

Little Folks of Fourth Presbyterian Church



2017-2018 Parent Handbook

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“Train up a child in the way he should go and when he is old, he will not depart from it.” Proverbs 22:6

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PHILOSOPHY

The first years of life are of primary importance for a child's later development. Through interaction with parents and other care givers, the child develops feelings of self-worth, trust, and independence which lead to becoming a confident, secure adult.

We at Little Folks of Fourth believe that each child is a precious child of God... a unique individual who grows and learns at his or her own pace. We provide a loving, nurturing environment based on Christian principles and values. We seek to help children grow with a sense of respect for individuals and the world around them, and also knowledge of their responsibility in the world.

To develop their feelings of self-worth, respect, and responsibilities we offer a variety of teacher-directed activities to help with their social, physical, language, and cognitive skills.

MISSION STATEMENT

Little Folks of Fourth is a Child Development Program for the benefit of children and their parents or custodians.

The program has as its goals:

1. To provide for parents/custodians a secure and positive source of child care.
2. To maintain the opportunity for every single participant, child and parent, to experience a loving, nurturing experience based on Christian principles and values.
3. To foster in each child a sense of independence, compassion, confidence, trust and responsible behavior through a variety of teacher-directed activities.
4. To seek opportunities to serve disadvantaged children.
5. To maintain high standards of child care according to professional standards and Christian values.

Dear Parents,

Welcome to Little Folks Child Development Center of Fourth Presbyterian Church. I am so glad you are a part of our family!! Little Folks of Fourth is licensed with the Department of Social Service (DSS) and is recognized by the state as an Advocate for Better Childcare (ABC) Enhanced program.

All of our classes have multi-age groupings. We do not necessarily use birthdays as a criteria for moving children up to the next room, but go by developmental stage of the individual child. Children move up in classes throughout the year as maturity occurs and there are openings in the next class.

The things I want the children to learn while they're with us are: a self-confidence in their abilities, independence and self-sufficiency, abilities to solve problems, a joy of learning, curiosity and creativity, the ability to get along with other children, and a love of books. All of this is done in a loving and caring environment where we are demonstrating God's love. Walk With Me is our Biblically-based Early Childhood curriculum that teaches one Bible story a week.

Along the way, the children also learn their colors, shapes, letters, and numbers. The teachers deliberately include opportunities in their daily planning for the children to grow in their reading, math, science and thinking skills. The children will all learn facts and information when they are developmentally ready. It's their love of learning, teamed with their social skills, and the ability to think for themselves, that will have the greatest impact on their futures.

If you ever have any questions or concerns, please feel free to talk to the teachers or myself about them. It's through our joint efforts and with your constant input that our program will continue to improve and make it the very best environment for our children to grow.

Thank you for entrusting us with your precious children!

Hope Green

Director

Child Safety Concerns:

*****Parents of children with peanut and/or nut allergies*****

Little Folks of Fourth is one of many programs that use the facilities here at Fourth Presbyterian Church. Because of this, LFF cannot be a true nut free facility. You, as the parent, need to make the decision whether or not our facility is safe for you child. There are times when our facilities are used by other programs and therefore we cannot guarantee that peanuts and/or nuts (and/or foods processed in the same facility as peanuts/nuts) are kept out of the classrooms, hallways, gym or playground area. **We try hard to keep our allergy kids safe and therefore, we implement our allergy aware program detailed on page 9 of this handbook.** In addition, our teachers clean the facilities after other groups have used them and will notify the parents of allergy kids if a peanut and/or nut is found. Lastly, some parents bring cake in for their child's birthday or for a special treat. We have no way of knowing under what conditions it was baked, etc. In order to guarantee your child's safety, please talk to your teachers and bring in something your child can have that we can freeze to have on hand for these particular days. If you have any questions or concerns about our allergy aware program, please contact the teacher or director.

Drop - Off and Pick - Up:

When you are outside the building with your children, they are your responsibility. Do not get distracted visiting with other parents. Be sure to keep a careful eye (or hand) on your child at all times and be aware of the busy traffic on the street and in the parking spaces.

Children of any age should never be left unattended in the car, even if you are running in for "just a minute". Ask another parent or a teacher to stay with the child if you need to leave them in the car for any reason.

IF YOU ALLOW YOUR CHILD TO PLAY OUTSIDE OF THE MANLY ST. ENTRANCE (NEXT TO THE GYM), MAKE SURE YOUR CHILD STAYS ON THE GRASS SIDE OF THE WALL AND DO NOT ALLOW THEM TO JUMP ONTO THE SIDEWALK. ACCIDENTS CAN HAPPEN IN THE BLINK OF AN EYE AND WE DON'T WANT ANYTHING TO HAPPEN TO ANY OF OUR PRECIOUS CHILDREN.

Parking:

The police will ticket illegally parked vehicles. For your clarification, there is **NO PARKING** on the **church side of Manly St. except in our diagonally marked**

spaces. You may park on Pettigru St., Broadus St., in the **Poinsett Club parking lot** and along the Poinsett Club side of Manly St. Be sure to adhere to the “**NO Parking From Here To Corner**” signs.

Reserve the diagonal parking places for quick pick-up and drop-off with COMPACT CARS ONLY. We need to keep the sidewalk clear for strollers and fire evacuation. If you drive a large vehicle, need to stay in the building to attend to things, or want to visit with other parents, please park in another area for safety purposes.

General Information

Registration:

A \$250.00 registration/materials fee for the first child and \$200.00 for each additional child is to be paid at the time that the child is registered each year. This fee covers registration and materials for the September-May school year. The Summer Program has a separate registration/materials fee of \$75.00. There is an application fee of \$25.00 to be placed on the waitlist, which may be applied to the registration/materials fee. These fees are all non-refundable.

Tuition:

Cost is \$18.75 per day per child. Payment is expected even if your child cannot attend (your payments are depended on to pay teacher salaries). Checks should be made payable to Little Folks of Fourth (LFF). Please note on your check your child's name and the days that he attends, and the month for which you are paying to help in record keeping. Tuition is calculated by adding all the days (35 Tuesdays, for example) we're open during the school year, multiplying it by the daily rate of \$18.75/day and then by dividing by the nine months we attend. The benefit of doing our billing this way is that you pay the same amount each month and we can budget the same income each month. (35 x \$18.75/9 = \$72.92/month)

*Refer to the 2017-2018 Tuition Chart for exact amounts.

Billing:

Your tuition is calculated on a monthly rate, taking into consideration the number of days your child is registered for the school year, the number of days we are open and a \$18.75 daily rate. Payments are due by the tenth of each month. If payment is not received by the tenth day of the month a \$25.00 late fee will be added. Payments can be made by cash or check. Statements will be emailed out each month as a reminder.

Withdrawal Policy:

A written notice is appreciated one month in advance. First month's tuition is non-refundable.

Scholarship Fund:

There are scholarship funds available if you need assistance. Donations to the scholarship fund are tax deductible. For more details about this opportunity please

refer to the LFF Scholarship Fund page included in this document.

Hours:

School hours are from 9:00 a.m. until 1:00 p.m. Doors are locked between the hours of 9:30 a.m. and 12:30 p.m. If you arrive late or need to pick up early, please press the doorbell to the right of the door and we will let you in. You may drop your child off in their classroom no earlier than 8:55 a.m. Please take advantage of early stay if you need to drop off before 8:55 a.m. All children, except those staying for late stay, should be picked up by 1:00 p.m. The custodians are anxious to get in to clean and the teachers have other commitments.

Late Stay:

Late stay is from 1:00 p.m. until 2:00 p.m. for a fee of \$8 per child. Siblings are an extra \$4 each. A 10% discount may be applied to late stay fees paid a month in advance. Please make arrangements with Debbie Payne (1's and 2's teacher) in advance for your child to go to Late Stay, if possible. **If you have not picked up your child by 1:10 p.m., the teachers will automatically send him/her to Late Stay and you will be charged the Late Stay fee.** If you are unavoidably detained and cannot get in touch with us, we will automatically send your child to Late Stay. If you are unable to pick up your child at 2:00, special arrangements must be made by talking to Debbie Payne. Late Stay payments should be a **separate check** given to Debbie Payne; but payable to Little Folks of Fourth. Late Stay will maintain our low teacher-child ratio and provide developmentally appropriate activities.

Early Stay:

Early stay is from 8:00 a.m. until 9:00 a.m. for a fee of \$8 per child. Siblings are an extra \$4 each. A 10% discount may be applied to early stay fees paid a month in advance. Early Stay payments should be a **separate check** given to Lynn Pollard; but payable to Little Folks of Fourth.

Age Requirements for Entrance:

Children may enroll between 6 months and 5 years of age.

Immunization Forms:

A CHILD CANNOT BE ENROLLED IN THE LITTLE FOLKS OF FOURTH CHILD DEVELOPMENT PROGRAM AT FOURTH PRESBYTERIAN CHURCH WITHOUT A VALID AND UP TO DATE SOUTH CAROLINA CERTIFICATE OF IMMUNIZATION.

ANY REQUESTS FOR A MEDICAL EXEMPTION THROUGH A LICENSED PHYSICIAN MAY BE CONSIDERED BY THE ADVISORY BOARD. THE ADVISORY BOARD RESERVES THE RIGHT TO GIVE FINAL APPROVAL TO ANY SUCH REQUEST.

A copy of the official South Carolina DEHEC Immunization Form obtained from the child's doctor must be on file in the office. **Please bring in an updated form each time your child gets a new shot.**

Photographs:

An integral part of our program is photographing children as they do activities in the classroom. This is to remind the children of the special project they created or special event that occurred in the room. It is also a way for you, as parents, to look through a small window into your child's day at Little Folks. **IF YOU DO NOT WANT YOUR CHILD PHOTOGRAPHED PLEASE WRITE "NO" ON YOUR APPLICATION, OTHERWISE WE WILL ASSUME THAT PHOTOS ARE PERMITTED.**

Drop-Off:

We do not have a drive-through pick-up and drop-off line. You bring your children to the classroom and come in to pick them up. In this way, there is a steady stream of communication between you and the teachers. At Little Folks, every day is Open House.

Release Policy:

Parents and caregivers bring their children in to Little Folks each morning and come to the class to pick them up each afternoon. We will allow the person who dropped off your child to pick him up unless we are otherwise informed. Children will be released to their legal guardians or another adult specified by the legal guardians. When you need a friend or relative to pick up your child, tell the classroom teacher or the director the name of the person picking up your child or call and leave a message with the director if something comes up during the day. If we do not already know the person that is to pick up your child, we will ask to see their driver's license to be sure of their identity. If there are certain people who are specifically not allowed pick up your child, you need to write that on your child's information sheet and verbally inform both the teachers and the director. If we are in any doubt about your child's release, we will not let your child leave Little Folks until we have spoken to you for verification.

ALLERGY INFORMATION:

Little Folks of Fourth is an allergy-aware program. There are many children attending our program that have severe peanut and/or nut allergies. You are probably aware that nationwide the number of children who have peanut and/or nut allergies seems to be increasing each year. As parents, I'm sure that you appreciate our efforts to keep all of the children as safe as possible. So, please check the label of all the products that you send with your children to make sure that they do not have a peanut and/or nut warning on their label and do not contain peanut and/or nut products. Please be sure to check the items each time you purchase them since sometimes companies change the plant where the foods are processed. If we find an item in your child's lunch that contains peanuts and/or nuts, we'll give your child something else to eat that day and put a note in the lunch box so that you don't mistakenly send it again.

Birthday Cakes and Baked Goods:

Effective, 8/27/15, classroom treats brought into the classroom for birthdays, etc., must be from a DHEC approved establishment such as Publix, Bi-lo, Wal-Mart, etc. This allows baked goods to be labelled and in proper food storage containers. (This is a DSS regulation) Many bakeries, (including Publix and Bi-Lo) process peanuts and/or nuts in their facilities. Please read the labels of all bakery items - these facilities have the highest incidence of contamination and put our allergy kids at highest risk.

Holiday/Gift Giving to Teachers:

We are thankful for all gifts of gratitude, but want our allergy children to be safe. Please comply with our allergy-aware program when you send gifts to the teachers. We don't want to put our children at risk by accepting a gift from you (in our facility) that contains peanuts and/or nuts.

Diaper Bags and Lunch Boxes:

Please include wipes, diapers, and an extra set of clothes. Have all bags, drinks, and lunch boxes clearly labeled with your child's name.

Food:

Parent supplied, donated, or curriculum related food and a drink will be served in the mornings. All snacks are planned and served to meet the requirements as recommended by USDA guidelines. These guidelines require two components of

foods per snack:

- Fruit is served at least 2 times per week.
- A vegetable, other than white potatoes, is served at least 2 times per week.
- Whole grains are served at least two times per week.
- We serve 100% fruit juice.
- We do not serve sugar sweetened beverages.
- We limit sweet food items to no more than two days a week. Please check with the teachers in order to space out birthday celebrations.
- When milk is served, we serve skim or 1% milk to children 2 and above.

Please let your child's teacher know of any food-related allergies.

Lunch:

Please send a lunch with your child. Most families use cold packs; however there is a refrigerator available if necessary. There are also microwaves available in each classroom. Please remember to ***label everything***: bottles, cups, utensils, etc. In consideration of the growing number of children here that have peanut and nut allergies, do not send foods containing peanuts or nuts.

Toys:

Children should not bring toys to school except when it is necessary to bring a favorite stuffed animal as a "security blanket." We do request that toy guns, swords, knives and any other possibly injurious toys not be brought at any time.

Birthdays:

Parents are welcome to bring in special treats to celebrate a child's birthday. Refer to our "Allergy Information" on page 9 when planning what to bring. Please check with your child's teacher to see what might work best for their classroom. **Candles are not allowed** by DSS regulations because of the potential fire hazard. **Do not send hard candies or balloons** because of potential choking hazards.

Parental Access:

Parents have unlimited access to their children and their children's teachers from 8 am-2pm. Parents are invited to observe our classrooms at any time. If you'd like to

do so please contact Hope Green, Director of Little Folks.

Conferences:

Since the welfare and growth of each child is our mutual concern, we welcome conferences with parents. These may be made by appointment or be impromptu as you drop off or pick up your child.

Discipline:

Teachers set clear and fair limits for classroom behavior. Teachers guide the children to resolve conflicts and model these behaviors through their own actions and words. Teachers encourage appropriate behavior by talking to the children and patiently reminding the children of the class rules and the reasons for these rules. While dealing with issues of conflict, teachers will always speak in a caring and respectful manner to the child. Teachers may not use any strategy that hurts, shames, or belittles a child. They may not use any strategy that threatens, intimidates or forces a child. Occasionally, a time-out chair may be used to emphasize the importance of following the class rules. If a problem persists, we will set up a conference between the director, teacher, and the parents to discuss the needs of the child and to devise a strategy for the future. If it is needed, the parents will be referred to appropriate agencies and professionals who can further help their child and family.

Little Folks of Fourth does not use corporal punishment. We do not use food as a reward or punishment, and, we do not use or withhold physical activity as a punishment.

Inclement Weather:

LFF follows Greenville County Schools for inclement weather closings only. If Greenville County Schools have a 1 or 2 hour delay we will still begin at 9:00 a.m. If Greenville County Schools are closed, then Little Folks is closed. If you have any doubt as to our status you can check the school closing list on WYFF channel 4. If we are closed, Little Folks of Fourth will be listed under "Private Schools." LFF will be open on Greenville County School make up days.

Emergency Medical Plan:

Parents will be called if the child has fever, diarrhea, vomiting, rash, or an injury. 911 will be called if a child shows signs of shock, severe allergic reaction, and loss of

consciousness, difficulty breathing, excessive bleeding or broken bones. A designated teacher or the Director will call 911 while a staff person with the child's emergency information remains with the child until the parent arrives.

Preschool Illness Policy

We want to keep as healthy of an environment as possible. Sometimes it is difficult for a parent to determine if a child should remain at home. A general guideline of "would I want my child exposed to a classmate who has these symptoms" is always a good place to start. No child is to attend school with a fever, nausea, diarrhea, or complaining of not feeling well. If a child becomes ill or is sent to school ill, he/she will need to return home as soon as possible. The parent or emergency person so noted by the parent will be phoned and explained the situation and condition of the child so that arrangements can be made for his/her return home or other place of care.

Please call the school when your child is out due to illness. Report promptly all contagious diseases so that parents can be alerted. All children need to be kept home for their own sakes as well as their classmates.

Fever: When a child has fever (above 99.4 degrees taken orally) he or she should remain at home. If a child develops a fever at school, he/she will be sent home. If a child is recovering from an illness, he or she should be free of fever for 24 hours (without fever reducing medication) before returning to school.

Medication: When a child has been on an antibiotic for at least 24 hours and is 24 hours fever free, then the child is considered non-contagious to others. Medicine can be given only with written permission. Medicine must be in the original container with dosing instructions on it. After dosing is discussed with your child's teachers, it must be kept in the classroom's lockbox for safety reasons. **No medicines may be kept in the diaper bag or the child's cubby.** Each classroom has a first aid kit for minor injuries, etc.

Colds and Runny Noses: If a child has a cold, he or she should not come to school. At times a runny nose can indicate an allergy only. If this is the case, the discharge from the nose is clear. However, if it is yellow or green, infection may be present and the child may be contagious and should not be brought to school.

Coughs: Coughs can spread infection very easily. If your child is coughing as a result of a cold or bronchial infection, he is contagious for as long as the cough is moist and the fever persists. If the infection is bacterial and he has been on an antibiotic for 24-36 hours and has no fever for 24 hours, then he is not contagious.

In all cases involving coughs, the child's comfort should be a factor in whether or not to come to school.

Diarrhea: Diarrhea is defined as three or more loose stools in a 24 hour period of time. This can be caused by infection, diet, teething and medication. If a child has diarrhea for any of the above reasons, he should not come to school or parents will be called to come for him if he is already there. Although the frequent bowel movements may not represent a contagious condition, they may cause challenges in the ability to maintain sanitary conditions. A child may return when symptoms have resolved for at least 24 hours.

Ear Infections: Ear infections are frequent in young children. Although they may not be contagious, a child should have completed 24 hours of medicine and be comfortable before returning to school.

Sores: All open sores which are draining are contagious and the child should be kept home from school until they have healed enough to be completely covered.

Vomiting: If a child has vomited more than two times in the previous 24 hours, they should stay home. Even if the vomiting is caused by a non-communicable condition, they should not return to school until 24 hours after the previous incident.

The following is a list of specific diseases and the length of time required before the child can return to school.

Chickenpox: Six days after the rash breaks out or when all of the blisters are scabbed over, whichever is sooner.

Cold sores: When sores are dry and crusted

Conjunctivitis (pink eye): If the eyes are watery or itchy but there is no fever, the child does not need to stay home. If the eye is pink or red, the discharge thick and white or yellow, or the eyelid is swollen the child should stay home until the discharge has stopped. A child should have completed 24 hours of antibiotic treatment before returning.

Hand-foot-mouth: Children with an open, draining sore on the hand and those with disease mouth sores, if the child drools, should be kept home. They can return when sores heal or drooling stops, which is typically during the first week of illness.

Hepatitis A: One week after the onset of illness or yellow color starts (jaundice).

Impetigo: 24 hours after child starts antibiotic medication as long as the sores have

stopped oozing and have started to get smaller.

Measles: Five days after the rash breaks out, if no fever and feels well enough to participate in regular activities.

Mumps: Nine days after the swelling starts

Pin worms: 24 hours after treatment

Respiratory Syncytial Virus (RSV): When child is breathing normally and feels well enough to participate in regular activities.

Ringworm: If the area can be kept covered, the child need not stay home. If it cannot be covered, the child can come back after the treatment begins and the patch of ringworm starts to shrink.

Rubella (German measles): Seven days after the rash appears and the health department or doctor says it is safe. Advise any staff member who is pregnant to see her doctor.

Strep throat: No fever and at least 24 hours after antibiotics are initiated.

Tuberculosis: When the child's doctor says the infection is no longer catching; in children this happens soon after starting medication

Whooping cough: After the first five days of taking antibiotics

Diphtheria: When the health department says it is safe.

Classroom Curriculum:

“Walk With Me” is our Biblically-based early childhood curriculum, which is used in all five classrooms. Our Little Folks of Fourth Board explored many different curriculums before choosing this one which best fits our needs.

Physical Activity:

Physical activity is crucial to the healthy development of every child. Keeping this in mind, we incorporate movement activities, opportunities for gross motor development, and periods of free play into the daily curriculum of all the classrooms. We want each child to be in the least restrictive environment for their age group in order to support exploration and muscle growth. Children learn by doing. When they have the opportunity to move about freely, it gives them a chance

to increase their muscle strength and exercise their sense of balance.

Each class goes outside daily, weather permitting. If it is raining, the classes can still use the covered patio outside the classrooms. If the weather is too hot or too cold to be outdoors, then the classrooms containing children over two years of age may use the gym. Be sure to dress your child appropriately each day with the assumption that they **will** be playing outdoors. Whether they are indoors or out, they will get the same amount of time for their physical activity time. Children ages 12 to 36 months who attend Little Folks only four hours per day receive at least 30 minutes of outdoor play daily. The older children receive 30-45 minutes of outdoor play per day. Children ages 12 to 36 months who are here for more than four hours a day (those attending Late Stay) get 40 - 60 minutes of outdoor play divided into two separate time periods. Children 3 years and up receive 60-90 minutes divided into 2 time periods

In the Nursery, the children are organizing their nervous systems.

Their nervous system is still forming and making more and more complicated pathways. The babies take in information from all of their senses to help them make sense of the world. They are learning to calm themselves and to be soothed by others. The babies come into the room as “lap babies” needing help to sit, be fed, and moved from place to place. They are totally dependent on the caregivers for meeting their needs and providing a stimulating environment. By the time they leave to go to the next room, they are walking, climbing, feeding themselves, understanding simple requests, and saying their first words.

In the 1K Class, the children are learning to organize and control their bodies.

This room is all about gross motor skills. It is the only room that has climbing things inside the classroom. If you don't give them something on which to climb, they will climb on the chairs, tables, shelves, and other children. They are not interested in playing with other children, their focus is on themselves. The teachers' job is to create an environment where the children can explore freely without constantly hearing the word, “NO!” Therefore, the sink and water fountain are gated off. The diaper bags are placed out of reach. The children are learning to use their words to express themselves instead of pushing, grabbing, biting, and crying. By jumping and climbing they strengthen their muscles and increase their balance. When these children leave the class they have begun to play with others, feed themselves, and are beginning toilet training.

The 2K Class is learning to organize and take care of themselves and their possessions.

These children learn to hang up their jackets and put their lunches in their cubbies. Now, they have free access to paint and to the sink to wash their hands and get a sip of water. The teacher's help the children learn to clean up after themselves and put away the toys in their proper places. In this room the children have lots of dress-up clothes, puzzles, vehicles, blocks, and books. By the end of the year, they can use their words to solve conflicts, negotiate for toys, and compromise. They are learning what it means to be a friend. They can sort things into different categories. They know that trucks go on the shelf, dishes go in the kitchen, and the dress-up clothes hang on the carousel. They can turn the faucet on and off and wash their hands. The teachers' job is to model language and behavior and maintain a stimulating learning environment for the children to explore.

The 3K Class is learning to organize and take care of their environment.

This is the first room where the children have free access to a tape player, head phones, and books on tape. All of the puzzles have many pieces and the dress-up clothes are more intricate and have lots more accessories. The room has clearly defined centers and the children learn to return things to their proper places. They have free access to scissors, glue, paint, paper, and pencils. They begin learning about recycling and what should be placed in the recycle container. They plant seeds and nurture them. The teachers teach them songs, finger plays, and rhymes and set up the room to stimulate creative thinking and problem-solving skills. By the end of the year the children will have become quite adept at taking care of the room.

The 4K Class learns to organize and process information.

The birthdays are posted in graph form so that it is easy to compare months to see what months have the most and least parties. They learn to identify patterns and anticipate what comes next. They keep track of the weather and then make a chart to find out the number of sunny, rainy, and cloudy days. Cooking activities teach sequence, measurement, counting, and scientific principles. Maps, dictionaries, and reference books are used to find out information. By the end of the year we want them to understand that anything thought can be spoken. Anything spoken can be written. Anything written can be read by another. This is the circle of communication. If one part is missing, then it's like a tire with a flat - it won't go smoothly.

Little Folks of Fourth Scholarship Fund

- The scholarship fund was established to enable a child to attend Little Folks who would otherwise be financially unable to come. Its purpose is to provide a safe, nurturing, stimulating and stable environment for the child while providing an opportunity for the caregiver to deal with a family crisis, attend school, job hunt or work, knowing that even if their home life is in chaos, that their child is safe and well-cared for.
- The scholarship fund is for families who are already part of the program and encounter financial difficulties and for families in need that are referred to us by individuals and agencies.
- Our goal is to make a significant, long-term positive difference in the quality of life for the individual child and the family as a whole.
- The scholarship fund is supported by donations from private individuals. Occasionally we receive a grant from the Fourth Presbyterian Church Endowment Fund. Each year the Big Folks of Fourth allocate \$1,500.00 of their income to the scholarship fund.
- Each recipient of a scholarship discusses their needs with the director and fills out an application form. The application is reviewed by the director and either the associate pastor or the chairperson of the Little Folks Advisory Board.
- Each application is viewed individually for need. Parents are encouraged to pay as much per day as they are financially able. Scholarships can range from fully funded five days per week to 25% funded one day a week depending on the need of the family and the amount of money in the scholarship fund.
- The scholarship aid continues until the family no longer needs our assistance or the child leaves the program. As the financial situation of the family changes, the amount of the scholarship is reviewed and adjusted accordingly.
- Our long-term goal is to be able to financially support, two scholarship children per day in each class for a total of ten children.

Confidentiality:

We treat information that is shared with us at Little Folks as confidential. The children's files are kept in a secure location. The parent list of names, addresses, phone numbers and e-mails is available to each Little Folks family. If you do not want this information given out, inform the teachers and director in writing, otherwise we'll assume that you want to be included on the list. Parent, teachers, and children can be hurt unintentionally by idle comments. Please talk directly to the teachers or the director so that they are aware of your concerns. It is only through open, honest communication between parents, teachers, and the director that we are able to work together to create the best environment for each of our children.

Calendar for School Year 2017-2018

First Day of the 2017-2018 Fall Session	September 5, 2017
Welcome Breakfast from Big Folks	September , 2017
OPEN HOUSE for Nursery and 1K (At 8:15 am-8:45am)	September 12 & 13, 2017
OPEN HOUSE for 2K,3K and 4K (At 2K, 3K and 4K lunch times)	September 12&13, 2017
School Pictures	October , 2017
Make-up Pictures	October , 2017
School Closed	October 19 & 20, 2017
Fall Fundraiser	October 2017
Thanksgiving Break	November. 22-24, 2017
Parent's Night Out	December , 2017
Christmas Break	December 20-January 2, 2017
School Closed	January 15, 2018
School Closed	February 16-19, 2018
Begin Summer & Fall sign-ups for LFF families	February 5, 2018
Adopt-A-Day Fundraiser	February 2017
Begin Summer & Fall sign-ups for outside families	March 5, 2018
Parent's Night Out	March , 2018
Spring Pictures	March , 2018
Easter Break	March 30-April 6, 2018

Family Fun Night	April 2018
Teacher Appreciation Week	May 2018
4K Art Show - 11:30am	May 11, 2018
School Closed	May 28-June 1, 2018
Summer Session Begins	June 4, 2018
School Closed	July 2-6, 2018
School Closed	July 23-27, 2018
Last Day of Summer Session	August 24, 2018
School Closed	August 27-Sept. 3, 2018
First Day of the 2018-2019 Fall Session	September 4, 2018