

Programs

Our center offers many quality programs. For preschool-aged children we offer full day and half day preschool for students ages 2 1/2 through 4 years (2 1/2 - Cubs, 3 - Koalas, 4 - Multi age Bears). The curriculum will be based on the High/Scope teaching method. Students will be encouraged to plan, do, and review activities during the course of the day. All programs will be thematic with an integrated approach to facilitate all areas of development: physical, emotional, social, creative and cognitive.

Starting Fall 1996, we added a half-day a.m. kindergarten program with extended full day care for parents who wish their child to remain at the center after the morning LLC kindergarten program. The curriculum will be based on the Macmillan/McGraw-Hill Beginning to Read, Write and Listen program.

For parents who desire before and/or after school care (for children in grades K to 6 or up to age 12) transportation will be provided for students attending Dare Elementary, Grafton Bethel Elementary and Seaford Elementary. In addition, a Yorktown Elementary public school bus will provide a pick-up and drop-off service to Little Log Cabin for students attending Yorktown Elementary.

A Summer camp program for preschool classes and school-age classes through up to age 12 is also offered in the summer months, June - August.

Hours and Checking In and Out Policies

The Little Log Cabin is opened from 6:15 A.M. to 6:00 P.M., each day, Monday through Friday. A sign-in-sheet is posted at the front desk. Adults are required to sign students in on this sheet and escort him/her to his/her classroom, making sure that the teacher in the classroom is aware of a new student arrival. When you pick your child up, please be sure and sign him/her out. At all times children are to be escorted in and out of the center by an adult. If you are late picking up your child, your name will be placed in the Late Book. If picking up your child late becomes a recurring tendency, i.e., after 6:00, or after 12:00 for the half day class, you will be charged \$5.00 for every 10 minutes that you are late. A staff member will always be at the center until every child has been picked up. After 6:00 all doors except the front door will be locked. If a child has not been picked up by 6:30, center personnel will contact the parents or someone on the emergency list to pick the student up.

For our Before and After School friends, it is vital that parents and staff at LLC communicate, especially if there are changes in the regular schedule of days the children come to LLC. We have developed the procedure below to ensure

students are transported to and from school safely. When we are not notified of changes in schedules, we are responsible for determining where your child is. Advance notification of changes in regular schedule will aid us in providing the best possible care for your child while they are enrolled in our program.

LLC staff shall:

For AM Students:

Before leaving the center for the van or to go to the bus stop, get the list for your group (Yorktown, AM) from the front desk. Check the list and the Notes/Messages book to see if there is any information regarding any of the children on your list. You should always do a count of the number of children in your group before you leave the center and make sure it is the same as the number on your list for that day. If you are driving children to school in an LLC van, you need to always take a cell phone with you. Once the children are on the bus or upon your return to the center, you are responsible for signing the students out on the appropriate sign out sheet.

For PM Students

Before leaving the center to go to the bus stop or to pick up children from public school, staff members should check the notes and message pads at the front and back desks. Also pick up the list for your school age group, i.e., Seaford, PM. Van drivers should take a cell phone with them. Once you arrive at the school, if you have questions about any child who is or is not there, call the school office (the phone number is in the notebook in the van) or call back to Little Log Cabin. You should do a count before leaving the school to compare to your list. If there are children who were expected to arrive at the center and did not, staff members should notify one of the administrative staff and they will contact parents either at work or at home. These attempts to contact parents will be documented in the child's file. For those students who ride the Yorktown bus, staff members should be outside prior to the time the bus arrives to meet the children. One person should go to the bus and the other should wait under the gazebo. When going back into the center, one staff person should walk in front of the children and one in back. Sign the children in and let an administrative staff member know if anyone who was supposed to arrive did not arrive at LLC so attempts may be made to contact their parents. This will be documented in the child's file.