

Little Wings PRESCHOOL

Parent Handbook

Welcome! We are excited that you have decided to enroll your child at Little Wings Preschool! Little Wings is a center where typically developing children receive high-quality early childhood education while being included with children with special needs. Little Wings Preschool was founded in partnership with MP Health (a sister agency of Mariposas Project-Early Intervention Agency) in order to provide physical therapy, occupational therapy, as well as counseling on site. Simply put, we are very excited to offer quality childcare in an inclusive environment. We encourage you to read this handbook and to familiarize yourself with our policies and expectations!

Center Information

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An Overview of Little Wings

Mission and Vision Statement:

The mission of Little Wings is to provide an inclusive, early-learning environment for our children and families. Our vision is to create a world in which children (and adults) value each other's' cultural, physical, and intellectual differences. At Little Wings, we offer children an expansive range of perspectives by welcoming children of varied developmental abilities, ethnicities and backgrounds. We combine a range of age groups in our classroom, in order to help children develop empathy, understanding, acceptance and respect for the differences between us. Little Wings teaches children self-confidence, a sense of belonging, and appreciation for personal uniqueness.

Philosophy on Education:

At Little Wings, we see children as strong, capable, and brilliant little minds. We believe that all children have the desire to communicate and connect. Little Wings takes its inspiration from the Reggio Emilia approach to preschool education, which gives parents, teachers, and children an equal voice in the learning experience. The Little Wings philosophy draws on the Reggio Emilia approach, Constructivism, and the ideas of Vygotsky and Piaget. The interests and ideas of children form the framework for our curriculum. Our thoughtfully-designed classroom environments foster exploration, experimentation, and interaction among children. Active participation by parents is essential to the success of our preschool, and forms the third point of the triangle of relationships among children, teachers, and parents.

Statement of Respect/Parent and Children's rights:

We are deeply committed to equity, honesty, kindness, and respect as part of the educational experience. To this end, we:

- strive to celebrate diversity both within our community and in our curriculum;
- are concerned for the well-being of all people;
- seek to build the self-esteem of all people;
- aspire to promote understanding among all people.

Recognizing the dignity and worth of all individuals and to protect their rights, we oppose bias, prejudice, and discrimination. Little Wings does not condone any behavior which is inconsistent with these tenets. We believe that spoken or written language or any behavior that is inconsistent with this philosophy and/or that demeans one's ethnic, religious, racial, physical, personal and/or sexual characteristics is unacceptable. We expect individuals to take responsibility for their words and deeds and to respect all people.

Approach to Learning:

Our emergent curriculum is based on keen observations of the interests of children. You will see teachers and MP Health staff writing on clipboards as they document their observations of children's language, motor skills, ideas, friendships, and accomplishments. Our teams of teachers and therapists routinely convene to discuss and share their observations of the children. The curriculum for the coming week is based on these observations and from the team's hypotheses of where the children's interests are and where they might go next. Essential to this approach is longer periods of uninterrupted work

time for children, where sustained focus and in-depth study are possible. Transitions in activity are based on when children are ready to move on, rather than on a specified time. We look for opportunities for children to practice conflict resolution, facilitated by an adult helper, and build relationships with one another. We believe that children learn best when relating to their peers, when deeply engaged, and when emotionally regulated.

Days and Hours of Operation for all programs:

Monday- Friday

Mornings: 8:00am –12 pm

Full Days: 8:00am- 4:30pm

At Little Wings, we accept children from the ages of ages 24 months to 5 years old.

After an observation of the child in the group during a preschool tour, the teacher and parent must agree that the child and program are a good fit before the child can be accepted. We reserve the right to change your child's placement if we see that the child requires additional support. For children needing more individualized support, Little Wings 1:1 is available.

Little Wings Philosophy Regarding Inclusion:

Successful models of inclusion believe that ALL children are different, and ALL children can learn. There is nothing about a child that needs to be “fixed” in order for that child to fit into a system. The school system, as a whole, is enabled to change in order to meet the individual needs of ALL learners. Inclusion is the educational practice of educating children with disabilities in classrooms alongside children without disabilities. "Full Inclusion" places a special education teacher or therapist as a partner in a classroom with a general education teacher. The Little Wings inclusion model engages young children who are receiving therapy, with typical developing children. With the support of the early childhood educator and the therapists, these two groups learn with and from each other and work together on projects and activities.

Parents often want to know if integrating a child with disabilities into a classroom with typically developing children will harm their child's normal development. Research indicates that typically developing children are NOT harmed by being integrated with children with disabilities, and in fact, most parents of typical children who are taught in an inclusive classroom find the experience to be more beneficial for their child. Inclusion teaches children important life lessons about compassion, tolerance, and the range of individual differences, and that they don't have to be perfect to be valued. They learn that all people are unique, including themselves. Additionally, all children benefit from the increased level of professional staffing, regardless of their developmental status. Inclusion is about building relationships. Your role as a parent is to facilitate this process by building relationships with the therapists and teachers as well as all children in the classroom. MP Health's “in house” therapists provide support throughout the day alongside our specially-trained clinical early interventionists. In addition to the classroom support, a therapist provides a 30-minute consult weekly to support the

teacher in working with each individual child. For the developmental program Little Wings 1:1, parents are required to attend clinical aide training provided by MP Health. For the developmental program, Little Wings Two parents may also attend this training but are not required to do so.

Enrollment Process:

During our tour, we are able to see your child interact with the class. This will provide both the teachers and the family with a better idea if this program will be the right fit for the child (Currently, tours are scheduled after hours daily 4:45 pm)

The enrollment process includes the following steps:

1. Parent calls or emails to schedule a visit; the teacher or parent representative (parent rep) responds and sets up the site visit for the parent and child
2. On the day of the visit, the parents come observe their child in our classroom setting and ask the teacher or parent rep questions about the program. Parents should plan on staying at our center for at least two hours in order to get a clear idea about whether the child is a good fit for the program.
3. The teacher provides the parents the parent handbook to view while the child is in the classroom.
4. Once the parent decides to proceed with the intake process, a day is scheduled for the teacher to complete the screener, which will help to assess the child's development. The screener includes observations of the child, parent interview questions, and some stimulated measures (this will require that the parent and child joining the teacher in a separate room in order to maintain accurate assessment scores). The Screener takes about 30 minutes to administer. The screening fee is paid the day the Screener is administered.
5. Teacher will follow up with a call to the parent within 24 hours of when the Screener was administered to report on the child's scores. If there is currently space available in the program, and if other requirements have been met (i.e. parental TB testing has already been completed), the parent may schedule a start date with the teacher. If there is no space currently available, the parent can choose to be placed on the wait list. We require a \$25 deposit in order to place you on the wait list. Upon successful enrollment there is a non-refundable \$45 registration fee.
6. Once the child has a start date, the parent representative or the teacher will provide parents with a welcome packet (either in person or via mail). This packet needs to be completed and submitted by the second day of enrollment. Please note that any and all members of the child's family who will be volunteering in the classroom will need to submit proof of a recent TB test. At this time the parent remits all enrollment fees.
7. Teacher or parent representative contacts the parent to schedule an orientation. This needs to be completed within two weeks of enrollment. The parent representative also informs the parent of the date of the next Meeting. Attendance at this meeting is mandatory for co-op parents. If the parent does not attend the upcoming meeting, their co-op membership will be voided and their child will not be able to continue in the program.
8. Paperwork and forms are required to have been completed) as well as the welcome packet for our files). If the packet has not been completed by the second day of the child's enrollment, including proof of TB test, fees paid, etc, the child will not be able to attend until all paperwork

has been submitted. Parents must keep front office staff informed of all changes to their information including address changes, phone number changes for work, home and emergency contact persons and people authorized to pick up your child in your absence. Fees and Payment Fees are collected by our front office staff on the first day of your child's enrollment, including registration fee, exit deposit, and emergency kit fee. We accept check or credit card. As an enrolling parent, you are responsible for all fees related to your child's participation. By signing the fee worksheet in the welcome packet, you are authorizing our center to invoice you for absentee days, non-compliance with co-op work requirements, and no-shows. Payments not received within 30 days of invoice will result in your suspension or termination from the program membership.

Immunizations:

State law requires that all children entering school for the first time have their health form and immunization record signed by a doctor. If you have any questions regarding the forms, please call or email Dani Wasjutin (805) 252-8724 daniw.mariposas@medsecuremail.com. California's combined physical-immunization form can be found at: [http://www.dhcs.ca.gov/formsandpubs/forms/Forms/ChildMedSvcForms/pm171a\(bi\).pdf](http://www.dhcs.ca.gov/formsandpubs/forms/Forms/ChildMedSvcForms/pm171a(bi).pdf) It is also acceptable to use an Immunization Record Form and Physical Examination Summary Form provided by your student's pediatrician or clinic.

As a facility licensed by the Department of Social Services, Community Care Licensing, LW complies with California laws concerning child-care facilities, including the newly enacted SB 792. Therefore, **each adult** who works with the children must submit:

- An annual written statement of good mental and physical health (form supplied by LW)
- Documentation of freedom from tuberculosis (TB tests are valid for four years).
- Proof of immunization against pertussis and measles.
- Proof of an annual influenza vaccine. Adults may also submit a written declaration declining the influenza vaccine.

Note: You may also get a TB test from your physician, San Luis Obispo County Health Department, or Cuesta College Health Clinic.

Allergies/Other Medical Concerns (NUT FREE SCHOOL)

It is the parent's obligation to inform the Director of any allergies or other medical concerns of their child so that the staff and Little Wings community will be aware of any special attention needed by your child (e.g. asthma, diabetes, heart conditions, food allergies, etc.). In some circumstances, we may require a detailed physician's report stating their concerns for the child. If your child has a food allergy that prohibits your child from eating the foods that are on the snack menus, please confer with the director about this so that we can discuss solutions. Food allergies will be indicated on your child's nametag and posted on refrigerator door in kitchen.

Operational Policies:

Signing Your Child In and Out:

- It is a requirement to sign your child in at drop off and out at pickup daily.
- Drop-off and pick-up persons will need to legibly sign their full name and note the exact time on the sign in and out sheets. Failure to do so can result in your child's termination from the program.
- Please keep authorized or unauthorized pick-up persons current with the teacher and Program Director. All authorized pick up persons must be at least 18 years old.
- Pick-up and drop-off persons are required to escort their child(ren) to and from the Little Wings Classroom.
- Once you have signed out your child, you are responsible for your child's supervision.

Authorized Persons for Pickup: For your child's protection, only authorized persons may pick up your child. To add persons to your child's authorized pick up list, please submit the following information to the teacher: the person's full legal name, phone number and relationship to the child. All staff members are required to ask for photo identification of all persons picking up your child whom they do not recognize. Always be prepared to show your picture identification when picking up your child from our program and alert any persons authorized to pick up your child of our policy.

Pick up and Drop off:

Please make every effort to bring your child on time for class. We start promptly at 8:00 every day. On time attendance is important and late entrances are disruptive. If you are running late, please text the teacher and/or call the front desk. If you arrive once circle time or other structured activities have started, you will be asked to wait in the lobby with your child until the teacher can come get you during the next classroom transition. Equally important to on-time arrival is on-time pickup. Teachers have meetings or other commitments that immediately follow class, or simply need the time to prepare for the following day's class. We will allow each family 30 minutes of cumulative "grace time" for lateness each year, but after that, families will be fined \$1 per minute for late pickups. This grace period restarts at the beginning of September every year. You will be invoiced on the first of each month for your late pickup fines. Failure to pay fines within two weeks will result in your child being suspended from the program and your spot being given to a waitlisted family.

Supplementary Services:

Our center enjoys the benefits of interacting on site with licensed Speech and Language Therapists, Occupational Therapists and a child psychologist. These professionals are trained to observe and assess children who may be at risk for developmental disabilities. If you have concerns about your child's development, these clinicians will work with your center teacher to determine whether your child needs a formal speech and language or occupational therapy evaluation.

Child Evaluations: We conduct full and partial developmental evaluations of each child, twice a year. Your child's teacher will share the results of these evaluations in your parent conference. Children in Little Wings two and Little Wings 1:1 will also receive therapeutic evaluations. They will also be receiving these on the schedule required by their insurance companies and/or by MP Health private pay policies. See your child's therapists with questions about evaluations.

Incidental Medical Services –Plan of Operations

EMERGENCY TREATMENT:

You have given permission, on your enrollment application, for emergency medical/dental treatment, including the use of all emergency services should the need arise. This will be implemented only in extreme situations. We will make every effort to reach parents and/or emergency contacts should such a situation arise. Please keep us updated if phone numbers or emergency contacts change.

HEALTH & SAFETY: A child's health and well-being is our most important responsibility. Our first priority is to keep children safe. Parents must keep children home and notify the school if their child has been infected with a contagious disease or rash. It is essential in these cases for the school to know what the child's symptoms are, so please call the office as soon as possible

IMMUNIZATIONS: We require our students to be immunized in accordance with the current laws of the State of California.

MINOR INJURIES AND ILLNESS: If a child has been slightly injured at school with a nonemergency incident (scrape, bruise, bump) an "incident report" will be completed and given to the parents with a copy placed on file at the Children's Center. We will wash with water, issue a Band-Aid, and apply an ice pack, if necessary. In the event of a more serious injury, every effort is made to contact a parent, or the emergency contacts on file. If necessary, 911 will be called.

MEDICATIONS: Please dispense medications prior to arriving or after leaving school, and request prescriptions with 12-hour dosages from your physician or health care provider. In the event that prescription medications, nonprescription medications and topical nonprescription medications need to be dispensed at school, parents must complete LIC 9221 Form, "Parent Consent for Administration of Medications", indicating the beginning and ending date the child is to receive the medication. In addition, parents are required to:- # Provide information on possible side effects of the medication. # Bring medication in its original container in a clear bag. # Ensure that prescription medication includes a prescription label with specific dispensing instructions and a current date. # Do not store medications in lunch bags, backpacks, or any other personal belongings. # Provide a physician's written instructions any time the manufacturer's instructions require physician dosage to differ from the age and weight information on the label. A log will be kept at the Children's Center indicating who administered the medication, and the date and time given.

EPI PEN: If the child has a medically prescribed EpiPen, the Children's Center staff will: 1) Use it in accordance with the directions, and as prescribed by a physician, and in emergencies only. The EpiPen will only be used in the event of an allergic emergency as prescribed by a physician, and will be administered in accordance with the emergency medical treatment plan as supplied by the parents for the child. The use of this device is for emergency supportive therapy only and is not a replacement or substitute for immediate medical or hospital care. 2) Keep the EpiPen ready for use at all times. It will be stored in the Emergency backpack. 3) Protect the EpiPen

from exposure to light and extreme heat. 4) We will note the expiration date on the unit and request a replacement from the parents prior to that date. 5) Call 911 and the parents, or authorized representative immediately after administering an EpiPen. 6) If 911 is called, we will notify Community Care Licensing Division Regional Office within 24 hours. Written notification (LIC 624) "Unusual Incident Report" will be sent to CCLD Regional Office within 7 days. Copies are also given to the parents, placed in the child's file, and kept in the Director's office.

FIRST AID SUPPLIES: Supplies will be stored out of the reach of children.

MEDICAL TRAINING OF STAFF: All teachers have an up-to-date pediatric CPR and First Aid training certification.

RECORD OF FOOD ALLERGY & ANAPHYLAXIS CARE PLAN: Parents are asked to communicate fully with the teachers and administration about their child's allergies. If the child requires medication during preschool hours, a completed "Food Allergy Action Plan" must be on file in the office before commencement of the school year. The child's doctor's name, phone number and specific written instructions are required as well. The child's medication will be kept in a Ziploc bag and must be clearly marked with the child's name and room number. The Ziploc bag will be stored in the classroom backpack. A master "Allergy List" is posted in the school's kitchen which itemizes the child's name, classroom, allergy, medication and/or EpiPen.

SPECIAL MEDICAL NEEDS: As a general policy our staff does not administer injections. The only exception is the EpiPen in the case of extreme allergic reactions.

STORAGE OF MEDICATIONS AND EPI PEN: All medications will be kept in a Ziploc bag in the child's classroom emergency backpack. The backpack goes with the teacher during every transition in the school day and will be taken with the class in the event of an evacuation. If a child stays for lunch on a regular basis we require an extra set of medications and instructions for the kitchen backpack.

UNUSUAL INCIDENTS: Should a child be involved in an unusual incident, parents will receive a written "Unusual Incident Report". This report will describe the nature of the situation and how the staff responded to it. A call will also be placed to the Duty Officer at CCLD (408-324-2148) within 24 hours to report the unusual incident. The "Unusual Incident Report" will be sent to CCLD Regional Office within 7 days. Copies are also given to the parents, placed in the child's file, and kept in the Director's office.

Emergency Policy and Procedures:

In the event of a major emergency, such as fire, earthquake, or other natural disaster, Little Wings will follow evacuation and sheltering procedures.

Fire:

In case of fire, the office manager will ask clients in the lobby to proceed to the designated safety zone away from the building, and then assist with evacuation. Teacher and parent volunteers will place each child's emergency necklace over his/her head and lead them outside to the designated safety zone. Each child should be holding an adult's hand.

Food Service:

A child's relationship with food and nutrition is developed and based on their early experiences. At our center, we take the opportunity to help children create positive attitudes towards healthful eating habits by providing a variety of meals and snacks that are nutritious and wholesome. Parents are responsible for bringing a snack and a lunch for their child daily. Our part-day program occasionally provides snack, served to meet each child's nutritional needs. Please be sure to make us aware if your child has a food allergy. We're counting on your child having breakfast before school. Morning snack is served at 9:00am and afternoon snack is served at 2:30pm. Our snack consists of **organic** vegetables, fruit and hardy crackers and often some protein, such as cheese. When packing your child's lunch, please avoid salt, candies/sugar, crackers, chips, cookies, go-gurt, and chocolate, including chocolate covered protein bars.

Lunch:

Lunch time is from 11:00- 11:30. Parents are asked to provide healthy lunches for their child. Upon arrival in the morning, lunches are put in the cart located in the office/entrance and labeled by their group names. Please consider your child's eating habits, as often a sandwich with fruit/veggie and water are enough for small appetites. Young children do not have the appetites of adults so it is best to pack what is considered the essential foods for your child's daily diet and that any choice from their lunch will be a nutritious one. We ask that chips, cookies, chocolate or sugar coated fruits/protein bars and similar food items be saved for **after** school.

Parents often ask about how much their child is eating throughout the day. Rest assured that the children staying in the afternoon are encouraged to eat food from their lunchboxes again at afternoon snack (2:30pm). Ice packs to keep food cold throughout the day are recommended.

Containers:

Children should bring a lunch to school marked with their name. Typically, lunchboxes or baskets have been used, but you may bring any container that your child prefers **except for glass**. Little Wings considers environmental issues by discussing recycling, composting and being responsible for our earth. Keeping this in mind, we encourage reusable food storage containers and thermoses rather than plastic bags and juice boxes. Parents can promote self-help skills by using containers that children can learn to open and close themselves with minimal help from adults. Adults are always available for assistance, but we encourage children to be self-sufficient and take care of their own lunch items. Some parents may prefer to send a cloth napkin.

Book Time, Rest and Relaxation/Nap Time - Applicable to Afternoon Program only:

Between 11:45- 1200: the children will come together as a group and take off shoes for some relaxation and story time. Story is followed by time to stretch out on a mat and listen to some music or read books. Each child has an individual sheet and children may bring their own special blanket, crib sheet, and a small stuffed animal from home. Sheets will be sent home on a weekly or as-needed basis to be laundered. Families are responsible for returning the sheet on the day that your child attends the program.

From 12:00- 2:00 in the afternoon children will have Nap time. Not all children staying in the afternoon sleep, and many children outgrow naps during the preschool years. Children who sleep usually rest between 1-1.5 hours. For those who do not nap, a separate quiet work time will be allotted in a separate room. Please inform the staff of your child's particular needs for this time of day.

Medication Policy:

Medications will be administered only when the required Permission to Administer Medications form has been filled out and signed, including when the last dosage was given. Medications cannot be administered without the correct information and a signed form. If you wish us to administer medication to your child during the school day, please request a permission form. A new form is required for each medication. The medication must be handed to the teacher who will place it in the medication box kept high up on a shelf. Do not place any medication in the child's backpack. Cold medications and antibiotics will not be administered at our center, if your child has a cold he/she must stay home. Medications for allergic reactions can be kept at our center. These medications require a separate permission form to be kept with the medication.

Sickness Policy:

If your child shows any of these signs, PLEASE do not bring him/her to school. Parents of sick children will be contacted and will be asked to take them home. This prevents the teachers, therapists, and the other children in the building from becoming sick. Doctors are now recommending 48-72 hours at home for some conditions, such as streptococcus. A child needs to be fever free for 24 hours before returning to school. Please follow your doctor's recommendations if antibiotics are prescribed before returning to the classroom.

Your child should stay at home if he/she shows any of the following symptoms:

1. Temperature of 99.0 degrees or higher.
2. Vomiting, nausea, or dizziness.
3. Milky white, yellow, or green nasal discharge.
4. Non-allergy related sore throat and/or persistent cough.
5. Diarrhea two or more times in one hour, regardless of amount.
6. Illness in the past 24 hours.

7. Non-allergy related rashes of unknown cause.

8. Untreated pink eye, or persistent blood-shot, itchy eyes. Should your child show any of these symptoms, please call the front office staff to excuse him/her from the session that day. Thank you for your cooperation in making our center a safe and healthy environment for all!

* We are currently being extra cautious and have enforced a strict illness policy due to COVID-19. If your child shows any symptom, such as a runny nose- please keep them home.

Cleaning and Disinfecting:

We make it a priority to thoroughly clean surfaces that children come in close contact with, using soap, water and bleach. Water play tables are disinfected before being filled with water and carefully supervised when in use. Hand Washing Hand washing is the most effective practice in preventing the spread of germs. Teachers are required to wash or sanitize their own hands, as well as the hands of a child using described procedures, before and/or after engaging in a variety of activities and when entering the school.

- Due to COVID-19, our staff are deep cleaning all toys, surfaces, and floors using a bleach/water mixture daily.

Approach to Discipline:

Preschool is an important time for children to learn appropriate behavior in a social or group setting. Basic principles such as sharing, personal space, following directions, and respect for others are gained in these formative years. We also believe in helping young students connect the choices they make with natural consequences. These methods prepare students to enter elementary school and to interact with their peers.

- 1) The teacher appreciates all perspectives in the classroom and includes everyone in creating a sense of community.
- 2) Relationships-in-community take precedence over other agendas.
- 3) The teacher sees the children as capable of overcoming problems and being socially successful, individually and as a group.
- 4) The teacher enters interactions with a questioning posture and commitment to conversation.

Little Wings enforces a positive discipline environments. Our main focus on discipline (teacher/training) is preventative in nature, as we aim to build self-discipline in the child. Spanking or other methods of corporal punishment are never used as a means of disciplining students. This no spanking policy extends to parents with their own children while at school or school sponsored events. In addition, children are never intentionally embarrassed or humiliated as a form of punishment.

In order to maintain a happy, healthy, disciplined environment, the children are taught the importance of safety, care of property, good habits, rules of conduct and consideration and respect for others. Constructive methods of discipline are used to maintain group control and handle individual behavior.

Meeting with Parents In the event that a child's behavior is indicative of a need for educational services (for instance, if there are safety concerns), a meeting will be called for teachers, therapists, parents, and the Program Director. This will be an opportunity to discuss any needs the child might have for a more structured environment or for a 1-on-1 support, and further steps to be taken to get support for the child.

Children and Parents rights:

Parent and family participation and involvement are essential to the success of Little Wings. We believe that parents and family members are their child's first teachers and are valuable contributors to our program. For this reason, we have very high expectations for families. Parent Rights My rights as a parent or guardian in the program include:

1. To be recognized as my child's primary educator.
2. To be treated with respect by the Little Wings program.
3. To be welcomed in my child's classroom. There is an open-door policy, and I may visit the center at any time during its hours of operation (without advance notice).
4. To receive information and guidance from Little Wings about my child's progress and development, including regular progress reports from my child's teacher.
5. To participate in discussions about my child's progress and setting goals for my child's learning and development.
6. To be supported as an advocate for my child. In the event that my child has a diagnosed disability or has been referred for a concern; I will be involved by the local school district in creating an Individualized Education Plan, and will be kept informed on my child's progress in meeting his/her goals.
7. To take part in decisions regarding my child's center and Little Wings. My ideas and suggestions will be valued, and I will have opportunities to share them with staff and other parents. Opportunities include Parent Center Committee Meetings, Policy Council meetings.
8. To be informed about resources within the community related to education, health, social services, employment, etc.
9. To review and ask for clarification on policies and procedures.
10. To submit any concerns regarding the center's alleged violation of the licensing requirements to the state Child Care Licensing office.
11. To report any concerns about child abuse or neglect occurring at the center to the state Child Care Licensing office.

Announcement Boards:

Please watch your classroom's bulletin board for important updates on co-op business, meetings, classroom needs, and the participation schedule.

Birthdays:

We joyfully celebrate birthdays! If you would like to have a classroom celebration for your child, please talk to your child's teacher a week in advance to plan any special snack or treat. The teacher will advise you of any allergies. Please DO NOT provide soda or juice. You may also want to consider non-food treats, such as party favors, a gift for the classroom, or a special song or dance to do for your birthday boy or girl. Check with your child's teacher to arrange any of these. Please, no balloons.

Clothes and Belongings:

Your child should have an extra change of clothes at school at all times, in his or her cubby. Please label your child's clothing with his or her first and last name. Your child may wish to bring other belongings from home, please check with the teacher about "sharing days". Please make sure to label everything that you'd like to see come back home.

Visitors Policy:

We welcome visitors, but anyone who will be working a parent classroom shift for more than one day must have TB and Megan's Law clearances. All visitors must check in with the front office. If you would like to bring a visitor to your child's class, please check with the teacher ahead of time. * We are currently not allowing any outside visitors into our school due to COVID-19.