



Rockin' Robins PlayCare:
The place to play while parents are away

**Evening & Saturday Care
for children 6 weeks to 12 years old**

Parent Handbook



Welcome to our Rockin' Robins PlayCare!

Thank you for your interest in Little Inspirations!

We are excited that you are considering becoming a part of our drop in care community. This packet provides a brief overview of our Rockin' Robins Playcare program. Our philosophy and an overview of the program are explained, along with many other items. Please read the entire packet, as it will provide much information and answer many of the questions you may have. Upon enrollment, you will receive an additional parent handbook with more details regarding our policies and procedures.

If you have further questions or concerns, we are always available to assist you. We look forward to caring for your children while you take some time to take care of yourself.

Sincerely,

Peg Dunne Pavelec

Little Inspirations, Inc.
By: Peg Dunne Pavelec
Its President

**LITTLE INSPIRATIONS' ROCKIN' ROBINS PLAYCARE
QUICK REFERENCE GUIDE**

Office Phone #: 773.817.1274

Please call this number when you arrive for pickup so we can open the door; there may not be a receptionist on site during evening hours.

Hours Of Operation

Monday – Friday: 6:00 PM – 10:00 PM

First and Third Saturdays: 4:00 PM - 10:00 PM

Hourly Rate: \$15 / hour per child. (10% discount for each additional sibling)

Late Pickup Fee (After 10 PM): \$2/ minute

Registration materials for Little Inspirations' Place To Play must be complete before care can begin.

Little Inspirations PlayCare requires parents to reserve space in advance of care so that we may staff appropriately. Please reserve your child's space online at least 48 hours in advance. Your care reservation will be confirmed as soon as possible thereafter; it is not guaranteed prior to confirmation. If last minute care (within 48 hours notice) is needed, please call to make your request. If there is space and adequate staffing for your time frame, we will confirm your request immediately.

Reservations must be made for a two hour minimum. No shows will be charged for the two hour minimum.

Little Inspirations PlayCare may close or operate in limited service capacity when attendance or reservations for attendance are low.

Little Inspirations Vision

*Happy and healthy children in a supportive community,
building big and strong foundations for life!*

Little Inspirations Mission Statement

Little Inspirations nurtures, engages, educates and supports young children as they embrace their daily experiences in a safe and caring environment. Through intentional interactions, healthful habits and purposeful play we expand each child's interests into opportune experiences that build

self-confidence, create community, and develop essential skills for the big foundations of a happy and fruitful life of learning.

OUR MISSION AND VISION IN ACTION

At Little Inspirations, we expect a “best of both worlds” scenario for our children. We strive to give our children individualized attention similar to what they would receive from a single, nurturing caregiver, while providing them with the professionalism, educational structure and socialization found in childcare centers and schools. At Little Inspirations, we model learning through interaction. Our teachers and students continually interact with each other and their surrounding environment.

The Little Inspirations environment is designed specifically with each child's interactions in mind. Every object, person, and routine of our day has a specific purpose that inspires, supports, and encourages learning. We are consistently creative and purposeful in our use of materials we encounter as tools for guiding cognitive, physical, and social-emotional growth. Through intentional interactions and purposeful play we build mindful and healthful habits, the strong foundations for lifelong learning.

At Little Inspirations, learning never stops. Whether you're home or away, there are opportunities to learn about the world and through play. Little Inspirations' Place To Play for drop In evening and weekend child care helps you have the confidence that your children will continue to learn and play, even while you are away!

Our Food & Nutrition Program provides developmentally appropriate lunches, dinners and evening snacks for children over one year eating solid foods. Healthy, natural, nutritious meals and snacks are an integral part of our program and are cooked on site in our licensed commercial kitchen. Caregivers will communicate with parents/ guardians if their child did not eat adequately during their time here and will collaborate with parents to ensure each child is receiving proper nutrition. Our menus follow federal and state dietary guidelines for children and are available on our website and on communication boards. Children with food allergies or restrictions of any kind will be accommodated. Please be sure to indicate any dietary restrictions or food allergies on your enrollment forms and notify Little Inspirations in writing as soon as possible if new allergies/restrictions arise.

Little Inspirations is a community of families that work and play together with the common goal of raising children who are exceptionally competent, self-confident, community-minded, and happy! Collaboration with family members is essential to our work, and we look forward to sharing ideas, successes, and challenges in the process. We know consistency and continuity between the home and care environment is essential to our mission. We are always looking for feedback and participation among our community members.

ADMISSION, ENROLLMENT, AND FEES

Requirements For Admissions and Enrollment

A completed online application form and a non-refundable registration fee of \$50 must be submitted to receive a registration packet. This one time fee covers the administration required to process all documents. It is waived for all current and prior Little Inspirations clientele. Upon submission, a registration packet will be sent to you via email. Please complete and submit this packet. Little Inspirations PlayCare administrator will confirm your complete registration packet and then you are ready to reserve your child care spaces!

Hourly Child Care Fees

Our evening and weekend care program fees are calculated on an hourly basis of \$15 per hour, with a 10% discount for each sibling. Payment is required either upon pick up or through our autopay program on a weekly basis. Our preferred method of payment is through our Tuition Automated Processing (TAP) program. Credit card payments are also accepted, and incur an additional 3% processing fee. Each returned ACH/ credit charge incurs a \$30 fee.

STAFFING OVERVIEW

The people who interact with our children and create our educational community are chosen for their character, education, and experience with children. Our thorough interview process includes observations and evaluations of work with children in the classroom, and background and reference checks with DCFS approval.

Our teaching team is comprised of good, kind people who bring positive energy, warmth, happiness, and true caring to our children's early years, while inspiring, engaging, and supporting them in developmentally appropriate ways. Character traits such as empathy, kindness, honesty, integrity, curiosity, and an affinity towards and talent for working with children are imperative to our work. Children learn what we model through our daily experiences and interactions.

Caregivers have formal education and/or experience in early child education or other child development fields. Our team is diverse. A dedication to one's personal and professional development, and an eagerness to learn, are keys to successful employment with Little Inspirations.

Children are constantly changing and need the structure of routines to best understand their environment and experiences. Therefore, individuals who work with our children must also be able

to maintain a strong routine in the classroom environment while also possessing the flexibility to “go with the flow” and adapt to the children’s constantly changing interests and needs.

We are a team of caregivers sharing space, time, and experience with children. Teachers absolutely must have an ability to work with a variety of others. Caregivers absolutely must be open to learning new ideas and maintain an eagerness to share one’s own experience and expertise. These characteristics are at the cornerstone of our success; they are non-negotiable top priorities.

PROGRAM OVERVIEW

We are proud to offer quality evening and weekend child care services to your family!

Little Inspirations PlayCare evening and weekend child care is arranged into classrooms serving children ages six weeks through twelve years. Our program aims to combine children according to age groups whenever possible. Children under two will be cared for together in one room, preschool children in another room, and school age children are cared for in a room specific to their needs. Children of all ages may come together for meal and snack times when staff ratios allow and caregivers deem appropriate.

Activities at each level include the following:

Infants & Toddlers (6 weeks through two years)

Maximum 8 children with two caregivers

Infants are cared for lovingly in a nurturing, safe, and stimulating environment. Caregivers engage with the children throughout the day or evening with developmentally appropriate activities as they support each child’s exploration of his immediate environment. Infants have plenty of space for tummy time activities, rolling, and crawling. Caregivers engage with our babies consistently through smiles and laughter, music and stories, daily talk, physical exercises, and sensory exploration.

Exploration of the physical environment and interaction with others continues to be essential at the toddler age. Children develop language through sign, songs, and daily conversations with their peers and teachers. Children are encouraged to use all of their senses through safely designed exploration in the classroom and outdoors that stimulate them cognitively, verbally, and socially.

Preschoolers (Two through five years)

Maximum 16 Children with two caregivers

This program is designed to help children increase children’s social-emotional and language development through their play. During these preschool time, children become more independent and begin to play more interactively with others, deepening relationships and communicating their

needs and desires. Dramatic play, storytimes, small group games and arts and crafts are all favorites for this age group.

School Age Children (six through twelve years)

Maximum 15 Children with two caregivers

Children at this level are becoming even more aware of and communicative about their daily experiences. Our program is designed to maximize children's opportunities to express themselves through exploring and learning about our world. In this mixed-age room, children dive more deeply into their themes of interest. Through independently selected arts activities, board games, enjoying music and acting out plays, children have the opportunity to challenge themselves with new activities and master the skills they already possess. Children in this group build learning through social contexts. Through their role-play and storytelling, children make sense of their real world experiences. They are encouraged and supported as they engage in reading and writing whenever possible in dramatic play. Mathematical relationships are explored through games and natural inquiry of scientific concepts as they arise in play.

DROP OFF AND PICK UP

Parents may drop off their child(ren) at the time that they have reserved for care. If plans change after your reservation is made please contact the office to confirm the changes.

Only you or those people who you authorize through written consent will be allowed to pick up your child. Your child will not be allowed to leave the Center with an unauthorized person. Authorized people must be on the pick-up list, age 18 and over, have a photo ID, and be issued an authorization code. The above is necessary to ensure the safety of your child.

In the event that a parent cannot be reached or is unable to pick up the child, the supervisor will notify the emergency contact listed on the admission form, informing them of the need for your child to be picked up.

Each child must be signed in and out every day using our current check in/out system. This enables us to know who is dropping off and picking up your child as well as the time of arrival and departure.

WHAT TO BRING TO CARE

- **Diapers and Wipes** -- Please bring at least what your child will need. Please send potty training pants for children who are learning how to use the toilet.
- **Extra Clothing** -- Extra seasonally appropriate clothes are essential. Children in the program need at least one change of labeled clothing. If your child attends regularly, this may be kept on site. Please label all items with your child's name using a permanent marking pen.

- **Cozy Blanket** (15 months or older only) – Children on cots often sleep better when they have a cozy blanket of their own. Please note that, by law and for safety reasons, **blankets are not allowed in cribs**. Infants will be allowed to sleep with a blanket only when they are under six months and tightly swaddled. If your infant prefers an extra layer, we recommend you send a sleep sack.
- **Bedtime clothes and self-care belongings** -- If your child will be here at his/her normal bedtime, we'd like to make the transition home easier. Please send your child with pajamas, a toothbrush and toothpaste, a favorite stuffed animal to help settle into rest.
- **Other Items From Home** -- Children may bring toys from home to school to play with, or to use to help comfort themselves during certain hours of the day. Show and share is a wonderful way to help children contribute to the play experience. Please let your child's caregivers know if she has something she'd like to share so we can ensure it goes home with her. **Please do not send any type of electronics with your child.**
- Little Inspirations cannot be responsible for any lost items. Please clearly label all items brought from home with your child's name. Let the office know if you are missing something. Lost and found items will be displayed outside the office before being donated.

PARK PLAY

Every park used by Little Inspirations is inspected before the children are allowed to play. Whenever children are playing at the public parks, Little Inspirations team members are engaged with the children, assisting them as needed on playground equipment. Children will engage in park play only during daylight hours. Parents, please provide sunscreen for your child when appropriate.

NEIGHBORHOOD WALKS and EXCURSIONS

Children at Little Inspirations' Place To Play on Saturdays or holidays may take neighborhood walks, when weather permits (10-100 degrees "real feel," without thunderstorms or high winds). Parents will always be made aware when plans for a child's time in care include a walk or excursion off site.

Infant and toddler caregivers use strollers or carriers to transport children on neighborhood walks. Wagons are available for pre-schoolers in need of support walking long distances. Children two years old and up may also practice walking in partners when they go on neighborhood walks. When walking outside, teachers position themselves so that one teacher is in the back of the line and one teacher is in the front of the line. Additional teachers or chaperones position themselves as support in the middle of the line. During walking excursions safety is a top priority.

FOOD AND NUTRITION

Parents who reserve care within a specific mealtime time slot will choose whether they would like their child to be served a meal and/or a snack. (Children who attend greater than four

hours will be fed in accordance to DCFS standards). A City of Chicago licensed Food Service Manager will be on site for all food service. A sample menu follows, but is subject to change. It is the parent's responsibility to ensure that the Little Inspirations team knows of any allergies or special dietary needs by putting them directly into the Oncare Parent Portal.

Day / Meal	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Lunch 12:00 - 12:30	Please see daily menu online for Monday - Friday lunch menus					Grilled cheese, tomato soup, green beans & milk
Dinner 6:00 - 6:30	Chicken noodle soup w/ corn, celery peas, oranges and milk.	3 Bean chili w/ green peppers carrots, oyster crackers, bananas, milk	Spaghetti w/ tomato and meat sauce, broccoli, oranges, milk	Toasted ham & cheese sandwich on wheat bread, cauliflower, green beans, milk	Cheese pizza, green beans, cauliflower, bananas, milk	Chicken nuggets, peas & carrots, rice, apples, milk
Evening Snack 8:00-8:30 (only as needed or requested)	Goldfish, Apples	Pretzels, Oranges	Sweet potato crackers, Bananas	wheat crackers, cheese, Cantaloupe	Veggie stix, Oranges	Tortilla chips Guacamole

Infant Feedings: Parents of infants under one year of age are expected to provide their baby's preferred milk beverage (formula or breast milk). Milk shall be provided by parents on a daily basis according to the infant's needs and desired quantities. **Milk bottles shall be prepared at home and labeled with the child's name and the date of preparation.** Infants are fed on demand with support from a caregiver, adhering to a schedule consistent with patterns at home. **Bottles are not propped** for the infant at any time, and babies are held during feeding whenever possible.

SLEEPING ARRANGEMENTS

We understand that adequate rest is of utmost importance in your child's development. Children will rest or sleep on their designated cot. Children who are not a part of our regular child care program will receive a sanitized cot with newly laundered sheets and blankets.

Infants and Toddler Sleeping Arrangements: Infants up to 15 months will be given opportunities to nap upon parent request or when they begin to show signs of sleepiness. Per DCFS guidelines, and to ensure safety, all infants up to 15 months, will be placed on their back, in a crib that is free of bumpers, toys, and blankets, to fall asleep. At 15 months infants transition to a cot for nap time. Crib bedding will be immediately removed when a child's drop in care is complete, and the crib will

be freshly cleaned sanitized for future use.

Toddlers 15 months to 18 months will be allowed to maintain a scheduled morning nap as needed and discussed with parents, though most of our toddlers take only an early afternoon nap. Toddlers 18 months to two years nap during a scheduled nap time in the middle of the day.

Each infant and toddler will be encouraged to sleep at their normal times through a process that mimics bedtime at home as closely as possible. We work with parents to provide each child a consistent napping and bedtime routine that meets his or her individual needs. Please share your routines from home and be sure to send your child with her favorite bedtime cuddly.

Preschool Sleeping Arrangements: Our state license requires that all preschool children must take part in a mandatory rest period daily of at least one hour and up to two hours in length if they are cared for over a period greater than five hours. If your child does not go to sleep, he will rest quietly with books on a cot for one hour. After the hour, he will be allowed to engage in other quiet activities so as not to disturb the other children. Caregivers always monitor rest times in accordance with licensing standards. Parents may also request an evening “bedtime” for their child. At 8:30 or the parent-designated bedtime, each child is assigned a sanitized cot with a clean individual sheet to sleep or rest on. Each child will be encouraged to sleep at their normal bedtime through a process that mimics bedtime at home as closely as possible. We work with parents to provide each child a consistent napping routine that meets his or her individual needs. Please share your routines from home and be sure to send your child with her favorite bedtime cuddly.

School Age Sleeping Arrangements: Our state license does not require school aged children to sleep in our care. During evening hours, children will be engaged in quiet activities and/or may enjoy a “movie night” from time to time. If a movie is shown, it will be rated “G” and other activities will always be an option. Parents may also request that school age children have a rest time for quiet reading and/or sleep. In this case, each child is assigned a sanitized cot with a clean individual sheet to sleep or rest on.

HEALTH AND SANITIZATION

Children are explicitly taught healthful behaviors such as proper hand washing, eating, and toileting procedures to keep children safe from germs. Each classroom has a sanitization bin for toys that have been put into children’s mouths. These toys are not allowed back into children’s play until they have been sanitized with 50 ppm bleach solution. This happens daily.

The following policies are based on guidelines from the DCFS and the Cook County Department of Public Health. Team members at Little Inspirations are Pediatric First Aid and CPR/Rescue Breathing certified. Little Inspirations enforces the following policies:

- Handwashing is required of everyone when entering each classroom.
- A health form fully completed by your child’s physician, including proof of vaccinations, is

required for entry into the program. The physician visit must have occurred within one year prior to enrollment. The medical form is valid for a period of two years. Parents/guardians are required to keep their child's immunizations current for the protection of all children in the program. Little Inspirations may request updated information from its families from time to time to update its medical and immunization records and you agree to provide such information upon request.

- When a child exhibits signs of illness during care, specific procedures are followed. Your child will be welcomed back when he/she is healthy, according to the Illinois DCFS Licensing Standards (stated below).

ILLNESS POLICIES

Little Inspirations keeps a safe and sanitary environment in order to maintain our children's optimal health. Though all children do become ill from time to time, we need your help in keeping unwanted germs from spreading throughout the center. DCFS requires children be kept at home for any of the following reasons. Little Inspirations will also use this list as a guide when determining when a child should be sent home due to illness.

DCFS Guidelines for Keeping Children Home from School Due to Illness:

1. Any Illness that prevents the child from participating comfortably in regular program activities and/or a reasonable alternative
2. Illness that results in greater need for care than team members can provide without compromising the health and safety of other children in the program
3. Fever (100 degrees under arm or forehead, 101 degrees orally, 102 degrees in ear) accompanied by at least one other symptom: lethargy, irritability, constant crying, difficulty breathing, diarrhea and/or vomiting
4. Stools with blood or mucous, and/or uncontrolled, unformed stools that cannot be contained in a diaper, underwear, or toilet
5. Vomit that is projectile, green or bloody, and/or two or more times in 24 hours
6. Rash with fever and/or behavioral changes
7. Open mouth sores
8. Pink or red eyes with white or yellow discharge, until the child's eyes are free from discharge or has been seen by a doctor and has a doctor's note stating it is ok for them to return to school
9. Impetigo, until 24 hours after treatment has started
10. Strep throat, until 24 hours after treatment has started and fever-free for 24 hrs without the use of fever reducing medication
11. Head lice, until after treatment has started and all nits are removed
12. Scabies, until 24 hrs after treatment has started
13. Chicken pox, until lesions have dried and crusted (approximately 6 days)

14. Pertussis (Whooping cough), until 5 days of treatment with appropriate antibiotics
15. Hepatitis A, until 1 week after onset of illness, after immune globulin has been administered
16. Mumps, until 9 days after onset of parotid gland swelling
17. Measles, until 5 days after disappearance of rash

A child may return to school when:

1. He or she is fever-free for 24 hrs without the use of fever reducing medication.
2. He or she is free of vomiting for 24 hrs and has no special dietary restrictions.
3. He or she is free of diarrhea for 24 hrs and has no special dietary restrictions.
4. He or she has been treated with an antibiotic for a full 24 hrs, when necessary.
5. He or she is able to participate comfortably in activities including outside time.
6. He or she is free of open, oozing skin conditions and drooling (not related to teething) unless:
 - a. A health care provider signs a note stating that the child's condition is not contagious.
 - b. The involved areas can be covered by a bandage without seepage of drainage through the bandage.

A child who becomes sick in our care will be cared for in an isolated area until picked up by a parent/guardian, or individual designated on the emergency contact list. Your child may return to school when he or she has been free of all symptoms for a period of 24 hours, or as stated above. If your child returns with symptoms, a note from your child's doctor indicating the diagnosis of the illness or symptoms and clarification that the condition is non-contagious will be required. If the symptoms persist or become worse, your child may be sent home again. We understand that this policy may be inconvenient; however it must be followed in accordance with DCFS licensing regulation, section 407.310 c.2. Any contagious illnesses must be reported to the Center immediately. Little Inspirations is required by law to report any exposure of communicable disease to parents, public health authorities, and team members.

DIAPER & TOILET TRAINING

In order to maintain the most sanitary environment, diaper changing practices will follow best practice guidelines and licensing standards. It is expected that parents provide an adequate supply of diapers, wipes and any preferred ointment for their children. We are happy to collaborate with you in the process of helping your child learn to use the potty. All caregivers are trained and required to follow strict diaper changing and potty training procedures mandated by the Illinois DCFS. Please see our Potty Training Curriculum and Potty Training Cheat Sheet for more information.

ALLERGIES AND FOOD RESTRICTIONS

It is the responsibility of parents to notify Little Inspirations in writing of a student's allergies or other food restrictions. Food, medical, or environmental allergies must be brought to Little Inspirations' attention during the registration process and documented by parents in the Oncare Parent Portal. **It is the responsibility of parents to notify Little Inspirations in writing and update Oncare whenever a student's allergies change, require medication, or increase or decrease in severity.** Furthermore, if a child is required to take or possess an allergy medication (ex. EpiPen), administration and storage will be in accordance to the Administration of Medicine policy below.

ADMINISTRATION OF MEDICATION

Prescribed medicine by a doctor and over-the-counter medicines or non-medicated ointments will be administered to your child ONLY according to specific policies and procedures. A consent form with detailed instructions must be completed by the parent/guardian prior to administration of any prescribed medications, over-the-counter medicines or non-medicated products. The form should state the name of the medicine, dose, and the time that it shall be given. This form is valid only for a time limit set forth by the doctor's order on the prescription. All medications must be in the original packaging or prescription bottle and will be kept in a locked cabinet. One EpiPen will also be carried in the classroom travel backpack for emergency use on outings as necessary and provided by parents. **It is preferred that medication is NOT administered at Little Inspirations if at all possible.** Little Inspirations has the right to refuse to administer medication at the discretion of the Directors. Please update Oncare and notify us as soon as possible in writing if your child is taking a new medication at home or school.

ACCIDENTS

Bumps, bruises, scratches, and scrapes are inevitable when children play. These types of injuries are treated with soap and water to clean the surface and with ice to reduce swelling. The child's parent/guardian is informed of the child's injury at pick up. Parents can expect to sign and receive a copy of an incident/accident report within 24 hours. While we work to prevent more serious accidents and injuries, we are also prepared should they occur. Little Inspirations team members undergo biannual CPR and First Aid training. If your child is seriously injured at the Center, and emergency services are required, we first call 911 and then parents / guardians. A team member with whom your child is comfortable will accompany her in the ambulance en route to University of Chicago Comer Children's Hospital Emergency Room, located at 5730 S Drexel Ave. Comer's phone number is (773) 702-1000.

MANDATED REPORTING OF CHILD ABUSE

To ensure the wellbeing of children, regardless of circumstances, teachers in the State of Illinois

are required to act as mandated reporters. Under any circumstances in which a teacher, team member, or student has reason to suspect that a child may be at risk for physical, mental, or verbal abuse, or neglect of any kind, he or she has a legal obligation to report such concerns to DCFS and/or law enforcement officials. Team members are bound by law to always act in the best interest of your child. You will be expected to abide by this mandate in the event of questionable behavior in the judgment of any adult present in the Center.

FIRE & TORNADO DRILLS

Fire drills are conducted once a month at Little Inspirations, and tornado drills monthly during tornado season. After the alarm is sounded, each teacher gives instructions to the children. Evacuation routes are posted in all classrooms and all exits are clearly marked. Children are taught to stop what they're doing, look at the teacher, and listen for instructions.

EMERGENCY EVACUATION

In the event of an emergency, all children and team members will be evacuated to the locations specified in the Emergency Evacuation Procedures posted in each classroom. During inclement weather, or unsafe conditions, Little Inspirations team members will take the children to St. Thomas the Apostle Church for shelter. Parents will be contacted once the children are safe.

LATE PICK UP

Little Inspirations PlayCare requests that you demonstrate respect for your child and caregiver by arriving on time for pick-up. If you must be late, please call the Center as soon as possible. An additional fee will be charged when you pick up your child after 10:00 PM. (See Fee Schedule)

Children Not Picked Up by 10:00 PM

In accordance with Illinois Department of Children and Family Services (DCFS) rules, specific guidelines must be followed when a child is not picked up at the end of the day:

- Within the first 45 minutes, four attempts will be made to contact you at all phone numbers provided.
- Persons listed as emergency contacts also will be called four times at all numbers provided within the second 30 minutes.
- If no one can be reached after 60 minutes, the Center will contact DCFS and local police.
- A caregiver will remain with your child on the premises until your child is released to the proper authorities.
- It is your responsibility to provide current and updated emergency contact information in our Oncare Parent Portal.

PHOTOGRAPHS

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www.little-inspirations.com

We periodically take pictures of the children in the Center in order to let parents see various activities that go on during the day. Class photographs may be taken by outside companies and if so, these photos can be purchased if desired. Advance notice of picture day will be given to families. Photos may also be used for our Kaymbu, Facebook page, website, or other marketing materials only if we have received your written permission to do so. Since some of our families do not give permission to us to use their child's photo in any outside forum, **we request that you to refrain from taking pictures of other children in the classroom or on field trips.**

SOCIAL MEDIA

Little Inspirations prides itself on the strong community we create together. Social media is a wonderful tool to help us continue to attract the right people (both team members and clientele) to our programs. We hope that you will help us in these efforts by sharing your experiences on social media such as facebook, linkedin, and yelp, and by interacting with Little Inspirations' posts. Please remember that parents may not post photos of anyone else's children on social media.

TRANSLATION

Little Inspirations is a very diverse community that is committed to communicating effectively with parents. If you find communicating in English challenging and would like to communicate with us using a translator in your native language, please let the office know. We will do our best to find someone in our community who can help translate.

FAMILY CONNECTIONS

Family involvement is at the core of any child care programs. We advocate working together in a spirit of partnership with families. You are encouraged to share information that can be helpful to the caregivers working with your child. We encourage open and honest communications. Parents can also be of assistance to Little Inspirations through constructive communications about what is and isn't working for you or your child specifically and individually. As always, the health, safety, education, and happiness of your children are our top priority. We appreciate being considered as an option for your family and hope that we will be a good match for you.

THANK YOU!!!