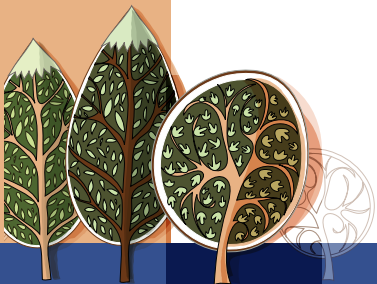


**A place
for your
preschooler
to start
creating and
innovating.**

Parents Handbook 2024 - 2025



**LITTLE
INNOVATORS
PRESCHOOL**



950 N. Peart Rd, Casa Grande, AZ 85122 (520) 381-2360 phone (520) 426-4294 fax
www.LittleInnovatorsPreschool.com

Dear Families,

Now that you have chosen The Little Innovators Preschool for your child, we welcome you and your family! This parent handbook will serve to communicate our policies and goals for the coming year.

It is important to us that we continue to build collaborative, supportive relationships with families. Please feel free to speak with the director or teachers for further clarification on the policies and additional information in this handbook.

Regards,

Patty Messer
Executive Director
The Grande Innovation Academy



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1. At a Glance

Little Innovators Preschool does not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, national origin, marital status or sexual orientation. Children are required to be toilet trained to attend. Parents have access to the classroom at any time during any operating hours.

Licensing:

Arizona Department of Health Services, Child Care Licensing.

Parents may obtain information regarding the regulatory compliance of AZDHS by contacting the Bureau of Child Care Licensing regional office at 400 W. Congress, Suite 100, Tucson, AZ 85701.

Ages:

3-5 years of age

Hours:

Preschool Time: Monday through Friday 7:30 am to 3:30 pm.

After and before care available from 7:00 am to 5:30 pm.

Plan for volunteers: All volunteers will undergo a Background Record Check.

2. Mission and Vision

Mission:

The Grande Innovation Preschool will provide a developmentally appropriate early childhood experience that centers on play. Through problem solving and critical thinking opportunities our preschoolers will gain confidence and independence while developing a growth mindset.

Vision:

The Grande Innovation Preschool will develop preschoolers that love to learn and can adapt to various learning situations including group collaboration and independent work time.



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3. Child Guidance and Discipline Policy

At Little Innovators Preschool we have basic rules for the health and safety of the children. We arrange the environment and offer a wide variety of age appropriate activities based on the interests of the children. We tailor our expectations to fit the developmental levels of the children to minimize frustrations and inappropriate behavior. We use positive approaches to discipline and discuss strategies to use with challenging behavior.

Teachers do not intervene; we do not use corporal punishment, or spanking. A child is never subjected to cruel or severe punishment, humiliation, or verbal abuse. A child is never denied food or force feeding as a form of punishment. A child is never punished for wetting, soiling, or not using the toilet.

We encourage children to develop their own self-control, autonomy, management of feelings, problem solving, and to work towards cooperative social behavior. The underlying goal of all discipline is to help children develop inner self controls and to replace adult-maintained external controls. We facilitate children coming up with their own solutions when conflicts arise. We promote the development of self-control and empathy within each individual child. Teachers set clear, consistent limits and strive to develop close, nurturing relationships with all children. We avoid the use of "No" and "Don't" unless a child is in danger, and even then follow it with a reason such as "that isn't safe" or "I can't let you hit Owen with the block because it hurts him." Teachers avoid ultimatums that force power struggles.

We work together with parents and other staff members for a consistent approach to a child's behavior. Parents are encouraged to discuss any questions regarding classroom and behavior management with the teachers or Director. Teachers and Director will make whatever adjustments to schedule or activities where possible. We offer choices, try to redirect activity or point out natural or logical consequences of various behaviors.

We try to separate the "deed" from the "doer" trying to relay the message that a child is accepted but the behavior is problematic. Positive behaviors are strongly encouraged and noticed. We point out when children share and offer other acts of friendship together.

If the child's teachers feel that the child would benefit from additional services, they will notify the parents and make recommendations.



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3. Child Guidance and Discipline Policy *(continued)*

Parents will be notified of the situation and of all ongoing developments by either the teacher or the Director. A parent conference will be scheduled as soon as possible to discuss the concerns. Parents will not be informed about every little problem that arises in the classroom. At Little Innovators Preschool, we take great pride in the teachers we have and their abilities to handle discipline in their classrooms. Parents will be notified only when the teacher and/or director feel it is necessary for parent involvement.

4. Parent Teacher Communication

- ▶ **Announcements** of general interest during the school year are posted on the bulletin board in the front entryway. Please check the bulletin board regularly.
- ▶ **Snack Calendars** will be sent each month by your student's teacher. Parents are asked to contribute towards snack once a month. All other snacks will be provided by Little Innovators Preschool or during their culinary time with Indulge Culinary Academy. Please check with the teachers for food allergy information.
- ▶ **Parent – Teacher Communications:** Conferences are held in October during the school year. Progress Reports are shared with parents at the parent conference. A signed copy (by parents) will be kept in the child's folder at preschool. At the request of a parent, teachers will schedule additional conferences. Our teachers urge you to discuss any special concerns or questions that you may have about the preschool or your child. Please be sure to inform the teachers if something has happened that may affect your child during his or her school day. Events such as a relative visiting, a new baby expected, an impending move, etc., can change a child's behavior at school. If the teachers are aware of significant events in your child's life, they can better understand your child and the changes in his/her behavior. It is also important that you communicate to teachers any special fears your child may have, such as animals, clowns, etc., because of the variety of things that may be encountered in the classroom. If the teachers have been alerted to special fears they can avoid the encounter or prepare the child for the event.
- ▶ **Pesticide application-** All parents of enrolled children at Little Innovators Preschool will be notified via posting on door no later than 48 hours before a scheduled pesticide application.



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4. Parent Teacher Communication (continued)

Early Childhood Educators in the state of Arizona are designated as mandated reporters. AZ law requires mandated reporters to immediately make an oral report to the AZ Dept. of Child Protective Services when, in their professional capacity they have reasonable cause to believe that a child under the age of 18 is suffering from abuse or neglect.

5. Parent Involvement

We encourage parents to contribute to their school by assisting with special projects and sharing their time and talents. Parents are invited to share holidays and other cultural traditions with the children. If you are interested in cooking or baking, reading stories, or helping children write their stories, we encourage you to volunteer your time and energy. Any contributions of time, talent, energy, class snacks, new and used toys and equipment, are always gratefully received.

6. Grievance Procedure

Our policy at Little Innovators Preschool is to maintain the best possible communication with families always. If at any time the lines of communication fail to meet a family's expectations the family can bring their concern to the director.

7. Admission

Little Innovators Preschool enrolls children all year on a space available basis. Children must be three by the first day of school. Groups are formed to balance gender and age.

Before children are admitted parents are required to fill out an Enrollment Packet containing the following:

- ▶ Child's Enrollment Packet
- ▶ Emergency Information and Immunization Card
- ▶ Copy of child's Immunization Record
- ▶ Copy of child's birth certificate



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8. Arrival and Departure

Please do not arrive earlier than the time you have contracted for. Upon arrival you will check your child in at the front desk. His or her teacher will be available upon check-in to direct your child to the proper classroom.

If your child will be picked up by anyone not listed in the registration packet (i.e., babysitter, classmate's parent, etc.) we must have a written notice to that effect. An email stating who will be picking your scholar up must be sent to info@giaowlsmail.com, or they will not be released to that person.

9. Lunch / Snack

Little Innovators Preschool provides daily snacks for children on days when a family is not assigned to bring snacks in for their class. We have a mid-morning snack and an afternoon snack. Hot lunches are also provided every day. Lunch menus will be posted each month. We do not offer alternative lunches. If your child does not like or is allergic to what is provided for lunch it is up to the parents to pack a lunch on that day. We encourage our students to try new foods and to give every meal a chance.

10. Snack

Morning and afternoon snack will be provided by Little Innovators Preschool on days when a parent is not assigned to bring in a snack for their class. We can always use contributions of fresh fruit or vegetables (carrots, cucumbers, cherry tomatoes, and celery), applesauce, whole grain crackers, popcorn, and pretzels.

Your student's teacher will distribute a sign up sheet for parents to select a snack to bring each month.

Variety is always good, or just bring something you know your child would like to share. Homemade healthy snacks are always welcome such as muffins or bread. Please let teachers know of any allergies.



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11. Toys From Home

Children are asked not to bring toys from home. The only "toys" from home that should come in are stuffed animals for rest time. There may be exceptions such as "Show-and-Tell" when a child can bring a toy from home. Your student's teacher will inform you via email when those occasions arise.

12. Clothing

Clothing for your preschool child should be simple, comfortable, washable and easy for your child to manage. Your child should be able to fully participate in all preschool activities and not worry about keeping their clothing clean or tripping over loose clothing on the climber outside. Smocks for painting are supplied by the school, but they are not always 100% effective!

13. Toileting

Staff guidelines: No child shall be punished, humiliated, or verbally abused for soiling, wetting, or not using the toilet. All children wash their hands with soap and running water after going to the bathroom and before snacks, meals, or handling food. Staff members also wash their hands with soap and running water after assisting children with toileting or toileting themselves. Individual paper towels are used to dry hands.

Clothing soiled by feces, urine, vomit, or blood is double bagged in sealed plastic bags and stored apart from other items for the parent to take home to launder.

All bathrooms at the preschool are cleaned every day. They are supplied with soap dispensers, paper towels, toilet paper, a wastebasket, and a step stool. Children are encouraged to use the bathroom facilities whenever they wish and a teacher will accompany them when they leave the classroom. Please talk to the teachers about ways we can help make this process work for your child.

14. Health Care Policy

Each child is required to be in good health and to be fully immunized or have a plan for immunization or to present written documentation of a religious or medical exemption.



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14. Health Care Policy (continued)

If your child has a chronic illness we ask that you and your child's doctor share as much information as possible to ensure that we can do our best to monitor your child's health needs while in school. We encourage parents, with the written permission of their health practitioner, to train staff in the implementation of their child's individual health care plan.

Illness in young children in preschool and child care settings is very difficult to manage. We understand that parents depend on us to provide care for their children but on the other hand we are not equipped to care for children when they are ill. The well-being of the individual child is our main concern but the health of other children and the staff is also a concern. Parents may differ in their assessments of what constitutes illness, so this policy attempts to develop a consistent standard of wellness. The teachers and Director will make final decisions about whether a child is well enough to attend the Preschool.

Please observe your child carefully and remember that your child has the potential for infecting many other children, staff and parents. The day at preschool is demanding on children's stamina and children who are not feeling well will have a difficult time enjoying the day. Sometimes a day at home to rest will be a great help for a child who is not quite him/herself. We ask that you notify the Preschool by 9:00am if your child will be out sick.

Children must be able to fully participate in all activities of the day including outdoor play to attend preschool. The teachers and Director reserve the right to send your child home if in their judgment your child is contagious to other children or too ill or uncomfortable to be at preschool. You will be informed immediately of the decision and are expected to pick up your child or decide for someone else to pick up your child. If we cannot reach you, we will contact your emergency designee. Your child will be isolated from the other children until your arrival.

The following list details many of the signs and symptoms which indicate that your child should remain at home and for which the staff will send your child home.

1. Fever of 101 degrees or higher in the morning. A child must have a normal temp for 24 hours before returning to the Preschool.
- 2 Any contagious disease. Some of these are:
 - ▶ Bronchitis or persistent cough
 - ▶ Chicken pox
 - ▶ Conjunctivitis "pink eye"
 - ▶ Diarrhea



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14. Health Care Policy (continued)

- ▶ Giardia
- ▶ Head lice
- ▶ Herpes simplex
- ▶ Impetigo
- ▶ Pinworms
- ▶ Rashes
- ▶ Severe cold with fever – much sneezing and nose drainage, severe tiredness or irritability, complaints of aches or pain (earache or sore throat)
- ▶ Strep throat

Parents will be notified whenever there is an infectious disease at the preschool. An exposure notice will be posted which details the symptoms of the disease, recommended treatment, and when a child may return to school. In some cases of more virulent diseases a memo will be sent to all parents and staff in the preschool with details about symptoms and treatment.

Please do not medicate your child with aspirin, cough syrup, etc. before sending them to school. We find that when the meds wear off in 2-3 hours, we have an ill and unhappy child on our hands. A child who is ill enough to need these medications should probably be at home. (See the medication policy for medication)

If your daily schedule does not allow you to stay home with your sick child or to pick up your child during the day, please have alternate care people available, whom you designate as such, and who are aware that they have been designated and might be called to pick up your child.

Hand washing is the first line of defense against disease. We are vigilant with both children and adults that hands are washed before eating or cooking, after toileting, handling body secretions and after cleaning. Please remember to have your child wash hands before entering the classroom in the morning.

15. Medication

Director and Teachers have been trained in the safe administration of medication. On an annual basis, the Director will evaluate each staff member's ability to safely and properly administer medication to young children.



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15. Medication (continued)

Administration of Medication:

If a child is no longer ill but needs medication to complete a subscribed dosage, we will administer the prescription. To do so we need the following:

- ▶ **For non-prescription medication:** A written order from the physician stating the name of the medication, the dosage to be given, as well as parental permission. Parent needs to fill out an authorization form. A physician may give a standing order for medication, valid for 1 year from the date signed. An attempt will be made to contact the parent before the medication is administered unless the need is urgent or permission has been given in the morning by the parent.
- ▶ **Non-prescription medication Includes:** Tylenol, cough expectorant, nose drops, etc. We cannot administer any of these medications without a doctor's note.

Prescription Medication:

The pharmacy label on the prescription container will suffice as physician's order and parental permission will be needed as well.

Authorization for Medication Form:

Medication Consent forms can be obtained from a teacher or Director. The form must show the date, name of medication, dosage, time to be administered, and number of days, administration is to continue and must be signed by a parent or guardian.

All medication must be given to a teacher or Director along with instructions. Never leave medication in your child's cubby or lunch box. Please bring a measuring utensil with medication. All medication containers will be returned to the parent when no longer needed, empty and/or when the medication has expired.

16. Emergency and Non-Emergency Medical Procedures

In case of minor accident or injury:

1. Staff will administer first aid to the child
2. The child's parents or physician will be called, if necessary.



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16. Emergency and Non-Emergency Medical Procedures (continued)

3. If any treatment is administered, no matter how minor, an injury report will be filled out by the teacher and signed by the parent. One copy will be placed in the child's file.
4. The Director will log injury

Our First Aid Kits, which are in the preschool classrooms, contain the following: Band-Aids®, adhesive tape, bandage compress, gauze pads, gauze roller bandage, thermometer, disposable gloves, instant cold-pak, scissors, tweezers, eye-cup, alcohol, CPR mouth guards. When on a walking field trip at least one teacher will carry a cell phone and that number will be posted on the classroom door.

In case of serious illness or accident:

1. The staff will immediately call 911.
2. Emergency First Aid will be administered by a staff member if necessary. All permanent staff are required to be first aid certified and re-certified every two years.
3. The parent will be called and asked to meet the child and teachers at the hospital. If unreachable we may call the child's physician.
4. Two adults must accompany the child to the hospital.
5. The teachers will bring the child's authorization and consent form to the hospital.
6. The staff will continue to attempt to contact parents
7. The incident will be documented in writing and placed in the child's file.

17. Emergency / Evacuation Plan

In case of emergency we will call 911 or the Casa Grande Police Department to obtain information in the case of natural disaster or another emergency. If evacuation of the building is deemed necessary, we will follow our fire drill procedures. We exit through the front door of the Preschool.

One teacher will lead the children to our designated area west of the building in the vacant lot. Teacher will call 911 to notify authorities of the emergency or to obtain further information.



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17. Emergency / Evacuation Plan (continued)

The second teacher will carry the attendance forms on a clipboard along with parent contact information. This teacher will do a sweep of the classrooms and bathrooms before exiting out the front door. Assistant teachers will help to reassure children while insuring safety. If shelter-in-place is deemed necessary, we will gather the children in the small back classroom away from windows.

Missing Children:

In the case of missing children the procedure will be:

1. Immediate thorough search of the premises including all outdoor play areas
2. Notification of Police
3. Notification of family / emergency contacts

Evacuation Plan:

In the event of a natural disaster, fire, loss of heat/hot water or other emergency requiring a need to evacuate the preschool, the following steps will be followed:

1. Children will be escorted out to the farthest part of the parking lot by teachers.
2. Attendance will be taken by the teacher(s) with the group of children. A teacher will be available to check the school for unaccounted children.
3. Teachers will bring attendance ledgers, emergency contact numbers, and cell phones to contact parents and emergency personnel.

18. Transportation

Little Innovators Preschool does not provide transportation.

19. Field Trips

Little Innovators Preschool will not be taking preschoolers on any field trips.



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20. How to Contact the Arizona Department of Health Services, Bureau of Child Care Licensing

Little Innovators Preschool is licensed and regulated in the state of Arizona by Arizona Department of Health Services, Bureau of Child Care Licensing. Parents are welcome to contact AZDHS for information regarding licensing and compliance history. A copy of licensing and inspection information is available from the director. Arizona Department of Health Services, Bureau of Child Care Licensing can be reached at 400 W. Congress, Suite 100 Tucson, AZ 85701. Phone: (520) 628-6541.

General Liability is carried by Hanover.

21. Tuition

Tuition fees listed below are based on a 4-week per month-annualized calculation.

Payments are due regardless of absences. No refunds will be issued. Payments are due on the dates of each month via the payment method that you select. If payment is unsuccessful on the due date a late fee will be assessed to your account. There is a late fee of \$15 per day past the due date. The Little Innovators Preschool reserves the right to withdraw your child should a payment exceed 15 days past due. Your child will not be readmitted until your account is brought up to date. In addition, returned and declined credit/debit cards will result in a \$10 fee, ACH \$25 fee.

If a parent chooses to withdraw child from school for any reason, a 30 day written notice is required and a prepaid month of tuition will be required to be applied for the final 30 day period of attendance.

Days Per Week	Full-Time Tuition
4.5 days per week:	\$625 per month

Schedule & Hours	
Mon-Thurs	7:00am-3:30pm
Aftercare	3:30pm-5:30pm
Friday	7:00am-12:00pm



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22. Parent Handbook Agreement

Child's Full Name

Date of Birth

Gender

By signing my name below, I am acknowledging that I have read
and understand all policies, rules, and procedures that are outlined
in the 2024-2025 Little Innovators Preschool Parent Handbook.

Parent Printed Name

Parent Signature

Date

Parent Printed Name

Parent Signature

Date



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