

Our Mission

“Providing opportunities to help infants and toddlers succeed at their highest potential”



PARENT HANDBOOK



SHAWNEE MISSION
SCHOOL DISTRICT

INTRODUCTION

Welcome to Horizons High School and Little Horizons Early Learning Center. We are licensed by Kansas Department of Health and Environment to provide childcare for infants and toddlers of Shawnee Mission School District (SMSD) students, faculty and staff.

We provide a healthy and safe environment, following KDHE and SMSD procedures. We have an on-site administrator, Security Officer, and Registered Nurse. Our infant / toddler aides are experienced, professional, certified in First Aid, CPR, Safe Sleep, and have the educational qualifications and knowledge essential for early child care and learning. The Little Horizons Early Learning Center has been operating as a licensed center since 1990 to care for the children of our students. Since our program has been successful, we wanted to provide the opportunity for employees of SMSD to enroll their children.

GENERAL INFORMATION

We are licensed by Kansas Department of Health and Environment. We currently serve infants-4 years of age (until the end of the school year). If your child turns 4 years of age before August 31st, they are eligible for SMSD Pre-School Program located in varies elementary schools. Please visit www.smsd.org for more information.

We are located on the ground floor of Horizons High School, 5900 Lamar, Mission KS. The main number is 913-993-9500. The Center Coordinator and Director is Holly Hill-Pointer. You can reach Holly at 913-993-9536 or hollyhill@smsd.org. Holly has a Bachelor of Elementary Education and Early Childhood Education and has over 20 years experience in the Early Childhood field.

Hours of operation: 6:45 am to 5:00 pm Monday through Friday to coincide with the SMSD schedule including professional development days.

The center will provide any schedule changes occur during the SMSD school year to accommodate teacher workdays. We will be closed all SMSD holidays, spring break and snow days and any other day the superintendent / designee determines school will be closed.

INCLEMENT WEATHER PROCEDURE

Weather conditions may occur which make it necessary for the schools in the Shawnee Mission School District to be closed for the safety of students and staff. Here are some sources for announcements of this

[SMSD Mobile App](#)

Local TV Stations

Local Radio Stations

[District's Main Website Page](#)

School District Cable Channels (Time Warner channel 2 (98-2, 98-18), Consolidated Communication channel 18, and AT&T U-Verse channel 99)

[24-hour information line](#) at (913) 993-7380

[SMSD Alert](#)

*Please note, on such days, tuition will be charged as normal. We will not reimburse for inclement weather days.

ENROLLMENT INFORMATION

- A. Non-Discrimination Policy: Admission policies are non-discriminatory in regard to race, color, religion, national origin, ancestry, gender or disability. In accordance with Kansas Civil Rights Statutes KSA 44-1009 & 28-4426
- B. Reservation Form and Deposits: A reservation form must be completed and turned in with a non-refundable deposit fee of \$50.00.
- C. Weekly Tuition:
 - Check/Credit Card Payment: Tuition is to be paid on the first day of each month or the 1st and the 15th of each month.
 - Payroll deduction: payroll deduction comes out of your paycheck on the same schedule as your pay day (bi-weekly or monthly). Your monthly deduction will be the same amount every month.
 - You can apply for DCF childcare assistance if you meet the state requirements. Upon approval, if your monthly amount

does not meet the monthly tuition amount. Your family fee can be up to the difference to meet original weekly tuition payment. Please contact DCF at 913-826-7300 or at the website at dcf.ks.gov

D. Enrollment Forms to complete:

- Little Horizons Early Learning Center Reserve Care Form
- Little Horizons Early Learning Application and Information Record – to be completed by parent
- KDHE Medical Record / History of Immunizations to be completed by parent and child’s physician.
- KDHE Authorization for Emergency Medical Care – to be completed by parent and notarized.

FEES/ WEEKLY TUITION

The fees schedule is posted on the Reserve Care Form and detailed in the Payment Schedule. Refunds, if deemed appropriate, might be delayed due to SMSD policies and procedures. We do not provide refunds for days your child does not attend their regular scheduled days such as: inclement weather days, sick days, and/or vacation days.

GUIDANCE

The primary form of guidance used at Little Horizons Early Learning Center is *positive reinforcement*. This involves praising children as frequently as possible for desirable behavior. We attempt to let the child know what s/he is doing “right”. Positive reinforcement helps them stay on task to gain positive attention rather than negative attention.

It is important to set limits for children so that they know what is expected of them. Classroom rules are explained to the children and are followed as consistent as possible.

A normal part of the child’s development, of course, is to test these limits. When a child exhibit behavior that: 1) is disruptive to the planned activities, 2) causes stress between him/herself and the other students, or 3) threatens or inflicts harm on him/herself or others, we try to deal with it in the following ways (depending on the seriousness and urgency of the situation):

1. Reminders: The teacher will remind the child of what behavior is expected of him/her.
2. Re-direction: When a child is having difficulty, involving another child with a toy or activity, we model appropriate behavior. Such as, taking the child's hand and showing them soft touches.
3. Natural consequences: The child is expected to accept the consequence in natural occurring situations. (Example: If a child spills his/her milk, they get a paper-towel and clean it up).
4. Loss of Privileges: If the child is choosing not to follow established rules while playing with a toy, on equipment, or in a particular center, they will need to leave that activity.
5. Safe Seat: The child is asked to leave the group- s/he sits in a designated safe place in the classroom to help calm down their body. We discuss other choices s/he could have made, words.. s/he could have used etc..before the child returns. Safe seats are very short and offer cooling-off period to ensure safety of all.
6. Biting: Biting is common for toddlers. If a child bites, we will first give attention and first aid to the "Bitee". next the "biter" is reminded that people are not for biting and that hurts.. We will attempt to determine a pattern and/or shadowing. Accident reports will be made and both sets of parents will be notified.

THINGS TO BRING

- Children need 2 changes of clothing, including socks, to be kept at school (Please change clothing out for appropriate weather).
- Walking children, must wear shoes daily.
- Provide a fitted crib sheet for infant cribs and cots. Toddlers may have a blanket to nap with.
- If the infant uses a pacifier the parent should provide a container with a lid for storage, and labeled with child's name.
- Parents are asked to provide an adequate number of diapers (if needed) each day and label with child's name. A larger supply may be stored in classroom.
- Any sunscreen, lotions, ointments, etc brought to the center for infant care must be labeled with the child's name, and will be stored in a locked cabinet.
- Daily Lunch

NUTRITION

- Parents will supply infant's formula or breast milk. The bottles and nipple covers are to be labeled with child's name; they will be tagged with the contents and date.
- Parents are encouraged to supply their child's lunch and any special milk other than whole milk. KDHE recommends lunch to include vegetables and/or fruit, a bread product and meat or acceptable substitute. All food and beverages must be labeled with child's name and date. Each child will have a designated cabinet and refrigerated area.
- Please prep lunches for your child such as: cutting fruit, vegetable and other food to the size your child will eat it.

NAPTIME

We welcome communication with parents regarding their child's soothing preferences. We practice safe sleep procedures as follows and encourage parents to follow the best safe sleep practices at home as well. Infants will have their own crib and will be placed on their backs when sleeping. Infants may be fully swaddled up to 8 weeks old and then swaddled with arms out up to 12 months if needed. No other blankets in the crib at any time. The staff is instructed to remove sleeping infants from swings, car seats and other equipment and place them in their crib. Crib sheets are washed weekly or more often, if needed, and cribs are disinfected daily.

DAILY ADMITTANCE

- A. Sign in and out: Every child **MUST** be signed in and out by the parent in the classroom daily. Please fill in the time and signature. This is our record of attendance, which needs to be completely daily. If your child will not be attending school due to illness or personal reason, please contact us. If you are having someone other than the usual people that pick up, please inform us and instruct them to bring their ID, to verify the person's identity for the safety of your child.
- B. Outdoor Play: The State of Kansas requires that we take the children outdoors, weather permitting. We follow the SMSD recess guidelines. The children have a better chance of staying healthy if they get fresh

air. The district health office feels that, “Generally, if a child is too sick to go outside, s/he is too sick to be in school.” Please dress your child appropriately, due to weather, to play outside daily. There will be no outdoor play when:

- a. The temperature is 15 degrees or below
- b. The wind chill index is 0 degrees or below
- c. There is falling moisture.

C. Creative Curriculum:

The Creative Curriculum provides staff with the ability to meet children’s needs that are essential to providing responsive care and education. Children are able to learn and grow when they feel safe and cared for, are appropriately challenged and guided, and have strong relationships with nurturing adults.

- a. Warm, responsive daily routines are important parts of the day for infants/toddlers. Routines provide opportunities to build relationships, feel secure, and help gain new skills, and guide them as they learn about the world.
- b. Giving the infants/toddlers a variety of experiences to reach their highest potential, is our goal. While planning experiences we focus on Social-Emotional Development, Physical Development, Language Development, and Cognitive Development.

HEALTH GUIDELINES

The Kansas Department of Health and Environment requires all children have a health assessment by a physician prior to beginning care. Current immunizations are also required before attending unless completing a medical/religious exemption.

When do you keep your child home when ill? Please refer to the *Disease and Symptom Exclusion Recommendations* at the end of the handbook. Your child may return sooner than 24 hours with a note from the doctor stating that he/she is not contagious and can return. We are required by KDHE to send a child home if he/she is experiencing signs and symptoms of illness. Please keep your contact information current so you can be notified of any illness’s.

MEDICATION

Parents may request a prescription medication be administered to their child on written order of the parent. The medication must be in the original pharmacy bottle with instructions stating child's name, dosage amount, interval, reason for medication, and physician. Non-prescription medication may also be administered from the original bottle with written request from parent, including dosing instructions.

The form to request medication administration is available upon request.