



1001 US-20, Michigan City, IN 46360

Phone: (219) 873-2035

Fax: (219) 873-2034

Parent Handbook

2025-2026 School Year

Equal Opportunity

The Michigan City Area Schools does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, religion, military status, ancestry, or genetic information, which are classes protected by Federal and/or State law (collectively, "Protected Classes"). This includes the Corporation's employment opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation's environment. For further information, clarification, or complaint, please contact the MCAS School Administration, 408 S. Carroll Avenue, Michigan City, Indiana 46360 at (219) 873-2000 for Title IX (gender equity related issues); or Special Education Department, 408 S. Carroll Avenue, Michigan City, Indiana 46360 at (219) 873-2000 for Section 504 (non-discrimination/ disability issues and Americans with Disabilities). Any other information concerning the above policies may be obtained by contacting the Administration Office, 408 S. Carroll Ave., Michigan City, Indiana 46360 at (219) 873-2000.

Philosophy

Little Wolves Early Learning Center is committed to providing a safe, engaging, and high-quality program. We believe that all children develop and learn in various ways. Therefore, at Little Wolves Early Learning Center, we provide opportunities for children to learn through curriculum and activities that promote choice, play, and exploration.

All Little Wolves students exhibit the following traits:

- Lifelong learners
- Critical-thinkers
- Fair
- Open-minded
- Kind

Table of Contents

Section 1 - Program Information

Center Contact Information.....	4
Program Description.....	4
Hours of Operation & Cost.....	4
Communication.....	4
Holidays/Breaks.....	4
Student Dress.....	5
School Supplies.....	5

Section 2 - Enrollment Policies

Admissions Policies.....	5
Enrollment.....	5
Transportation.....	6
Attendance.....	6
Late Pick-up.....	6
Tuition.....	7

Section 3 - Food and Nutrition Policies

Meals.....	7
Dietary Restrictions.....	7

Section 4 - Health & Safety Policies

Authorization for a Child's Release.....	8
Delays and Closures.....	8
Discipline, Suspension, and Expulsion.....	8
Emergency Plans.....	9
Field Trip Policy.....	9
Health and Ill Child Policy.....	9
Medications.....	9
Mandatory Reporting/Suspected Impairment.....	10
Parent/Visitor Conduct.....	10
Tobacco/Substances Policy.....	10
Ratios.....	10
Social Media, Photos, and Videos.....	11
Supervision Policy.....	11

Section 5 - Education Policies

Curriculum.....	11
Unscheduled Visits.....	11

Section 1 - Program Information

1.A Center Contact Information

Center Director	Holly Martinez
Director's Email	hmartinez@mcas.k12.in.us
Center Secretary	Kristen Melendez
Secretary's Email	k.melendez@mcas.k12.in.us
Program Phone Number	(219) 873-2035
Program Email	littlewolves@mcas.k12.in.us
Program Address	1001 US-20 Michigan City, IN 46360

1.B Program Description

Little Wolves Early Learning Center provides full day and half day Pre-K options for fully potty trained children ages 3 through 4. We support the growth and development of all children by offering a safe and nurturing environment that helps to develop social, emotional, and kindergarten readiness skills.

1.C Hours of Operation & Out of Pocket Cost

Little Wolves Early Learning Center operates on the Michigan City Area Schools calendar. However, we do NOT follow the planned eLearning and planned early release days that MCAS sets.

Little Wolves Early Learning Center doors open at 8:35 a.m. and dismissal is at 3:00 p.m..

1.C-1 We offer two options for families:

- M-F full day (8:45 a.m. - 3:00 p.m.) - \$165 weekly
- M-F half day (8:45 a.m. - 11:30 a.m.) - \$100 weekly

1.D Communication

The following forms of communication will take place from Little Wolves:

- Daily communication folder
- Weekly all call/email (Sundays at 4:30 p.m.)
- Phone calls
- Emails
- Monthly newsletters
- Teacher newsletters
- Quarterly Parent Teacher Conferences

1.E Holidays/Breaks

Little Wolves Early Learning is closed during the following holidays/breaks:

Labor Day

Fall Break

Week of Thanksgiving (Monday-Friday)

Two weeks of Winter Break

Martin Luther King Jr. Day

President's Day

Spring Break

Good Friday

Memorial Day

****For any days we are closed, we do not charge tuition.***

1.F Student Dress

Students at Little Wolves should wear comfortable clothing for school. Please use the following guidelines when planning for your child:

- 1.F-1** Closed toed shoes that have a secure strap around the back of the foot are required. Flip flops, open toed shoes, and open back shoes are prohibited.
- 1.F-2** Clothing attire must be easy for children to snap, button, close, etc. independently and change if needed.
- 1.F-3** A minimum of 2 extra sets of clothing (shirts, pants, underwear, and socks) are required and must be replenished if used.
- 1.F-4** All clothing must be labeled with the student's first/last name.
- 1.F-5** We will always go outside for outdoor recess unless the weather doesn't permit: raining, weather alerts, and/or the feels like is colder than 25 degrees. Children should have appropriate cold weather attire (coat, hats, gloves, snow pants, and boots).

1.G School Supplies

Little Wolves students will need the following supplies:

- Normal size backpack-no wheels
- 2 full extra sets of clothes
- 1 large box of tissues
- 1 package of wet wipes
- 1 pocket folder
- Blanket for rest time
- Travel size pillow for rest time
- Variety size of ziplock bags
- 2 packages of disinfectant wipes
- Pack of playdough
- Pack of construction paper

Section 2 - Enrollment Policies

2.A Admissions Policies

Little Wolves Early Learning Center shall accept children who are at a stage of growth and development which enables them to benefit from the program, and for whose developmental level the center is staffed and equipped to provide care.

- 2.A-1** We shall not admit or maintain any child whose needs we cannot meet.
- 2.A-2** We shall not admit or maintain any child whose behavior poses a threat to other children and/or staff.
- 2.A-3** There shall be no discrimination on the basis of race, color, religion, or gender.

2.B Enrollment

Little Wolves Early Learning Center is regulated by Michigan City Area Schools and the State of Indiana. For your child to be enrolled in our program, all documentation requirements must be met. To gain and keep enrollment, you must have all items that are listed below turned in prior to your child's first day.

2.B-1 Children's Records

Prior to your child's first day, we must have the following:

- 2.B-1.a** Enrollment Forms (completed online)
- 2.B-1.b** Enrollment Contract

- 2.B-1.c Handbook Receival Acknowledgement Form
- 2.B-1.d Signed Suspension & Expulsion Policy Form
- 2.B-1.e Home Language Survey
- 2.B-1.f Copy of child's Birth Certificate
- 2.B-1.g Current Immunization Records (must be updated each time additional immunizations are given)
- 2.B-1.h Copy of parent's Driver's License
- 2.B-1.i Proof of Residency
- 2.B-1.j Food Allergy Care Plan (if applicable)
- 2.B-1.k Student Information Sheet
- 2.B-1.l If a court order exists preventing a particular individual from having contact with a child, the center shall comply with the order. There shall be a copy of the court order in the child's file.

2.B-2 Confidentiality Policy

- 2.B-2a All information pertaining to admission, health, family or discharge is confidential.
- 2.B-2b All files are kept in a locked cabinet within the office.
- 2.B-2c Child information will not be shared with any other agencies or individuals unless we are required to do so by law.

2.C Transportation

Parents are responsible for providing transportation to and from Little Wolves with the exception of field trips. All individuals dropping off/picking up children at Little Wolves must park in a spot. ***Parking in front of the building's main entrance along the curb is prohibited.*** In order for a Little Wolves student to attend a field trip, a written permission slip must be on file. ***Children must ride school transportation to and from the field trip unless prior approval for special circumstances has been given.***

2.D Attendance

- 2.D-1 Parents must sign-in and sign-out their child in their room binder every day.
- 2.D-2 All absences must be called into the office.
- 2.D-3 Full day students must be in attendance by 10:00 a.m.. Arrival after 10:00 a.m. must be approved ahead of time otherwise.
- 2.D-4 If a full day student is not present by 10:00 a.m. and prior approval has not been given, the child will be counted absent for voucher attendance purposes.
- 2.D-5 A family must follow the drop-off (8:35 a.m.) and pick-up (3:00 p.m.) times each day.
- 2.D-6 Students attending half day programs will be present from 8:35 a.m. - 11:30 a.m.. Breakfast is provided but not lunch.
- 2.D-7 Any child that is absent for 10 consecutive days, without notification of any kind, will be considered a no-show and will automatically be unenrolled from the program. Any outstanding tuition balance until unenrollment is the responsibility of the parent/guardian.
- 2.D-8 If you decide to withdraw your child from Little Wolves, a written notice of two weeks must be given. You will also be responsible for tuition during that time.

2.E Late Pick-Up

- 2.E-1 Children must be picked up by 3:00 p.m..
- 2.E-2 A late fee of \$5 per minute per child will be assessed for pick-up after 3:10 p.m. for full day students and 11:40 a.m. for half day students.
- 2.E-3 If a child is not picked up 60 minutes after closing time (by 4:00 p.m.) and we are unable to contact an authorized person to pick up, the Department of Child Services will be contacted and made aware of the situation.

2.E-3 If you are called to pick up your child due to an illness or other reason stated, the expectation is to arrive no more than 30 minutes later. If you are more than 30 minutes outside of town and do not have someone to pick-up your child, please notify the front office. Otherwise, every minute after 30 minutes, you will be charged a \$5 late fee.

2.E-4 If you know you'll need to pick your child up later than 3:00, after care through Safe Harbor is available for an additional fee. Their hours of operation are from 3:00 p.m. - 6:00 p.m.. Additional information can be found on the Safe Harbor website at <http://educateMC.net/safeharbor>.

2.F Tuition

2.F-1 Tuition (or voucher copayment) must be paid in full each Monday of the current week.

2.F-2 Your child cannot be dropped off at the beginning of the week if tuition is not current.

2.F-3 Failure to pay will result in your child's enrollment being suspended or terminated immediately.

2.F-4 Unpaid tuition balances will be turned over to collections. This could result in the overdue funds being pulled from your income tax return.

2.F-5 Parents/guardians are responsible for returned check fees.

2.F-6 All children must have an enrollment contract filled out prior to their first day.

2.F-7 A new enrollment contract must be filled out any time a change to the current contract is needed.

2.F-8 Your child's tuition (or voucher copayment) amount is due each week regardless of your child's attendance.

2.F-9 No tuition will be charged on holidays that we're not in session, Thanksgiving Break, Winter Break, Spring Break, and Summer Break.

2.F-10 If MCAS decides to call an eLearning day due to inclement weather, Little Wolves will close that day. You will not be charged for tuition on these days. Please sign-up for alerts here: <http://educateMC.net/closings>.

Section 3 - Food and Nutrition Policies

3.A Meals

3.A-1 Meals and snacks are provided to children in attendance at the time they are served. We are unable to hold or save a meal. Please ensure your child is in attendance at the following times:

3.A-2 Breakfast: 8:45 a.m. - 9:15 a.m.

Lunch: 11:30 a.m. - 12:00 p.m.

Afternoon snack: 1:45 p.m. - 2:15 p.m.

3.B Dietary Restrictions

3.B-1 All food allergies and dietary restrictions must be made aware of at the time of your child's enrollment.

3.B-2 You will be required to have a Food Allergy Care Plan filled out, signed by a physician, and on file. This must be updated yearly or sooner if changes need to be made.

Section 4 - Health & Safety Policies

4.A Authorization for a Child's Release

- 4.A-1 Children will be released only to their parent/legal guardian or a person named by the parent/legal guardian.
- 4.A-2 A photo ID must be shown at the time of pick-up for all first time individuals.
- 4.A-3 If an individual is not listed under Contact Management in PowerSchool, we cannot release the child to them.
- 4.A-4 The individual dropping off or picking up a child must sign-in/sign-out in the class binder as the parent/guardian would.

4.B Delays and Closures

- 4.B-1 All delays and closures will be communicated through social media, Blackboard Connect, and the district system for texts and emails.
- 4.B-2 We will follow MCAS for any delay or closure.
- 4.B-3 We are required by the State of Indiana to close if we do not have lights or running water.

4.C Discipline, Suspension & Expulsion Policy

- 4.C-1 All forms of challenging behavior must be addressed and handled in a cooperative manner.
- 4.C-2 Repetitive instances (3 or more times in a week) of challenging behavior could result in the need for a Behavior Success Plan to be created for your child.
- 4.C-3 Parents are required to partner with us in the creation of the Behavior Success Plan and the follow-through of the items specified in the plan.
- 4.C-4 The following are considered challenging behaviors: hitting, kicking, spitting, biting, pinching, throwing objects, hostile verbal behaviors, or other behaviors that may hurt or endanger children or staff.
- 4.C-5 In response to these behaviors, we will not use:
 - Threats or bribes
 - Physical punishment (even at the parent's request)
 - Deprive your child of food or other basic needs
 - Humiliation or isolation
- 4.C-6 In response to these behaviors we will:
 - Respect your child
 - Establish clear rules
 - Be consistent in enforcing rules
 - Use positive language to explain desired behavior
 - Speak calmly while bending down to your child's eye level
 - Give clear choices
 - Redirect your child to a new activity
 - Offer your child a calm down period where they determine the length of it
- 4.C-7 When a behavior becomes repetitive we will follow these guidelines to help stop the situation:
 - Have a meeting with the child's parents, teacher(s), and Program Director to collaborate and share ideas. We will discuss what we are seeing, discuss the possible causes and strategies we can use.
 - Create a Behavior Success Plan that can be used at home and in the child care setting.
 - Offer the family support from additional or outside resources that may prove to be helpful to the parents, child, and staff.
 - Set a date to meet again and discuss the changes we are or are not seeing.
- 4.C-8 If the above outlined process is not followed by a family or is unsuccessful, we reserve the right to suspend or terminate your child's enrollment.

4.D Emergency Plans

4.D-1 Little Wolves Early Learning Center will follow the MCAS Emergency Preparedness Plan in the event of fire, bad weather, intruder situations, and medical emergencies. For more information, please visit: <https://www.educatemc.net/departments/school-safety>.

4.D-2 You are required to have all emergency contact information up to date at all times for your child. (If anything ever changes, please notify the front office staff immediately so the update can be made.)

4.E Field Trip Policy

4.E-1 All field trips will be communicated at least 1 week in advance.

4.E-2 All children must have a signed field trip form. Failure to do so will result in your child not being allowed to attend the field trip.

4.E-3 All children must be dressed appropriately for each field trip and wear the Little Wolves t-shirt that was given to them. Failure to do so will result in your child not being allowed to attend the field trip.

4.E-4 When a child's class is on a field trip, they must attend the trip or find alternate care. There will not be a classroom available for children who cannot attend a trip.

4.F Health & Ill Child Policy

4.F-1 Children who are ill are not allowed to attend the program.

4.F-2 If your child becomes ill while at the center you will be contacted and required to pick up your child in 30 minutes or less.

4.F-3 If you cannot be reached, someone from your emergency contacts will be contacted.

4.F-4 Your child may not return until they are symptom free for 24 hours.

4.F-5 Your child may not attend if they exhibit any of the following:

- A fever of 100 degrees Fahrenheit or higher
- Vomiting or diarrhea
- A rash
- A communicable disease
- A bacterial or fungal infection
- Appears obviously ill. Children must be well enough to participate in the daily schedule for their classroom.

4.F-6 Masking or hiding symptoms by the use of medication is not allowed. Children must be symptom free without the help of medication.

4.F-7 Not adhering to any of the above or intentionally allowing a sick child to attend could result in immediate removal from the program.

4.G Medications

4.G-1 Medications can be administered under the following provisions:

- A medication form is filled out completely by the parent/guardian and the directions match the medication label.
- The label is intact and readable.
- The medication is less than one year old (for over the counter medications)
- The date on the prescription label matches the current date.
- Parents will make every effort to have the medication dispensed in a manner that allows it to remain at the program instead of having to be taken home every day.

4.H Mandatory Reporting/Suspected Impairment

4.H-1 All staff at Little Wolves Early Learning Center are required by law to report any suspected child abuse or neglect to Child Protective Services.

4.H-2 If an intoxicated or impaired person insists on removing children from the center, the center will immediately report the incident to the local police agency.

4.I Parent/Visitor Conduct

4.I-1 Any person that is in our program must conduct themselves in a professional and appropriate manner.

4.I-2 We will not tolerate adult behavior that does not provide our students with a safe and calm atmosphere. Anyone that does not abide by this, will be asked to leave immediately and may not be allowed to return.

4.I-3 Parents/guardians cannot yell, scream, use profane language, be overly aggressive or confrontational, or doing anything that may “make a scene” while at Little Wolves. Doing so will result in immediate termination of your child’s enrollment.

4.I-4 Parents/guardians cannot yell at, call staff members names or in general create a hostile environment. Doing so will result in immediate termination of your child’s enrollment.

4.I-5 We request that whoever is dropping off or picking up is not on their cell phone. This is an opportunity to connect with Little Wolves staff members to check-in on the day.

4.I-6 It is expected that frustrating situations will be handled in a professional and respectful manner.

4.I-7 A meeting can be scheduled when situations arise that a family needs addressed. We will do our very best to ensure these occur within 24 - 48 business hours. A parent cannot walk in and demand an immediate meeting.

4.J Tobacco/Substance Policy

4.J-1 The use or possession of the following are prohibited at Little Wolves Early Learning Center.

- Tobacco
- Alcohol
- Illegal substances
- Firearms (with the exception of responding law enforcement officers)

4.K Ratios

Little Wolves Early Learning Center adheres to the ratios mandated by the State of Indiana for Child Care Centers. If you ever see a room out of compliance or have a concern, please notify the office staff immediately.

Child/Staff Ratios

For Licensed Child Care Centers

Age of the Youngest Child in Group	Maximum Number of Children Supervised By One Caregiver	Maximum Number of Children in One Group
Infant	4	8
Toddler	5	10
2 years	5	10
30-36 months	7	14
3 years	10	20
4 years	12	24
5 years/Kindergarten	15	30

4.L Social Media, Photos, Videos

We will not post pictures or videos on our school social media account unless we have the parent's permission. If you are interested in having your child be in pictures and videos that can be posted to social media and used for other Little Wolves promotional purposes, please select yes during online enrollment.

4.M Supervision Policy

4.L-1 Children must be supervised by sight and sound at all times.

4.L-2 Children are not permitted to be by themselves in any area of the building.

4.L-3 Children must be handed off at drop-off and pick-up to the parent and/or teacher.

Section 5 - Education Policies

5.A Curriculum

Little Wolves Early Learning Center uses curriculum resources in all of our classrooms that provides a comprehensive continuum of research-based practices serving children from 3-5 years of age. Our curriculum supports key learning domains and is aligned with state and national learning standards. Social-emotional development is integrated into the early child care curriculum each day.

5.B Unscheduled Visits

5.B-1 Little Wolves Early Learning Center has an open door policy. Any visitor must sign-in, provide a driver's license to the secretary, and put on the given sticker prior to visiting a classroom/the Little Wolves hallway.

5.B-2 Please take the following points into consideration before visiting:

5.B-2a Interruptions are very distracting to young children. An unexpected visitor can disrupt a child's day.

5.B-2b Please be respectful of your child's learning and their teacher's time that they have with them.

5.B-2c Visits can be confusing to some young children and even cause them distress. They may misunderstand the intentions and think it is time to leave. Saying goodbye again may be difficult.

5.B-2d All individuals who are present in a classroom for a period of time longer than that of drop-off or pick-up must have a current background check on file with the Michigan City Area Schools Administration office.

The Little Wolves Early Learning Center follows procedures that are in place with Michigan City Area Schools. More information can be found at: <http://educateMC.net/handbooks>.

Little Wolves Early Learning Center Enrollment Contract
Enrollment Contract

Child's Name	First	Middle	Last
Birthdate:	Start Date:		
Parent/Guardian	First	Middle Initial	Last
Parent/Guardian	First	Middle Initial	Last

Attendance Schedule	<input type="checkbox"/> Half Day M-F	<input type="checkbox"/> Full Day M-F
	<input type="checkbox"/> Before Care	<input type="checkbox"/> After Care
Subsidy Copayment (if applicable)	<input type="checkbox"/> CCDF	<input type="checkbox"/> OMWPK
CCDF and OMWPK students receive 40 absences in their voucher year. Once 40 absences have been used, you are responsible for the weekly out of pocket tuition rate.		

Tuition Rate:	Total amount due on or before first day:
Payment method:	
<input type="checkbox"/> Check	<input type="checkbox"/> Money Order

Initial:

_____ Tuition is due Monday of each week

_____ Enrollment will be suspended if payment is more than 2 weeks behind

_____ Late Pick-up Fee: \$5.00 per minute, per child
*enrollment could be suspended after second occurrence

_____ Parent/Guardian is responsible for returned check fees

If at any time the family does not abide by the terms of this agreement, their student's enrollment can be ultimately terminated.
 If enrollment is suspended, the family is still responsible for the tuition charges for the duration of the suspension until termination.
 If Little Wolves must seek collection on a delinquent account, it will be entitled to receive its Court costs and attorney fees.

I agree to pay the above tuition amount each week and understand the terms of this agreement.

Parent/Guardian Signature:	Date:	Parent/Guardian Signature:	Date: