

# After <sup>THE</sup> School

PROGRAM LITTLES

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Hello ASP Littles Families,

Now enrolling for the 2022 - 2023 school year.

ASP Littles will be **closed** for the following days:

- November 23rd, 24th, and 25th, 2022 in observance of the Thanksgiving holiday
- December 26th, 2022 through January 2nd, 2023 in observance of the Christmas and New Years holidays.
- January 16th, 2023 in observance of Martin Luther King Jr. Day
- May 29th, 2023 in observance of Memorial Day
- July 4th, 2023 in observance of Independence Day
- September 2nd, 2023 in observance of Labor day

The new contract year starts August 15th, 2023.

A new contract and enrollment packet will be required on August 1st, 2023 and every August 1st thereafter. Current families' re-enrollment packets are due on August 1st of each year, these will be available to current families at least a month in advance from the due date. After current families enrollment is assessed, open enrollment will then be released to the public on August 1st, 2023.

Please make sure you have read and understand the following ASP Littles Parent Handbook. Please do not hesitate to contact a member of the office staff if you have any questions.

Thank you,

ASP Administration Team



## HANDBOOK

### **Philosophy:**

ASP Littles is a division of The After School Program (ASP). The ASP Littles program is dedicated to providing a loving, learning, and enriching environment for families seeking quality care for their preschool aged child. It is our goal to provide a space that meets the fundamental need of each child to include supporting their development in intellectual, moral, social, and emotional domains. Positive reinforcement is our primary form of maintaining discipline.

### **Mission Statement:**

ASP Littles is and will be licensed by the Department of Human Services (DHS). Through state of the art facilities, including a fully equipped STEAM lab, a gross motor skills room, and an innovative outdoor play space, our well trained bilingual team members will provide loving care for your child while having them fully prepared for kindergarten with a full pre-kindergarten curriculum taught in a dual language setting.

### **Curriculum:**

Play is an important part of children's learning and development. The ASP Littles staff will work hard to develop an enriching environment that facilitates development, supporting them in reaching milestones, exploring the environment and the world, and practicing social skills.

We have adopted **Adventures in Learning**, a curriculum designed for children 3 through 5. Your child will be participating in daily activities from the curriculum. **Adventures in Learning** has a strong literacy focus, incorporating familiar children's books in each topic of study the children will explore. **Adventures in Learning** is an Arkansas approved curriculum that covers all areas of your child's development and learning. The **Adventures in Learning** curriculum will be additionally supplemented with a Spanish-immersion learning environment and STEAM component. A detailed daily schedule will be posted in the classroom so you and your child will know what to expect each day.

### **Staff:**

ASP Littles is an equal opportunity employer. No person, based on race, religion, color, or national origin will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program.

The ASP Littles classroom is staffed with well qualified staff who are loving and dedicated. Our staff meets all of the Minimum Licensing Requirements for early childcare centers as set forth by the state of Arkansas, to include: criminal record checks, fingerprinting through the Arkansas State Police, a child maltreatment check, random drug screening, as well as providing references. They are also required to complete 20 hours of professional development training and continued education each year to maintain employment within the ASP Littles classroom.



**Pick Up Policy:**

If you need to pick up your child at an irregular time, please send a message in the Brightwheel app so that staff members can have your child prepared to leave, including waking up early from their nap or finishing meals if needed. Please do not schedule appointments during nap time if at all possible. Parents want few disturbances during nap time so their child can be rested for the remainder of the day.

**Check In/Check Out:**

ASP Littles will operate from 7:00 AM to 6:00 PM. Children may begin arriving at 7:00 AM. In order to make separation and transition much easier to your child, parents are asked to not linger when dropping off children. We ask that you check your child in each morning as you arrive and check them out each afternoon using your assigned Brightwheel code. Your code will grant you access to the building from 7:00 - 8:30 AM and from 4:30 - 6:00 PM. There will be a Check In tablet to check your child into the Brightwheel app.

**Communication:**

If your child is sick, or if you are bringing your child in late (beyond 9:00 AM), please send a message in the Brightwheel app or call the main office phone number, 479-756-5077 to notify of your child's absence, change of authorized pick-up person, or for general questions.

Although we request your cooperation in not disturbing the classroom, parents are always welcome to visit our classroom. We do ask that you notify a member of our staff, through a message in our Brightwheel app or a phone call, before your visit.

**Immunizations:**

An authorized record of up to date immunizations will be needed prior to enrollment for the first day of care provided. ASP Littles will need updates from the doctor in his/her child file annually. Please provide updates as your child receives immunizations. The state health department recommends children under the age of five receive three or more doses of the pneumococcal, polio, HIB, Hepatitis B, and DPT vaccines, two doses of Hepatitis A, and one dose of MMR and Chickenpox vaccines.

**Medication:**

If your child requires medication while at ASP, a medical consent form must be completed and signed, including written instructions stating the name of the medication, the time to be taken, and the dosage. A form will be provided for you to record this information at the time of enrollment. No medication will be administered unless stored in the original container. If it is a prescribed medication, it must be prescribed in your child's name and be age appropriate. Ask your pharmacy for an extra bottle to split between home and school to prevent taking back and forth. We cannot administer medication that is not age appropriate per DHS guidelines.

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## **Illness:**

Illnesses require 24 hours and a doctor's note before returning to school.

We can only care for children with mild cold-like symptoms (clear runny nose, slight cough, and NO or low grade fever). For the protection of your child and other children, ASP Littles will not care for any child that has a contagious or infectious disease.

## *Examples of when your child cannot attend:*

Any strand of Influenza, contagious rash, fever (100.4 ° F or higher), excessive cold and/or cough, vomiting, diarrhea, lice or nits, ringworm, impetigo, green discharge from eyes or excessive fluid draining from ears, unusual drowsiness, persistent or excessive crying, communicable diseases (RSV, hand foot and mouth, chicken pox, pink eye, conjunctivitis, hepatitis, rubella, meningitis, TB, Salmonellas, E-Coli, mumps, measles, or Covid-19). Consult your child's doctor and ask when your child may be with other children if one of these illnesses should occur.

**If your child becomes ill while in our care, you will be notified immediately to pick up your child. CHILDREN SHOULD NOT COME TO ASP LITTLES CLASSROOM UNLESS THEY HAVE BEEN FEVER/SYMPTOM FREE AND/OR HAVE NOT HAD VOMITING/DIARRHEA OR RASH FOR 24 HOURS.**

## **Medical Emergencies:**

In case of a serious accident or sudden illness requiring medical attention, the following procedures are followed:

- 1) A phone call is made to 911
- 2) Child's parents, guardians (or emergency contacts) are called
- 3) Child and health records are taken to the hospital with the medical team

It is extremely important, especially in instances of illness or emergency, that the emergency contact information is up to date and all information is correct. Please update your child's Brightwheel profile and report any changes to the ASP office promptly to keep your emergency contact information current. In the event of an emergency, The After School Program has the permission of the parent/guardian to administer first aid or obtain emergency medical treatment, if necessary, for the child's welfare.

For minor injuries like bumps and bruises, teachers will provide basic first aid. If the injury is more serious, (i.e. needs stitches, broken bone, or dislocation, etc.) the parent will be notified immediately. Parents will be responsible for all costs involved in emergency medical treatment, including emergency transportation if required. All ASP administration and ASP Littles staff members are CPR certified will be prepared to perform this on your child if needed until paramedics arrive.



**Injuries:**

In cases of slight injuries, an ASP Littles staff member will administer first aid. An incident report will be pushed out to the parents through the Brightwheel app to be electronically signed.

**Allergies:**

If your child has severe allergies, you will need to provide any rescue medication and supply an action plan form to keep in the child's file. These forms are available from your doctor.

**Potty Training:**

All children attending the ASP Littles classroom must be fully potty trained. Parents must supply at least three (3) changes of clothing in the event of accidents throughout the day.

**Toys:**

Please leave your children's toys and personal items at home. ASP Littles takes no responsibility for any lost, stolen, or broken toys or personal items from home. Children may bring one (1) comfort item, such as a stuffed animal or plush toy, to use exclusively during rest time if needed.

**Food and Drinks From Home:**

Due to allergy issues, please leave snacks and other food items at home. We do ask that you send a reusable water bottle for use in the classroom for water only.

**Rest Time:**

Please provide one child sized pillow, one blanket and one crib sheet. All bedding will be sent home for cleaning every Friday. These items will be expected to be returned on Monday morning. Children may bring one comfort item for rest time.

**Class Parties and Special Events:**

Class parties and special events are held during normal school operating hours. You are welcome to bring store bought treats per ASP Littles guidelines for the entire class to celebrate your child's birthday at school. Please coordinate with the ASP Littles teachers or administration staff to ensure that there are no food allergies in the classroom.

**Peanut Free Policy:**

ASP Littles is a peanut-free facility.

**Food Service:**

ASP Littles will serve a morning snack with a grain, fruit and milk at 8:20 AM, lunch with a meat, fruit, vegetable, grain and milk at 11:30 AM, and afternoon snack with a grain and milk or juice at 3:00 PM each day. Components are determined based on the USDA food service program guidelines for preschoolers.



**Emergency Procedures:**

Fire and tornado drills are practiced each month. Emergency procedures are recorded in the classroom and with the administration team. In the event of severe weather, the administration team will monitor weather reports and alerts and the staff will be prepared to move the children to safety, if necessary.

**Inclement Weather:**

ASP Littles follows Springdale Public Schools for closings in case of inclement weather. If Springdale Public Schools are closed or delayed, ASP Littles reserves the right to be closed or delayed. You will need to use your back up child care plan for inclement weather days.

**Abuse Reporting:**

Our staff is required by state law to report suspected child abuse or maltreatment. Failure to report suspected abuse/maltreatment can be a class C misdemeanor. Reports are confidential and are considered allegations until an investigation is completed.

**Interviews by DHS & Other Agencies:**

It is understood by the parent/guardian that children in the care of The After School Program may be subjected to interviewing by Child Care Licensing, DCFS Special Investigations and/or law enforcement for investigative purposes and/or for determining our compliance with Arkansas Licensing Requirements. (*Arkansas DHS Minimum Licensing Requirements: DCCECE/Child Care Licensing Unit: 200.201.4*)

**Brightwheel:**

ASP Littles requires Brightwheel auto-pay method for accounting purposes. It is a safe and secure child care payment program that has been established and trusted by all of current clients. It is the guardian's responsibility to login to Brightwheel and maintain accurate information for their child's account.

**ASP Littles Tuition:**

The parent/guardian agrees to pay the weekly tuition fee as set by The ASP Littles. All tuition fees are due in advance and billed on Friday for the upcoming week. If for any reason the account has not been paid by the close of business on Friday a late fee of \$25.00 will be assessed. If the account has not been paid by the next Friday, the child will not be permitted to return until the past due account is brought current.

The parent/guardian agrees to pay a \$25.00 charge for any transaction returned by Brightwheel. If a Brightwheel transaction is returned by the bank, The After School Program reserves the right to require all future payments to be made in cash.



**Required Fees:**

A yearly registration fee of \$200 per child is due upon enrollment in the program. This non-refundable fee is due upon initial registration. The fee is used to replace the art supplies, play equipment and games. Weekly tuition rates do not vary based on attendance, i.e., illnesses, vacations, or absences.

Registration fee..... \$200/child

Weekly tuition..... \$230/child

The parent/guardian will not be charged their weekly tuition for school breaks that encompass a full week. Full time weekly tuition may be prorated for breaks of more than three days in a singular week. Tuition prorating will be at the company's discretion.

**Late Fees:**

A late fee will be assessed at the rate of \$1 per minute per child left in our care after 6:01PM.

**Termination in Cases of Non-Payment:**

ASP Littles has the right to terminate and pursue legal action in cases of non-payment. The contracted parents will pay all legal fees incurred.

**Trial Period and Termination:**

A trial period of **four weeks** is given for adjustment. During this time period, the parents or the Director may decide to terminate care without prior notice. Any abuse or violation of ASP Littles rules or policies of the contract may be just cause for termination at any point during the contract. Immediate termination can occur for excessive behavior problems, or parental non-compliance or parental behavior. If ASP Littles, for the above or any other reason at our discretion, gives immediate termination, any deposit and enrollment fees will be forfeited and considered non-refundable.

Any behavior deemed an immediate safety/health hazard, is grounds for immediate dismissal from the program. This includes but is not limited to physical violence to a staff member, or other student, running from the program, or staff member, or any behavior that requires one, or more, staff members to maintain the children and staff's safety/health, on a one-on-one basis. All children enrolling in ASP Littles must be able to participate to some degree, and substantially benefit from the program, without risk to himself/herself, or the other children. This must be accomplished without fundamentally altering the nature of the program or resulting in an undue financial and/or administrative burden.

**One Week Notice to Discontinue Contract:**

After the **four week** trial period is complete, care can be terminated with a one week written and paid notice by the contracted guardian at any point. Payment for one week will be accepted in lieu of notice. All final payments will be due at time of notice.



**Behavior Management Policy:**

At the ASP Littles, our goal is to maintain a safe and orderly environment in which your child can learn. Therefore, we place a great emphasis on encouraging appropriate behaviors of children to help them develop self-control, self-confidence, and self-discipline. An effort is made to help children understand why some behaviors are not acceptable, and suggestions for more desirable behaviors are offered. The rules are posted in the classroom and reviewed often with children.

*Classroom rules children are expected to follow are:*

- 1. Be safe by keeping your hands, feet, and objects to yourself*
- 2. Be respectful and kind to others*
- 3. Be responsible for yourself and your play area*
- 4. Be a good listener especially to your teacher*

To ensure the safety of all participants and staff, the ASP Littles staff will implement a positive discipline program. Children involved in our program are expected to follow the rules and direction of the preschool staff. Severe behavior will be addressed by the Director.

**The following are guidelines used when disciplinary action becomes necessary due to unacceptable behavior:**

- 1. Positive redirection*
- 2. Verbal warning for specific unacceptable behavior.*
- 3. Separation from the group with a warning of future consequences for repeated behavior.*
- 4. Separation from the group with a warning and write-up for repeated behavior.*
- 5. Separation from group with a call to parent or guardian and write-up.*
- 6. Parent/Guardian conference to discuss corrective action and consequences for future incidents.*
- 7. Suspension - 1 to 2 days from the program and/or remainder of the day.*
- 8. Repeated aggressive/inappropriate behavior with 1-3 suspensions will result in removal from the program with approval from the Director.*

ASP Littles reserves the right to withdraw a participant from the program if all discipline options have been exhausted and/or demonstration of extreme behavior that may put participants and staff in danger.





**Biting:**

ASP Littles recognizes that biting is a normal stage of development that some young children go through. It is something they will outgrow in time. Young children who bite, bite for reasons, all of them normal and developmentally understood. Teething, exploring, stress, frustration, imitating behavior, personal space is violated or crowded, lack of vocabulary, sign of affection, to obtain attention are all common reasons why children bite. In order to minimize incidents of biting, we “shadow” the child who has exhibited biting behavior. We carefully observe the child who has bitten to determine if there is a pattern of when the biting behavior occurs. We comfort the child who has been bitten and firmly let the child who bit know that “biting hurts.”

***The following steps will be taken if a biting incident occurs at ASP Littles:***

1. The biting will be interrupted with a firm, “No...we don’t bite people!”
2. Staff will stay calm and will not overreact.
3. The bitten child will be comforted.
4. Staff will remove the biter from the situation. The biter will be given something to do that is satisfying.
5. The wound will be assessed by the teacher and cleansed with soap and water. If the skin is broken, an administrator is immediately notified. Both sets of parents are contacted and advised to call their pediatricians; open wounds on the face or hands are the most vulnerable to infection.
6. The child who bit will be spoken to on their level in a loving, but firm manner. We will explain that, “You cannot bite your friends because it hurts them. We do not hurt our friends.”
7. The parents of both children will be notified of the biting incident. Appropriate forms will be filled out (Incident Report).
8. Ongoing dialog is kept with parents and staff on classroom and home strategies being used to address and curb the biting behavior

***When your child has bitten another:***

Classroom staff will work together with parents and try to reach the cause as to deter future biting – charting location, who was involved, time, other behaviors, staff present, and circumstances. Staff will “shadow” children who indicate a tendency to bite, to head off biting situations and reinforce appropriate behavior.

1. You will be notified of the biting incident and will be expected to begin your own research and assist us in training your child to use appropriate behavior.
2. After the second biting incident, the Director will talk with parents to go over a written behavior improvement plan and offer resources for assistance. We will work closely with the child, in hopes to guide them quickly past the stage.
3. After multiple biting incidents, the student may be unenrolled from our program if deemed in the best interest of the child, ASP Littles, and the other children. Re-enrollment for the child into ASP Littles may be considered six months after the termination.



**Holidays:**

We observe and close our classroom the holidays listed below.

Martin Luther King Jr. Day (1 day)

Memorial Day (1 day)

Independence Day (1 day)

Labor Day (1 day)

Thanksgiving Day and the following Friday (2 days)

Christmas Eve and Christmas Day (2 days)

New Year's Eve and New Year's Day (2 days)

We additionally reserve the right to close the business week that falls between Christmas Eve and New Year's Day in which case we will **NOT** bill tuition and notify families in ample time to make other child care arrangements.

**Enrollment Procedures to Secure Your Child's Spot at ASP Littles:**

The following paperwork must be completed in order to place your child in the ASP Littles classroom:

1. All registration enrollment forms signed by parent or guardian to include
  - a. All parts of Brightwheel online enrollment completed and approved by a member of the admin team.
  - b. Parent Handbook Signed and Submitted
  - c. Medical Forms if applicable
  - d. Allergy Action Plan if applicable
2. Complete up to date record of immunizations uploaded to Brightwheel
3. One time non-refundable registration fee of \$200 per child.

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## **ASP Littles Parents/Guardians Will Provide:**

- One (1) child size blanket, crib sheet, and pillow to be sent home each Friday for cleaning and brought back each Monday.
- One (1) comfort item for exclusive use at rest time. (optional)
- One (1) reusable water bottle (for water use only) to be sent home each afternoon for cleaning and brought back each morning.
- One (1) child sized clear backpack for transportation of child's belongings to and from the classroom.
- Three (3) complete changes of clothes in the event of accidents.
- Weather/temperature appropriate outerwear and shoes.

\* Please label all items with your child's name

## **ASP Littles Will Provide:**

- A clean and sanitary environment to include the classroom, gross motor room, outdoor space, bathrooms, STEAM room, and any other facilities the children might use.
- A schedule that meets the needs of the children in our care that includes time to learn, play, grow, and meet milestones in various settings.
- Family engagement through class parties, celebrations, and events within the classroom and the community.
- Nutritious meals and snacks that meet USDA standards and provides the children experience with different healthy foods and all of the food groups.
- An engaging English/Spanish-immersion curriculum that prepares children for kindergarten by providing exposure to and assistance with letter recognition, letter sounds, numbers, colors, shapes, etc.
- Provides an emotionally safe space with teachers that lead children in a warm, caring and considerate way.

**ASP Littles retains the right to enforce, change, or add to any of the above policies at will and without notice. In this case an updated handbook will be provided to the parents/guardians of the children in the care of the ASP Littles team.**

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**Guardian Signature**

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**Date**



**ASP Littles Sample Schedule**

<b>Time</b>	<b>Activity</b>
7:00 - 8:00 AM	Arrival
8:05 - 8:20 AM	Restroom Break (Whole Group)
8:25 - 8:55 AM	Morning Snack
9:00 - 9:30 AM	Indoor / Outdoor Gross Motor
9:35 - 10:05 AM	Morning Meeting
10:10 - 11:10 AM	Centers / Rotating Small Group
11:15 - 11:30 AM	Restroom Break (Whole Group)
11:35 - 12:10 PM	Lunch
12:15 - 12:30 PM	Restroom Break (Whole Group)
12:35 - 1:35 PM	Rest Time
1:40 - 1:55 PM	Restroom Break (Whole Group)
2:00 - 2:30 PM	Indoor / Outdoor Gross Motor
2:35 - 2:50 PM	Restroom Break (Whole Group)
2:55 - 3:25 PM	Afternoon Snack
3:30 - 5:00 PM	Centers / Rotating Small Group
5:05 - 6:00 PM	Dismissal