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Policies and Procedures

The following policies are non-negotiable and are legally binding.

HOURS OF OPERATION & CLOSURES

- Depending on enrollment numbers, Little Tykes University may offer the following classes for students who are 3-5 years of age on or before September 1st of the year they begin enrollment.

Morning Class – 3 days	Afternoon Classes – 2 days
Tuesday/Wednesday/Thursday 9:15 AM – 11:45 AM	Monday/Wednesday 12:30 PM – 3:00 PM or Tuesday/Thursday 12:30 PM – 3:00 PM

- Little Tykes University will begin class on Wednesday, after Labor Day, then follow the Campbell County School District calendar for school closures in the months of September - May. Refer to the Campbell County School District calendar for all holidays observed during these months. Class will be canceled due to inclement weather if the local school district is closed. Parents will be notified two weeks prior to any school closures except in the case of emergency.
- Little Tykes University is not responsible for any child on school property outside of these hours of operation.

TUITION & PAYMENTS

2025-2026 School Year Tuition & Fees	
<i>Non-refundable deposit</i> \$150 due w/ application	<i>Non-refundable deposit</i> \$150 due w/ application
3 days - \$1,575 total cost	2 days - \$1125 total cost
A minimum payment of \$175 must be paid on the 1 st day of each month September 2025 – May 2026	A minimum payment of \$125 must be paid on the 1 st day of each month September 2025 – May 2026

- A **non-refundable** deposit will be collected at the time of application in order to secure student enrollment.
- The total cost of school tuition may be paid in full at any time.
- If a monthly payment plan is necessary, a minimum tuition payment (see table above) is due on the 1st day of each month. We allow a 5 day grace period. Failure to pay by the 6th day of the month will result in a \$25 late payment fee. Failure to pay by the 15th day of the month will result in the charge of a second \$25 late payment fee.
- If tuition and fees are not paid by the 15th day of the month, attendance will no longer be permitted until the monthly balance is paid in full (minimum tuition payment plus two late payment fees).
- A service charge of \$25 will be assessed for a check returned for any reason. In addition, a \$25 late fee will be assessed unless payment can be resubmitted in full before the 6th day of the month. After two returned checks, you must make all payments by money order, cashier's check, or cash.
- **Tuition is continuous throughout the school year.** No credit/refund will be given for holidays, professional in-service days, student absences, illnesses, or mid-year withdrawal. No credit/refund will be owed if class must be cancelled because of emergency or inclement weather.
- Failure to pay the total cost of tuition for the 2025-2026 school year by May 15th, will result in outstanding balances being sent to collections.
- We reserve the right to increase tuition at any time after giving parents a 30 day notice.

DROP OFF & PICK UP

- It is important that all students are picked up and dropped off on time. We charge \$10 for every 15 minutes that parents are late picking up students.
- Entry doors will be unlocked for drop off at the time class starts.
- For the safety of our students, we will require that each student be signed in and signed out at drop off and pick up.
- Parents are encouraged to wait in the foyer where backpacks and coats are hung until teachers dismiss each student in the order that parents arrive. Please refrain from using cellular devices during drop off and pick up.
- Students may be picked up and dropped off by approved adults listed on their Student Registration Form. Students will not be released to anyone not on this list.
- If your student will be absent, please notify our teacher through REMIND as soon as possible.

SNACKS

- A snack calendar will be made at the beginning of each month. Students are asked to bring a snack for all classmates on their assigned date. Healthy snacks are preferred. The teacher will notify parents of any food allergies in the class.

STAR STUDENTS

- Each student will be given an opportunity to be STAR STUDENT for a day. This is a special opportunity for Little Tykes University to highlight and celebrate each individual student. This is also a great way for students to get to know each other. Parents of our STAR STUDENT will be asked to prepare a short presentation for their child to give consisting of information about our STAR STUDENT and his/her favorite things.

BIRTHDAYS & HOLIDAYS

- Celebrations for birthdays and holidays are completely acceptable and fun at Little Tykes University. Parents and siblings are welcome to attend birthday and holiday celebrations.

FIELD TRIPS & SWIMMING

- Parents will be required to sign and return a Parent Permission Slip and Medical Release Form prior to any and all field trips. Students who have not turned in these forms will not be allowed to participate in the field trip.
- Little Tykes does not offer play in wading pools or swimming pools on sight. If an outdoor water or swimming activity is planned, a parent permission slip must be signed and returned before students are allowed to participate in such field trips/activities.

REGISTRATION AND CHILD RECORDS

- The Student Registration packet needs to be completed and turned in with Immunization records to enroll a student at Little Tykes University.
- All student records will be reviewed and updated annually.
- Student records are kept completely confidential.

DISCIPLINE

- Little Tykes University believes in positive guidance, redirection and setting clear limits that enable students to become self-disciplined.
- Students will be encouraged to respect others, to be fair, and learn to be responsible for their actions. Aggressive behavior toward teachers and/or classmates is unacceptable.
- A “thinking spot” will be provided for students who may need time to regroup.
- Good behavior will be encouraged, praised, and reinforced with treasure box tickets.

SUSPENSION/EXPULSION

- We strive to make every child’s experience a positive and nurturing environment however sometimes behavioral issues may arise that create a difficult learning environment for children. If we find your child is continually exhibiting inappropriate and disruptive behavior, we will share our concerns as well as our intervention methods with you through written documentation, a phone call, or conference. Every effort will be made to connect staff and families with local and national resources that address challenging behaviors prior to an expulsion/suspension.

We are required by state statutes and Licensing Rules to report cases of suspected child abuse or neglect to DFS and/or Law Enforcement.

SICK CHILDREN

- Students who cannot participate in class due to discomfort, injury or other symptoms of illness may be excused from class.
- Teachers must notify parents immediately when a student has symptoms requiring exclusion from school. Teachers will provide adequate separation and direct supervision of a sick student until he/she can be picked up.
- Little Tykes University will not allow students in class with any of the illnesses/symptoms of illness specified below:
 - Communicable disease, or being a carrier of such that is listed on the Wyoming Department of Health Reportable Disease and Condition List, unless they have been declared non-infectious to others by a licensed physician, physician assistant (PA), or nurse practitioner (NP); or approval has been given by the local or state department of health; or the case of Hepatitis B, Hepatitis C, or HIV the infected individual has been determined to be of negligible risk to other persons in routine childcare settings by a licensed physician and the facility director.

- Severe diarrhea
- Severe pain or discomfort
- Two or more episodes of acute vomiting within a period of twenty-four (24) hours
- Difficult or rapid breathing
- Yellowish eyes or skin
- Sore throat with a fever over 101° F or severe coughing
- Untreated head lice or nits
- Untreated scabies
- Children suspected of being in contagious stages of chicken pox, pertussis, measles, mumps, rubella or diphtheria
- Skin infection or rash, unless under the care of a licensed physician, PA, or NP, and the licensed healthcare provider has approved in writing their return to school.
- Purulent conjunctivitis
- Swollen joints or visibly enlarged lymph nodes
- Elevated oral temperature of 101 degrees or over
- Blood in urine
- Mouth sores associated with drooling

SICK STAFF

- Class will be canceled if the teacher becomes ill on a normal scheduled class day. Students and parents will be notified of the cancellation via REMIND, as soon as possible.

SLEEPING & OVERNIGHT CARE

- Sleeping arrangements are not provided at Little Tykes University as sleeping time is NOT included in the 2.5-hour class schedule.
- Overnight care is not provided at Little Tykes University.

TOILETING

- Students must be toilet trained and independent of the teachers for assistance in personal hygiene.
- Accidents happen! Students should be sent to school with an extra pair of clothes in their backpack each day.

CLOTHING

- Play clothes are the best! Students will be participating in various hands-on activities that are educational, fun, and messy.
- Sandals, high heels, plastic shoes, or shoes with hard soles are not recommended.
- Students must have a backpack.
- All clothing and backpacks should be clearly marked with student's name.

TRANSPORTATION

- Transportation is not provided by Little Tykes University.

MEDICATION

- Little Tykes University Staff will only administer emergency medication for students who require medication in life or death situations (i.e. epee pens, inhalers, insulin, etc.).
- Over the counter and/or prescription medicines should be administered by parents before coming to school.

SPECIAL HEALTH CARE NEEDS (ie. Allergies, asthma, seizures, diabetes, etc.)

- Parents are responsible for notifying teacher of any allergies.
- Students with special health care needs should have an emergency care plan in place.
- For food allergies, the plan shall provide detailed instructions about which food(s) the child is allergic to and what to do if an allergic reaction occurs, including the names, doses, and methods of administration of any medications that the child should receive in the event of a reaction. The plan shall also include specific symptoms that would indicate the need to administer one or more medications. The same shall be developed and in place for children with any other allergy.
- All children with special health care needs (ie. asthma, seizures, diabetes, etc.) who require scheduled daily medication or medications to be given on an emergency basis (Benadryl, EpiPen, rescue asthma medication, etc.) shall have a care plan. Care plans shall have clearly stated parameters, directions, and symptoms for giving the medications. Care plans shall be updated as needed, but at least yearly.

WEAPONS

- Weapons are not permitted on property.

PETS & ANIMALS

- Little Tykes University does not have any pets or animals.
- Students may bring a pet/animal for show and tell with preapproval by Little Tykes University and if the visiting pet/animal meets DFS animal requirements (refer to DFS Child Care Rules Chapter 4, Section 14).

EMERGENCY PROCEDURES

- Little Tykes University has an emergency preparedness plan onsite. The plan includes-
 - Evacuation, shelter-in-place and the possible lockdown of the facility.
 - Procedures for responding to each type of emergency likely in the area. These include: Blizzard, bomb threat, chemical spills/hazardous materials, earthquake, emergency medical conditions, evacuation, fire, flood, intruder/dangerous person, landslide/mudflow, lockdown, missing child, abducted child, power outage, severe storm/tornado/shelter in place, windstorm/microburst's/strong winds.
- Students will participate in drills once a month and practice exiting from all possible exits.
- The emergency preparedness plan will include the needs of any student with special needs.
- In an emergency situation, parents will be notified via one or more of the following methods: phone call, text, email, social media, radio, and/or TV.
- If an emergency occurs at the school and students need to be relocated, students will be relocated to Hardee's fast food restaurant and parents will be notified via the above methods.
- In an emergency situation, students may be picked up by approved adults listed on their Student Registration Form. Students will not be released to anyone not on this list unless verbally authorized by parents. Photo ID's will be required.
- If for whatever reason, Little Tykes University loses power, water, etc. the facility will be closed until restored to proper function.

ADMINISTRATIVE POLICY

- Little Tykes University is currently licensed by the Department of Family Services.
- TB testing is required of all teachers and auxiliary staff having contact with students in accordance with Wyoming Department of Health Recommendation.
- Teachers must be First aid and infant/child CPR certified.

- Teachers must complete a minimum of 32 clock hours of continuing education biannually.
- Teachers must complete a child abuse/neglect Central Registry screen annually, full fingerprint based national criminal history record background check every 5 years, and a national sex offender check.
- Little Tykes University has liability insurance through USLI.

REPORTING CONCERNS

- Open communication will be promoted by using written notes as well as informal conversations.
- Little Tykes University encourages parents to discuss successes and concerns with teachers regularly.
- The State of Wyoming Complaint and Compliance Report for this facility may be found at findchildcarewyo.org.
- Irene Mauer of the local DFS Licensing office may be contacted at (307) 687-5211 to discuss any child care concerns.

Policies are subject to change.

Parents will be given an updated police before the change is implemented.