

Parent Handbook

Little Maple Early Learning Center (sample), 22 Sample Lane, Brookside (sample). Mon to Fri, 7:00am to 6:00pm.

Sample policies. Replace with your center's policies and make sure they match your license rules.

Welcome

This handbook covers the everyday things families ask about most: illness, drop-off and pickup, closures, meals and what to bring. Your enrollment agreement sets your rates and terms. Questions are always welcome at the front desk or by phone.

Illness

Please keep your child home if they have a fever of 100.4°F or higher, vomiting, diarrhea, an unexplained rash, or pink eye with discharge. Children may return after 24 hours without symptoms and without fever-reducing medicine. If your child becomes ill at the center, we'll call you to pick them up within one hour.

Drop-off and pickup

Please sign in and out every day. Only adults on your authorized pickup list may collect your child, and we'll check ID until we know them.

Late pickup

We close at 6:00pm. A late fee of \$1 per minute applies after 6:00 (sample).

Medication

We can give prescription medicine with a signed authorization form and the original labeled container.

Weather closures

If local schools close for weather, we'll post a notice on this site and in the family app by 6:00am.

Allergies and meals

Tell us about allergies at enrollment. Allergy plans are posted in every room. We're a nut-free center (sample).

Holidays and closures

We're closed on (sample): New Year's Day, Martin Luther King Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Eve, Christmas Day. Plus 2 staff training days a year, announced 30 days ahead.

What to bring

Infants: Bottles labeled with name and date, formula or breast milk, diapers and wipes, 2 changes of clothes, sleep sack.

Toddlers and Twos: Diapers or pull-ups, 2 changes of clothes, labeled water bottle, small blanket for rest.

Preschool and up: Change of clothes, labeled water bottle, weather-ready outdoor clothes, small blanket for rest.

Tuition and fees

When is tuition due? Every Monday for that week, by automatic payment (sample).

Do I pay for holidays or sick days? Yes. Tuition holds your child's place, so it's the same each week. We close for 10 holidays a year (sample), listed on the Families page.

How much notice do I need to give to leave? Two weeks' written notice (sample).

Daily updates

We use a family app to share photos, meals, naps and messages (sample: name your app). Log-in details are sent when you enroll.