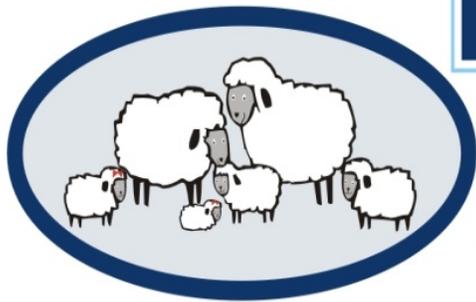


# Parent Handbook



**Little Lambs**  
**Daycare**  
**and**  
**Pre-School**

Revised August 12, 2014

## **Welcome**

We want to welcome you to Little Lambs Daycare & Preschool Inc. We are a 501(c)(3) Non-Profit Corporation and our program provides education and care for children six (6) weeks through age 12. Little Lambs Daycare and Preschool is licensed by the Indiana Division of Family and Children and is monitored by the Indiana Department of Health and the State Fire Marshal's Office. Our program is also governed by a Board of Directors made up of local educators, business owners, municipal employees, and Little Lambs parents. The day-to-day operations of the Center is the responsibility of the Director or her designated in charge. Our Center is a "smoke free" environment and the use or possession of alcohol, firearms, or illegal or unauthorized potentially toxic substances is prohibited.

## **Philosophy**

The philosophy of Little Lambs Daycare & Preschool Inc. is to provide an affordable, dependable, and safe child care and preschool program for parents who need the services of a high quality daycare and preschool center. We are committed to helping each child trusted in our care to realize how very special he/she is within a loving environment. We are honored to share with parents in the growth and care children need and deserve.

## **Program Goals**

- To provide a healthy, nurturing, and safe learning environment.
- To accept, respect, and appreciate each child and his/her family.
- To provide age appropriate materials and equipment that supports children's learning.
- To encourage social development by providing opportunities for sharing, making friends, resolving conflicts, accepting others, and building self-esteem.
- To encourage the physical development of large motor skills through outdoor and indoor play as well as fine motor development through manipulative toys, blocks and puzzles.
- To encourage creativity by offering experiences in music, art, and literature.
- To encourage interest in language through games, stories, and conversation.
- To partner with parents in the care and learning of their children.

## **Curriculum**

The Curriculum at Little Lambs is designed to implement our program goals, provide an opportunity for kindergarten readiness for our preschoolers, and support all children in their learning. The Curriculum emphasizes:

- Developing positive, supportive relationships with each child.
- Supporting individual learning styles in developing children's physical, cognitive, language, and social/emotional skills.
- Creating learning environments that offer a variety of experiences that interest and engage children.
- Guiding children in their understanding of what is appropriate behavior and social interactions.

- Partnering with parents to support children's growth and development.

Our preschool curriculum is based on Indiana CORE Standards and we work closely with area kindergarten teachers to provide learning opportunities that ensure kindergarten readiness.

Goals for the children include:

- recognizing sight words, rhyming words and opposites
- knowing ABC's
- understanding simple math
- recognizing their own name and writing it
- knowing colors, shapes, and sequential sizes

**Staff Qualifications**

All of the teaching staff are at least eighteen years of age and have at least a high school diploma. Many of the teachers currently hold a Child Development Associate (CDA) credential or are working to achieve that goal. Lead Teachers in the infant and toddler rooms are at least twenty-one years of age. All staff are trained annually in CPR, first aid, and universal precautions. In addition, all staff participates in a minimum of 12 hours of in-service training in early care and education annually.

**Days and Hours of Operation**

Little Lambs Daycare & Preschool is open Monday through Friday from 6:00 a.m. until 6:00 p.m.

The Center is closed on the following days:

- Memorial Day, Independence Day, Labor Day, Thanksgiving (Regular tuition will be expected for these days)
- December 24th, Christmas Eve, the Center will close at 4:00p.m.
- Friday after Thanksgiving, December 25 through January 1 (No tuition will be expected for these days)
- Other prescheduled closings will be at the discretion of the Board of Directors

**Admission Policy**

Care is provided for children six (6) weeks through age 12. Care is given to children who are at a stage of growth and development which enables them to benefit from our program. Children and families will not be discriminated against due to race, religion, ethnic origin, or gender. We realize that we may not be able to meet the needs of all children. If a child has special health, developmental or behavioral needs, we will meet with parents and other appropriate experts to determine if our program can meet those needs. An enrollment form must be completed, with a current physical, up-to-date immunization record and verification of age prior to a child's admission to the Center. Record of an annual physical is required for children under age two. Immunizations for all children must be kept current and given to the office as soon as acquired.

A one-time registration fee of \$10.00 per child or \$15.00 per family is due upon enrollment. A deposit of \$50.00 (non-refundable) is due at time of enrollment. The deposit will be taken off of your first week of care.

If you would decide to withdraw your child from Little Lambs Daycare, Inc., we require at least two (2) weeks notice. If the required 2 week notice is not given, you will be charged tuition for the 2 weeks regardless of whether or not your child attends Little Lambs during that time.

### **Arrival and Departure Policy**

Each child must be checked in and out daily. A parent, guardian, or authorized person must escort each child to the appropriate classroom and be acknowledged by a staff member in the classroom before leaving or picking up a child. Children will be released only to persons listed as authorized to pick up as indicated on the child's enrollment form or with prior written notice from the parent/guardian. A picture ID will be requested if a person picking up a child is unfamiliar to staff. If a person is suspected to be intoxicated or impaired and insists on removing a child from the care of the Center, the staff member in charge will notify the local police immediately.

### **Tuition Policy**

Tuition for each age group is set by the Center's Board of Directors. Parents will be notified at least two weeks in advance of any tuition changes. Payment is due on Monday or the first day a child attends the Center each week. A payment will be considered late if received after 6:00 p.m. on Friday, and a late fee of \$5.00 will be added to your account. Every week that there is a balance after that, there will continue to be a \$5.00 late change. There will be a \$5.00 charge every week you are late.

If your check is returned for insufficient funds, a \$35.00 returned check fee, and any additional bank fees will be added to your account. Parents who have presented a check that is returned for insufficient funds will be expected to pay for future services with a money order or cash. If parent(s) become two weeks behind in their payment of tuition, they will receive notice to meet with the Director to set up a payment plan and avoid professional collection fees. Failure to pay for our service is grounds for dismissal from our program.

### **Late Pick-Up Policy**

Little Lambs Daycare & Preschool, Inc. closes at 6:00 p.m. It is expected that all children will be picked up before 6:00 p.m. However, in the case of an emergency, parents are asked to call so that accommodations, if possible, can be made. Otherwise, any parent, guardian or authorized person picking up a child after 6:00 p.m. will pay an additional \$1.00 per minute of continued care. Attempts will be made by the person in charge at Little Lambs to contact the parent, guardian, or authorized pick-up person(s). If no contact is made by the parents within thirty minutes, the local police will be contacted. Late pickup three (3) times in two (2) months, is subject to the dismissal of child(ren) from the Center.

### **Vacation/Personal Day Policy**

Each child is entitled to two (2) weeks vacation time when no tuition is due (based on the average number of days the child attends each week). One week will be December 25 through January 1 when the Center is closed. The other week is at the discretion of the parents. A Vacation Request Form must be completed prior to your vacation date(s) and turned into the Director. Forms are available in the sign in box. Parents will be responsible for tuition for additional days off. In addition each child is entitled to one (1) week of personal time (based on the average number of days the child attends each week). Example, a child who attends 3 days a week will get 3 personal days, and 3 vacation days in addition to one week closed.

### **Emergency Closings**

Little Lambs Daycare & Preschool Inc. will be closed when an official Level 1 or RED Weather Emergency is declared by Steuben County. The Director will announce other closings on WLKI FM Radio 100.3, Facebook and Remind as necessary. There will be a closing charge of \$5.00 per child or \$10.00 per family.

### **Communication Policy**

Parents are always welcome in our Center at anytime. To ensure that we are working together to provide the best care for your child, ongoing communication is important. Here are some of the ways we accomplish this:

- At the time of enrollment and when a child moves to the next classroom, parents complete a "Getting Acquainted" form which helps the staff in knowing the child.
- Parents are informed verbally or in writing of any changes in their child's routine or behavior.
- Newsletters highlighting classroom activities, up-coming events, and important reminders are provided.
- A parent information board is available and located in the front entry area.
- Menus, lesson plans, and daily schedules are posted in each classroom for view.
- Staff are available to meet with parents to assure consistency in the care of their child and mutual awareness of their child's needs.

### **Confidentiality Policy**

Information shared by parents regarding a child's enrollment or ongoing care at Little Lambs Daycare & Preschool Inc. is confidential. Only information that helps understand or best care for a child will be shared among staff. A parent/guardian can view their child's records as well as persons authorized by the Indiana Division of Family and Children, Child Protective Services, and other agencies authorized by law.

### **Child Abuse Policy**

Indiana Public Law #135 requires that any individual who knows or suspects that a child is a victim of child abuse or neglect must report that suspicion to Child Protective Services or a law enforcement agency. If a parent or staff member is concerned about a child in the care of Little Lambs Daycare & Preschool Inc. he/she must report it immediately to the Director.

### **Accident Policy**

All accidents incurred by children will be assessed and treated accordingly. Minor injuries will be treated by the staff. If a minor injury requires medical attention, the person in charge will contact the parent to make decisions concerning treatment. If a child sustains a serious injury that requires immediate medical attention, the staff will call 911 and the parent will be notified. If the child needs to be transported for medical attention, he/she will be transported to the closest facility. A written accident report will be completed and provided to parents.

### **Illness Policy**

Sick children should not be at the Center. The staff cannot accept children who are ill upon arrival. Therefore, it is important to have back-up child care arrangements. up to five (5) sick days per year (August - July) with no charge are given for full-time students. The following are symptoms which necessitate children remaining home or being sent home:

- a fever of 101 degrees
- vomiting or diarrhea
- any undiagnosed rash
- inability to participate in the daily activities of the program
- evidence of a communicable disease

If a child becomes ill while at the Center he/she will be isolated, supervised by staff, and the parent will be notified to arrange for the child's pick up. The child cannot be readmitted to the Center unless symptom free, fever free for 24 hours, and approval by the Director of designated person in charge or the child's Doctor. If a child is exposed to a communicable disease while at the Center, parents will be notified in writing. If a child has been exposed to or shows symptoms of a communicable disease while outside the Center, parents are encouraged to notify the Director or designated person in charge to determine if other parents should be notified.

### **Medication Policy**

Licensing regulation allows staff to administer medicine to children under the following conditions:

- Prescription medication may be given if the parent has provided the medicine in the original container with the child's name, the doctor's name, the name of the medication, the dosage to be administered, the frequency/interval to be given, and the date the prescription was filled.

- Nonprescription medication may be given if the parent provides the medicine in the original, un-opened container along with a note from child's doctor indicating the child's name, the doctor's name, the name of the medication, the dosage to be administered, the frequency/interval to be given, and the reason why the medicine is to be given.

## **Discipline**

In order to provide a healthy, nurturing, and safe learning environment for children, we approach discipline positively. We support children in finding solutions to their behavior by:

- Arranging the classroom for easy adult supervision.
- Equipping the classrooms with age appropriate materials.
- Providing a daily schedule that provides enough time for play, a sense of security, little waiting, and few transitions.
- Anticipating problems and by responding quickly to children's needs for assistance.
- Communicating with children at their eye level, in a tone of voice that is calm about what behaviors are expected.
- Supporting children in expressing their feelings appropriately and by encouraging the use of problem-solving to resolve conflicts.
- Providing alternatives for unacceptable behavior and by positively redirecting to these acceptable alternatives.
- Acknowledging children's positive behaviors and efforts to be in control of themselves.

## **Little Lambs Code of Conduct:**

At Little Lambs we have a Zero Tolerance Behavior policy. Behavior that may threaten or harm an adult or another child will not be tolerated. If your child exhibits this type of behavior, you will immediately receive a phone call and services will be terminated. These types of behavior include violence with the intent to harm physically, emotionally or mentally, actions seen as inappropriate or dangerous to themselves or others, aggressive intimidation, theft, destruction of property, carrying objects that would be deemed a weapon, and possession of tobacco, alcohol, or illegal substances.

We will use the following policy when dealing with disruptive behavior from children. Disruptive behavior consists of talking back to the staff, aggressive play, use of foul language and gestures, refusal to participate and follow directions, or any other behavior that may hamper the ability of the staff to teach and keep the other children from learning.

- First Violation:  
The child will be given a warning, and parents will be given a written copy of the behavior upon pick up.
- Second Violation:  
A Parent/Teacher conference will be scheduled immediately to talk about the child's behavior and to discuss ways to correct the behavior. The center director will also take part in this meeting.
- Third Violation:  
The parents will be called to come pick up the child within 30 minutes, and the child may not attend the center the following day.

- Fourth Violation:  
The parents will be called to pick up the child and the child will be given a week's suspension from the program. Parents will still have a financial obligation to pay for that week of suspension in order to keep their child's space in the program.
- Fifth Violation:  
The child will be suspended from the program.

The teaching staff and director will discuss and make a decision of when to implement these procedures.

### **Daily Schedule**

A daily schedule has been designated for each of the classrooms that meet the developmental age(s) of the children in that classroom. For all of the children:

- Outdoor play is important. We ask that you send your child dressed for the weather. Parents will be asked to provide written authorization for children to participate on "Neighborhood Walks."
- A rest time is also important. This rest period will be provided after lunch. The individual needs of the infants and toddlers shall determine their sleeping times. Little Lambs Daycare & Preschool, Inc. practices Safe Sleeping in the care of infants. Infants will be placed in cribs for sleeping on their backs.
- Breakfast, lunch, morning, and afternoon snacks are provided with individual feeding plans followed for infants.

### **Parent Surveys**

Parent surveys are done annually. New parents will be asked to fill one out in the spring