

Loving Care For Happy Children...



Parent's Handbook

www.littleredcaboose.net



Loving Care For Happy Children...

Program Philosophy

The Little Red Caboose is serious about something happy! We are serious about our commitment to provide loving care for happy children.

We believe that children are one of our most precious possessions and must be guarded against danger, nourished properly, and guided along a path of goodness. As caregivers for your children, we strive to provide a structured environment that offers your child stimulation, boundaries, and opportunities for social, emotional, physical, and intellectual growth and development. Our staff is here to offer a cheerful and supportive atmosphere for your child.

This is what we're all about at Little Red Caboose. We are family owned and operated and have been caring for precious children since 1972. ***Thank you for trusting us with your children!***

Standards

The Little Red Caboose, Inc. established in 1972, is licensed by the Texas Department of Protective and Regulatory Services and complies with all of the standards put forth by that Department. Its operation is governed by a Board of Directors and a Director. If you would like to review the Minimum Standards you are welcome to schedule a time to review the standards in the office.

Department of Protective & Regulatory Services
www.tdprs.state.texas.us

(210) 337-3399

Child Abuse Hotline

1-800-252-5400

Admissions

The Little Red Caboose accommodates children ages 6 weeks – 5th grade. Classes are filled on a first-come/first-served basis according to the date of enrollment with the director. If the classes are filled when a parent calls, the child's name will be put on a waiting list to fill vacancies as they occur. As vacancies occur during the year, they are filled from the waiting list, or from new registrations, according to the above procedures. Throughout the year, as openings occur, more mature students will move to the next group. Parents will be contacted and advised of our recommendations.

Days and Hours of Operation

Monday-Friday 6:30 a.m.—6:30 p.m.

Parents are welcome to come by and check on their child anytime during the day. We ask that you be considerate of how your child reacts when you leave. It might be in his/her best interest if he/she does not see you while you are checking on him/her. Parents are always welcome to come when we have parties or special events.

The center will be closed nine days during the year for the following holidays. If one of these holidays falls on a weekend, we will be closed either on the Friday before or the Monday after this holiday.

New Year's Day	Labor Day
Good Friday	Thanksgiving Day and the day after
Memorial Day	Christmas Eve and Christmas Day
July 4 th	

On weeks in which a holiday occurs, tuition remains the same. These are paid holidays for the staff.



Loving Care For Happy Children...

Weather Closures

The centers will follow the lead of the following school districts on closing for severe weather threats. Please check with the centers and the local media.

We will follow closures and delays of the Northside Independent School District (NISD)

Pick-up and Delivery of Children

All children are to be **escorted** into the centers upon arrival each day. Parents or authorized adults are to clock-in each child upon arrival to the center. Likewise, parents or authorized adults are to clock-out each child at departure time. **As a courtesy to the other children we ask that you do NOT drop children between 12:00 and 2:00 so that naptime is not disrupted.**

For all children that are not picked up by closing time a \$10.00 past closing fee will be charged to the account as well as an additional \$1.00 per minute.

Tuition

At registration the **annual fee** is paid and will hold the spot for two weeks. Tuition is to be paid weekly. Tuition is a flat rate. It will remain the same whether the child is in attendance for one day or for five days. On weeks in which a holiday occurs, tuition is still the same weekly rate. It is very important that tuition be paid on time. Tuition is due on Monday. If payment is not received by closing time on Wednesday, it will be considered late. In the event that tuition payments are late, a late fee of \$25.00 will be charged to your account on Thursday morning of that week. If payment is delinquent parents will be given up to two weeks to make restitution. If, after two weeks, payment has not been made, the parents will be asked to withdraw their child from Little Red Caboose and further action will be taken against the parents. An NSF fee of \$20.00 is required on returned checks. If two NSF checks are received, all future payments must be made in cash.

Absences

Full time students have a reserved spot in his/her classroom. Tuition pays for this spot. The weekly tuition is to be paid whether the child was present every day or not. Full time students are allowed one vacation week per year in which the child is absent for the entire week, payment is not required to reserve the child's spot. Any additional weeks, in which the child is absent the whole week, payment for half of the tuition is required to reserve the child's spot.

Health Information

Each child is required by state regulations to have on file a health statement, which includes a record of up-to-date immunizations and the signature of the child's source of medical care. If a child's health care summary is not complete at the time of enrollment, the child will not be allowed to begin the program.

Each child who has not had a physical examination with the last year must have one before entrance into the school. A physician, public health nurse, or preschool screening clinic may do this physical.

All four-year-olds in childcare are required by the State to have a hearing and vision screening. Little Red Caboose will schedule an on-site screening in the fall of each year. If you do not choose to take advantage of this screening it is your responsibility to get the screening done within your child's fourth year.

The preschool must have on file for each child a signed Permission for Health Care authorizing emergency care and transfer of medical records to the local hospital. Emergency numbers for reaching the parent or guardian and another authorized person must also be on file.



Loving Care For Happy Children...

Health Information (continued)

Any child who arrives at preschool noticeable ill, with a rash, or with a fever will **not** be admitted for that day. Should a child become ill during the day, the parent is notified immediately. The child is separated from other children and remains there under adult supervision until the parent or authorized person arrives to take the child home. The child must be picked up within the hour. **THE CHILD SHOULD BE FEVER FREE, DIARRHEA FREE, OR VOMITTING FREE FOR 24 HOURS BEFORE RETURNING TO THE SCHOOL.**

In the event a child contracts a communicable disease and exposes the other children, notice of such exposure will be posted, and parents will be notified when they pick up their children. The ill child will not be allowed to return to preschool until the period of contagion has passed.

In the case of medical emergency during school, the staff will administer first aid. The parent or authorized adult will be notified as quickly as possible. If medical attention is required, the staff will call the local ambulance service, which will transport the child to the local hospital.

In case of an emergency in which we have to vacate the premises, please be aware of our relocation plan. This is posted in each classroom as well as in the office.

Medication

Medication will only be given with signed and dated parent's permission. A medication form will be located in the kitchen. Each day the name of the child, the name of the medicine, instructions for time and dosage are to be specified by a parent. **All medication must have child's name and date on the label. All medication must be in the original container.**

Curriculum

The Little Red Caboose program will involve a structured morning incorporating various learning activities. The afternoon will be a less structured time for play. It is a tradition at Little Red Caboose that on Friday morning a short chapel time will take place focusing on Bible stories, Bible songs, and good morals.

Dress

Children are encouraged to wear play clothes and tennis shoes. Daily activities include active and messy play, and the children should feel comfortable enough to enjoy themselves without worrying about their clothes. The child's name should be placed on all outdoor clothing and other belongings to help ensure the return of all possessions and clothes.

Special Little Red Caboose logo T-shirts are available for parents to purchase for their child. The staff requires the children to wear their T-shirts on all field trips and outings.

School Age Summer Care

During the summer months, school age children will become full-time students and will participate in our summer camp activities. An activity fee will be required to reserve space for summer care. This activity fee will cover the cost of the field trips for the summer.

Toys from Home

We ask that toys from home be brought to school on **Fridays only** as a reward for good behavior. Be sure and label these toys.



Loving Care For Happy Children...

Food and Snacks

The Little Red Caboose furnishes a morning and an afternoon snack, as well as a hot lunch. Breakfast is **not** provided; however, we will assist a child in eating breakfast brought from home **before 8:00**. **It is the parent's responsibility to provide milk for breakfast. PLEASE LABEL ALL BOWLS, CUPS... BROUGHT FROM HOME IN ORDER FOR US TO RETURN THEM TO YOU.**

A weekly menu of lunches will be posted in the office and on our website. If a child does not care for the lunch being served, he or she is welcome to bring a lunch that day. Little Red Caboose does not assume responsibility for meeting the nutritional needs of your child if lunch is brought from home. With advance notice children may bring special treats for their birthday or any other time during the year.

Discipline

Acceptable behavior is encouraged by giving positive verbal rewards. This reinforces a child's good feeling about his/her behavior and serves as an example to the other children to act in such a way as to receive praise. Asking a child to stop and think about his/her unpleasant behavior enables that child to work at self-control.

For a child not cooperating in a group listening situation, the child is seated by a teacher and reminded of acceptable behavior.

Removal from the group for a period of time-out is the next tactic used for a child who continually demonstrates unacceptable behavior. This time-out is a time when the child may calm down, remember what behavior the teacher is asking for and decide for him or herself wherein he/she is ready to rejoin the group with appropriate behavior. Extreme or persistent behaviors may require time out in the office.

Corporal punishment will not be used to deal with the children at the Little Red Caboose. A teacher may hold or restrain a child from harming him or herself, or another child.

If behavior problems persist, the parent will be asked to a conference to discuss what may be helpful in motivating the child to behave in an acceptable way. It may be suggested that the child be involved in a behavior modification program, with the parent having the option of being involved in the process as well.

The Little Red Caboose does reserve the right to call a parent to pick up a child from school if unacceptable behavior persists. The Little Red Caboose does reserve the right to dismiss a child from the school for unacceptable behavior.

Confidentiality of Records

Children's records are open only to the child's teacher, the Director, an authorized employee of the licensing agency, or the child's parent or legal guardian.

Withdrawal

If a child needs to be withdrawn from preschool, two weeks notice would be appreciated so that another child can fill the vacancy.



Loving Care For Happy Children...

Communications with Parents

This booklet has been supplied in an effort to answer many of your questions. Please contact the Center Director if you have any other questions. Throughout the year there will be times that we need to communicate information about upcoming events. Please read signage posted in the office and on classroom doors in order to stay informed.

In the event of a policy change you will be notified two weeks in advance in writing. Please sign and return the form on the last page to The Little Red Caboose.

The Little Red Caboose advertises in the public media to make openings known to all. Children are admitted regardless of race, creed, sex, national origin, or religion.

www.littleredcaboose.net



Loving Care For Happy Children...

Parent Handbook Acknowledgment Form

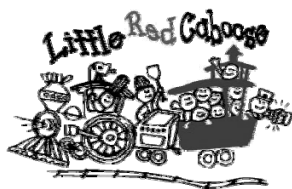
Please Sign & Return This Form To The Center

I have read the Parent Handbook and understand all the policies and procedures set forth by the Little Red Caboose and agree to abide by them.

Parent signature

_____/_____/_____
Date

Student's Name: _____



©Little Red Caboose, Inc San Antonio, Texas