

THE BIGGEST LITTLE PRESCHOOL & CHILDCARE CENTER

THE BIGGEST LITTLE LEARNING CENTER

PARENT HANDBOOK



(CHILDCARE)

www.biggestlittlepreschool.com

“A place where children can play, laugh & learn!”

2024/2025

CENTER CLOSURES

Tuesday, September 3rd 2024 – Closed for Care, Open for Meet & Greet

Mon. December 23rd. to Fri. December 27th, 2024 (**Closed for Christmas break**)

Re-open Mon, December 30th, 2024

New Year's Eve Open 7:30 am - 4:00 pm

Closed on 3 Pro Day days for staff meetings (Sept 3, 2024, Feb 21, 2025, May 2, 2025)

Closed on all recognized statutory holidays

INTRODUCTION

Welcome, and thank you for choosing The Biggest Little Preschool & Childcare Center/ The Biggest Little Learning Center for your child. Our center began in Sept 2000 and is thankful to be a part of this wonderful community. We are a licensed facility with experienced staff in Early Childhood Education, Emergency First Aid and have undergone criminal record searches. We hope that you and your child will have a memorable experience and we look forward to a great year ahead!

Please take a few moments to read this informative handbook. It is understood that once your child is enrolled in The Biggest Little Preschool & Childcare Center that you agree to and understand the policies and procedures outlined in this booklet. The Biggest Little Preschool & Childcare Center reserves the right to change or alter the policies and procedures anytime.

OUR PHILOSOPHY

At The Biggest Little Preschool & Childcare Center/Learning Center we believe that children learn through play, exploration, discovery and interactions with other children. It is our commitment to work together with you to help your child grow socially, emotionally, intellectually and physically in an environment that is suited to every child's development. Through the child's ability to explore and discover, he/she will learn to build self-confidence, self-control by reflecting on how his/her actions affect others, problem solve, make choices, express himself/herself openly, and cooperate. It is our goal to maintain a safe, healthy and caring atmosphere in which children can grow in all of these developmental areas. We do not concentrate on competition; we focus on teamwork, cooperation, compassion, sharing, kindness & acceptance.

OPEN DOOR COMMUNICATION POLICY

The Biggest Little Preschool & Childcare Center supports an open door communication policy, which means:

- ◆ Parents are welcome to drop in and observe the program at any time. If you would like to consult with an early childhood educator at the center, please let us know ahead of time so the educator can give you her undivided attention.
- ◆ We encourage telephone communication. Please check with your child's educator to determine mutually convenient times.
- ◆ Parents can expect ongoing communication with staff concerning:
 - Their child's progress
 - Program activities
 - Hours of operation
- ◆ We ask parents to become familiar with the Parent Handbook that states the policies and procedures of the preschool regarding:
 - The care of their child
 - The program
 - General operation procedures
- ◆ Staff welcomes feedback from parents on any aspect of the program.

We encourage parents to speak to their child's educator if they are concerned with the care of their child or any incidents in the preschool.

A TYPICAL DAY

ARRIVAL/FREE TIME

7:30 am – 9:15 am

- Children may finish breakfast
- Free play which includes table time activities, blocks, dramatic play, library

SNACK

9:15 am – 9:45 am

- planned art activity, free painting, drawing

OUTDOOR TIME

10:00 am – 11:30 am

Walks, playground, outdoor games

CIRCLE TIME

11:45 am – 12:15 pm

- *Calendar, helping hand, theme related topics & activities, phonics, science, math, songs, stories, props, movement activities, story time

LUNCH

12:15 PM – 12:45 PM

- *Lunch, conversation, clean up lunch & prepare for quiet time

NAP TIME/QUIET TIME

12:45 PM – 2:45 pm

- *Children will enjoy quiet time or nap-time and they will be provided with a mat for sleeping.

SNACK/WAKING UP

2:30 pm – 3:00 pm

CIRCLE TIME

3:00 PM – 3:30 PM

Yoga, story, games

FREE PLAY/PICK UP TIME

3:30 pm – 5:30 pm

SCHOOL HOURS

We are open from 7:30 am – 5:30 pm Monday through Friday. We are closed only one week at **Christmas break** to allow our staff to spend with their families. We are also closed on the following statutory holidays:

Labour Day	Good Friday	BC Day
Thanksgiving Day	Easter Monday	Family Day
Remembrance Day	Victoria Day	Canada Day
National Truth & Reconciliation Day		

One week Christmas Break (dates to be confirmed each year)

New Year's Eve – Open 7:30 am - 4:00 pm

*If a statutory holiday falls on a weekend then we will be closed on the appropriate weekday.

*We are also closed on 3 Professional Development days. It is important staff come together to develop the program, plan activities and share ideas. This helps our program to be successful.

FEES

Number of Days Required	Cost	Registration Fee
5	* Check our website for pricing	\$150.00
4		\$150.00
3		\$150.00
2		\$150.00
1		\$150.00
Drop in Rate		

A one-time only non-refundable \$150.00 administration fee paid by check is required upon enrollment. This registration fee is non-refundable. A deposit per child is required. Payments will be automatically withdrawn on the 1st of each month using our PAD (Preauthorized agreement). NSF withdrawals are subject to a \$35.00 service charge. Refunds are not given for any circumstance.

CHILDCARE FEE INITIATIVE

Childcare now falls under the Ministry of Education & Childcare. The childcare fee initiative along with the childcare operating funding program allows centers to reduce parent fees. Our center is pleased to have opted in to this program. It is reviewed every year and new contracts are put in place. If our center decides not to opt in for any reason parents will be expected to pay the full fees. Please see our website for updated discounts for families.

AFFORDABLE CHILDCARE BENEFIT

Families on the affordable childcare benefit are required to pay registration fees along with first months fees. When your ACB claim is approved we will refund you the amount you are covered for. Please note that the ACB does not pay full month's fees when the center is closed. It is your responsibility to pay the difference of any amount owing.

PART TIME STUDENTS

Part time students are welcome but priority is given to full time students and their siblings. We strive to adapt to part timers by a matching process to fulfill the needs of the families that attend. Part timers will be given the opportunity to enroll full time if there is a demand for their current space. If you decline then your space may be given away to a full-time child. If you wish to change the days your child attends one month written notice must be given and we will try to accommodate if possible. Full-timers who wish to change to part-time will be moved to the bottom of the waiting list.

WITHDRAWALS

We require one month written notice for withdrawal of your child our program. Withdrawals are accepted on the first of the month only. There are no partial refunds. If one month written notice is not supplied, parents must pay one month's fee in lieu of the notice.

UNEXPECTED SCHOOL CLOSURES

In the event of extreme weather conditions (i.e. heavy snowfall) please listen to your local news for announcements. We will also post information on Facebook and Instagram. If the public school in our immediate area is closed, then the center will also be closed. There are no refunds given for unexpected closures. Our priority is to keep our families and staff safe in the event of unfortunate circumstances, including pandemics which may include staff shortages due to illness in the childcare center. Power outages may also cause the center to be closed but we will always call BC Hydro for more information before making a decision to close.

ATTENDANCE

It is for the safety and concern of your child that we ask you to notify the center if he or she will be away. Please also advise the staff if your child will be away for a prolonged period of time due to illness or some other extenuating circumstance.

ENROLLMENT POLICIES AND PROCEDURES

GRADUAL ENTRY

The gradual entry system is to provide support for the child who is hesitant to leave their parents side. It is out of respect for the child to promote gradual entry to a new environment. We shorten the times your child attends to help the child and parents become comfortable. We will recommend a schedule to you but can be changed to suit your child's needs. The staff will provide the support and comfort that your child needs to make his/her childcare experience an enjoyable one.

Sample:

Day 1 - Half day 8:00 am – 12:00 pm

Day 2 – ¾ day 8:00 am – 3:00 pm

Day 3 – Full day

ARRIVAL AND DEPARTURE

A staff member will open the door as we see parents arrive. The doors remain locked throughout the day for safety reasons. An adult must escort children into the classroom. Please make sure you sign your child in/out each day. Each child will have space for their personal belongings and you may help them prepare for the day (ex. Putting on slippers). If someone other than yourself is bringing or picking up your child, please notify the staff. Please make sure that person has

identification. We ask that parents notify us of any changes in drop off and pick-up procedures.

WE WILL NOT RELEASE YOUR CHILD TO A STRANGER OR ANYONE THAT HAS NOT BEEN AUTHORIZED BY YOU! Your child's safety is our main concern. Please make sure that the authorization for Pick-up on the application form is up-to-date.

LATE PICK-UP

Please be on time to pick up your child, as it is very difficult for young children to wait.

Please let us know if you are going to be late as we understand that emergencies happen or there may be delays in traffic in extreme weather conditions etc. After 1 late instance a notice will be sent home. The second late instance there will be a \$5.00 late charge beginning five minutes after departure time and \$1.00 per minute after that. After 10 minutes the emergency contacts will be called to pick up your child. Please be assured that your child will remain in our care for 1/2 hour and after that time the Ministry of Children and Families will be notified if we cannot reach you or your emergency contacts.

PARKING

Please park in the designated parking spaces and avoid parking in fire lanes as these are used in case of an emergency.

EMERGENCY PROCEDURES FOR FIRE AND EARTHQUAKE

Fire Drills

At The Biggest Little Preschool & Childcare Center/Learning Center we practice fire drills once a month. These drills are very important. The loud sound that the fire alarm makes can be very frightening to a young child. By practicing the procedure, children will be less frightened in the event of an actual fire. The procedure that we follow is:

- ◆ Sound the alarm
- ◆ Gather children, staff and emergency book and prepare to evacuate
- ◆ Check door to make sure it is not hot.
- ◆ Count heads
- ◆ Quickly and safely escort children to the church building next door
- ◆ Take roll call to make sure everyone is accounted for
- ◆ Call 911

- ◆ Keep children together and away from the fire truck path

Each fire drill that we practice is treated as if it were the actual fire. At the beginning of the school year, we focus on fire and safety. During this time we teach the children to respect fire, fire fighting equipment and the fire alarm. Children are very fascinated with the fire truck and fire itself so we consider this focus a very important part of our program.

STOP!

DROP!

ROLL!

Earthquake Drills

We feel that it is important to practice Earthquake Drills frequently. The procedure that we follow for Earthquake Drills is as follows:

- ◆ Inside/outside, we tell the children to stay with an adult
- ◆ We help the children to stay calm
- ◆ We instruct the children to **DUCK, COVER, HOLD** and keep their backs toward any windows that are around them.
- ◆ We count to 60 after the shaking has stopped.

It is common knowledge to most of us to duck and cover but we seem to forget the hold. It is no use to duck under a table and have the table bounce away. We instruct the children to hold on tight to the legs of the table.

As with Fire Drills, the staff of The Biggest Little Preschool treats Earthquake Drills as actual earthquakes. Practicing these drills is important in order that the children will learn to stay calm in fire and earthquake situations.

DUCK!

COVER!

HOLD!

EARTHQUAKE EVACUATION

Since our school is located in an earthquake prone area we want to remind you that in case of an earthquake or other disaster occurring, the following procedures will be followed: **In the event of an evacuation:**

Families who attend the church location will be evacuated to the Lumina building next door at 14885 60th Ave.

Families who attend the Lumina location will be evacuated to the church 14853 60th Ave.

Families who attend the Luxe location will be evacuated to the church 14853 60th Ave.

No child will be allowed to leave with another person unless we have written permission to that effect or that person is listed on your child's emergency card in our files. With this in mind we ask that your child's emergency card be kept up to date and suggest that at least 1 emergency contact person be located on the south side of the Fraser River and preferably within walking distance of our school.

All parents or designated guardians who come to pick up children must sign them out at the time of pick up.

We are prepared to care for children in the event of a critical situation or if parents are unable to reach the center or evacuation location. All our staff has First Aid training and we will be in communication with local emergency services. In case of an evacuation a sign will be posted on our entrance door indicating our location. In addition parents should turn their radios to 1130 on the AM dial. Information and directions will be given over the radio.

If you are unable to reach the school to pick up your child you may try to reach us at the numbers indicated on the radio for contacts of Emergency Reception Centers.

The center is equipped with an Emergency Earthquake Bag to take with us in the event of an evacuation.

FIELD TRIPS

In class field trips will be utilized throughout the year meaning we will bring the field trip to the children. This may include cinemazoo, face painters and other entertainers that are geared towards preschool age. There may be an extra charge to help cover the cost. We will also enjoy regular outings in the neighborhood as well. This does not include our daily walks in the neighbourhood.

CLASS PICTURES AND SNAP SHOTS

During the year, the center will arrange to have individual and class photos taken. You will be notified of the date in our monthly newsletter. Throughout the year, we would like to take photographs of the children at play. These pictures are the property of The Biggest Little Preschool & Childcare Center/ The Biggest Little Learning Center and may be posted on our website, Facebook or Instagram for our families and visitors to view. Please be assured that no personal information about your child will be revealed at any time. If you have any concerns, please contact the center.

BIRTHDAYS

The staff and other children would like to celebrate this very special occasion with your child. We will sing Happy Birthday to your child and they get to wear a special badge. Due to the growing number of allergies and dietary restrictions **please do not send in food items** to celebrate your child's birthday. You are welcome to send small goodie bags (no food items) which we will send home with each child.

SNACKS/LUNCH

The Biggest Little Preschool & Childcare Centre/The Biggest Little Preschool Learning Center promotes eating healthy foods. It is important to send your child to preschool with nutritious snacks and lunch each day. The occasional treat is fine but balance it with a healthy item as well. Snack and lunchtime is a social time for children as it allows children to converse with one another. Children also learn independence as they open and put away their snack/lunch on their own. Children are allowed approximately 15 minutes for snack and ½ hr for lunch. Of course we will allow extra time if needed.

Please send a small ice pack to accompany their lunch or snack if needed.

Here are some ideas for snack:

- All vegetables cut into bite size pieces to avoid choking
- All fruits cut up into small pieces
- Yogurt
- Cheese and crackers
- Water to drink

Please note we are a **NUT FREE** centre. We have children who are extremely allergic and your child will be not be allowed to eat their snack or lunch if it contains nuts.

Here are a few items not to bring into the classroom:

- No Tim Hortons
- No items that say “may contain nuts”
- No Honeynut cheerios or Nutella
- No full cakes or pop
- No candy

Many Dare products are peanut free. Look for the “Peanut Free” labels.

Here are some ideas for lunch:

- Sandwiches or wraps filled with meat, tuna, cheese etc.
- Leftover dinners from the night before can easily be re-heated by our staff
- Don’t forget to include fresh vegetables, fruit and water.
- Water only

If you are sending “WOW” butter it must be accompanied with a sticker indicating that it is nut free. Staff cannot distinguish between wow butter and peanut butter as it looks and smells the same. Please understand we are ensuring the safety of the children who have life threatening allergies.

PARTY DAYS

We do celebrate the holidays by having parties throughout the year. The focus will be on playing games in the classroom rather than having party food and treats. Due to the growing number of allergies and dietary restrictions it is not inclusive to all children to participate when it is time to eat, therefore we will shift our focus to fun party games! Please send your child’s regular snacks and lunch.

PLAY CLOTHES PLEASE

For your child to enjoy participating in all aspects of the program, we ask that you dress him/her in comfortable, easy to manage play clothes. We cannot guarantee that your child will go home without paint or food on their clothing. We encourage creativity through art and play, therefore sometimes their clothing may not be as clean as when they arrived to the center. Indoor shoes are required. It helps to keep the classroom free from outdoor debris. Muddy buddies are strongly recommended for outdoor play. Names should be put on all articles belonging to your child.

ACTIVE PLAY

What is Active play?

Active play is a physical activity which includes moderate to vigorous bursts of high energy, raises children's heart rate and make them "huff and puff" such as running and jumping.

Why is it important?

Active play helps to promote healthy growth and development and supports body control and movement. Active play can help build strong bones, improve balance, coordination, and assists with the development of gross motor and fine motor skills. Active play also builds children's confidence, improves concentration, and thinking and learning skills and provides opportunities to develop social skills and make friends.

Full Day Childcare Program: Outdoor

60 minutes of outdoor play per day. We will still go outside if the weather is poor and walks in the neighborhood are emphasized or use undercover area.

The Biggest Little Preschool & Childcare Center/The Biggest Little Learning Center will be taking children outside each day. Children should be prepared for all weather conditions.

SCREEN TIME

Screen time includes TV, electronic games or computers. The Full Day Childcare Program are permitted to have a short movie during eventful days such as pajama day, or to correspond with a theme and not more than 3 times per school year.

VISITORS IN THE CLASSROOM

Our center is a strong supporter of various colleges offering ECE (Early Childhood Education) programs. We welcome students into our classroom for practicums, observations from 2-3 weeks at a time and full practicums from 5 to 8 weeks. Also, we may have support workers in our classroom working with specific children. Please note that all visitors working with children have undergone their criminal record checks.

TOILETING

If your child is not potty trained we will remind them to go to the washroom and help support their needs in this area. Please let us know what you are doing at home so that there is continuity for your child. Sometimes accidents may occur during class time as children can become quite involved in their play, therefore provide an extra set of clothing for your child. Please send pull ups and baby wipes for your child. We will let you know when more are required. We do not provide these items for your child.

SLEEPING/NAP TIME

We will provide sleeping mats for your child during nap-time. Our quiet/nap time begins after lunch and all children will have quiet time with the lights down low. Please provide a small blanket, crib sheet and a night-time buddy for your child's quiet time. On the last day your child attends for the week please take these items home to be washed. As per Fraser Health licensing bedding must be washed at least once per week.

HEALTH/ILLNESS/COMMUNICABLE DISEASE POLICY

The Public Health Department requires notification of any contagious or communicable illnesses within your family. Please contact our center immediately if your child comes into contact with or contracts a contagious or communicable disease. In such cases, notification of the disease will be posted on the parent bulletin board notifying the parents of the children who attend The Biggest Little Preschool & Childcare Center/Learning Center. The child's name that contracted the disease will be kept confidential. Please also keep your child home if he/she has the following symptoms:

- ◆ Pain – any complaints of unexplained or undiagnosed pain
- ◆ An acute cold with fever, runny nose and eyes, coughing and sore throat
- ◆ Difficulty in breathing, wheezing or persistent cough.
- ◆ Fever (100 degrees F/38.3 c) accompanied by general symptoms such as listlessness
- ◆ Sore throat or trouble swallowing
- ◆ Infected skin or eyes or an undiagnosed rash
- ◆ Headache and stiff neck
- ◆ Unexplained diarrhea or loose stool.
- ◆ Nausea, vomiting, and abdominal cramps

It is required to keep (or take) a child home when the child:

◆ Is suffering from one or more of the above symptoms

◆ Is not well enough to take part in the regular program

Ultimately the care of the child is the parent's responsibility.

Hand Hygiene

Thoroughly washing your hands with soap and water is the best protection against illness

6 steps to proper hand-washing

1. Wet hands with warm running water
2. Apply a small amount of liquid soap. Antibacterial soap is not required.
3. Rub hands together for at least 20 seconds. Rub palms, backs of hands, between fingers and under nails/creating a lather.
4. Rinse off all soap with running water.
5. Dry hands with a clean, disposable towel.
6. Discard the used towel in the waste container.

Children and staff will be provided with regular opportunities for hand hygiene. Ex. Upon arrival/before & after snack, after outdoor time

When children become ill while at the center

1. Parent will be called immediately for pick up
2. If parent unreachable then emergency contact notified
3. If possible, isolate from the other children
4. Provide comfort and care to the child. Ex Kleenex, change of clothes, comfort toy, mat for laying down
5. Staff member will stay with child until picked up
6. Document/incident report

ADMINISTERING MEDICATION/CARE PLANS

If your child requires prescription medication, a medical administering form must be filled out prior to the staff giving your child the medicine. It may also be necessary to have a care plan in place depending on the condition or circumstances regarding the medication. We will not administer non-prescription drugs without parent written consent stating why this medication is necessary for your child. Medication should be discussed prior to enrolling your child to make sure we are equipped and trained to give medication needed for your child.

IMMUNIZATION

Every child that attends The Biggest Little Preschool & Childcare Center/Learning Center should be immunized. We ask that you provide us with a copy of your child's immunization record complete with dates on file. If your child has not been immunized, he or she could become seriously ill if exposed to some contagious or communicable disease. It is for the safety of your child as well as the other children and teachers in the center that we request that your child be immunized.

GUIDANCE POLICY

The philosophy at The Biggest Little Preschool & Childcare Center is to offer children a warm and safe environment. We encourage the child to have the opportunity to learn self-control with peers and adults. Classroom rules and expectations are discussed with the children. Our approach to discipline is as follows:

- ◆ Provide clear, simple and consistent limits regarding appropriate behavior.
- ◆ Remind in a positive and caring way
- ◆ Acknowledge feelings before setting limits
- ◆ Problem solve with peers and adults
- ◆ Redirect verbally
- ◆ Be a positive role model

Guidance strategies

- ◆ Offer choices
- ◆ State what is expected – “it's time to clean up now” rather than “do you want to clean up now”
- ◆ Give child enough time to respond
- ◆ Promote cooperation and sharing
- ◆ Give child opportunity to make amends
- ◆ Use positive reinforcement
- ◆ Documentation booklets or incident forms may be used in certain circumstances

If you are unclear regarding the handling of incidents that may occur you are encouraged to speak to a staff member for clarification. We will provide on-going communication regarding our guidance strategies during drop off/pick up times, via email, by phone or through parent/staff meetings. Parents and staff should work as partners guiding your child through these school age years.

No corporal punishment, no restraints, no deprivation and no degrading treatment will be used or tolerated in our centre.

CHILD ABUSE POLICY

We are required by law to report suspected child abuse to the Ministry of Children and Families. It is for the safety and well-being of the child and failure to do so can result in prosecution under the Family and Child Services Act.

CODE OF CONDUCT

The goal of our Code of Conduct is to produce responsible, respectful and cooperative students. Children are expected to follow our Code of Conduct while attending our center and outside functions put on by our center. Parents are responsible for their children's behavior while present in the classrooms or outside school functions.

All children, staff and parents at The Biggest Little Preschool & Childcare Center have the right to:

- Be safe
- Be valued and treated considerately
- Learn and grow each day
- Speak and be heard

All children, staff and parents at The Biggest Little Preschool & Childcare Center have the responsibility to:

- Act in a safe manner at all times
- Respect the rights of others and their property
- Listen courteously when others are speaking
- Help solve problems
- Participate actively and positively in our center's activities
- Be ready to learn and grow each day

Children are expected to follow these guidelines outlined throughout the day, on our daycare's property, on field trips and outside functions. We expect children to assume responsibility for their behavior. Staff will assist children in developing the skills to resolve conflict, problem solving, and decision-making according to their age and cultural beliefs. We value and encourage a learning and working environment that is inclusive and respectful of the diverse social, cultural needs of our childcare's community.

At The Biggest Little Preschool & Childcare Center there will be no:

- Bullying, Cyberbullying, misuse of technology (Cell Phones/Electronic Devices/Computers) if it negatively impacts on the center's environment
- Harassment, threat, intimidation, violence in any form
- Verbal, physical or sexual abuse
- Racial discrimination
- Theft
- Vandalism
- Retribution against any person who has reported incidents

Consequences

Consequences will take into account the age, maturity and special needs (e.g. intellectual, physical, sensory, emotional or behavioural disability), severity and frequency of actions. Consequences will be progressive and will focus on being restorative rather than punitive in nature. Depending upon these and other factors, one or more of the following actions may be taken:

- Review of expectations and a warning
- Review of expectations, loss of privileges
- Parents informed of behaviour within 24 hours
- Meeting with parents
- Short-term (at home) suspensions up to 5 days (at parents expense, no refunds)
- Consultation with police and/or fire department
- Cost to repair or replace damaged/vandalized/stolen property at parent's expense
- Termination of services (at parent's expense, no partial refunds)

At The Biggest Little Preschool & Childcare we will not tolerate the presence of:

- Intoxicating substance or banned substances (ie. smoking)
- Weapons and explosives
- Intruders or trespassers
- Firecrackers

Weapons are defined as:

- Real – such as guns, knives, etc
- Replicas – such as toy guns, knives, etc.
- Anything that can be used as a weapon – such as chain, razor blade or shard of glass

It is the child's and parent's responsibility not to bring to school, or be in possession of at The Biggest Little Preschool & Childcare Center, items that can be used as weapons or as replicas of weapons. Any discoveries of weapons will be confiscated immediately and the parent and RCMP will be notified immediately. This will also result in immediate termination from The Biggest Little Preschool & Childcare Center (No refunds will be given for the remainder of the month)

Please take the time to go over this with your child at the level they can understand.

**ONCE ENROLLED AT THE BIGGEST LITTLE PRECHOOL & CHILDCARE CENTER
IT IS THE PARENT/GUARDIANS RESPONSIBILITY TO FAMILIARIZE
THEMSELVES WITH OUR PARENT HANDBOOK. IF YOU HAVE ANY QUESTIONS
PLEASE SEE A STAFF MEMBER.**

**The Biggest Little Preschool & Childcare Center reserves the right to clarify or make alterations to this handbook when necessary*