



## Little City Kids Admission Policies

These admission policies are provided in accordance with the California Department of Social Services regulations governing child care centers (California code of Regulations (CCR), Title 22, Division 12, section 101218). The Department or Licensing Agency shall have the authority to interview children or staff member, and to inspect and audit child or facility records without prior consent. The Licensee shall make provisions for private interview with any children or staff member, and for the examination of all records relating to the operation of the child care center. The Department has the authority to observe the physical condition of the child (ren), including conditions that could indicate abuse, neglect, or inappropriate placement. Please read this document carefully.

### **The Services We Provide**

Little City Kids offers innovative and creative educational programs for children ages 6 weeks to 5.9 years old. Itty Bitty City Kids, our infant/toddler program, is housed in our brand new classroom

- Itty Bitty City Kids, our infant program, for children ages 6 week to 2 years.
- Little City Kids play-to-learn preschool, for children ages 2 to 5.9 years.

Our school is open from 6:00 a.m. to 6:00 p.m. Monday through Friday, 12 months of the year except on those published school holidays.

### **Visiting the School Before Enrollment**

We invite prospective parents to observe our facility prior to enrolling their child. We will be happy to show you our school during normal school hours. We kindly suggest that you call before arriving for a tour so that we may arrange a mutually convenient time.

Observation visits are very important and we suggest that you bring your child with you. This will give you the opportunity to observe how your child interacts with our school environment.

### **Enrolling Your Child**

We accept enrollment throughout the year on a space available basis. If you decide to enroll your child at Little City Kids please contact our director. Upon payment of a NONREFUNDABLE registration fee (please consult our fee schedule) you will be provided with an enrollment packet. This packet contains forms required by the state of California, descriptions about our



school, and a parent handbook. Please read all included documents carefully. Before your child can be enrolled at our school you MUST complete and return all required forms, including medical records that verify immunizations. We are required to keep these documents in your child's file.

The ENROLLMENT AGREEMENT included in the enrollment packet must be signed and returned to the director within seven (7) days of enrolling your child. A signed copy of the ENROLLMENT AGREEMENT will be provided for your records. Tuition fees for the month are due at the time of enrollment. Fees will be prorated if your child is joining the school in the middle of the month.

### **If Space is Not Available**

If we are unable to accept your child due to space limitations you may place your child's name on our waiting list. When space becomes available we will notify you by telephone. Please make sure that you notify the school of any changes in your contact information. We will attempt to call an applicant on the waiting list three times. If we are unable to reach the applicant after three attempts we will move to the next name on our waiting list. If we are unable to contact parents after several attempts we will remove their name from the waiting list. If an opening is refused by an applicant their name will be removed from the waiting list.

### **Child Guidance Policy**

At Little City Kids, we do not have a discipline policy, because we do not believe in disciplining children. We do, however, have a Behavior Management Policy, because we believe very strongly in managing a child's behavior, using preventative techniques before behaviors become problematic.

As a rule of thumb, adults are responsible for 90 percent of child discipline problems. This is because adults have the power to control situations so that problems don't arise. Children generally don't have that power. Children are dependent on adults to correct situations. Occasionally a child will misbehave for no reason, but most of the time, the child actually has a reason. Adults need to take a long-term approach to behavior management by identifying those reasons and rectifying them before the child's behavior deteriorates.

For the most part, children know the rules, and know what they should or shouldn't be doing. If they could be doing the right thing, they would be. Most misbehavior is simply the result of a child not expressing their needs effectively.

### **When Things Have Gone Too Far**

This statement from the Department of Social Services (LIC) sums up our policy: "Punishment that is humiliating or frightening to a child, such as hitting, spanking, shaking, verbal or sexual abuse, withholding or forcing food or punishment for lapses in toilet training and other forms of physical punishment are prohibited. These forms of punishment



will never be used, even at the request of the parent."

Active and happy classrooms are the keys to a good early childhood education. Little City Kids' teachers plan and implement stimulating learning programs designed to keep children challenged and constructively active. Our main goal is to stress the importance of respect: both for other people and for material possessions.

1. The teacher assesses the child's immediate needs, and attempts to satisfy them.
2. The teacher uses Playful Distraction to interrupt disruptive behavior.
3. The teacher talks with the child, explains the problem, clarifies our expectations, and redirects the child to an alternate activity.
4. The teacher moves the child away from the sticky situation in order to discontinue the behavior, and gives a brief explanation.
5. If the child's behavior is out-of-control to the extent that he/she cannot stand or sit independently, the teacher will assist the child in calming down, either by standing behind the child and resting her hands on the child's shoulders or by holding the child in her lap.
6. In extreme cases, when the child is so out-of-control that he or she disrupts the classroom activities, the teacher will take the child to the director's office. The acting director will work with the child to help him or her regain composure, and work with the child to help understand why the child is acting out. Director and child will work together to discover the underlying trigger, and work to discover better ways to correct the problem.
7. Graduated Assistance: If a child becomes a "disciplinary problem" by repeatedly committing the same offense, the director, teacher, and parents will work with the child to resolve the situation. In extreme cases, the child's enrollment may be reassessed.

Parents will always be notified when a discipline problem arises that requires the director's assistance.

### **Enrollment Forms parents must complete and submit prior to your child's enrollment:**

- ✓ **Admission Agreement**
- ✓ **LIC 995 Notification of Parent's Rights**
- ✓ **LIC 613A Personal Rights**
- ✓ **LIC700 Identification and Emergency Information**
- ✓ **LIC627 Consent of Medical Treatment**
- ✓ **LIC702 Child's Pre-Admission Health History-Parent's Report**
- ✓ **LIC701 Physician's Report**



I have read, understood and accept the terms of this admissions agreement. Terms accepted by:

Signature of Director: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_