

**!!! NO NUTS, PLEASE !!!**

Little Folks of Fourth  
Presbyterian Church



2011-2012 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

## Table of Contents

Philosophy.....	2
Mission Statement.....	2
Parent Letter.....	3
Child Safety Concerns.....	4
General Information.....	6
Registration.....	6
Tuition.....	6
Hours.....	6
Late Stay.....	7
Early Stay.....	7
Photographs.....	8
Release Policy.....	8
Allergy Information.....	9
Birthdays.....	10
Discipline.....	11
Inclement Weather.....	11
Illness.....	11
Curriculum.....	15
Scholarship Fund.....	17
2011-2012 Calendar of Events.....	18
Confidentiality.....	19

# **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 pre-school childcare and 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,

Little Folks of Fourth is licensed with the Department of Social Services 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 the criteria for moving children to the next room, but go by the developmental stage of the individual child. Just because the child starts off the year in one room, does not mean he'll be stuck there all year. Children move up in classes throughout the year as maturity occurs and there are openings in the next class.

The things we 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 this is done in a loving and caring setting where we are demonstrating God's love.

Along the way the children also learn their colors, shapes, letters, and numbers. The teacher's 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 me 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 your child to grow.

Thank you for entrusting us with your children.

Sally Pellew

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 is 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 \$100 enrollment fee for the first child and \$75 for each additional child is to be paid at the time that the child is registered. This fee covers registration and materials for the Sept.-May school year. The Summer Program has a separate enrollment fee of \$50 for the first child and \$35 for each additional child due at the time of summer enrollment.

### **Tuition:**

Cost is \$16 per day per child. Payment is expected even if your child cannot attend (your payments are depended on to pay teacher salaries). **Tuition is due at the first of each month.** Checks should be made payable to Little Folks of Fourth. 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.

### **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 9:15 a.m. and 12:45 p.m. If you arrive late or pick up early, use the church's main entrance that is located off of Manly St. at the end of the upper parking lot. There is a covered walkway in front of the door and you will need to ring the doorbell that is to the right of the door. All children, except those staying for late stay, should be picked up by 1:00 p.m. The custodian is 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 \$6 per child. Siblings are an extra \$2 each. 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. There is a \$3 additional fee charged if the child is picked up between 2:05 p.m. and 2:15 p.m. If the child is picked up after 2:15 p.m., there will be an additional \$6 charge to the Late Stay. Arrangements can be made in advance for 2:30 p.m. pick up if necessary. Late Stay payments should be a separate check given to Debbie Payne; but payable to Little Folks of Fourth. As we do with the regular Little Folks program, we will maintain our low teacher-child ratio and provide developmentally appropriate activities. Please talk to Debbie Payne or call her at 268-0740 for enrollment or more information.

### **Early Stay:**

Early stay is from 8:00 a.m. until 9:00 a.m. for a fee of \$6 per child. Siblings are an extra \$2 each. In order to have enough teachers each day to accommodate the number of children, you must sign up ahead of time with Lynn Pollard (4's & 5's teacher). If you sign up for early stay but your plans change, you must give 24 hours advance notice or you will still be charged. Early Stay payments should be a separate check given to Lynn Pollard: but payable to Little Folks of Fourth. Please talk to Lynn Pollard or call her at 271-7582 for enrollment or for more information.

### **Age Requirements for Entrance:**

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

### **Immunization Forms:**

All necessary immunizations should be up to date at the time the child enters school. A copy of the official South Carolina DEHEC Immunization Form obtained from the child's doctor needs to be on

file in the office. **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 YOU NEED TO GIVE US A WRITTEN STATEMENT TO THAT EFFECT, 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:**

Some parent like to bring baked good in to celebrate their child's birthday in the classroom. Please do not bring in baked goods with any nuts – it will not be served in our classrooms. 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. Check with you local bakery before purchasing a cake if you are not planning on making it yourself.

### **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. Little Folks requires all bags, drinks, and lunch boxes to be clearly marked with your child's name.

### **Mid-Morning Snack:**

Parent supplied, donated, or curriculum related snacks and a drink may be served in the mornings. **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 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. And please do not send hard candies or balloons because of potential choking hazards.

### **Observation by Parents:**

Parents are invited to observe in the preschool. If you desire to do so, please contact Sally Pellew, 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. 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.

## **Inclement Weather:**

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 for, 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.

## **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, 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**

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. Ill children need to be kept home for their own sakes as well as their classmates.

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.

**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, his or her parents will be called. If a child is recovering from an illness, he or she should be free of fever for 24 hours 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.

**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 is present and the child is 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.

**Ear Infections:** Ear infections are frequent in young children. Although they are not 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.

**Diarrhea:** Diarrhea is defined as four to five bowel movements in an eight 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 should be called to come for him if he is already there. Although the frequent bowel movements may not represent a contagious condition, the percentage of time that the teacher spends with diapering is a consideration when there are other children for which to be cared.

**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.

### **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

**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 discharge is thick and white or yellow, the child should stay home until the discharge has stopped.

**Hepatitis A:** One week after the illness or yellow color starts

**Cold sores:** When sores are dry and crusted

**Impetigo:** 24 hours after child starts antibiotic medication

**Measles:** Five days after the rash breaks out

**Mumps:** Nine days after the swelling starts

**Whooping cough:** After the first five days of taking antibiotics

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

**Strep throat:** 24 hours after antibiotics are started

**Pin worms:** 24 hours after treatment

**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):** Six 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.

**Diphtheria:** When the health department says it is safe.

**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.

**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 1's & 2's, 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 2's & 3's learn 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 teachers 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 3's & 4's are 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 4's & 5's learn to organize 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 and donations from the Presbyterian Women of Fourth Church. Occasionally we receive a grant from the Fourth Presbyterian Church Endowment Fund. Each year the Big Folks of Fourth allocate 20% 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 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.

## **Calendar for School Year 2011-2012**

Opening of School	September 6, 2011
<b>Parents' Day - Bring lunch and eat with your child.</b>	<b>Sept. 14 &amp; 15, 2011</b>
<b>(only 2's &amp; 3's, 3's &amp; 4's and 4's &amp; 5's classrooms)</b>	
School Pictures	Sept. 26-Sept.30, 2011
Make-up Pictures	Oct. 3-7, 2011
School Closed	Oct.13 -14, 2011
Thanksgiving Holiday	Nov. 23-25, 2011
Christmas Holiday	Dec. 19 -Dec. 30, 2011
School Closed	January 13 & 16, 2012
School Closed	February 20, 2012
Summer & Fall sign-ups for <b>LFF families</b>	March 1-March 30, 2012
Rummage Sale Drop – Off	March 14 & 15 , 2012
Rummage Sale	March 16 & 17, 2012
School Closed	March 9 -10, 2012
Easter/Spring Break	April 2-April 9, 2012
Begin <b>Open Enrollment</b> for Summer & Fall sign-ups	April 10, 2012
School-Wide Spring Picnic	April, 26, 2012
Spring Art Show – 11:30am	May, 11, 2012
Last Day of School Year	May 25, 2012
School Closed	May 28-June 1, 2012
Summer Session begins	June 4, 2012
School Closed	July 2 –6, 2012
School Closed	July 23-27, 2012
Last Day of Summer Session	August 24, 2012

School Closed

August 27-Sept. 3, 2012

First Day 2011-2012

Sept. 4, 2012

**Unusual Weather Conditions** - 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 for, 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.

### **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.