

LITTLE PEOPLE'S SCHOOL PARENT HANDBOOK RECEIPT

I have read the Little People's School Parent Handbook.

I understand the policies explained in the handbook that include but are not limited to the following:

1. LPS Discipline Policy.
2. Monthly Tuition is due by the 10th of each month. A late fee of \$10.00 will be collected with payments made after the 10th. The supply/registration fee is due at the time of enrollment.
3. I will turn in to the office any updated immunization records.
4. I understand that I must turn in all required forms before my child will be allowed to attend class at LPS.
 - a. Enrollment Form
 - b. Parent Handbook Receipt
 - c. Special Situations Form
 - d. Authorization to Pick-Up
 - e. Immunization Records
 - f. Medical Records (Doctor's Release)
 - g. Emergency Card
5. Parent conferences are held annually. Parents will be notified of conference times in the spring.
6. A late fee of \$5.00 will be charged for children picked up after 1:40 pm. (One warning will be given.)

CHILD'S NAME: _____

PARENT /GUARDIAN SIGNATURE

DATE

PLEASE SIGN THE TWO BACK PAGES OF THE HANDBOOK AND RETURN THEM TO THE DIRECTOR.

CHILD'S NAME: _____

Discipline and Guidance Policy for Little People's School

- Discipline must be:
 1. Individualized and consistent for each child;
 2. Appropriate to the child's level of understanding; and
 3. Directed toward teaching the child acceptable behavior and self-control.

- A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
 1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 2. Reminding a child of behavior expectations daily by using clear, positive statements;
 3. Redirecting behavior using positive statements; and
 4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

- There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
 1. Corporal punishment or threats of corporal punishment;
 2. Punishment associated with food, naps, or toilet training;
 3. Pinching, shaking, or biting a child;
 4. Hitting a child with a hand or instrument;
 5. Putting anything in or on a child's mouth;
 6. Humiliating, ridiculing, rejecting, or yelling at a child;
 7. Subjecting a child to harsh, abusive, or profane language;
 8. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
 9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

My signature verifies I have read and received a copy of this discipline and guidance policy.

Signature

Date

Check one please:

parent

employee/caregiver

household member of child-care home