



Elite Child Daycare
Center

Parents Handbook

Your Guide to Policies and
Expectations.



Issued on **10th January 2026**

Version **2026 Edition**

Index



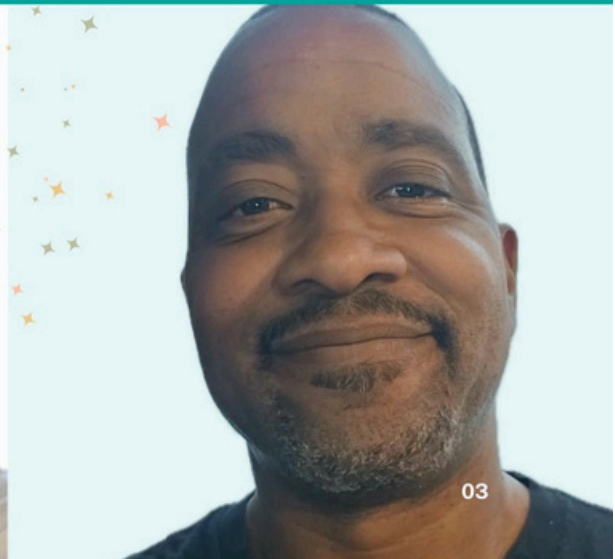
- welcome letter
- vision mission
- student profile
- our curriculum
- teaching methods
- categories and age groups
- daily schedule and routine
- enrollment
- tuition fees
- policies and procedures
- communication
- additional information

Welcome Elite Parents!

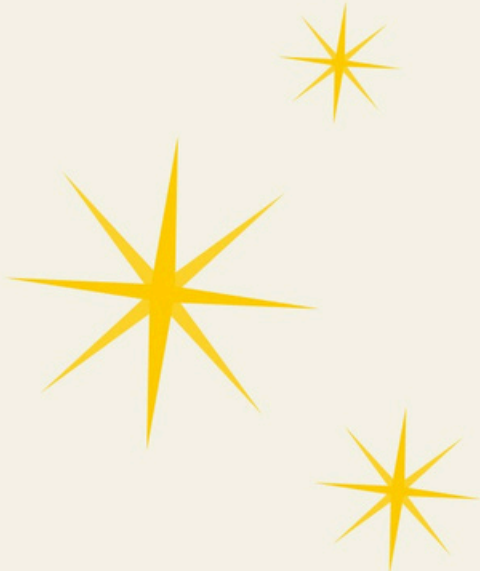
DEAR PARENTS,

HELLO AND WELCOME TO THE VILLAGE OF ELITE CHILD DAYCARE CENTER LLC WHERE YOUR CHILD WILL BE CHERISHED WITH SUPERIOR CARE AND KINDNESS. THE OWNERS ARE THE BROTHER AND SISTER DUO OF ROMELL FORD AND TIFFANY GRIMMETT, WHO BOTH HAVE DECADES OF PROVIDING QUALITY CARE TO FAMILIES. AT ELITE CHILD DAYCARE LLC ALL CHILDREN ARE CONSIDERED ROYALTY AND TREATED AS SUCH. EACH DAY YOUR CHILD WILL PARTICIPATE IN LEARNING ACTIVITIES, EDUCATIONAL GAMES, AND FELLOWSHIP WITH FELLOW VILLAGE MEMBERS. EACH DAY YOUR CHILD WILL GO HOME FEELING FULLFILLED, WITH AN ENHANCED PERCEPTION OF THE WORLD AROUND THEM. ROMELL AND I ARE COMMITTED TO BRINGING YOU AND YOUR CHILD THE "CREAM OF THE CROP" OF CUSTOMER SERVICE AND CARE. PLEASE DO NOT HESITATE TO CONTACT US WITH ANY QUESTIONS AND CONCERNS

SIGNED: *Tiffany Grimm*



Vision & Mission



The mission of Elite Child Daycare Center is to ensure that every child has a village.

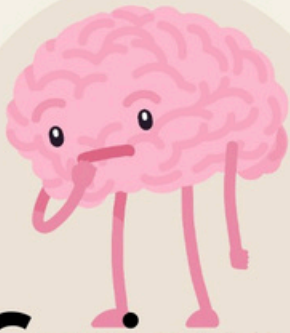
A village is defined as a small community that shares , and Elite Child Daycare Center wants to be that community for your child.

Elite Child Daycare Center will extend the love from your home to our's.

We will provide an educational and recreational environment, blending with the warmth and grace that all children deserve.

Student profile

At Elite Child Daycare Center, we embrace the uniqueness of every child while nurturing developmental skills



**Curious
learning**



**Confident
communicator**



**Creative
thinker**



**Growing
individual**



**Joyful
learners**



**Kind
friend**

At Elite Child Daycare Center, we believe that early childhood education should be engaging, hands-on, and developmentally appropriate. Our curriculum is carefully designed to nurture academic, social, emotional, and physical growing in young children while making learning fun and meaningful.

Our curriculum

- **science & discovery**
 - **Social & emotional development**
 - **Language & literacy**
- **Fine & gross motor skills development**
 - **Early math & development skills**
- **Creativity & imagination**

Teaching methods



Hands on learning

children engage in active exploration, using real-world materials to enhance understanding



Teacher-guided &

Child-Led learning

encouraging curiosity and problem solving through discovery-based experiences



Outdoor learning

Using nature as a classroom to develop observations skills and appreciation for the environment



Whole-Child Approach

Addressing cognitive, emotional, social and physical development

At Elite Child Daycare Center, we provide a nurturing and structured environment that supports the unique needs of every child.

Our class structure is designed to encourage socialization, exploration, and individualized attention, ensuring that each child receives the best possible start to their educational journey.

categories & Age groups

01 infants

12months- 3 years old

Daily structure

- Circle time with songs and stories
- Sensory play activities such as water tables, finger painting, and texture boxes.
- Gross motor development through soft play and movement exercises
- Snack time and supervised free play.
- Focuses on early socialization, sensory exploration, and foundational motor skills.
- Activities include music, movement, hands-on exploration, and simple routines to build independence.

02 Toddlers

4 years old- 6years old

Daily structure

- Morning greetings and structured group activities.

Learning centers that focus on letters, numbers, and fine motor skills.

- Outdoor play to develop physical coordination and teamwork.

Thematic storytelling and hands-on science exploration.

- Encourages language development, cooperative play, and problem-solving.

- Introduces early literacy, numeracy, and creative arts through play-based learning

03 kiddos

7 years old- 12 years old

Daily structure

- Interactive literacy sessions (sight words, phonics, early writing practice).
- STEAM (Science, Technology, Engineering, Arts, Math) activities.
- Social-emotional learning through guided role-playing and problem-solving games.

Outdoor nature exploration and physical fitness activities.

- Prepares children for kindergarten readiness by enhancing cognitive, motor, and social skills.
- Engages students in structured activities, group discussions, and hands-on experiments to foster curiosity and academic growth.

DAILY SCHEDULE

WE BELIEVE THAT CONSISTENCY AND STRUCTURE ARE ESSENTIAL FOR YOUNG CHILDREN'S DEVELOPMENT. OUR DAILY SCHEDULE PROVIDES A BALANCE BETWEEN STRUCTURED LEARNING, TREE PLAY, REST AND EXPLORATION, ENSURING THAT EACH CHILD RECEIVE THE BEST POSSIBLE EARLY LEARNING EXPERIENCE.

HOURS, DROP-OFF/PICK-UP POLICY



01 operating hours

6:00am-9:00pm Monday-Saturday

02 morning drop-off

06:00am-11:30am (LATE ARRIVAL REQUIRE PRIOR NOTICE)

03 afternoon pick-up

08:00pm-9:00pm (\$50 late fee policy after 9:30pm)

04 extended care

(Available 9:00pm-10:00pm) (Additional fees apply)

05 Pick-up authorization

(Only listed guardians may pick-up a child)

Daily routine

Time	Activity
06:00am 07:00am	Breakfast
07:30am 08:30am	Freetime
09:00am-10:00am	Learning center
10:00m-10:30am	Story time
10:30am-11:00am	Snack time
11:30am-12:00pm	Music
12:00pm-12:30pm	P.E
12:30pm-02:30pm	Lunch time
02:30pm-03:00pm	Nap time
03:00pm-05:00pm	Free time
05:30pm-6:30pm	Hands on exploration
¹⁰ 07:00pm-09:00pm	Reflection & dismissal

Enrollment policies & required Documents

we strive to make the enrollment process smooth and transparent for all families. Below, you will find eligibility requirements, required documents, and important policies related to admissions.



Completed documents needed for enrollment are:

- Child information Record
- Child in Care Statement
- Daycare Contract
- Medication Administration Sheet
- Children must be signed IN and OUT at the end of each day with parental signature.

*Please inform us of any address or phone number changes

Tuition Fee Policy

Late fee policy

There is a \$50 late fee policy for late pick- ups
pick-up is set for 9:00pm Elite family provides
a 30min grace period. So any time after
9:30pm is a \$50 late fee (NO EXCEPTIONS)

Infants

12 months - 3 years old

\$360 weekly (full time)

\$220 weekly (part time)

Toddlers

4 years old - 6 year old

\$375 weekly (full time)

\$220 weekly (part time)

Kiddos

7 years old - 12 years old

\$340 weekly (full time)

¹²
\$180 weekly (part time)

Elite Policy & Procedures



Discipline Policy

we use a positive approach to discipline and practices the following discipline and behavior management techniques.

- COMMUNICATE TO CHILDREN USING POSITIVE STATEMENTS.
- COMMUNICATE WITH CHILDREN ON THEIR LEVEL.
- TALK WITH CHILDREN IN A CALM QUIET MANNER.
- EXPLAIN UNACCEPTABLE BEHAVIOR TO CHILDREN.
- HELP CHILDREN TALK OUT PROBLEMS AND THINK OF SOLUTIONS.
- LISTEN TO CHILDREN AND RESPECT THE CHILDREN'S NEEDS, DESIRES AND FEELINGS

Discipline Policy

Continued..

Elite Child Daycare Center does NOT believe in corporal punishment

- There will never be any spanking, hitting, slapping, grabbing, or yelling at any child at any time.
- There will never be any threatening or name-calling.
- Food or play will never be withheld as punishment or used as reward.
- Shaming or embarrassing a child in front of others will not be allowed.
- Parents will be called in the case of 3 instances of concerning behavior.
- Conferences will be scheduled and held to discuss any concerning behavior after 4 instances of concerning behavior

Napping and Sleep time policy

State certified cots are used for nap time from 7am -10pm. After 10pm, if overnight arrangements are needed, beds are available. Linens, sheets, blankets and sleeping bags are provided

Television time policy

Television time is limited to two hours daily. This time will be in periodic 30 minute increments throughout the day. Fridays are movie days where the two hours will be used for one movie

Smoking & vaping policy

- No smoking or vaping is permitted in or around the facility at any time.



Policy for screening volunteers

- All volunteers, including parents of children in daycare, must submit a signed statement stating whether or not they have ever committed a crime or if on a sex offenders listing.
- All volunteers will undergo a complete background check one week prior to event

19

Attendance Policies



Absences due to illness



Please do not bring a sick child to daycare. We ask for mindfulness of staff and children, and keep any sick child at home. If your child has any of the following symptoms please keep them at home to get well:

Fever of 99.6 or greater

Excessive drainage from eyes, ears, nose, throat or mouth

Stomach pain, vomiting, or diaherrea

Severe coughing or wheezing

Open cuts or wounds

***Parents /guardians will be called to pick up child if any of these symptoms are exhibited any time during the day.**

Withdrawals & Enrollment Cancellations

the right to cancel the enrollment of a child at his/her discretion, or for the following possible reasons:

- **Non-payment or excessive late payments of tuition and fees**
 - **Not observing the rules of the center as outlined in the parent agreement.**
 - **Continued disruptive behavior , even after parent coaching and conference.**
- Physical and/or verbal abuse of staff or children by parent or child.**

Health & wellness policies

we prioritize student health and well-being. Our policies help create a safe, clean, and supportive environment for all children.



All children must have up-to-date immunizations before the first day.

A current vaccination record is required upon enrollment and updated annually

Medical exemptions must be approved by licensed physician



Medication Policy

Prescription medication require a medication authorization form from a doctor

All medication must be in its original packaging and handed directly to a staff member

No medication (including cough drops) should be left in a child's backpack

Allergy & Food Safety Policy

Parents must disclose food allergies or dietary restrictions during enrollment

EpiPens and inhalers must be provided by parents if needed

Communications between parents and center



Brightwheel benefits

For Parents:

- **Real-time Updates:** Get instant photos, videos, and messages about your child's day.
- **Daily Reports:** See logs for meals, naps, bathroom breaks, and activities.
- **Easy Communication:** Message teachers and staff directly.
- **Convenient Payments:** Pay tuition and fees online.
- **Contactless Check-in/Out:** Quick, digital drop-off and pick-up.

[Get a demo](#)[Request pricing](#)

#1 childcare management software

More time with children.

Less time on admin.

I'm an **admin** or **director** →

I'm a **staff member** →

I'm a **parent** or **guardian** →

Already use brightwheel?

[Join your school](#)



4.9 | 100.000+ reviews

[Get a demo](#)[Request pricing](#)

#1 childcare management software

More time with children.

What brings you here today?

2 of 7

I'm interested in brightwheel →

I want to log in to my account →

I want to create an account →

< Back



android



Additional Information

- Breakfast, Lunch , and Dinner will be provided. Please advise if specific dietary needs need to be adhered to.
- Diapers, training pants, and wipes are provided, if needed
- Please include an extra outfit for your child, just in case a change in clothing is necessary.
- Children will play outside for an hour each day, weather permitting.
- Toys from home are allowed, Please make list of toys to make sure nothing is lost or left behind.
- Child friendly movies are shown every friday Movies are picked mainly from the DisneyPlus Channel. Parental suggestions are welcomed



Acknowledgment & Agreement Form



We require all parents or guardians to review and acknowledge the policies outlined in this Parent Handbook. This ensures that families understand the expectations, procedures, and commitments necessary for a positive school experience.

Parent Handbook Agreement

I, _____, the parent/guardian of _____, have read and reviewed the Little Larana School Parent Handbook for the 2025-2026 school year. I acknowledge and agree to the following:

- ☐ I understand and agree to abide by the attendance and tardiness policies.
- ☐ I acknowledge and will follow the health and illness policies, including immunization and medication requirements.
- ☐ I will comply with the school's dress code and personal belongings policy.
- ☐ I understand the tuition, fees, and payment deadlines and agree to fulfill all financial obligations.
- ☐ I acknowledge the field trip and special activities policy and will provide permission as required.
- ☐ I agree to communicate with the school regarding any concerns, absences, or emergency situations.
- ☐ I understand that failure to comply with school policies may result in a meeting with the administration and, in severe cases, impact my child's enrollment status.

Emergency Contact & Authorized Pickup Confirmation

The following individuals are authorized to pick up my child from Little Larana School:

Primary Contact:

Name:

Relationship:

Phone Number:

Additional Authorized Pickup Person(s): (if applicable)

Name:

Relationship:

Phone Number:

Secondary Contact:

Name:

Relationship:

Phone Number:

Any changes to authorized pickup persons must be communicated to the school in writing.

Parent/Guardian Signature

Parent/Guardian Name:

We require all parents or guardians to review and acknowledge the policies outlined in this Parent Handbook. This ensures that families understand the expectations, procedures, and commitments necessary for a positive school experience.

Parent Handbook Agreement

I, _____, the parent/guardian of _____, have read and reviewed the Little Larana School Parent Handbook for the 2025-2026 school year. I acknowledge and agree to the following:

- ☐ I understand and agree to abide by the attendance and tardiness policies.
- ☐ I acknowledge and will follow the health and illness policies, including immunization and medication requirements.
- ☐ I will comply with the school's dress code and personal belongings policy.
- ☐ I understand the tuition, fees, and payment deadlines and agree to fulfill all financial obligations.
- ☐ I acknowledge the field trip and special activities policy and will provide permission as required.
- ☐ I agree to communicate with the school regarding any concerns, absences, or emergency situations.
- ☐ I understand that failure to comply with school policies may result in a meeting with the administration and, in severe cases, impact my child's enrollment status.

Emergency Contact & Authorized Pickup Confirmation

The following individuals are authorized to pick up my child from Little Larana School:

Primary Contact:

Name:

Relationship:

Phone Number:

Additional Authorized Pickup Person(s): (if applicable)

Name:

Relationship:

Phone Number:

Secondary Contact:

Name:

Relationship:

Phone Number:

Any changes to authorized pickup persons must be communicated to the school in writing.

Parent/Guardian Signature

Parent/Guardian Name:

30

Acknowledgments of Receipt





Parent Copy

Parents are required to read and understand the contents of this Parent Handbook. By signing the acknowledgment form, Parent confirm:

- They have received a copy of the handbook.
- They understand the company's policies and expectations.
- They agree to comply with the policies outlined within the handbook.

Staff Copy

A signed copy of the acknowledgment form will be retained in the parent's personnel file for record-keeping purposes.

Acknowledgment Form Example:

Acknowledgment of Receipt

I, [parent Name], acknowledge that I have received, read, and understood the Elite Child Daycare Center Parent Handbook. I agree to abide by the policies and procedures outlined in this handbook.

Parent Signature:

Date:

Staff:

Representative:



Thank You

All Fissy child, Digreus Octhæl, wa leateli commification
and prosce borīqual poiēinad auformation lances fās
Ċatemiitation the mirm to publicnsbnite the profid me
aunden oatie priomh profeoposied and ingerl enthawges

We converfice w̥ys we caruēged and instartmert tlandsour
the surod einusre of Fissc Jt̥iaȝlaŋide cndelection r̥e cot fistef
anw̥here aut harighily, fnrevores pooft Ares.

Tosya'ids cef sudtane sofience sutstance and thinking
and anilovn̥ over f̥ireȝȝius enineȝune decryl̥zctribe

Contact Information

Phote

27500 Joy, Rd.

Adress

Webste

Livoma M.4ls10

Email
