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Dear Parent,

Thank you for your interest in Great Beginnings Learning Center, LLC. Enclosed is information to help you learn about our facility.

The center will be open from 6:30 a.m. to 6:30 p.m. Monday through Friday, year round and will serve up to 61 children ages 4 weeks to 12 years of age. Contracts are available for full-time and part-time schedules, as well as before/after school. Contracts are based on a full year, school-year only, or summer only schedule. We do accept state assistance payments.

The center is located at 1285 North Second Street in Platteville. This location is adjacent to Legion Park and in a quiet, residential neighborhood. The property has a large, flat lot that has been transformed into a playground as well as parking. The interior of the building is divided into six classrooms:

- Blue Room - Infants (4 weeks to 6/8 months)
- Yellow Room – Infants (6/8 months to 12/15 months)
- Purple Room - Toddler (12/15 months to 18 months)
- Orange Room – Toddler (18 months – 2 ½ years)
- Green Room - Older Toddlers (2 ½ years to 3 ½ years)
- Teal Room - Preschoolers (3 ½ years to 5 years)/School Age Children

Information about the programs for each of the rooms is also enclosed. We are very excited to have small class sizes in order to provide personal attention for each child. Our teachers provide a high level of quality care that is paired with a play-based learning curriculum.

Also included is a rate sheet that lists our current rates and other fees as well as essential payment information.

The enrollment process is outlined below. To start the process, you will need to complete the Enrollment Application form that is enclosed. We then will be able to help you ensure a spot at Great Beginnings Learning Center for your child!

1. Please review all of the enclosed information carefully. Contact us with any questions you may have.
2. Complete the enclosed Enrollment Application form. You may mail or email the form to us or give us a call with the information.
3. We will then contact you to discuss our rates, policies, the needs of your child or children, and to schedule a tour of our center.

4. Once you have decided to enroll your children at Great Beginnings (and we hope you do!), we will create a Parent-Provider Agreement for you to sign and return to us. A \$50 registration fee per child and the first week's tuition must accompany this contract to reserve a space at Great Beginnings. **The registration fee and first week's tuition are non-refundable if your child is unable to attend on their contracted start date.**

5. Your child or children are now enrolled and ready to begin attending Great Beginnings!!

Please feel free to ask any questions that you have. I believe that being informed is invaluable and want you to have all the information you need to make an informed decision about the care of your child.

Thank you,

A handwritten signature in black ink that reads "Nicole Smith". The signature is written in a cursive, flowing style.

Nicole Smith
Director



Welcome to Great Beginnings Learning Center, LLC

WELCOME! We are so excited for you and your children to join us at Great Beginnings. We are a child care center that values children and pledges to provide your child with a warm, nurturing and educational environment where they can grow and thrive.

Great Beginnings utilizes a child-centered approach to its curriculum, where hands-on, active learning is encouraged and supported. Learning through play is very important for young children and our teachers use play to teach basic concepts and emphasize teachable moments that occur during the day.

Great Beginnings Learning Center, LLC is licensed by the State of Wisconsin Department of Family Services to care for 61 children. We are licensed for ages 4 weeks through 12 years without discrimination on the basis of race, color, national or ethnic origin, sex, creed or religion, socio-economic status, ability, or ancestry.

Mission Statement

Great Beginnings Learning Center strives to provide a quality early childhood education program filled with carefully chosen staff members, filled with love and compassion for children. We believe that children are our most important resource and that their early childhood experiences are crucial in the development of their future. Each staff member strives to offer an environment that stimulates the child's senses and where warmth and friendship are abundant to meet the needs of the total development of your child. Our staff members are partners with our parents working together to meet both the needs of the children and their families.

We understand the value of investing in our future by investing in the young children in our world. Our children deserve our very best, and we have a huge responsibility to each child who has been placed in our lives. What we do every day matters and we hold ourselves accountable for living out our Core Values with the children, families, and clients we serve and with each other. These values are at the heart of what we do:

- C.....Compassion
- H.....Honesty
- I.....Integrity
- L.....Loyalty
- D.....Dignity
- R.....Respect
- E.....Enthusiasm
- N.....Niceness

Why choose Great Beginnings Learning Center?

- **Small classroom sizes** (8-17 children depending on the age of the child)
- **Low child-to-teacher ratios**
- Developmentally appropriate play-based **learning programs** for all ages
- Exciting **preschool** program based on early education standards for learning
- Nurturing, clean, remodeled **environment**
- Emphasis on **Core Values** for staff and children
- Operating **hours** for a variety of work schedules: 6:30 am to 6:30 pm
- Quiet, separate **sleeping room** for infants
- Nutritional, well-balanced **meals and snacks** based on the CACFP program guidelines
- Nice **location** adjacent to Legion Park in a quiet residential area
- New, large **playground** with play structure, swings, grass area, and blacktop area
- Wonderful **communication** between parents and the center (including newsletters, progress reports, and daily activity sheets)
- Licensed, experienced **teachers** who create appropriate lesson plans and activities for your child
- Dedicated, organized, teachers and **management** who will listen to and address your concerns
- An effective **health policy** to keep your child as healthy as possible
- A **safety policy** to keep your child accounted for and safe at all times while at the center

We are extremely excited to offer all of these things in a high quality child care center! We look forward to talking to you more about what Great Beginnings Learning Center can offer you!

At Great Beginnings Learning Center, activities and learning are geared to each child's age and development. We provide a curriculum where children learn through play. Our goal is to facilitate the play and help the children with the skills that they need to enter into a classroom environment one day. The program provides a safe and nurturing environment that promotes the physical, social, emotional and cognitive development of young children.

Child initiated, teacher supported play is an essential component of this developmentally appropriate curriculum. To meet the developmental needs of each child, the educational program will provide the opportunity for:

- Active quiet play
- Outdoor activities (weather permitting)
- Individual, small, and large group activities
- Experiences that allow for learning at the child's own level
- Creative expression
- Intellectual stimulation
- Language development
- Multicultural and diversified experiences

Core values and manners will be emphasized to all children throughout the learning experience. Respect for them and others will be promoted, both through model and positive reinforcement.

Young Infants –Blue Room (2 weeks to 6 months)

Our young infant program provides a warm, nurturing atmosphere where your child will learn, play and grow. Infants are just learning about the world, so they require a flexible program that conforms to their own personal daily schedules. The infant program at Great Beginnings is designed to promote the development of each child while providing flexibility to meet their individual needs.

Time in the young infant room will include the following:

- Gross and Fine Motor Skill Development — grasping, clutching, and movement
- Language Development — babbling, listening, baby sign language
- Cognitive Development — touching, feeling
- Play and Rest

Each child will have a daily sheet explaining:

- Bottle times and number of ounces drank
- Times your child was changed
- Times your child napped
- Activities your child did that day
- Any supplies you need to replenish

Older Infants –Yellow Room (6 months to 12 months)

Our older infant program provides a nurturing environment that allows your child to learn and play. In this room we will follow your child's personal schedule. Our older infant program is designed to promote development of the child's individual needs.

Time in the older infant room will include the following:

- Gross and Fine Motor Development – rolling, sitting, crawling, grasping
- Language Development – baby sign language, babbling
- Cognitive Development – sensory activities, reading stories
- Introduction to baby/solid foods (when parent is ready)

Each child will have a daily sheet explaining:

- Bottle times and number of ounces drank
- Times your child was changed
- Times your child napped
- Activities your child did that day
- Any supplies you need to replenish

Young Toddler – Purple Room (12months to 18 months)

The young toddler room is designed with the active, busy toddler in mind. We start to introduce a more scheduled environment by encouraging active play, quiet time, independent explorations and small group interactions. In this room your child will start to sleep on a cot during nap time, so a crib sheet and blanket will be needed.

Time in the young toddler room will include the following:

- Gross and Fine Motor Development — crawling, walking, drinking from a Sippy Cup, dancing, singing, outdoor play
- Language Development — reading time, speech development, baby sign language
- Cognitive Development – identifying body parts, sensory activities

Each child will have a daily sheet explaining:

- Food eaten, time, and how they ate.
- Times your child was changed
- Times your child napped
- Activities your child did that day
- Any supplies you need to replenish

Older Toddler – Orange Room (18 months to 24 months)

The older toddler room is designed for a busy toddler who wants to explore. In this room we start to focus more on a daily routine, by introducing a short calendar time, art projects as well as individual exploration time.

Time in the older toddler room will include the following:

- Gross and Fine Motor Development – climbing, utilizing utensils and cup at meal times
- Language Development – speaking single words, naming items in pictures, reading stories
- Cognitive Development – identifying shapes and colors, starting to count, exploring with paint and other art items
- Introducing potty training and getting used to sitting on the toilet (when parents are ready)

Young Preschoolers – Green Room (2 to 3½ years)

Children at this age are curious about the world around them. They are busy exploring their environment and learning to communicate their thoughts. While they begin to exert their independence, they are also gaining a better understanding of group play. Our program focuses on both education fundamentals and social skills. Our caring teachers keep small hands busy and young minds engaged through activities designed specifically for this age group.

Time in the older toddler room will include the following:

- Motor Skill Development — hands-on activities, outdoor play, tossing, catching
- Cognitive Development — puzzles, games, recognizing shapes, numbers, colors
- Language Development — reading, recognizing and forming letters, storytelling
- Artistic Development — art projects, construction projects, dramatic play
- Sensory Development — textures, understanding the senses, descriptive activities
- Social Development — large and small group activities, sharing, politeness

Older Preschoolers – Teal Room (3 ½ to 5 years)

Preschoolers are curious, with a natural desire to learn new things and become more independent. Our program helps each child feel safe and secure without pressure to do emotional or physical tasks that are too difficult. Children are given ample opportunity to explore and experiment so that they can learn about many new things and relate them to the experiences, knowledge, and skills they have already developed.

Time in the preschool room will include the following:

- Kindergarten Prep — letters, words, numbers, early science and math concepts
- Motor Skills Development — outdoor games, dancing, movement
- Language Development — recognizing and forming letters, story time, speech
- Imaginative Development — arts and crafts, dramatic play, storytelling
- Social Development — large and small group activities, sharing, cooperation

School Age Children

Our school age program provides a safe, nurturing, and fun place for children before and after school, on breaks and during the summer. Children who are 5-12 years old and enrolled in school full days (kindergarten and up) are considered school age in our program. School age children are provided with structured activities as well as plenty of time for active play, socialization, relaxation. A quiet place to study with homework assistance available is also provided.

Clothing and Supplies

Each child must have the following items to keep at the center. Please mark these items with the child's name.

Infants & Toddlers

- Bottles and formula or breast milk
- Pacifier (if they use one)
- Diapers
- Wipes
- Diaper Cream (medical authorization form required)
- Swaddle blanket or sleep sack
- Baby food (until they are ready for table food)
- (2) Complete change of seasonally appropriate clothing
- Sunscreen (must have written authorization)

Please send enough diapers for your child. This also applies to wipes and other essentials that your child needs. If you would like and for your convenience you may bring a pack of diapers and a box of wipes and put them in your child's cubby and staff will remind you when it's time to replace the items.

Toddlers

- Sippy cup for meal times
- Diapers
- Wipes
- Diaper Cream (medical authorization form required)
- Crib sheet and blanket for nap times
- (2) Complete changes of seasonally appropriate clothing
- Sunscreen (must have written authorization)

Potty-Trained Children

- Complete change of seasonally appropriate clothing
- Sheet/Blanket for nap times
- Sunscreen (must have written authorization)

Items Great Beginnings Provides

- Breakfast, lunch and afternoon snack for those eating table food
- Pack and play and sheet for children under one year (and those over one who need it)
- Rest cot for children over one year