

# LITTLE FEET EARLY CHILDHOOD CENTRE LTD. DAYCARE AND PRESCHOOL

## CHECKLIST FOR LITTLE FEET EARLY CHILDHOOD CENTRE LTD. APPLICATION

### TODDLER 1 (Bumble Bee) DEPARTMENT

1. Registration Form
2. Little Feet Day-care Application Forms
3. Price Chart
4. Items Needed for Toddler 1 department
5. Toddler 1 Schedule
6. Infants feeding and Nutrition sheet
7. Guidelines for exclusion of sick children
8. Turning and Parking Memo
9. Day-care closing and events yearly calendar
10. Emergency card
11. Craft memo
12. School supplies list per term

I/We confirm receipt of the above documents

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# **LITTLE FEET EARLY CHILDHOOD CENTRE LTD. DAYCARE AND PRESCHOOL**

Dear Parents,

Thank you for inquiring about our Toddler program. Our Toddlers range from fifteen (15) months to two (2) years old.

Our toddler rooms are specially equipped for the very young child. Our large foam steps encourage climbing and help develop the large motor skills. All our toys consist of large pieces for easy manipulation in order to develop the small motor skills. Our toddlers also enjoy arts and crafts, music and dramatic play.

Our caring and loving staff are experienced and qualified to make your toddler's day safe and fun filled. Verbal skills are encouraged with story time and other language exercises.

We look forward to meeting with you and your toddler so that you can view the program in progress. Please call for an appointment.

Yours truly,



**Little Feet**  
Early Childhood Centre Ltd



# LITTLE FEET EARLY CHILDHOOD CENTRE LTD. DAYCARE AND PRESCHOOL

## LITTLE FEET TODDLER 1 ENROLLMENT APPLICATION (One form must be completed for each child in care)

Date of entry: \_\_\_\_\_ Child's age & Birth Date: \_\_\_\_\_  
Child's full Name: \_\_\_\_\_

### PARENTS CAN BE REACHED:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Home Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Employer's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Hours: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Home Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Employer's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Hours: \_\_\_\_\_

### IF PARENTS OR GUARDIANS CANNOT BE REACHED/CONTACT PERSON:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Child's Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Child's Doctor Address: \_\_\_\_\_

What hospital do you prefer? \_\_\_\_\_

Who besides you is authorized to pick-up child/ren?

\*Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Relationship to child: \_\_\_\_\_

\*Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Relationship to child: \_\_\_\_\_

\* Identification will be required by these individuals, in the event they pick-up your child. \*  
**LITTLE FEET is open from 7:00 a.m. to 6:00 p.m. Toddler sessions are five days per week.**  
**Tuition are set at registration and are payable monthly. Meals are additional.**

# LITTLE FEET EARLY CHILDHOOD CENTRE LTD. DAYCARE AND PRESCHOOL

## PERMISSION IS GIVEN TO LITTLE FEET FOR THE FOLLOWING:

(One form must be completed for each child in care)

### A CHECK INDICATES APPROVAL

\_\_\_\_\_ In an emergency, the above named provider has my permission to call an ambulance or to take my child to any available physician or hospital at my expense.

\_\_\_\_\_ In an emergency, the above named provider has my permission to obtain medical treatment for my child, except these restrictions, if any

\_\_\_\_\_

### ADDITIONAL INFORMATION:

Eating habits & Schedule: \_\_\_\_\_

Sleeping schedule: \_\_\_\_\_

Fears: \_\_\_\_\_

Likes and Dislikes: \_\_\_\_\_

Special words and their meaning: \_\_\_\_\_

\_\_\_\_\_

Has your child ever had Chicken Pox? Yes  No

Does your child have any Allergies? Yes  No

If YES, please list: \_\_\_\_\_

\_\_\_\_\_

Are allergies or other Health problems serious enough to restrict your child's activities?

Yes  No

If YES, please explain: \_\_\_\_\_

\_\_\_\_\_

Has your child been Immunized? Yes  No

### PLEASE ATTACH A COPY OF AN UP TO DATE IMMUIZATION RECORDS

\_\_\_\_\_

Parents Signature and Date

\_\_\_\_\_

Parents Signature and Date

# LITTLE FEET EARLY CHILDHOOD CENTRE LTD. DAYCARE AND PRESCHOOL

## CONTRACTUAL AGREEMENT

- 1) (We) Agree to pay the basic fee of \$ \_\_\_\_\_ on the first day of each month. If said day or date is interrupted due to a holiday or absence, then payment is due on the following day or date. A **3-day** grace period will be allowed for payment followed by a late payment of \$5.00 per day for overdue basic fee.
  - 2) (We) Agree to pay Little Feet Centre a late day penalty of \$50.00 per hour after 6:10 p.m. This fee will be paid upon arrival and no later than 6:00 p.m. the following day.
  - 3) (We) Agree that all fees must be paid whether the child is here or not, due to holidays, emergency days, trip days etc. All children out due to illness, which extends one week or more, upon receipt of official documentation from child's doctor, payment provision will be made.
  - 4) (We) Understanding that if (my) our child(ren) is/are dismissed by this centre, I/(We) will receive written notice five (5) days prior to dismissal.
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The signatures below will certify that this contractual agreement is binding and cannot be altered in any way without the approval of the Directors.

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Signature(s) of Parent(s) or Guardian

Date

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Director

Date

# LITTLE FEET EARLY CHILDHOOD CENTRE LTD. DAYCARE AND PRESCHOOL

## PAYMENT OPTIONS (CHOOSE ONE)

### MONTHLY PAYMENT OPTION

\$ \_\_\_\_\_ Per month, per child. I agree to pay for a minimum of \_\_\_\_\_ days per month. This amount is to be paid even if my child/ren is not in the provider's care.

### TRIMESTER PAYMENT OPTION

\$ \_\_\_\_\_ Per Trimester per child. I agree to pay for a minimum of \_\_\_\_\_ days per trimester. This amount is to be paid even if my child/ren is not in the provider's care.

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Parent

Date

---

Provider

Date

# LITTLE FEET EARLY CHILDHOOD CENTRE LTD. DAYCARE AND PRESCHOOL

## **DISCIPLINE:**

All discipline will be handled according to age.  
for toddlers and infant, redirection will be implemented.  
For preschool and school age children, time out will be given after two verbal warnings and redirection.

## **BEHAVIOR:**

The undersigned parents acknowledge that should their child exhibit aggressive behavior or behavior that the provider deems uncontrollable or excessive, they will be contacted by the provider and asked to pick up their child/ren immediately.

## **TRIAL BASIS:**

All parties agree and acknowledge that the first 2 weeks of care is provided on a temporary basis.

## **TERMINATION:**

All parties agree and acknowledge that either party will be required to give two 2 weeks' notice, prior to termination of care and/or services. Upon notice of termination, payment is due in full.

## **RATE INCREASE:**

Provider reserves the right to increase childcare rates at the end of each year, at an increase of \_\_\_\_\_per week, or month, within 30 days written notice.

## **AGREEMENT:**

The undersigned parents agree to follow the guidelines set forth in this contract and to pay the fees as stated and understand that if the above guidelines are not followed, the provider has the right to refuse service.

**DATE CARE IS TO BEGIN:** \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provider Signature

\_\_\_\_\_  
Date

**LITTLE FEET EARLY CHILDHOOD CENTRE LTD.  
DAYCARE AND PRESCHOOL**

**PHOTOGRAPHY AUTHORIZATION**

My child \_\_\_\_\_ may be photographed  
on \_\_\_\_\_ (Date) by \_\_\_\_\_ (Provider)  
for \_\_\_\_\_.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



**Little Feet**  
Early Childhood Centre Ltd

# **LITTLE FEET EARLY CHILDHOOD CENTRE LTD. DAYCARE AND PRESCHOOL**

## **SCHOOL PRAYERS**

### **MORNING PRAYER**

Dear Lord, we thank you for bringing us safely to school, help us to learn our lesson well, to be obedient to our teachers, mummies and daddies, bless us and make us good children, amen.

### **SNACK AND LUNCH PRAYER**

Thank you lord for the world so sweet, thank you lord for our snacks/lunch and everything, and dear lord, please remember to give to those who do not have, amen.

### **DISMISSAL PRAYER**

Dear lord, we thank you for another day spent, protect us on our way home, amen.

**Little Feet**  
Early Childhood Centre Ltd

# LITTLE FEET EARLY CHILDHOOD CENTRE LTD.

PRICE CHART (EFFECTIVE SEPTEMBER 2024)

REGISTRATION: \$300.00

INFANTS AND TODDLER 1	\$1500.00 W/O/M	7.00AM – 6.00PM
	\$1800.00 W/M	7.00AM – 6.00PM

TODDLER 2 BUTTERFLY ROOM	\$1500.00 W/O/M	7.00AM – 6.00PM
	\$1800.00 W/M	7.00AM – 6.00PM

BEFORE CARE 6.30AM DROP OFF	\$1600.00 W/O/M	6.30AM – 6.00PM
	\$1900.00 W/M	6.30AM – 6.00PM

\*SECURITY AND MAINTENANCE \$900.00 PER YEAR

\*BUILDING FUND \$500.00 ONE TIME FEE

\*CLASS T-SHIRT (INFANTS/TODDLER 1) \$65.00

\*PARENT SUPPORT COMMITTEE (PSC) \$50.00 EVERY TERM

W/M  
W/O/M

WITH MEALS  
WITHOUT MEALS

Little Feet  
Early Childhood Centre Ltd

# **LITTLE FEET EARLY CHILDHOOD CENTRE LTD. DAYCARE AND PRESCHOOL**

## **ITEMS NEEDED FOR TODDLER ONE (BUMBLE BEE ROOM)**

- **PAMPERS / PULL-UPS**
- **FORMULA**
- **TWO SIPPY CUPS**
- **A BOX OF BABY WIPES**
- **A BOX OF FACIAL TISSUES**
- **VASELINE OR DIAPER OINTMENT**
- **WEEKLY CHANGE OF CLOTHES**
- **FIVE VEST**
- **WASH RAGS**
- **TOWEL**
- **BATH SUPPLIES**
- **COMB AND BRUSH**
- **ANY OTHER PERSONAL ITEMS NEEDED FOR YOUR TODDLER**

**YOU ARE REQUIRED TO LABEL ALL ITEMS FOR YOUR CHILD INCLUDING SIPPY CUPS, FOOD CONTAINERS, JUICES AND ALL CLOTHING.**

# LITTLE FEET EARLY CHILDHOOD CENTRE LTD. DAYCARE AND PRESCHOOL

## TODDLER 1

### SCHEDULE

7:30 a.m. – 8:30 a.m.	Breakfast
9:00 a.m.	First diaper change/ Bath-time
9:30 a.m. – 9:45 a.m.	Morning Snack (Fruit)
9:45 a.m. – 10:30 a.m.	Circle time/ Craft
10:30 a.m. – 11:00 a.m.	Out-door Time (If weather permit)
11:00 a.m. – 11:15 a.m.	Diaper Change
11:15 a.m. – 12:00p.m.	Lunch
12:00 p.m.	Nap-Time
1:30 p.m.	Snack-Time/ Bath-Time and Change (early pickup)
2:30 p.m. - 3:00 p.m.	Story-Time/ Block play/ Puzzles
3:00 p.m. – 4:00 p.m.	Bath-Time/ Diaper change

**All bags must be packed, all bottles, utensils and baby supplies put away.**

**\*\*Diaper change are due EVERY TWO HOURS or as NEEDED**

**\*\*Please note that this schedule is just a guideline, times may be flexible**

# **LITTLE FEET EARLY CHILDHOOD CENTRE LTD. DAYCARE AND PRESCHOOL**

## **GUIDELINES FOR EXCLUSION OF SICK CHILDREN FROM CHILD CARE**

1. Signs of possible moderate or severe illness: unusual lethargy, irritability, persistent crying, difficulty breathing, and/or inability to function in a group setting.
2. A child exhibiting fever of >100F axillary or >101F orally should be excluded for a minimum of 24 hours.
3. Persistent, frequent cough that interferes with the child's activities.
4. Diarrhea defined as an increase in the number of stools, compared with the child's normal pattern with increase stool water and/or decreased form (diarrhea that cannot be contained within diapers or toilet use).
5. Effortful vomiting, unless the vomiting is determined to be non-diseases related and the child is not in danger of dehydration.
6. Rash with fever or behavior change; or a rash that is possibly infectious.
7. Chicken pox – 6 days after onset or rash or until all lesions have dried and crusted. Children who receive the chicken pox vaccine should not be excluded unless they develop a rash. Rashes can develop up to six weeks after a child receives the vaccine. Rashes from the vaccine usually disappear sooner (within 1-2 days)
8. Strep throat/fever – until 24hrs after treatment has been initiated.
9. Ringworm (head, body, genitals or feet infection) – until 24hrs after treatment has been initiated.
10. Scabies/head lice – allowed to return to childcare the morning after their first treatment.
11. Purulent conjunctivitis (“pink eye”) – defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelid after sleep; including a child with eye pain or redness of the eyelid or skin surrounding the eye – until 24hrs after treatment has been initiated.
12. Mouth sores associated with an inability of the child to control his/her saliva.
13. Failure to comply with Trinidad and Tobago Immunization Laws.

# LITTLE FEET EARLY CHILDHOOD CENTRE LTD. DAYCARE AND PRESCHOOL

## Memorandum

To : All Parents

CC : Files

From : Director (Little Feet Early Childhood Centre Ltd.)

Date : 5/9/2022

RE : Turning and School Parking Restrictions

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Dear Parents,

Just a serious reminder, that the following are the parking rules for Little Feet Early Childhood Centre.

All parents picking up or dropping off their children are to turn at the **turning point** (fenced driveway) **only** and park on the left side of the street only!!! Parallel to the school.

Entry to the school compound is through the small gate only! Note, please close the gate after you at all times.

Children are to be dropped off at the entrance to the activity area, with parents signing the sign-in or sign-out sheets at all times.

**Please adhere to the above parking rules at all times**, since this is a residential area and access is on a private road which we do share with our neighbors.

Parents violating these parking rules will be asked to park on Warren Street.

Thanks in advance for your urgent cooperation in this matter.

# LITTLE FEET EARLY CHILDHOOD CENTRE LTD. DAYCARE AND PRESCHOOL

## Memorandum

To : All Parents

CC : School File

From : Director (Little Feet Early Childhood Centre Ltd.)

Date : 5/9/2022

RE : Craft Supplies

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The fees for craft supplies due for this term (**January to March**) are \$200.00

The fees for craft supplies due for this term (**April to June**) are \$200.00

The fees for craft supplies due for this term (**July to September**) are \$200.00

The fees for craft supplies due for this term (**October to December**) are \$200.00

Please make all payment to the front office no later than the first week of which it is due.

This will ensure that our toddlers activities are prepared in a timely manner, in keeping with the school curriculum.

# LITTLE FEET EARLY CHILDHOOD CENTRE LTD. DAYCARE AND PRESCHOOL

## Memorandum

To : All Parents (Bumble Bee Room)

CC : File

From : Director (Little Feet Early Childhood Centre Ltd.)

Date : 5/9/2022

RE : Toddler One Supplies

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Please provide your toddler with the following supplies. These supplies are necessary for your toddlers' craft folders, manners corner, birthday identification and cubby tags.

2 sheets florescent yellow Bristol board

1 pack medium eyes

1 roll contact paper

1 sheet blue Bristol board

1 sheet pink Bristol board

**Little Feet**  
Early Childhood Centre Ltd

# LITTLE FEET EARLY CHILDHOOD CENTRE LTD. DAYCARE AND PRESCHOOL

## Memorandum

To : All Parents (Daycare)

CC : File

From : Director (Little Feet Early Childhood Centre Ltd.)

Date : 5/9/2022

RE : School Supplies

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1 box facial tissue

1 pack wipes

Please bring all supplies with your child on the first day of each new term.



Little Feet  
Early Childhood Centre Ltd

# **LITTLE FEET EARLY CHILDHOOD CENTRE LTD. DAYCARE AND PRESCHOOL**

## **RULES AND REGULATIONS**

1. To enter a child in the program, a one-time fee \$300.00, registration/application fee is required.
2. Each child is required to have a health certificate for admission, which is to be filled out by the child's pediatrician or the health clinic. Periodic examinations must be given as schedule.
3. The Department of Health requires a physical examination, and a written report should be given at the Centre.
4. Absence due to serious illness, such as a communicable disease will require a doctor's certificate upon re-admittance.
5. Please notify the office in case of emergency or absence. If we do not hear from you within two weeks your child will lose his/her place.
6. Our hours are from 7:00 a.m. to 6:00 p.m. There will be an additional late fee charge of \$50.00 after 6:10 p.m. Please have fee ready when your child is being picked up.
7. Parents are required to sign your child IN and OUT at all times. All parents must accompany their child inside.
8. Program fee is payable as agreed in advance.
9. The program will be closed on major holidays.
10. The program does not supply formula and pampers. These are to be supplied by parents.
11. Please refrain from bringing valuable effects of children (money, jewelry etc.)
12. A labelled change of clothing must be available at all times in a bag.
13. Any change of address or place of business should be given to the director immediately.
14. You are welcome to visit the Centre at any time. Please notify us prior to coming.

# LITTLE FEET EARLY CHILDHOOD CENTRE LTD. DAYCARE AND PRESCHOOL

## Memorandum

To : ALL PARENTS

CC : School Files

From : Director (Little Feet Early Childhood Centre Ltd.)

Date : 5/9/2022

RE : REMINDERS

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### THESE ARE SOME REMINDERS TO PARENTS;

- Little Feet hours are from 6.30am to 6.00pm. For the parent who requires this service please note that from 6.10pm and thereafter the late fee is \$50.00 on pick up.
- Please note that school starts at 8.30am. Children 2-4yrs are in school so we ask that parents try to bring them by 8.30 for your child's start to a good day at the Centre.
- Breakfast is served from 7.00am to 8.30am for those who have breakfast here.
- Please label all items that you bring to the Centre e.g. rags, books, juice bottles, bowls, etc.
- Parents throwing birthday parties we do not allow the following: Sheet cake with frosting (prefer cupcakes or sheet cakes without frosting) soft drink, corn curls, guns, marbles, or anything that may be a hazard to young children.
- Also to the parents sending snacks in their children's lunch kits no soft drinks, candy or corn curls.
- All girls in uniform are to wear a neck tie (ribbon around their neck).
- All fees as of September 4<sup>th</sup>, 2006, are to be paid by cheque to the school or directly to the schools' account.
- As a reminder to parents **FEES** are to be paid by the 5<sup>th</sup> of every month with two (2) days grace, please be advised.
- Fees not paid by the specified date will result in late fees and/or termination of services.

Debra Noreiga  
Director

# **LITTLE FEET EARLY CHILDHOOD CENTRE LTD. DAYCARE AND PRESCHOOL**

## **IMPORTANT REMINDERS TO PARENTS**

1. Every child must be signed IN and OUT daily. No child must be left at the door, at the top of the stairs or in the classroom unattended.
2. A call **MUST** be made to the Centre if someone other than those designated will take your child from the program. You should call if you realize you will be arriving later than 6.10 p.m. (Please inform your employer of your child in the program).
3. (a) All fees must be kept current. Method of payment chosen must be adhered to, Changes can only be made after discussion with the director.  
  
(b) Payment must be made by **CHECK OR DIRECT DEPOSIT ONLY.**  
  
(c) Late fees will be charged and must be paid if children are at the program after closing time. Persistent lateness can lead to dismissal.
4. Please label your child's possession for easy identification.
5. At all times there must be at least one change of clothing on sight for your child. A clean flat sheet or favorite blanket must be provided at the beginning of each week for naptime.
6. **DO NOT** forget to notify the office if you change your address, Home or Job telephone number/s.

**Little Feet**  
Early Childhood Centre Ltd