

# LITTLE ROADRUNNERS ACADEMY



## MISSION STATEMENT

Little Roadrunners Academy is a non-profit institution whose mission is to provide a fun, loving and quality educational experience for every child between the ages of six weeks and ten years of age. Beginning with the skills that each student brings to our school, and learning with the knowledge, and thirst for information that will make them learners for a lifetime.

## PHILOSOPHY STATEMENT

At Little Roadrunners Academy , we know that children are small but unique, precious individuals. They are developing at their own rates as a result of their own special circumstances and experiences. We also know that children's physical and emotional growth happens simultaneously. Consequently, we believe that children learn best through play and hands on activities in an environment that supports their learning and exploration. We also believe that children learn best when they feel safe. To support feelings of safety and trust we believe that adults must set rules and limits that are clear, consistent, and responsive to all children. Finally, we believe that children learn best from staff that are warm, nurtured, and well trained in early childhood education and developmentally appropriate practice.

## CURRICULUM

We believe children learn best in an atmosphere that promotes play as the primary mode of learning. This means that children will have multiple opportunities to become familiar with, and eventually master, basic life skills using a variety of hands-on activities. We are

committed to providing each child with stimulating daily experiences: presented in a user friendly, developmentally appropriate way. There will be many types of materials that will be available to the children for use as a free choice activity or to enhance teacher-initiated activities. Teachers are dedicated to receiving continued professional development in the Early Childhood field and using that knowledge to better our program in everything that they do.

We make sure that each child goes through each level of learning: initial exploration, becoming comfortable with the skill, and eventually mastery of the skill. Children are encouraged to take risks without fear of rejection, understanding that often as much can be learned from an experiment that does not get the expected results as one that does. Lesson plans are designed with outcomes in mind and are flexible to allow the interests of the children to be primary focus of learning. The curriculum consists of developmentally appropriate practices that are based on a holistic view of children, meeting their needs in all six developmental areas: physical, motor, social, emotional, language, and cognitive. However, every aspect of our curriculum is planned to increase children's social/emotional well-being and reflect the mission of the program as a whole.

## **TUITION AND FEES**

Little Roadrunners Academy is a non-profit organization and depends on the fees and tuition collected to operate. Please be prompt with your payment. Payment is due in advance by Monday of each week. There is a \$20.00 late charge for late payments. Personal checks, cashier checks, money orders, and cash and credit cards are accepted. You are paying for the slot and not the number of days your child is in attendance. Our Full-time rates cover ten hours a day, if your child is here over ten hours, you will be billed \$15.00 per hour thereafter. (Per Child) When you take a vacation or if your child becomes ill, you are still required to pay for days absent.

### **Weekly full-time rates are:**

Infant (6-weeks-24 months)	\$180.00
Two and Three year olds	\$200.00
Four and Five year olds	\$200.00
Drop Inn all ages	\$50.00

The before and after school program \$95.00 (additional fees for in service days and school closures).

There is a one-time registration fee of \$60.00 per child at the time of enrollment. Registration fees are non-refundable.

Our center closes at 5:30pm, if your child is not picked up on time we will assess a \$1.00 charge per minute per child that you are late to be paid by the following business day.

**The regular contracted rate, as shown above, will not be credited towards holidays or any other vacation time taken by parents.**

## **CUSTODY POLICIES**

Only those people you have authorized to pick up your child will be allowed to do so. If there are custody issues in your family, please keep us informed. We cannot legally refuse a biological parent, whether listed on the registration form or not, access to his/her child unless there is a court order. If you have concerns regarding a non-custodial parent, keep us informed, obtain the necessary legal documents to protect your child, and be sure to keep a current copy of that documentation on file with us. Please do not put your child or our center children and staff in the middle of your family situation. **We will require written permission or official documentation from any person not listed on the registration form as authorized to pick up your child before granting access to your child.**

## **FIELD TRIP POLICY**

All children will be required to have a signed permission slip before being allowed to participate in field trips.

## **PICTURES**

Occasionally throughout the year we will take pictures of the children for use in crafts, bulletin boards, nutrition program and other Face book. If you do not wish to have your child's picture taken and displayed, please notify the office in writing. This also applies to video recordings.

## **HOURS OF PERATION AND HOLIDAY CLOSURES**

Little Roadrunners Academy:  
Monday- Friday 6:30am-5:30pm

**We are closed for the following Holidays:**

New Year's Day  
Day before or after New Year's  
Memorial Day  
Fourth of July  
Labor Day

Thanksgiving Day  
Day after Thanksgiving  
Christmas Day  
Day before or after Christmas  
Early on Good Friday (TBA)

## **BIRTHDAYS AND OTHER CELEBRATIONS**

We will celebrate each child's birthday unless otherwise requested by parents. If you would like to bring a treat for your child to share with classmates on their special day please let us know. There are some restrictions on what kinds of treats may be offered to children in our program. Please consider healthy snacks and treats rather than those with high sugar and low nutrition content. We celebrate all major holidays in our center including Thanksgiving, Fourth of July and Christmas along with all of the others. If your family does not celebrate holidays, beliefs will be honored, and your child will not be required to participate in any holiday celebrations you identify.

## **TREASURES FROM HOME**

We ask that you encourage your child to leave personal belongings and treasures at home except on show-and-tell days. We have plenty of toys here for all children to play with. If your child brings toys from home, we cannot be responsible for lost or broken items. In addition, we find that children have a very difficult time sharing their personal treasures and problems can be avoided if they do not bring them to the center.

## **CONFIDENTIALITY POLICY**

All information about your child and your family will be held in the strictest confidence and will not be released to anyone without prior written consent from you.

## **CHILD ABUSE/NEGLECT RERORTING**

We are required by law to report all suspected child abuse and/or neglect to the New Mexico Children, Youth and Families Department. Please understand that we have your child's best interests as our primary focus.

## **DISENROLLMENT POLICIES**

If you wish to dis-enroll your child from Little Roadrunners Academy you must give a two-week notice. All accounts must be settled at this time. There are no refunds on paid accounts. If your child does not attend for two consecutive weeks, without notice, your child will be automatically dis-enrolled and you will be billed for those two weeks.

Payment must be made for all time that your child's spot is being held because we cannot accept another enrollment or drop-in.

This center reserves the right to terminate the enrollment agreement with a family for any reason, including, but not limited to the following:

- Non-payment
- Failure to observe the rules and policies outlined in the parent handbook
- Child and/or parent who's needs cannot be met adequately by our program
- Physical and/or verbal abuse of staff or children by parent or child
- Chronic disruptive behavior that interferes with the provision of quality of care for the other children in the program

## **SIGN IN AND OUT**

Your child must be signed in and out at the front desk each day. Daily attendance is an important safety tool that must be completed at all times as it is used to account for all children in attendance especially during emergency evacuation of the building. Please escort your child to his/her classroom and make sure that teacher is aware of your child's arrival or departure. Anyone picking up your child must show proper ID such as a driver's license and be listed on your child's enrollment form. No one under 15 (unless it is a child's parent) will be allowed to pick up children from this center.

## **MEALS**

We participate in Child and Adult Care Food Program. You will need to fill out an income eligibility form. The food program requires that children eat what is served at the center; **do not** bring any outside food to the center. We serve the following meals:

- Breakfast 8:00-9:00
- AM Snack 10:00-10:15
- Lunch 11:00-11:45
- PM Snack 2:30-2:45

## **ILLNESS AND HEALTH POLICIES**

Under no circumstances may a parent bring a sick child to daycare. The following will be considered in determining if your child will not be allowed to stay and must go home:

- Fever of 101 degrees or more
- Inflammation of the eyes
- Vomiting
- More than one incidence of diarrhea
- Suspicion or confirmation of a communicable disease
- Rash of unknown origin

- Has been on antibiotics for less than 24 hours
- Frequent coughing
- Excessive nasal discharge

If your child becomes sick during the day you will be notified and asked to pick up your child within thirty minutes. We are not equipped to keep sick children separated from other children in the center. **Contagious diseases must be reported to the director by the parent as soon as the illness has been diagnosed, so that other parents may be notified of the exposure. When a potentially contagious illness occurs a note will be sent home to parents of children who may have been exposed.**

When determining whether or not your child is ready to return to the program: mood, appetite, behavior and activity are normal again. Antibiotics (if prescribed) have been used for a full 24 hours.

## **MEDICATION POLICY**

Parents must fill out and sign an authorization form each time they wish for our program to administer medication to their child. This authorization must include the name of medication, dosage, and instructions for administration. All medication must be in its original container, with the child's name written on it, current date and detailed instruction. Prescription medication will only be given to a child once daily. Non-prescription medications will only be given with written authorization from a doctor or nurse. All medications must be given to the office staff upon your arrival at the center. Do not leave medications in your child's backpack or diaper bag.

## **MEDICAL CONDITIONS**

Be sure to notify us of any special medical condition that warrants our attention. This is especially true of allergies. Please make sure we are aware of any dietary restrictions and/or food allergies that your child might have.

## **ACCIDENT AND INCIDENT REPORTS**

Accident and incident reports will be filled out in case of bumps, bruises, and scrapes that your child might receive while in our care. We are required to keep a written record of accidents on file. We will supply you with a written record of the incident, listing as many details related to the injury as possible. If your child suffers from a more serious accident a copy will be given to parent and a copy kept on file. Despite the best intentions and careful monitoring of potential safety hazards, minor injury is inevitable in childcare facility. All minor injuries will be treated with soap and water, ice and band-aids. If your child suffers from a more serious accident, we will notify you or the emergency contacts listed on your registration form immediately. In case of an extreme emergency that requires medical attention, we will call 911 first and then immediately contact you. Be sure that medical information is completed and accurate on your child's enrollment and registration forms. If you are not going to be at your usual place of employment, or at home, please make sure that we have a number where you can be reached. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required. Neither the Board of Directors of Little Roadrunners Academy

and Daycare nor the program directors will be held liable for any sickness/injury of either parent/guardian or child while on the premises, or on program outings.

## **NOTIFICATION OF ABSENCE POLICY**

If your child is going to be absent from our care for any reason, please notify us as soon as you know.

## **COMMUNICATION**

We believe that communication is essential to provide a positive atmosphere for your child's development. Every three months your teachers will hold parent-teacher conferences to discuss about. Also, please allow a few minutes at the beginning and end of the day to talk to your classroom teacher about both positive and negative events that may significantly affect your child's needs and behaviors. Likewise, we would like to let you know of any new skills or accomplishment your child may have experienced as well. Please feel free to talk to the classroom teacher about any questions or concerns you might have. You are welcome to schedule a conference time to discuss any issues that concern you with Little Roadrunners directors. Since your time and ours is limited and valuable, please limit any conversations with staff to issues concerning your family/child only.

## **PARENT INVOLVEMENT**

Parents/Guardians, we encourage each and every one of you to participate in any or all of the following activities:

- Parent/ Teacher Conferences
- Monthly Calendar of Events
- Graduation for Children Entering Kindergarten
- Volunteer In Your Child's Classroom
- Classroom Survey
- Open House
- Fundraisers
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## **CLOTHING**

Our program includes activities that may allow your child to become messy. Children need to wear suitable clothing daily. Despite the use of smocks and aprons clothes can still get dirty. Children should come dressed comfortably, simply and suitable for the

weather. An extra set of clothing (**Well Labeled**) needs to be left in center just in case of an accident. We will let you know when clothing becomes soiled so that you may take it home to wash. We ask that you **LABEL** all clothing including coats and sweaters with your child's name. Lost clothing is a problem most of us just can't afford. Please don't send clothing that cannot be easily replaced.

## **NAP**

All children are required to take a rest period after lunch. We provide each child with his/her own cot and sheet. Sheets are washed once a week, each classroom has its day. You may bring your child's favorite blanket. Don't forget to label it. We ask that you take it home every Friday to wash. We have very little storage room and cannot accommodate large items.

## **DISCIPLINE AND GUIDANCE**

At Little Roadrunners we believe discipline is helping children to learn to live within their community, to develop self-control, and to respect the rights of others. To foster this growth and development children need to know what is expected of them. They need routines that they can count on, consistency in rules and limits, and lots of positive reinforcement for acceptable and desired behaviors. We provide a predictable daily schedule that children can count on that includes a balance of indoor and outdoor activities, teacher directed and child selected activities, quiet and noisy activities, small group and whole group. We encourage self-help and responsibility. When children are being disruptive, we talk to them and try to help them express themselves. Teachers and administration will look for strategies, apply those, and if necessary, hold a parent meeting to partner with families to find better solutions. Please feel free to discuss any concerns you might have regarding your child with Directors or staff.

## **CONFIDENTIALITY POLICY**

All information about your child and your family will be held in the strictest confidence. It will not be released to anyone without prior written consent from you.

## **SUPPLY LIST FOR ALL CHILDREN**

- Box of Kleenex
- Wet Wipes
- 3 or 4 Changes of clothes
- Diapers
- Water bottle

Check with classroom lead teacher for any other supplies specific for the class.

## **DAILY ACTIVITIES SCHEDULE TWO- & THREE-YEAR-OLD CLASSROOM**

6:30-8:30	Breakfast and free play
8:30-9:00	Diaper Chang/Potty Break
9:00-9:30	Circle Time
M&W Motion Songs/Pledge/ Alphabet	T&Th Motion Songs/Pledge/Numbers
	Fri Review/Show & Tell
9:30-10:00	Class Time (Worksheets)
10:00-10:30	outside Play
10:30-11:00	M- Th Story Time/Songs
	Friday Color page
11:00-11:15	Diaper Change/Potty Break/wash hands
11:15-12:00	Lunch
12:00-12:30	Lunch Clean Up
12:30-2:00	Nap/Rest time
2:00-2:15	Diaper Change/Potty Break
2:15-2:30	Snack
2:30-3:00	Outside Play
3:00-3:30	M&W Colors/Color page T &Th Shapes/work sheet
3:30-4:00	M Modeling clay T Manners/Color page
	W Safety/Color page Th Health/Color page Fri Puzzles
4:00-4:30	diaper Change

4:30-5:00 Clean Classroom/Join 4/5 Class  
5:00-6:00 Self Selection/Prepare to go home (in 4/5 class)

### **Class Schedule Four and Five**

**6:30-8:30** Breakfast/free play

**8:30-9:00** M&W Class time: Motion songs, pledge, Alphabet, sounds, vowels/work sheet  
T&Th Numbers (1s, 2s, 5s,10s) Colors, Shapes (English/Spanish) Number for the week/work sheet  
Fri- Review/work page

**9:00-9:30** Color & Shape of the week/work page

**9:30-10:00** Manners/Color page

**10:00 - 10:30** Outside play

**10:30 – 11:00** M-Th Art Activity Fri- Color page

**11:00 – 11:15** Story Time

**11:15 – 11:30** Wash Hands

**11:30 – 12:00** Lunch Time

**12:00 – 12:15** Wash Hands

**12:30 – 2:00** Nap/Rest time

**2:00 – 2:30** Put cots away

**2:30 – 3:00** Snack time

**3:00 – 3:30** Outside time

<b>3:30 – 4:30</b> M-Health/work sheet	T-Bingo/Memory games
W-Puzzles/Opposites	Th-Writing (names/letters)
F-Modeling clay	

**4:30-5:00** Repeat of 8:30 Class time

**5:00 – 5:30** M-Th Rotation of Centers F-Movie & Pop Corn

**5:30 – 6:00** Clean up and prepare for home