

Parent Handbook



Little Lambs Child Daycare and Preschool

3245 Keewahdin Rd.

Ft. Gratiot, MI

48059

(810) 385-8832

littlelambsfg@aol.com

Table of Contents

- A
 - Above all else.....
- B
 - Biting policy
- C
 - Center Rules
 - Clothing
- D
 - DHS Assistance
 - Diaper Policy
 - Discipline
 - Donations
- E
 - Enrollment
- F
 - Feedback
 - Financial Responsibility
- G
 - Going to Kindergarten?
- H
 - Hours and Dates of Operation
- I
 - Illness
- J
 - Just In Case(Crisis Management)
- K
 - Knowledge
- L
 - Listening
- M
 - Meals
 - Medications
- N
 - Nap and rest
- O
 - Outside time
- P
 - Parent responsibility
 - Payment
 - Pest Control
- Q
 - Qualifications of Staff

R

- Registration

S

- Safety and Security Policies
- Scheduling
- Sunscreen

T

- Termination Policy
- Toilet Training
- Trial Period

U

- Understanding Child Development

V

- Vacation Time

W

- What To Send / What Not To Send

X

- Xtra Special

Y

- Yahoo!

Z

- Zany

Philosophy:

At Little Lambs, we believe all children are special, each one being created unique. We believe all children learn in different ways and have individual needs. We support the belief that a child's strong sense of self-esteem comes from experiencing success within an age appropriate environment enhanced by a rich, stimulating curriculum. Our curriculum engages learning in all developmental areas, while at the same time allowing for individual differences in learning styles and encouraging creativity through a variety of play-based experiences. Our overall goals for the children in our program are: a strong sense of self-confidence and self-esteem, development of the whole child with an emphasis on social/emotional skills and independence. Specifically, these include:

Development of Self Confidence and Self Esteem

- Positive identity and self respect
- Trust
- Empowerment to make choices
- Taking initiative
- Mastery
- Expressing creativity
- Willingness to risk
- Feeling autonomous and self reliant
- Expressing needs, feelings and ideas appropriately

Development of the Whole Child

- Social/Emotional skills
- Communication skills
- Language development
- Physical skills
- Intellectual abilities / cognitive skills
- Creativity

Development of the Social/Emotional Skills

- Problem solving and conflict resolution
- Cooperating in play and work
- Developing trust in peers and adults
- Belonging to and participating in groups
- Becoming a leader and a follower
- Expressing feelings
- Developing good listening skills
- Making friends, being friends and sharing friends
- Having fun!

Overall, we strive to have our “Little Lambs” prepared for academic success as they begin on their educational path.

The Values and Goals We Use to Implement our Philosophy

- Maintain a SAFE, supportive, and stimulating environment
- Facilitate learning through play
- Respect each child, their uniqueness, recognize and celebrate their individual differences
- Create a trusting, predictable environment
- Development of an environment that encourages exploring, experimenting, discovering, having fun with friends and being a child!
- Emphasis on the “process” (which is the immersion in the “doing”) rather than in the product
- Use of positive language
- Model empathy and compassion
- Encourage children to take risk
- Help children make a balance of choices
- Keep a sense of humor and create laughter
- Provide a “child-centered program” which evolves from the interests of the children as well as successfully planned and implemented units.
- Cultivate curriculum which is continually developed and revised to insure a variety of developmentally appropriate experiences for children.

Curriculum

We have a rich and broad curriculum including:

- Developing reading skills
- Developing writing skills
- Science
- Mathematics
- Cooking
- Art
- Music
- Quality Literature
- Field trips
- Outdoor play
- Group time
- Large motor skill building
- Dramatic play
- Block play
- Small group learning activities

Policies

A

Above All Else:

We are here for you and your family. We take care of the children here as if they are our own and we give them the best that we have to offer. Take comfort that if you need to leave your child somewhere while you work or are in school, they are in a very safe, secure, loving environment.

B

Biting Policy:

Biting is a phase that some children go through and it is very troubling for parents and caregivers. We have given much thought to the policy here at the center. We feel our policy is fair to families of both biters and bitees. If your child bites or is bitten, you will get a written report about the incident. Please know that we keep the names of the parties involved private. We need families of the biters to make sure that you emphasize to your child that biting is not appropriate and avoid play biting or rough housing that may encourage a biting behavior. Also, if your child is teething, they may need to bite on something. We can provide a cold cloth for them or you may want to provide a teething ring for them. Please see the office if you have any questions about biting and some of the causes. We have a good handout that explains some of the reasons children bite. If a biting behavior continues, we will ask to have a conference with the family to make sure that we are all on the same page with the child's behavior. If the biting does not stop, we reserve the right to suspend the child or terminate care.

Building Safety and Security:

Little Lambs has security cameras that monitor and record each room and outside space in the center. The front door is locked and only opens with a code, which is picked by each family or staff when starting here at the center. The codes all lock out in the evening and the door must be manually opened by staff for security reasons. All other doors in the center chime when opened to alert staff that the door is open. Staff is required to announce when they are using a door to ensure that it is not a child that is opening a door. Guests are required to be accompanied by a staff member when they are in the building. No guest is ever left to roam the building at any time.

C

Center Rules:

- We will use walking feet throughout the center.
- We will use indoor voices.
- We will use good manners.
- Blocks may only be stacked to eye level.
- We will roll balls and we will not throw things inside or outside.
- Toys and other objects must stay at home, unless something special is requested by a teacher. If so, these items must be labeled clearly with the child's name.
- Our hands are for hugging, not hitting or pushing. Our mouth is for eating, not biting. Please see our biting policy for more details.

Clothing:

Please make sure that you leave at least one set of clothing to be left at the center in case of accidents. Children that are toilet training may need more than one set of clothing. Please make sure that everything is labeled with your child's name.

Communication:

Parents are encouraged to discuss any concerns regarding their child. If you call during the day and Lori is unable to come to the phone, please leave a message with the director or on the answering machine and she will call you back as soon as possible. It is our goal to create an environment designed for your child/children. If you have any suggestions or concerns, feel free to talk to Lori at your earliest convenience.

D

DHS Assistance:

DHS payments are accepted. There is a \$50.00 minimum payment toward tuition until the center receives authorization to bill DHS and the first two DHS payments. At that point, we will back-bill DHS and use the amount you have paid the center to make up for fees not covered by DHS. You will then be responsible for paying tuition fees left after DHS funds are received. The money you have paid will be credited to your account if the weekly amount is lower than what has been paid after DHS assistance is received. If the amount owed is higher than the minimum \$50.00 copay, you will owe a back balance and your copay will be raised. The parents or guardians are responsible for getting paperwork and all requested items to DHS. If we do not receive authorization to bill for childcare within 3 weeks of enrollment, you will be responsible for full tuition, including back tuition. **Full payment of tuition is required whether your child or children are in attendance or not.** If they are enrolled, we hold a spot for them that we cannot fill otherwise. Please see the vacation policy for days off without paying tuition.

NOTE: IF YOU DO NOT BILL FOR DHS IN A TIMELY MANNER (THE WEEK THAT IT IS DUE) YOUR CHILD OR CHILDREN WILL BE DISMISSED FROM THE CENTER.

Diaper Policy:

Disposable diapers, ointments or powders will be provided by the family. Please label all items with your child's name. Teachers will check your child on a hourly basis as the diaper timer goes off and as needed. If your child is napping when the timer goes off, the teachers will check the diaper when the child wakes up.

Discipline:

It is our goal to develop in each child a respect for other people, a feeling of self-worth, development of self-control and appropriate use of materials. We use the following methods of guidance in the center:

Indirect –

1. We give advance warnings. An example of this would be, “You have five more minutes to play before we have to clean up.”
2. We give choices. An example of this would be, “You may paint with the other children or you may read a book in a quiet corner.”
3. We have a regular routine and reinforce the routine to the children verbally. An example of this would be, “We always wash our hands before lunch. After lunch is story time.
4. We avoid nagging. We tell the children what we expect just once, follow it by asking the child if he/she remembers what we asked, and then offer to help the child do what was asked.
5. We're consistent. We do things the same way every day so the children know what to expect and learn to trust and feel safe in their environment.

Direct -

1. We use affirmative: “We use our walking feet indoors” rather than “Don't run!” or “Use your words to tell us that you are angry” rather than “Don't hit!”
2. We get the children's attention by crouching down to his/her level, making eye contact, speaking quietly, and asking the child to repeat the directions.
3. If we need to separate the child from the group for a cooling off time, he/she will be visible at all times and the separation period is one minute per child's age, not to exceed 5 minutes.

By law, and by our philosophy, the following forms of discipline are forbidden: hitting, spanking, shaking, scolding, shaming, isolating, labeling (words such as: bad, naughty, etc.), or any other negative reaction to the child's behavior. All forms of corporal discipline are strictly forbidden.

Donations:

We always gladly take donations! We can use magazines, newspapers, recyclable items, paper, paper plates, milk, juice, cereal, diapers in any size, wipes, dress-up clothing, and any other materials that would be useful around the center. Please see the office if you have donations or questions.

E**Enrollment:**

Little Lambs is open to all children ages birth to 12 years. All enrollment forms must be turned in and approved by office staff before your child's first day of attendance. Any forms requested by the office must be returned in a timely manner. We must keep all files up to date for the safety of your child/children and per state licensing requirements.

F**Financial Responsibility Policy:**

Little Lambs will work with families regarding payment issues, but issues need to be discussed before tuition falls behind. If childcare is terminated by you and there are fees that are outstanding, you must pay or make suitable arrangements with the office. If no payment is forthcoming, we can suspend or terminate your childcare and pursue legal action for the balance of fees due. We do not wish to do this, so we ask that you make sure that you have a zero balance when you no longer need childcare.

G**Going to Kindergarten:**

If your child is getting ready to go to Kindergarten in the fall, please be aware that we are working with the Pre-K children to make sure that they are ready and will be successful at the beginning of their formal education. We have a list of the kindergarten goals and our teachers incorporate these goals in their lesson plans. If you have any questions, please see the office.

H**Hours and Dates of Operation:**

Little Lambs is open Monday through Friday, 6:00 am until 11:30 pm. We schedule according to the needs of our families, therefore we may be open earlier or later as needed. We are closed for the following days:

- New Year's Eve (closing early)
- New Year's Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day and the day after
- Christmas Eve
- Christmas Day

Please note that tuition is due, as usual, for these weeks.

I

Illness Policy:

When children are ill, it is uncomfortable for them to be away from home and it is difficult for Little Lambs to give the children the special attention that is needed. It is likely that others will develop the illness if the illness is communicable. For the comfort and safety of other children and our staff, we ask that you do not bring children to the center if they are ill. If your child is displaying any of the following symptoms within a 24-hour period, please make other child care arrangements:

1. **Vomiting**
2. **Fever or 101 degrees or higher**
3. **Diarrhea**
4. **Severe cough or congestion**
5. **Contagious disease (an example would be pink eye, chicken pox, scabies, etc.)**

If a child develops any of the following symptoms during care, Little Lambs will notify the parent or guardian so that the child can be picked up as soon as possible. We ask that you have a plan in place for someone to be able to pick your child up, in the event that you are unable to leave work or school. Before a child can return to care, a fever must return to normal for 24 hours. A doctor's note is required for the child to return in the case of a contagious disease or head lice. Please do not medicate your child and bring them to the center anyway. If you are not bringing the child / children to the center, please be sure to notify us as soon as possible. We will notify you if your child or children have been exposed to anything.

J**Just In Case (Crisis Management):**

In case of emergency, we have plans in place for the safety and protection of your child or children. Emergency plans are posted in every room and teachers are familiarized with all policies when they are training. Review of emergency plans take place at staff meetings throughout the year. We have management staff on call during center hours, in case of emergency.

K**Knowledge:**

Occasionally, we go to conferences or community events and receive information we feel that will benefit our families. Information will be given to families or left in the foyer on the table. We hope that you will avail yourself of this information. There is a lot of information out there in the community and we are happy to share this with you.

L**Listening:**

We are here to listen to you! If you have a question or concern, please feel free to contact Lori. She gives her cell phone to all new families. If the office staff can't handle your issue, please make sure to call her.

M

Medication:

Medication can be administered with a Medication Permission Form filled out by the parent or guardian. Prescription medication must be clearly labeled with the child's name, physician's name, instructions, and name and strength of the medication. We need to have the original container from the pharmacy. Your pharmacist can give you a second container, if necessary. Please note that this form must be filled out and signed for us to be able to give the medication. Medication forms are available in the office. Please use a separate form for each medication. Medications of any kind must be left with office staff or, if office staff is not available, a teacher. Please do not leave medication in your child's diaper bag or backpack. You may fill out a form to have on hand for the fever-reducer of your choice. We will contact you before we give your child fever-reducing medication. Please label the medication with your child's name and we will keep it in the medication lock-up area until it is needed.

Meals:

This child care center is a participant in the Child and Adult Care Food Program (CACFP), a United States Department of Agriculture (USDA) program. The CACFP provides cash reimbursement to our child care center for nutritious meals and helps children develop healthy eating habits. The CACFP is administered by the Michigan Department of Education (MDE).

Through the Child and Adult Care Food Program you can be assured that your child is getting balanced, nutritious meals and developing healthy lifelong eating habits. Proper nutrition during the early years ensures fewer physical and educational problems later in life.

As a participant in the CACFP, our child care center receives reimbursement for serving nutritious meals and snacks. Meals and snacks must meet the USDA meal pattern requirements listed below.

Breakfast : Milk – Fruit, Vegetable, or Juice – Grain/Bread

Lunch and Supper : Milk, 2 Fruit / Vegetable servings – Bread/Grain, Meat or Meat Alternative

Snack: (serve 2 from the 4 food groups listed) Milk – Fruit, Vegetable or Juice – Grain/Bread – Meat or Meat Alternative

Children less than one year old: Foods in the infant meal pattern vary according to the infant's age. If your child is less than one year old, please request the infant meal pattern requirements from our center. MDE is required to verify the enrollment, attendance and meals/snacks typically consumed by children while they are in care. MDE staff may contact you regarding your child's participation in our day care center.

If you have any questions about the Child and Adult Care Food Program, please contact:

*Little Lambs Child Daycare & Preschool
3245 Keewahdin, Fort Gratiot, MI 48059
(810) 385-8832*

or

Child and Adult Care Food Program
Michigan Department of Education
P.O. Box 30008
Lansing, Michigan 48909
(517) 373-7391

In accordance with Federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272

or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

Meals and snacks are only required to be served during the allotted time allowed as follows:

Breakfast 8:00-8:30 am (School-age children will eat 7:00-7:30 am on school days.)

AM Snack 10:00 am

Lunch 11:45am-12:30 pm

PM Snack 3:00 pm

Dinner 5:00-5:30 pm

Evening Snack 7:00 pm

If your child arrives after the allotted time they may have to wait until the next meal or snack is served.

N

Nap and Rest time:

Our nap / rest time policy follows the state guidelines for child care centers. Infants will follow their own schedule and older children must have a quiet rest time for at least 30 minutes. If they do not fall asleep, they may engage in quiet activities that the teacher has set up. Evening rest time begins after the evening snack and continues until the child is picked up. The lights will be dimmed in the room and soft music will be played. We have children that must attend school the next day, so we must have the room darkened and quiet for them. If your child has a special routine for nap, please share that with staff so that we can make your child as comfortable as possible.

O

Outside Time:

Children will be taken outside daily as weather permits, per state guidelines. Children go outside in temperatures from 32 degrees F. and above. Office staff constantly monitors the weather to make sure that children are comfortable outside. If your child is too ill to go outside, then your child is too ill to attend the center. We cannot have extra staff available for children to stay inside. Please make sure you send outer wear to suit the season, including hats, mittens, snow pants and boots, if necessary. Please send your child in closed – toe shoes due to wood chips on our playground.

P

Parent Responsibilities:

- Children must be signed in and out on a daily basis.
- Parents must inform the center of any changes in address, phone number, employment information and anything else that we need to know about your child. It is vital that we are able to reach you in case of emergency.
- In order not to confuse school toys with a child's personal property, we ask that children not bring play things from home. We cannot be responsible for lost or broken personal toys.
- Please communicate any concerns regarding our program or your child/children immediately to the office. We are here to help you in any way possible.
- Pick up and read the notices and information given to you.

No smoking on the premises and please do not dispose of your cigarette butts or litter in the parking lot or the front flower pots.

Payments:

All payments are to be made in advance of the week that care is needed. Payment can be made by check, credit card, money order, or cash. By paying the week before, you will keep your account current. Weekly payments are necessary, unless you have made arrangements with the office. All rates are flat rates. The provider has the authority to terminate care if payment is more than five days late. Checks are made payable to Little Lambs. If a check is returned for insufficient funds, your account will be charged an additional \$50.00 for bank charges and we will be unable to accept checks. You may

remit payment in money order, cash or credit card. There is a \$3.00 fee for credit card transactions. Please note: FULL PAYMENT OF TUITION IS REQUIRED WHETHER YOUR CHILD OR CHILDREN ARE IN ATTENDANCE OR NOT DUE TO ANY REASON. If they are enrolled, we hold a spot for them that we cannot fill otherwise. Please see the vacation policy for days off without paying tuition.

Pest Control Policy:

Scope and Application

This integrated pest management (IPM) policy applies to all pest control activities and pesticide use in the center building and related facilities including grounds. Recipients of this policy include staff, or any employees monitoring or treating pest problems including any contractors who monitor and/or treat pest problems. Each recipient is required to follow this policy.

Purpose

The goal of this integrated pest management policy is to provide a safe and healthy learning environment that is relatively pest-free with the least possible use of pesticides. To achieve this goal, it is the policy of Little Lambs to develop, implement and maintain an integrated pest management program for the control of pests and minimize pesticide exposure to children and staff. This policy is consistent with the State of Michigan's Act 451, Part 83 that encourages centers to adopt and IPM strategy. Sanitizers, germicides, disinfectants, or antimicrobials are from the IPM / notification requirements. This policy adheres to the principals of IPM and is conducted in accordance with all federal and state laws and regulations and local ordinances.

Pests are controlled to protect the health and safety of students and staff, maintain a productive learning environment and maintain the integrity of the center building and grounds. IPM is a pest management system that uses all suitable techniques in a total management system to prevent pests from reaching unacceptable levels or to reduce existing pest populations to acceptable levels while balancing the risk of the pest with the potential risk of the management technique.

Development of IPM program

The center IPM program written under this policy will state the center's goals regarding the management of pests and the use of pesticides. It will reflect the center's site-specific needs and includes the following elements as required by law:

- a. Site evaluation, including site description, inspection, and monitoring and the concept of threshold levels.
- b. Consideration of the relationship between pest biology and pest management methods
- c. Consideration of all available pest management methods, including population, reduction techniques, such as mechanical, biological, and chemical techniques and pest prevention techniques, such as habitat modification.
- d. Pest controls methods selection, including consideration of the impact on human health, especially for children, and the environment
- e. Continue evaluation of the integrated pest management program

The director or designee for this center shall be responsible for ensuring that an IPM program is developed and is in compliance with Act 451, part 83

The Director shall designate an integrated pest management coordinator, who is responsible for the implementation of the center integrated pest management policy. This IPM Coordinator, in accordance with Act 451, Part 83, can also be the center's contact person responsible for maintaining records with the specific information on pest infestation and actual pesticide application, and a copy of the center's IPM program.

Education/ Training

The center's community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPM Coordinator, other center staff and pesticide applicators involved with implementation of the center IPM policy will be trained in appropriate components of IPM as it pertains to the center environment.

Students, parents/guardians will be provided with information on this policy and instructed on how they can contribute to the success of the IPM program.

Record Keeping

Records of pesticide use shall be maintained on site to meet the requirements of the Michigan Department of Agriculture. Records shall also include, but not limited to, pest surveillance data sheets and other non-pesticide management methods and practices utilized.

Notification/Posting

The Director of IPM Coordinator of Little Lambs, is responsible for timely pre-notification to student's parents or guardians and the center staff of pesticide treatments pursuant to the requirements under the Natural Resources and Environmental Protection Act 451, Part 83.

Re-Entry

In accordance with the Natural Resources and Environmental Protection Act 451, Part 83, reentry to a pesticide treated area may not occur less than 4 hours after application unless product label requires a longer reentry period. "Outdoor ornamental and turf applications of liquid spray pesticides shall not be made on center grounds within 100 feet of an occupied classroom during normal school hours or when persons are using the treatment area."

Pesticide application

The IPM coordinator shall ensure that pesticide applicators follow state regulations, including licensing requirements, applicator certification or registration, and IPM training, label precautions, and must comply with all components of the center policy.

Evaluation

Annually the Director will report to the owner on the effectiveness of the IPM plan and make recommendations for improvement as needed.

The director is responsible to develop guidelines/procedures for the implementation of this policy.

Q

Qualifications of Staff:

All staff members are required to complete 12 clock hours of outside early childhood training per licensing year. All staff at Little Lambs are required to be CPR and First Aid certified, cleared through the Department of Human Services and through a background check with the Michigan State Police within 30 days of hire. All references are checked thoroughly and all staff go through a one month probationary period, where they are observed closely in their interaction with the children.

R

Registration:

There is a non-refundable registration fee of \$50.00 required for enrollment. Your child cannot be scheduled without this fee being paid. This is a one-time fee and is per-family, not per-child.

S

Scheduling:

All schedules must be turned in to the center by Wednesday of the previous week or your child / children will not be scheduled for that week. Please follow your schedule and drop off / pick up your child / children at the specified time. We staff according to your schedule and we often do not have extra staff on hand for late pickups. If you are going to be late, please call the center as soon as you are aware that this is a possibility. We know that things come up and we will try to accommodate you if this happens. If you do not call the center and you are late dropping off, your spot will be forfeited after 15 minutes. If you are late picking your child up and you do not call ahead of time, you will be charged \$5.00 for every portion of 15 minutes you are late. Please call the office if circumstances arise that will cause you to be late and we will try to accommodate you. In that instance, you will not be charged if the reason is beyond your control – at the discretion of the office.

Sunscreen:

PLEASE APPLY SUNSCREEN TO YOUR CHILD BEFORE ARRIVAL. Let the teacher know if we need to reapply while your child is here. Sunscreen may be brought to the center for your child /children or you may send in a contribution to the center's supply.

Security Policies:

Your child/children will only be released to the name or names indicated on the enrollment package. Photo identification will be required for unfamiliar persons. Please make sure to let your emergency pick-up person know that they will need to show their photo id before pickup will be allowed.

A door code will be chosen upon enrollment and this is the code that will allow access to the center. All codes lock out at 7:00 pm (6:00 pm in the winter) and you will need to be let in by night staff. If you enter the building with your code and there is no one in the office, please ring the service bell and wait for the staff to come up. Please do not go into the classrooms without staff knowing that you are in the building. This is for the safety of all staff and children.

If you have a court order regarding custody of your child/children, we must have a copy on file to enforce it. If we do not have any orders, we cannot keep a child from his/her parent, even upon the request of the other parent. Please make sure we have the correct information on file.

You must let office staff know when your contact information changes. We must have valid phone numbers to reach you at any time. If you have address changes or any other changes, please let office staff know in writing so that we can update your family file.

T**Termination Policy:**

Childcare may be terminated by either party by giving a written, two week notice. A fee equal to 2 weeks of full tuition may be given in lieu of notice. If no notice is given, 2 weeks of tuition will be added to your final bill.

Toilet Training:

Potty training will begin once the child successfully urinates in the toilet at least once a day for one week at home – the approximate age is usually 3 year old, but varies for each child. The child will begin the toilet training process by being encouraged to use the toilet at the childcare center. Once the child recognizes the sensations of having to go to the bathroom and advises staff that they have to use

the toilet, we will advise the parents that training pants would be appropriate at this time. No child is ever pressured into using the toilet. The child will receive praise and stickers on his or her chart. We cannot use treats as a reward system. A child is considered completely trained when he or she successfully urinates and defecates in the toilet with minimal accidents. No mention of accidents will be made to the child and no shaming will occur if there is an accident. A potty chart will be filled out daily for your child. The staff will take your child to the toilet on an hourly basis when the timer goes off or as needed per the child.

Trial Period:

There will be a two week trial period for all new children. At the end of the two week period, Little Lambs staff and / or parents may meet to discuss if we can continue to meet your needs for childcare. If it is agreed that childcare needs cannot be met, we will provide an additional two weeks of care so that the family can make alternate plans. However, in extreme cases, Little Lambs reserves the right to terminate care immediately.

U

Understanding Child Development:

Children develop their milestones at different times – even children in the same family do not develop at the same rate. If you are concerned about your child's development, please see the office. We have resources in the community if you feel that your child needs to be assessed.

V

Vacation Time:

Vacation time is provided each year for all families with the following criteria:

- After the first six months of enrollment – you may request 2 vacation days without pay
- After the first year of enrollment – you may request 1 week of vacation without pay
- After you have been here for 2 years – you may request 2 weeks of vacation without pay

Your account must be paid in full with no outstanding balance to receive vacation time.

W

What to send:

IF YOU SEND BOTTLES, ALL INFANT BOTTLES MUST BE PREMADE. WE CANNOT MAKE BOTTLES AT ALL, PER STATE LICENSING. All children will need a change of clothing here at the center for accidents or messy activities. Please make sure that you label all items, including pacifiers, bottles, and articles of clothing. You may leave a paint shirt, as well. Diapers and wipes will also need to be provided. If you choose to send baby food and /or cereal, make sure it is labeled. All items need to be labeled with your child's name. Sunscreen may be brought to the center for your child /children or you may send in a contribution to the center's supply. **PLEASE APPLY SUNSCREEN TO YOUR CHILD BEFORE YOUR ARRIVE AND INFORM THE TEACHER IF WE NEED TO REAPPLY.** All children need to wear tennis shoes or closed-toe shoes. We have mulch on our playground and it can get in sandals or other open shoes. Please do not send in extra shoes for your child to change into – it is easier if they are already wearing the appropriate footwear.

What not to send:

Please leave all toys and other items from home at home. If something is needed for nap time, your child may bring that item. Please make sure that it is clearly marked with your child's name.

X

Xtra Special:

Children's birthdays are an extra – special time and we are happy to celebrate them with you! If you would like to send in a special treat, please let your teacher or the office staff know and we will let you know how many children are in the room on that day. If your child's special day is a weekend day or on a day you are not regularly scheduled, you may pick any other day of the week. Just let us know so that we can have your child's birthday surprise ready!

Y

Yahoo!

We're almost to the end! Keep reading!

Z

Zany:

Raising children is sometimes zany, but the time is short. Enjoy every minute of your child – it will pass all too quickly. We are honored that you are trusting us with a part of this wonderful time with your family. Thank you!