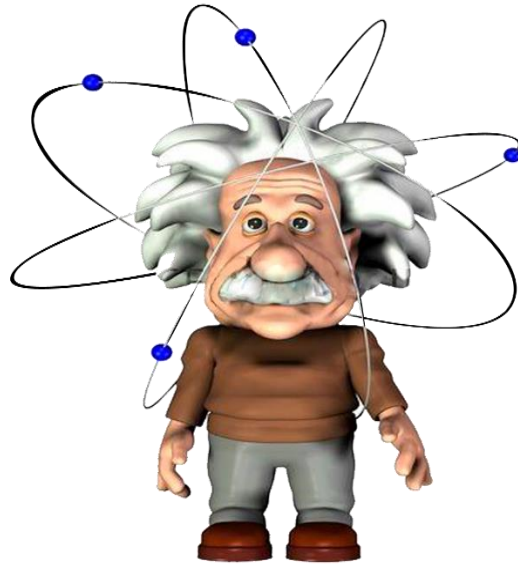


LITTLE EINSTEIN ACADEMY



504 Conkey St. Hammond IN. 46324

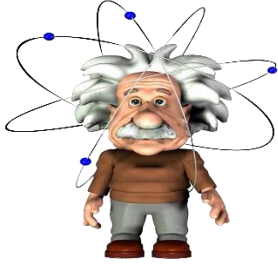
Phone (219)803-7794

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Meet the Owner

Sandra Harris is the owner of Little Einstein Academy. I hold an associate's degree in early childhood education. I am very observant and hands on in my facility. I also oversee the day to day operations. I have owned my Illinois childcare business since 2002. However, I have also directed and facilitated centers for other daycare owners for years. I was employed with Easter Seals for 2 years where I gained the experience and knowledge working with autistic and special needs children. "I believe in employing a staff who's passionate about children and teaching while helping the children grow socially, academically, and emotionally, this is their reward for what they do here at Little Einstein Academy.



HISTORY:

Little Einstein Academy was founded in 2002 as a home day care by Sandra Harris. I provide more than just babysitting services. My daycare consists of generational returns throughout families. Majority of the children were referred by previous and current families sharing their experiences with family and friends.

MISSION:

Little Einstein Academy is a licensed facility established for providing a safe, clean, and appropriately equipped environment for infants, toddlers, and preschool children to use their imagination. All the staff is qualified to reassure parents that their focus is to stimulate the children's physical, mental, social, emotional, and cognitive development through creativity. We believe that the first years of a child's life is by far the most important. Helping to lay the foundation. Each day we feel privileged to have the opportunity to see the world through the eyes of a child join their laughter, and to be included in their life. This is how we have chosen to spend our days, with an enormous amount of patience. This coupled with our love for children makes us nurturing child care providers.

LEA promotes the Importance/quality of Reading, Math, Computers, and Spanish. Among other subjects. Little Einstein's offers affordable, high quality, standards, expectations committed and dedicated staff.

What makes the difference in Einstein from everyone else was NOT his brain. It was his mind and creativity that was the basis of his genius. Therefore, it is essential for our children to have free-play Children need freedom and independence to build creativity. With a nurturing spirit, this is our academic mission

“As a parent, educator, and entrepreneur...I foster creativity and innovation.

This by far is just as important or more than the knowledge you acquire. It's what you do with what you know. How will they apply what they have learned?

SERVICE AGE: 6 weeks – 7 years (Infants/Toddlers/Pre-School)

ACADEMY HOURS: 6:00 a.m. – 6:00pm

FULL TIME ENROLLMENT: 5 Hours or More per Day/5 days per week.

ATTENDANCE: Parents are required to call before 8:30 a.m. when their child will be absent.

ARRIVAL AND DEPARTURE / (DROP-OFF AND PICK-UP) Doors to the academy are kept locked always for the safety of the children and staff. The person dropping off and picking up must sign the child in and out every day. Parents can drop their child off in the am to their designated room however you will have to wait for your child in the foyer at pick up time. Please call the office if you are changing your expected pick-up time for that day. According to state law, your child may NOT be released to any person not authorized to do so in writing by the parent. This means you must either have the name of the person picking up your child written on the emergency form we have on file, or you must have a written note authorizing this person. **YOU MAY NOT JUST CALL AND SAY SOMEONE CAN PICK UP YOUR CHILD IF YOU HAVE NOT GIVEN WRITTEN PERMISSION AHEAD OF TIME.** The person authorized to pick up your child must be prepared to show some form of identification to be copied by the teacher in charge. Your child will also not be released to no one suspected under the influence of alcohol and/or drugs. All documentation required for enrollment must be on file prior to your child's starting date.

PARENTS ARE WELCOME to visit the facility, observe and participated in the experience of their child at any time except for nap time to not disturb other children.

LATE DROP-OFF/LATE PICK-UP: **(DUE NEXT DAY OF ATTENDANCE)** No child will be admitted after 9:00 a.m. You are required to call to let us know that you will be dropping off your child late and inform us to what time you will be in. It is asked that you have a doctor's statement or other documents showing just cause. Three (3) late drop-offs could result in termination of service because this disrupts the curriculum. There will be a 10-minute grace period. A late fee will be assessed when pick-up person arrives 1 minute after the grace period ends. The fee is due that next day of child's attendance. The fee is \$every minute late. If a child has been picked up (3) times late, the parent must speak with administration before the child can return. Three late pick-ups can result in termination of services. If your child has not been picked up by our closing hour, we will call the parent or guardian first. If we do not make contact, we will proceed to call the next person listed on the file as emergency contact. We will continue down the list until contact is established and pick-up arrangements are made. Any child left at the academy one hour after closing and no contact for pick-up has been made, your child will be taken to the nearest police station.

ENROLLMENT DOCUMENTS: All forms must be obtained before enrollment. The birth Certificate must be on file prior to admission. It is required that your child has a full health examination including up to date immunizations. All original forms will be issued to the parent and copies will be kept at the facility. We are required to maintain records of discharged children, therefore, forms are not released or returned, no exceptions.

CONFERENCES Please make an appointment to talk or phone the director or head teacher. We will gladly meet with any parent who obtains proper notice. If it is an emergency, we will assist you immediately. The center must have a scheduled orientation with the parents/guardians and meet the entering child before the child is enrolled. During the orientation, we as well as the parent will have an

opportunity to address concerns, questions, and policies. We may schedule an additional orientation for further areas that might need to be addressed.

CHILDREN WITH SPECIAL NEEDS: Little Einstein's shall not use eligibility criteria which screen our children with disabilities. We will make reasonable modification in policies, practices and procedures to accommodate children with disabilities when possible.

ADJUSTMENT PERIOD: The child is given an adjustment period which gives the staff as well as the child a chance to adjust to the program before the child can be officially enrolled. The usual adjustment period is two (2) weeks. A determination may be made before 2 weeks or may be extended if a determination can't be made in the 2-week period. Parents will be given sufficient notices before any determination of enrollment is made.

DISCHARGE POLICY AND PROCEDURE: Any child who, after attempts have been made to meet the child's individual needs, demonstrates an inability to benefit from our program, or whose presence is detrimental to the group, shall be discharged from the facility. If a child is absent one week without contacting the center or us hearing from the parent, the child will be automatically dropped from the center. To return the child, they must re-enroll as a new student. The center has the right to reject any enrollee if it is felt to be in the best interest of the child.

REGISTRATION FEE: (\$25.00) ***and this deposit is non-refundable.*** The registration fee must accompany any application for enrollment. This deposit will hold a space in the center until an agreed upon enrollment date. 2 or more children, ½ off discount.

FEES AND PLAN OF PARENTS: All payments are paid by money order and cash only and handed to the director or owner directly, you will be issued a receipt by the following business day.

TUITION OR CO-PAYMENTS: All subsidized co-payments are due the 1st of the month. All cash tuition paying parents' money is due every Monday. A \$10.00 late fee is added after the 5th of the month and an additional fee of \$1.00 each day after the 5th. Your child care will be terminated if not paid by the 10th of the month. Under certain circumstances, a payment arrangement may be arranged by the administrative office only. ***Tuition is still due when the child is absent, holidays, vacations or illness. If a child is going to be absent, the tuition is still due in advance. If not paid, in advance, we will have to accept another child from our waiting list.***

All custodial parents and/or legal guardians are required to sign a Fee Agreement prior to enrollment of their child. Parents are required to indicate to whom all billing information and correspondence are to be addressed.

Little Einstein Academy DOES accept child care subsidies. Parents of a subsidized child must complete all required paperwork on time to continue enrollment. Parents of subsidized children are also required to sign a fee agreement, agreeing to be personally responsible for the payment of tuition, in the event they become ineligible to receive child care subsidies.

Tuition DOES NOT include fees for field trips.

There is no credit given for scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of nature.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment; however, if you anticipate difficulty with paying on time, please discuss the matter with the Director immediately. If alternative arrangements for payment are approved you will be notified by the Director.

Little Einstein Academy offers a multiple child discount for two or more siblings enrolled during the same school year. Tuition rates are discounted 10% for total tuition. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above.

DELINQUENT FEES & PAYMENTS If there are problems regarding fees and payments being paid, you must communicate the problem for resolution immediately. If there is no resolution or no communication and no payment, services will be terminated immediately.

HOLIDAYS/SCHOOL CLOSINGS: We will be closed on the following holidays: Labor Day, Thanksgiving Day and day after, New Year's Eve, New Year's Day, Christmas Eve, Christmas Day, Memorial Day, July 4th, and Martin Luther King's Birthday, President's Day, Columbus Day, Good Friday, and There will be one-week of closing every year in June to revamp, reconstruct, and/ or spruce up the center.

(Prior notification will be given for each day closed or any other days not listed.)

CLOTHING: No personal belongings like (toys, etc.). Simple play clothing, and shoes should be large enough for the child or staff to put on easily. Clothes should be roomy enough for freedom and easy to remove for changing. Every child must have a complete change of clothing. No jewelry may be worn on the children such as rings, necklaces, hoop earrings, or hair beads or items in hair that can be removed.

INSURANCE COVERAGE: Little Einstein Academy has insurance coverage which meets the specification mandated by DCFS.

ILLNESS: We are concerned with the health of all our children. Therefore, a sick, contagious or infectious child will not be allowed to attend the center. The criteria we are using to determine when a child cannot attend the center are as follows: Temperature, vomiting, diarrhea, signs of conjunctivitis, nasal discharge, any excessive coughing, chicken pox, or other infectious/contagious condition, etc. If we suspect your child of having symptoms which are contagious or infectious, the child must stay home and upon returning, present a doctor's statement giving diagnosis and certifying that your child does not have anything that can be passed on to others.

1. Any fever, rashes or coughs should be checked with the doctor before coming to school. If your child shows signs of illness in the morning, he/she should be kept at home and the center notified by phone before 8:30am. A signed note must accompany the child upon return to the center, which will be placed in his/her medical file.

2. Any child with a fresh cold should be kept home until he/she recovers. The common cold is contagious and the contagious stage lasts for 72 hours (3) days. No child will be admitted who has a fresh cold.

3. We **DO NOT** administer any medication of any kind to a child while at the center. Any parent, however, is welcome to come to the center at any time to administer medication.

4. It is imperative that a doctor's certificate be brought to school if a child has been absent five (5) consecutive days before he/she will be re-admitted. It must be perfectly clear to the center that your child is in good physical and mental health during his/her enrollment.

If a child becomes ill during the day, parents will be notified and are required to pick up their child from the center within an hour. The child will be isolated from other children in a designated area upon waiting for parent arrival.

ACCIDENTS/INJURIES: We take every precaution to ensure that your child is safe in and outside the center. If a minor injury was to occur, proper procedure of first aid will be administered. We keep an injury chart on the center's premises on which we list all injuries. The teacher will explain the injury to the parent with an injury report form. If in the event of an accident, the center will take the child to the nearest emergency medical facility. The parent will be notified immediately of any major accidents. Any child who is exempt from medical care on religious grounds must conference prior to enrollment with the director to plan and provide an appropriate care plan for that child. The parent will come to where the child has been taken for medical service and take charge of the child. We also conduct a morning health inspection as each child enters the center. We record any cuts, bruises, etc. on our injury chart. Any serious accidents that happen at home should be explained to the director and/or head teacher also signed and dated note explaining the accident before leaving the child, to be placed in the child's file. We are required by law to report any suspected cases of child abuse.

CONFIDENTIALLY Within Little Einstein Academy, confidential and sensitive information will only be shared with employees who have a "need to know" to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as we strive to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with Little Einstein Academy.

TRIPS/EXCURSIONS: Little Einstein Academy frequently supplements the in-class curriculum with off premise field trips. These trips will be accommodated with the appropriate amount of staff. Volunteer parents are welcomed after you have been cleared to volunteer. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including, destination, date, time, reason for trip, cost, and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance for your child to attend. NO EXCEPTIONS!

DISCIPLINE POLICIES/PROCEDURES Little Einstein Academy firmly believes that adults should handle the behavior of children on the bases of their assessment of each situation, or whether a child's behavior is appropriate in relation to their developmental level. As well as of a child's individual personality and needs. "Discipline" therefore, is handled based on each individual child and each unique situation. Methods for preventing and coping with inappropriate or undesirable behavior in the classroom include:

- *Recognized positive behavior
- *Redirecting a child to involvement in another activity
- *Offering Help

No child shall be subjected, under any circumstances, to corporal punishment inflicted in any manner upon the body or to verbal abuse, or be deprived of regularly scheduled meals or any part of meals as punishment.

Parents will be involved in the guidance and discipline by having parents work on the negative behavior at home. The parent will be required to observe the child's behavior in the classroom. Parents will be involved in the guidance and discipline by the staff to encourage positive behavior.

The parent will get a Behavior Information Report.

1st Notice: Parent given notice

2nd Notice: Parent/Teacher Conference either in person or by phone

3rd Notice: Parent/Teacher Conference with School Administrator to discuss future occurrence and possible remedies and future occurrences may result in termination of child care.

4th and Final Notice: The parent will receive a Service Termination Report

Little Einstein Academy does have 24 hr. surveillance if any occurrences happen with your child, you will be able to monitor that with the owner by appointment to witness such occurrences and resolve any issues within.

Uniforms are required for ages 2 and up that consist of polo shirt and khaki or black bottoms from September 1st to May 31st. Every Friday and summer months are free dress.

UNIFORM COST (SHIRT): \$13.00

Remember: Little Einstein Academy is a development program for children. If your child is to secure the maximum benefits, it is essential that you observe the policies above. We need to work as partners to provide the best care for your child.

If you do not understand anything regarding this policy, please see administration immediately to receive an understanding.

2-Year Old Class

Our 2-year-old program is designed to offer two-year old's their first structured social interaction with peers and teachers. We assist our students in developing social skills and learning how to share toys, take turns, and make friends with other children. These are all very important skills and our teachers will gently guide your child's exploration of this new world! We use your child's natural curiosity and enthusiasm for going to school to acquaint him or her with these new social experiences.

A specially chosen theme will guide all your child's activities for the day. The themes may be related to the seasons, celebrations or they may be related to educational experiences such as farm animals, our five senses, or the stars and moon.

3-Year Old Preschool Class

Our 3-year-old program offers your child a time to explore the world around them! For many of our students this will be their first experience with school and we want to make it a positive one. Our teachers will assist your child in making the transition from home & family to school & friends a smooth one. We also will help your child to develop positive social skills so that he or she learns how to follow a daily schedule, share toys with others, follow directions, and take turns.

A carefully chosen theme will guide your child's experience each week. Three-year old's also will be exposed to a "Letter of the Week" and a "Shape, Number and Color of the Month." Our teachers will introduce a variety of methods for reinforcing these concepts with your child such as books, games, finger plays, and art projects.

Pre-K Class

This class offers a more rigorous class starting with four-year old's who may miss the Kindergarten age requirement. This class will spend a great deal of time on letters & numbers and sight word recognition and will offer many educational challenges to your child. Concepts such as letter sounds and phonics and letter writing will further your child's language arts skills. To build on these language skills, your child will be encouraged to write in a daily journal. In mathematics, your child will work on recognition and writing numbers, sequencing, patterns, counting, and addition/subtraction skills. Creative challenges will be offered in music, art and science as well. Each of these offerings will build on your child's longer attention span to explore areas more intensively.

Accreditation: Little Einstein Academy is fully licensed by the State of Indiana Department of Children and Family Services. The Preschool meets all Lake County Health Department and State Fire Marshall regulations.

Infant Daily Schedule

6:00 am	Arrival
	Exploration
	Finger Plays, puppets
	Tummy time
	Fresh Air
	Sensory
	Fine motor
	Story time
	Music, nursery rhymes
	Tummy time
	Gross motor
	Technology time
6:00 pm	Departure

*Infants are laid down to sleep when tired, there is no specific naptime.

*Infants are fed and changed at different times, when needed.

Toddler Daily Schedule

6:00am-7:00am	Arrival/Free Play
7:00-7:30am	Breakfast/Clean up
7:30am-8:00am	Puzzle Time/ Blocks/ Manipulatives/ and Fine Motor Skills
8:00am-8:30am	Am Snack/Bathroom Break
8:30am-9:00am	Stretch & Exercise
9:00am-9:30am	Circle Time
9:30am-10:00am	Arts & Crafts
10:00-10:30am	Structured Play/ Gross Motor/ Outdoors
10:30am-11:00am	Bathroom Break
11:00am-12:00pm	Lunch
12:00pm-12:30pm	Bathroom Break/ Story Time
12:30pm-3:00pm	Nap Time
3:00pm-3:30pm	Bathroom Break
3:30pm-4:00pm	Pm Snack/Clean up
4:00pm-5:00pm	Educational Technology
5:00pm-6:00pm	Music, Indoor Games, Free-Play/Clean up and Departure

THREE'S / PRESCHOOL DAILY SCHEDULE

6:00am	Arrival/Free Play
7:00 - 7:30	Breakfast/Clean up
7:30 - 8:00	Puzzle Time, Blocks, Manipulatives, Fine Motor Skills
8:00 - 8:30	Am Snack/Bathroom Break
8:30 – 8:45	Stretch and Exercise
8:45 - 9:15	Circle Time
9:15 - 10:00	Arts and Crafts
10:00 - 10:30	Structured Play, Gross Motors, Outdoors
10:30 - 11:00	Bathroom Break
11:00 - 12:00	Lunch
12:00 - 12:30	Clean up, Bathroom Break
12:30 -3:00	Story and Naptime
3:00 - 3:30	Wake up, Bathroom Break
3:30 - 4:00	Snack, Clean up
4:00 - 5:00	Educational and/or Technology
5:00 – 6:00	Music, Indoor Games, Free Play, Departure

Welcome to Little Einstein Academy

We are grateful that you chose to bring your child or children here to Little Einstein Academy.

Little Einstein's staff provides the best services within our program. We have an excellent curriculum, professional, and qualified teachers. Here's a checklist to make certain you and your child have everything before his or her start date:

- Completed enrollment packet
- Birth certificate
- Physical with current immunizations
- Change of clothes
- Diapers/ pull ups/ wipes

Welcome, again and we will get more acquainted at the new parent orientation.



DISCIPLINE POLICIES & PROCEDURES

The Center firmly believes that adults should handle the behavior of children based on their assessment of each situation, or whether a child's behavior is appropriate in relation to their developmental level, as well as a child's individual personality and needs. "Discipline" therefore, is handled based on each individual child and each unique situation. Methods for preventing and coping with inappropriate or undesirable behavior in the classroom include:

- Recognizing positive behavior
- Redirecting a child to involvement in another activity.
- Offering help

No child shall be subjected, under any circumstances, to corporal punishment inflicted in any manner upon the body or to verbal abuse, or be deprived of regularly scheduled meals or any part of meals as punishment. In return the center shall report immediately to the affected child's parent and to the division any serious occurrences involving any child. The center shall also maintain the confidentiality of all information obtained regarding the suspected abuse or neglect of a child.

Parents will be involved in the guidance and discipline by having parents work on the negative behavior at home. The parent will be required to observe the child's behavior in the classroom. Children will be involved in the guidance and discipline by the staff to encourage positive behavior.

The parent will be given a Behavior Information Report.

1 st Notice: Parent given notice

2 nd Notice: Parent/Teacher Conference either in person or by phone.

3 rd Notice: Parent/Teacher conference with School Administrator to discuss future occurrence and possible remedies and that future occurrence may result in termination of Child Care

Final Notice: The parent will then receive a Service Termination Report.

Any child who after attempts have been made to meet the child's individual needs, demonstrates inability to benefit from our program, or whose presence is detrimental to the group, shall be discharged from the facility. In all instances, if decided that it is in the best interest of the child to terminate enrollment, the child's and parent's needs shall be considered by referring the student and parents to other agencies and facilities.