTING BEHAVIOR ISSUES

- At times, an email may be sent home to document negative behavior. Not all visits to the “Calming Corner” will warrant an email sent to the home. However, if a teacher is noticing the same behavior multiple days in a row and feels as if reinforcement from home would be helpful, the teacher will send an email or an incident report. Behavior issues which may require an email sent to the home may include, but are not limited to the following: hurting self, others, or teachers, hitting, biting, tantrums, exposing oneself, using inappropriate language, etc.
- Every effort will be made by the teacher to resolve any discipline issues with your child. However, in situations where the behavior is unable to be resolved through communication between the parents and a teacher, a conference will be scheduled with our Director/Co-Director to address the behavior and work together to resolve it.

## TEMPORARY WITHDRAWAL PROCEDURE

- MLHA reserves the right to send a child home due to behavioral issues at any time. The duration of time a child will be asked to remain home may vary depending on the behavior issue.
- When called by the Director, the family will be expected to pick up their child immediately. This may occur without appointment and/or phone conference from the Director. The parents will be notified about the withdrawal details on an Incident Report. In the event a child is removed for disciplinary reasons, the parents will receive a written plan for re-entry. Upon returning, there will be a 30-day probationary period. During this period, if the behavior consistently reappears, Mighty Little Hands Academy reserves the right to permanently withdraw the student at any time. Tuition will not be refunded for the time missed.



**DISCIPLINE (continued)**

The background features a vibrant, abstract design with overlapping organic shapes in shades of blue, green, orange, and light blue. These shapes are filled with various patterns: white dots, white dashes, and white vertical lines. The overall aesthetic is modern and playful.

# Visitors and Nap Times





**Visitors are a welcome addition to our daily routine. Unscheduled visits from the custodial parent/guardian shall be permitted at any reasonable time Mighty Little Hands Academy is in operation and caring for the child. Children love when visitors come to the classroom. All visitors are encouraged to be mindful of their presence in the classroom, as to not disrupt the daily routine of the room.**

**Please observe the following guidelines while visiting:**

- All visitors need to check in with the office staff to present their Driver's License or Photo ID, and to get a Visitor badge to wear during their visit.
- Parents are required to fill out a Therapist's Information Sheet prior to having a developmental therapist visit their child.
- Additional relatives are only allowed to visit the students with prior notification from the enrolling parents/guardian.
- Visitors will not be permitted on-site during nap time
- Throughout the day we may have children and families touring our facility. They are always escorted through the building with a member of our staff.

# NAPTIME

MLHA observes a nap time each day. Some of our younger classrooms may take additional naps as needed. Nap times will be communicated to families by their teachers at the start of the year. We would prefer children not arrive or leave during nap times, so as not to wake others up. If your child needs to leave early for appointments or other reasons, we ask you to arrange this outside of the scheduled nap times.





# NAPTIME NEEDS

## Lullaby Lane

- ❖ Per the State Board of Health (FSSA) infants are only permitted to have a "sleep sack" during nap time. Sleep sacks must be free of any weights, loose pieces and in good condition.
- ❖ Blankets will not be permitted in the cribs per the state regulations in order to prevent against SIDS.

## Pea Pods through Pre-K

- ❖ A blanket, pillow and a small stuffed animal are permitted. These items must be taken home to be sanitized on the last day your child attends for the week.



# **FOOD AND BEVERAGE RELATED**



# FOOD ALLERGIES

## If your child has any food allergies:

- please notify your teacher and our office upon enrollment. Please be advised that we cannot be held responsible for any reactions to any allergens.
- for all documented allergies requiring an epi-pen, we will post a red stop sign on the door of the child's classroom. This stop sign will serve as a visual reminder that a child with a severe allergy is present in the classroom.
- any child with an allergy will have a red placemat to serve as a visual reminder. They will be placed at the end of the table, and we will try to skip a place between them and the next student if space is available.

## Peanut Butter/Peanuts/Nuts:

- there may be items served which have been made in peanut or nut facility.
- parents are **not prohibited** from packing peanut butter and jelly sandwiches in their children's lunches.
- peanuts and/or nuts may be present at MLHA





- Labels for all bottles should be placed high on the bottles, but not on the caps.
- Glass bottles are not permitted for safety reasons.
- All bottles will be warmed using a crock pot with water.
- All bottles must have a cap/lid and nipples in place.
- Any unused bottles will be sent home each day and cannot be stored for use the next day.
- We will work with all families as they transition their child from a bottle to a sippy cup.
- Bottles will be rinsed after each feeding. The used bottles and nipples will not be reused but sent home to be cleaned and returned the following day.
- You must provide separate bottles and nipples for each feeding. This means if your child takes 3 bottles a day and you only provide one bottle, we are not permitted to refill and reuse the bottles and nipples as they will not have been properly sanitized between feedings. If your child usually takes only 4 ounces per feeding and you supply us with only one bottle containing 12 ounces, due to bacteria growth, we are not permitted to re-serve your child from the same bottle/nipple during the remaining feedings for the day.
- Only adults are permitted to place/remove bottles and food in the refrigerator. This helps eliminate mix ups and contamination of bottles.
- If you use a reusable bottle with interchangeable bags, you will still need to provide separate nipples for each feeding.
- You are required to bring in pre-filled bottles. This means you need to mix your formula with water from home, and/or place your breast milk in a bottle.



# FORMULA

- All Formula Bottles are to be labeled with full name (first & last name, not just the initials), date, and time bottle was prepared and “F” for Formula.
- Formula Bottles must be used within 24 hours of the time prepared.
- Transport your bottles in an insulated container with an ice pack that keeps formula at 41 degrees.
- **See labeling on page 60.**





# BREAST MILK

- all breast milk bottles are to be labeled with full name
- all breast milk must be thawed prior to bringing it to MLHA.  
frozen bags of breast milk are not permitted.
- all unused breast milk must be used within 48 hours of the time expressed (to limit waste, only fill each bottle with the ounces your child typically eats per feeding)
- transport your bottles in an insulated container with an ice pack that keeps breast milk at 41 degrees.
- see labeling on page 61.

## **FRESH BREAST MILK:**

- fresh breast milk must be labeled with the date and time the milk was collected.
- fresh breast milk must be used within 48 hours of the time expressed.

## **FROZEN BREAST MILK:**

- Frozen breast milk can be cold thawed in your refrigerator, but it must be used within 24 hours from the time it was put in the refrigerator to thaw.
- Frozen breast milk must be labeled with the date & time the milk was put into the refrigerator.



# BABY FOOD (for infants)

- Due to limited storage, all baby food must be provided daily in correctly labeled containers.
- We are not able to re-serve unfinished baby food from jars for later meals.
- All food containers must fit in the child's designated container in the refrigerator
- Baby food containers are to be labeled. *See labeling on page 62.*

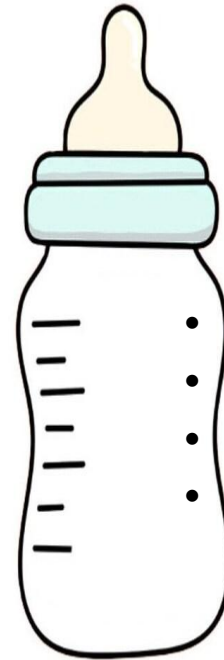


# PACKED LUNCHES



- Parents will be responsible to provide a packed lunch for their child/children each day. Soda is not permitted.
- Your child's lunch box must be labeled with the child's full name and teacher or classroom.
- Only food items, such as bottles, formula and baby food may be stored inside the refrigerators near Lullaby Lane.
- Parents/Guardians must sign the FSSA's Safe Transportation of Food Responsibility form along with your Enrollment Application.

# **LABELING FORMULA FORMULA**

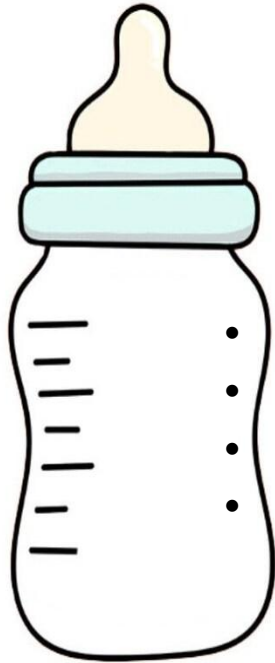


- CHILD'S FULL NAME
- TIME WITH AM OR PM
- DATE
- F

***PLEASE KEEP ALL LABELING AT THE TOP OF THE BOTTLE BUT NOT ON THE CAP***

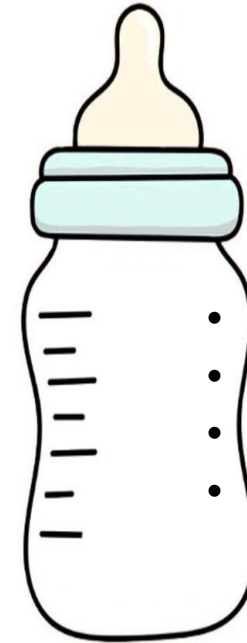
# **LABELING BREAST MILK**

## **FRESH BREAST MILK**



- CHILD'S FULL NAME
- TIME WITH AM OR PM
- DATE/TIME COLLECTED
- B-FRESH OR B-FROZEN

## **FROZEN BREAST MILK**



- CHILD'S FULL NAME
- TIME WITH AM OR PM
- DATE/TIME PUT IN REFRIGERATOR
- B-FRESH OR B-FROZEN

***PLEASE KEEP ALL LABELING AT THE TOP OF THE BOTTLE BUT NOT ON THE CAP***



# LABELING LUNCHBOXES AND BABY FOOD

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# PARTY TREATS~SNACKS



## TREATS

Parents are permitted to bring:

- Store-bought treats for birthdays in the original wrapper
- Homemade treats for special occasions may be approved upon request.

## CLASSROOM BEHAVIOR TREATS

Throughout the day our teachers distribute small amounts of behavior treats in their classrooms.

## SNACKS

- Children enrolled in Lullaby Lane, Pea Pods Plaza, Toddler Turnpike, and Tiny Titans Trail will be provided 2 snacks each day.
- Our Leaders Lane classrooms will be provided one snack each day.



**PACIFIERS,  
PACKING,  
POTTY  
AND  
LAUNDRY**

# POTTY TRAINING



## Parents must:

- notify their child's teacher when they want their child to begin potty training
- during this transitional time, parents are required to have multiple sets of clothes to be left at MLHA in case of accidents. This includes shoes and socks as well.
- due to the occasional explosive BM issue when potty training, all soiled clothing will be bagged. In the extreme case, parents will be notified if the item is unable to be saved.

## PRE-K

- to enroll in our PRE-K program (children who turn 4 by August 1), we require that your child be 100% successfully potty trained. ***This means your child would not need to wear pull-ups at any time, including during nap time.***

If your child is not potty trained by the beginning of the new school year, it will be at the discretion of MLHA to decide if your child is permitted to stay in the younger programs. If it is decided your child is not eligible to remain in the younger classroom, you will have to withdraw your child and contact us about enrollment once your child is fully potty trained. Enrollment will be based on availability.

Occasionally, all children have accidents. However, this becomes a health/sanitary issue after several consecutive accidents (same day or multiple days in a row) or not telling someone when they have an accident; preventing proper cleaning of the area and for this reason, they would not be allowed to stay in MLHA. **PLEASE, UNDERSTAND IF YOU TELL US YOUR CHILD IS POTTY TRAINED WHEN THEY ARE NOT IT IS EXCEPTIONALLY HARD ON THE CHILD WHEN THEY HAVE TO BE REMOVED FROM THE CLASSROOM AFTER ALREADY MAKING NEW FRIENDS.**



## CLOTH DIAPERS/WATERPROOF TRAINING PANTS

Mighty Little Hands Academy **does not**  
permit the use of cloth diapers or  
waterproof training pants.



# PACIFIERS

## LULLABY LANE:

- ❖ Children in Lullaby Lane will be allowed to have pacifiers when needed.

## PEA PODS PLAZA:

- ❖ Children may bring pacifiers for use during naps only.

## Toddler Turnpike:

- ❖ Children may bring pacifiers for use during naps only.

***Pacifiers are not permitted for students in Tiny Titans Trail and Leaders Lane.***





# LAUNDRY

All laundry (including bibs, bedding, wash cloths and burp cloths) will be washed with a gentle detergent. We also use a small amount of bleach per State Board guidelines with the laundry soap.





**Due to space restrictions, families are not permitted to leave the following items at MLHA:**

- Sports equipment for evening practices
- Car Seats (You are only allowed to leave a car seat if your child is enrolled in Lullaby Lane)
- Personal Items

***You are allowed to bring an overnight bag for your child; however, it must fit inside their cubby area.***



# **BEGINNING THE YEAR, SCHEDULES AND CLOSINGS**



# BEGINNING A NEW SCHOOL YEAR



Children will be placed in the appropriate classroom based on age when enrolling in MLHA; however, that group will then remain together, transitioning each August to the next age level. Families will be notified before a transition occurs. Every year, prior to the start of the new school year, the children, as well as any new families, are given a 30- minute tour of their new classrooms. If you enroll midway through a school year this tour will be offered to you prior to your child's start date.

We use the birthdate range used by the Lebanon School Corporation for our preschool program; students in our Leaders Lane classroom must turn 4 by August 1st of the enrolling year.

See page 6 for the names and age ranges of our classrooms.

# HOLIDAYS

We celebrate various holidays throughout the calendar year. Holidays celebrated include, but are not limited to: Christmas, Thanksgiving, Fourth of July, Valentines' Day, President's Day, Good Friday, Veterans Day, etc. Teachers will be in contact with their families to plan accordingly.

## “MEET & GREET” NIGHT

In August, from 4:00-6:00 pm, MLHA hosts a meet and greet event night for currently enrolled parents and children. During this time, we encourage our parents to tour their child's classroom. This is a good opportunity to meet other families, as well as your child's teacher. Parents will be able to ask any questions they may still have at this time. Families will be notified in advance of the exact date.



## SPECIAL EVENTS & CLOSURES

# MIGHTY LITTLE HANDS ACADEMY

## PRE-ARRANGED CLOSINGS

- New Year's Day
- Monday, 01/16/23 - No Preschool, Daycare only
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Break (Dates will be given on our annual calendar)
- Christmas/New Year's Break (Dates will be given on our annual calendar)



## EMERGENCY CLOSINGS

Regardless of closure reason or length of closure, the tuition statements will not be adjusted. As part of the Flat Rate Billing Policy, reimbursement WILL NOT be given for any center closures. By enrolling your child in Mighty Little Hands Academy, you are agreeing to this policy.



# Inclement Weather Policy



## CLOSINGS DUE TO INCLEMENT WEATHER

We will follow the Lebanon School Corporation regarding school closings. The reason for closures will be based on a variety of issues such as, but not limited to the following:

- Snow and ice accumulation
- Road conditions
- Travel safety concerns for children, families and staff

You **WILL NOT** receive a phone call from MLHA when we close due to weather. You will receive an email and text message through Procure informing you of the closure.

## EMERGENCY TEXT MESSAGING

The below text message templates will be sent to your cell phone:

- "Mighty Little Hands Academy is closed on 00/00/00 due to Severe Winter Weather: DO NOT REPLY
- Mighty Little Hands Academy is on a 2-Hour Delay (opens at 8:30 am) on 00/00/00 due to Severe Winter Weather: DO NOT REPLY

**OUR TEXT MESSAGE SYSTEM IS UNABLE TO RECEIVE  
REPLY TEXT MESSAGES**

# LOSS OF UTILITIES

If MLHA loses utilities for longer than one hour, we are required by the FSSA to evacuate. All parents will be notified to pick up their children immediately upon receiving notice. If we close due to loss of utilities, we must remain closed for the remainder of the day based on FSSA guidelines.

