

St. Paul's Lil' Lambs

Family Policy Handbook

founded Feb 2018

Mission: St. Paul's Lil' Lambs will provide Christ Centered quality Early Childhood Education for the families of the Mauston area.

Philosophy:

Our philosophy is to teach God's love to all children and families at Lil' Lambs through the daily activities while allowing children to grow and learn physically, socially, emotionally, and intellectually. Lil' Lambs provides daily opportunities to develop independence and create a positive self-esteem. We encourage children to be creative, make choices, and become problem solvers with God's word as our guide.

Research shows that children learn best through play that is active and hands-on. Therefore, play is planned to allow spontaneous learning as individuals or together in small/ large groups. Activities in the environment will include but are not limited to: daily devotions, art, music, literature, science, math, sensory play, cooking, and daily outdoor play experiences. We value families as partners in all aspects of your child's learning and growth.

Each child and family will be accepted as a unique child/family dearly loved by God.

God's word in accordance to Biblical truths will be the basis of Lil' Lambs religious teachings. We will teach children God's Word, Jesus' love for us in His birth/ death and resurrection, and the work of the Holy Spirit for our salvation!

Admission:

Lil' Lambs is licensed for **44 children ages 6 weeks -12 years from Jan 1st- Dec. 31st**

The hours of operation are from **630am- 530pm**

Wisconsin State Licensing Rules–DCF 251- and the family policy handbook will be located in the drawer of the sign in/ out table for your convenience to review. It can also be accessed on-line at www.stpauls-wels.com. All licensing certificates and recent inspections will be posted by the family information board above the sign in/ out desk. Family information will be posted on the bulletin board above the sign in/out table in the entry.

Lil' Lambs does not discriminate on the basis of special needs in accordance with the American Disabilities Act (ADA). Lil' Lambs will attempt to accommodate children with special needs as long as a safe, supportive environment can be provided for the child.

Families will be served on a first-come, first-served basis regardless of race color, creed, gender, national origin, or religious affiliation.

Lil' Lambs has an open-door policy that encourages family participation ~ Please stop in at any time!

Enrollment and fees:

A non-refundable annual enrollment fee of \$50/family due at initial enrollment and each February 1st. At that time an enrollment packet will be given. This money will secure a spot for care. Pertinent information must be given to the director or staff in charge, listing times of care needed, child's date of birth, and how best to reach the family.

If there is no availability families can opt to be on a contact list. Families will be e-mailed when there are openings that become available. This will be on a first-come first served basis. Contact from the families is encouraged during the time on the contact list to ensure that all information is current.

Fees will be paid in full on Monday for the week of service unless other arrangements are made. ACH or Automatic payments are preferred; but checks or cash will be accepted. Failure to make your payment for the week will be cause for immediate termination.

Enrollment may be:

Age/room	Full (over 30 hrs)	Part-time(13-30hrs)	Half (up to 13hrs)
Inf/1 -2 yr-old	175.00	NA	NA
2 1/2-11yr-old	150.00	120.00	55.00
Drop-in		40.00 / full day	5.00/ hours

Children under 2 1/2 need to be full-time or have a shared agreement with the Director and another family to share a full time opening.

*Sibling Discount: A family that registers two children for **full-time** care will pay full tuition for the youngest child and receive a 10% tuition discount for the older child.

Fees are charged according to the contracted times. Days not used cannot be ‘traded’ for other unscheduled times. No refunds are made for days your child is absent unless your child is ill long-term (for a week or more) with a communicable disease or is hospitalized.

Lil’ Lambs will be closed on the following holidays: New Years’ Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving, the Friday after Thanksgiving, Christmas Eve, Christmas Day. Families will pay for these days in the billing. Lil’ Lambs reserves the right to be closed additional days in correlation to recognizing the Holiday if it falls on the weekend.

In case of inclement weather, please listen to 92.1 /WRJC for closings. Every attempt will be made to contact families that come early in the am.

Parents who receive financial assistance for childcare will be responsible for any balance of payment due if the funding source does not cover the entire amount. If you have assistance and do not attend, you are responsible for payment of that day!

Families who will be late in picking up their child after the closing time of 5:30 pm will be charged a late fee of \$10.00 per child for every 5 minutes that they are late.

Statements for tax information purposes will be given to families **upon request**. This will include the tax ID number of St. Paul's Lil’ Lambs.

The family will meet with the child’s teacher **PRIOR** to the child’s first day to discuss the child’s individual personality (bring completed enrollment and health history forms) and to help ensure a proper transition between home and school. The child is encouraged to attend at this time to meet his/her teacher and visit the school environment. Families of children under 2 years old will complete an additional ‘Under 2’ Intake Form to clarify the child’s individual care for feeding, diapering, napping and comforting. This form will be updated every 3 months.

Prior to the child's admittance, the following enrollment forms **must be complete** and returned:

- Enrollment form and health history
- Immunization form
- Permission form
- Food program application and enrollment forms
- Authorization from the parent outlining the plan for a school-age child's transportation

**A physical examination form (Child Health Report) must be on file within 30 days of the child's enrollment date.

**Under 2 Intake Form – additional form for parents with children under 2 updated every 3 months

Parents will have access to these files at any time. The information on these forms will remain **confidential**. This information will be available only to staff and state agencies as needed; but inaccessible to anyone else without the written consent of the parent or legal guardian.

Attendance: *Please update new phone numbers & e-mails as they are changed.*

Families are responsible for signing their child in and out **daily** on the attendance forms and signing the forms at the end of the week. New forms will be provided each week. Attendance forms will be kept on file. If someone new is picking up your child, the staff **must** have their name in writing and they will be asked to show a photo ID for verification.

Families are expected to call (608-847-2515) within an hour of their child's arrival time if the child will not be in attendance for the day or will be late. If no contact from the parent/guardian has been made, the staff will make every effort to contact the parent/guardian to ensure that the child is safe. *Licensing requires that staff make every attempt to contact families within an hour of the child's scheduled time if the child has not arrived, in accordance with WI licensing rules. We must call – it's the law!!*

Staff:

Lil' Lambs teaching staff is professionally trained in early childhood education and are required to receive 25 hours of continuing education/ year such as Pediatric First Aid and CPR/AED, Blood-borne Pathogens, Child Abuse & Neglect, Shaken Baby Syndrome Prevention, Sanitation and other choices for professional development.

Staff will supervise children by sight and sound, knowing where children are and what they are doing at all times. By use of a physical count compared to the use of a **child-count card or photo cards**, staff will maintain accurate knowledge of who is in their care at all times. Older toddlers/preschool children are encouraged to use the bathroom independently as their skills allow with staff supervision.

Education/Curriculum: Play is the important part of our educational program.

Play is planned in our day to provide social interactions, allow children to test out new ideas, and encourage the opportunity to communicate, play with, and learn from others. As staff it is our job to set the environment and encourage extension of the play that children do naturally to inspire children to expand their knowledge. Staff will plan to use Developmentally Appropriate materials for each age incorporating children's interests when possible.

Christ-light, Creative Curriculum, and Emergent Curriculum are used in the classrooms as well as incorporating Wisconsin Model Early Learning Standards (WMELS) into the lesson plans. Each child will have a portfolio and goals that will be discussed with families at bi-annual conferences. Classroom Projects are incorporated in lesson planning.

An outside agency may be contacted with parents' permission for evaluating individual children who show a need for extra help in a developmental area such as but not limited to speech, physical therapy, and occupational therapy, or behavior concerns. Families and teaching staff will work as a team to implement daily teaching and learning activities including Individualized Education Programs (IEP) as needed. Children play/learn in an inclusive environment that meets the needs of children of all abilities.

Lil' Lambs will use a flexible schedule to help your child to have a good day. A child will be able to experience these things throughout the day: group and individual activities, creative expressions, active and quiet times, outdoor play and intellectual stimulation. **Teachers will strive to help all children make a smooth transition from one activity to another and eliminate wait times, providing songs or games to make transitions as easy as possible.**

Approximate Daily Schedule

630-830 – Morning activities as families' drop-off

830-900 – Breakfast

900-1130 – Planned activities and outdoor play

1130-1230- lunch /clean-up /bathroom time

1230-230 – nap /rest

230-300 – snack

300- 530- Afternoon activities and outdoor play until pick up

Infants and toddlers will be allowed to utilize their own schedule for sleeping/ waking and feeding in coordination with home routines. Non-mobile infants will be re-positioned often and taken outside daily as weather permits.

All children under 5 will be provided with a rest period. During rest time, staff will help children rest comfortably by reading, rubbing backs or rocking them. A child that does not sleep after resting for 30 minutes will be provided quiet activities away from sleeping children. Those who nap may sleep longer as necessary.

Observation and Assessments:

Lil' Lambs staff will observe daily and document children's work, play, behaviors and interactions. Observations are the best basis for assessment of the child's progress. By observing your child, staff will understand his/her needs, strengths and areas of growth. With this knowledge the staff will plan your child's environment and create ways to help him/her learn and grow. Each child will have a portfolio as part of the assessment process. These portfolios are available to families at any time. Family members are encouraged to share child observations from home and contribute to the assessment process.

We encourage families to regularly contribute to decisions about their child's goals and plans for activities and services. **Conferences are scheduled twice a year; one in fall and one in spring.** This is a unique chance for families and teachers to sit down without interruption to talk about your child's progress. Please note: if you have concerns or questions about anything, feel free to address those at any time; you don't have to wait for a conference!

Communication:

Lil' Lambs teaching staff works in partnership with families, establishing and maintaining a regular, ongoing, two-way communication on a daily basis. Staff may communicate through verbal conversations, e-mail messages, by phone, or in writing. Teachers will share information about classroom rules, expectations and routines not only at enrollment time but also as needed throughout

the year. Please let us know if you **EVER** have any questions, concerns, or compliments. We would love to hear from you!

If an interpreter would be helpful to any family, please inform the Director. I will do my best to find a translator to help us communicate and answer your questions.

Family boards and monthly newsletters will keep parents abreast of upcoming events. Newsletters also provide important information about Center policies, classroom requests, office reminders and parenting tips. If there is ever a topic you would like to know more about, please let the director know and it will be included in the newsletter for all.

Daily notes will be provided to infant/toddler parents/guardians indicating diapering, food, napping and mood. Parents/guardians of children under 2 will be asked to update any changes in their child's development or routines every three months on the 'Under 2' Intake Form.

Separation: Children need to be prepared for separation from their parent/guardian and being among many children. We ask that each new child visits at least once before their first day of attendance. It may be important to develop a good-bye ritual for your child with a purposeful 'good-bye' and assurance for your child that you will return. The staff will comfort an upset child. Feel free to call your child's teacher to check on your child's adjustment.

We encourage family members to become actively involved in our program. Participation can take a variety of forms, such as reading to the children, sharing a hobby, talent or family tradition as well as donating supplies.

Family members are encouraged to attend special events that will be scheduled throughout the year. Events may include: 'story and snack', evening parent meetings, invitations to participate with children in activities that may include curriculum activities, a mealtime, or field trip which take place within our child care day. Although we know schedules will not always allow for your participation, we invite you to attend when possible.

Families will have the opportunity to formally evaluate Lil' Lambs using a family questionnaire annually. Feedback of the evaluation will be shared with the board and provided to parents within a newsletter. Staff will use the feedback to set program goals for the upcoming year.

A Family Advisory Committee (FAC) will meet bi-annually (spring and fall) or as needed to provide families an opportunity to share information, ask questions, share concerns, and plan for family participation at Lil' Lambs. All families are welcome to attend. Representatives from FAC are invited to attend the Lil' Lambs board meeting after the FAC meetings on a regular basis to share information with the board.

Dress:

Dress your child in washable, sturdy clothes suitable for active and messy play. Please provide extra sets of clothing for your child in case of emergency – at least two or more. This set should include underwear, socks, shirt and pants. **Label each piece with your child's name.**

Children are encouraged to make an attempt in independent dressing skills as appropriate for their age. **Clothing with difficult straps, zippers, or snaps such as bibs or snap undershirts challenge the child who is beginning to learn toileting and should not be worn.**

Parents of children who wear disposable diapers or training pants are responsible for providing a sufficient supply of extra diapers and wet wipes for changing the child. If pull-ups are used; please provide ones that have Velcro sides. Thank you.

Outdoor play:

Lil' Lambs staff believes that outdoor play is an essential component of our daily schedule. The fresh air and open space are essential for children's overall health and happiness. We will go outside daily, even in the snow. Exceptions may include inclement weather of heavy rain, high temperatures (greater than 90F degrees) or wind chill (below 0F). Please supply outdoor play clothes appropriate for the weather. Outdoor clothing, such as mittens, boots, scarves, caps, coats and snow pants **need to be labeled with your child's name/initials**. When outdoor opportunities for large motor activities are not possible because of conditions, the staff will provide similar activities inside. We feel that if children are healthy enough to attend school, they should be well enough to play outside.

Nutrition:

A nutritious breakfast is provided at 830am, lunch at 1130am and a snack at 230/45. These meals are prepared at Lil' Lambs by staff or brought by families. Families need to bring foods that follow USDA guidelines. Guidelines will be posted and given to families if requested. If a child comes to Lil' Lambs hungry, staff will supply food. Food will never be offered as a reward or denied as punishment. Families are always welcome to join us for parts of the day to feed their child. Staff will support breastfeeding goals including exclusive breastfeeding until 6 months. Resources are available for use.

Mealtime is designed to be a relaxing, enjoyable experience for the child. The teachers will eat with the children to guide and encourage appropriate conversation and appropriate eating behavior. Older children may help with table setting, serving of food and clean-up. Family-style service will be used to allow children to learn how to serve themselves when possible. A daily menu will be posted outside each classroom.

Toddlers will be encouraged to feed themselves while sitting at low tables or in chairs with trays. Breast milk can be substituted for cow's milk for children over age 1. Whole milk will be served to children under the age of 2. Children under 1 year of age will be offered breast milk or infant formula, as directed by the family, along with infant foods as appropriate for the child's development. Parents/guardians have the option of bringing in breast milk/food/formula **labeled at home**. Mothers are welcome to breastfeed their children at drop-off, pick up and any times throughout the day. Bottles will not be heated in a microwave.

“The US Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the *USDA Program Discrimination Complaint Form*, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at US Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have

speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).”

Breakfast and snacks will be provided by Lil’ Lambs. Lunches are to be brought from home. Children with food allergies or special diet requirements will need to have a statement *indicating the needs signed by a doctor and/or parent in accordance with the CACFP food program*. Parents/guardians will be asked to provide foods that can be substituted for the restricted item(s).

Drinking water will be available and offered frequently to all children in the form of pitchers of ice water/ faucets and paper cups.

Special Treats: ALL children like to celebrate! But food allergies make it hard for some children to participate. **Whole fruits are preferred** or commercially prepared packaged foods in factory-sealed containers are acceptable. It would safest for ALL children if these foods were peanut/tree nut/egg free. Foods should be nutritious, and low in sugar. The treat will be served in addition to the meal requirements. *Please consider the option of donating a book or toy to Lil’ Lambs as an alternative.*

Health:

Each child under 2 shall have an initial physical examination not more than six months prior to entry and follow-up exams every six months until age 2 after admission. Each child 2 years and older shall have an initial health exam not more than one year prior to admission and a follow-up exam at least once every two years. If an exam has not been completed upon entry, an appointment date for an exam must be made within the first week of enrollment and reported to Lil’ Lambs director. **The Child Health Report should be in the child’s file within 30 days of the child’s first day of attendance.** State law requires all children to be fully immunized. A record of your child’s immunizations must be on file on the child’s entry day. Lil’ Lambs director will meet with the parents/guardians of all under-immunized children to discuss compliance alternatives established by state licensing law and accreditation standards.

Please help your child wash his/her hands upon entering Lil’ Lambs each morning to help control illness.

Toys will be sanitized or washed on a regular rotating basis in order to deter the spread of germs.

Lil’ Lambs staff asks that each morning at home, please check your child for any signs of illness: a fever (over 100 degrees), diarrhea, vomiting, rash, sore throat or inflammation of the eyes. **If your child exhibits these symptoms he/she should be kept at home.** We also request that your child only return to school **24 hours** after the last episode of vomiting, diarrhea, or fever over 100 has broken - without fever-reducing medication (Tylenol/ Ibuprofen) --to help stop the spread of illness. To give accurate information to others, we ask that you notify us as soon as possible if your child will not be attending due to illness.

Upon arrival at Lil’ Lambs and throughout the day, a daily health observation will be made of your child by staff members. If your child displays any of the following signs of illness, he will be made comfortable and moved to a supervised area away from the other children and a parent/guardian will be called. Exclusion criteria may include:

- The child does not feel well enough to participate in the usual activities of the program
- The staff cannot care for the sick child without interfering with the care of the other children
- Fever of 100 degrees or higher
- Rash

- Vomiting
- Diarrhea = watery or unformed stools not contained in diaper/toilet (three within two hours)
- Other contagions or conditions

If these symptoms are present, your child will be sent home in order to help contain the spread of illness. You child may NOT return until he/she has been symptom free for 24 hours without medication even if a doctor note was received. Lil' Lambs staff will work with families to the best of our abilities; but do not want other children at risk.

A dated health sign will be posted to alert parents to disease symptoms that may be infecting the center.

If your child is hospitalized or is ill with a communicable disease for one week or more, we will credit your child care bill as long as prompt notification of the illness is given to Lil' Lambs. These communicable diseases include measles, German measles, mumps, chicken pox, whooping cough, scarlet fever, infectious hepatitis, meningitis. Your child must have a doctor's permission slip to return to Lil' Lambs or remain out for the time period indicated by the Health Department. Lil' Lambs is required by state licensing regulations to report to the local health department if any communicable diseases are infecting the Center. Contagious conditions which require treatment must be verified by a physician with a written statement indicating the child was treated, when, and with what method. Examples of these contagious illnesses include, but are not limited to ringworm, head lice, pink eye, staphylococcus, and scabies.

Lil' Lambs implements a nit free policy. This means a child may return to school when he/she has been treated with an application of a lice-killing product **and** all lice, eggs (nits), and egg cases have been removed from the child's hair.

Sunscreen, hand lotion and insect repellent may be applied upon the written authorization of the parent. The authorization shall include the brand and ingredient strength of the sunscreen or repellent. Authorizations will be reviewed every six months and updated as necessary.

Medication: Families must complete and sign a medication form for all medication. Lil' Lambs staff will administer medication to your child as recommended by the child's physician. Prescription medication must be in the original container and labeled with the child's name, name of drug, dosage, directions for administering, date, health professional's name, and proper storage details. Continuing authorizations are only allowed with a doctor's prescription for special circumstances (up to 6 months) and will be reviewed regularly to verify the medication is not outdated. Non-prescription medication may be given if it is in the original container and labeled with the child's name. If a medicine dosage is forgotten, families will be notified, and a new plan will be made for the medication intake.

Heath procedures for chronic health conditions, such as asthma, diabetes, seizures or allergies, will be dealt with on an individual basis. All specialized procedures will be recorded on the child's emergency plan form and be fully explained and demonstrated to the staff by the parent.

Staff is trained in Pediatric First Aid and CPR/AED and the proper administration of medications.

Lil' Lambs staff designs an environment that protects children's health and safety at all times, taking every precaution to keep your child safe; however, sometimes injuries occur. A bound medical log is kept in each classroom of the building to record medications given and any injuries which occur during the hours of operation. This log is kept confidential. Minor injuries will be reported to parents/guardians at departure time. Parents or guardians will be called if the injury requires medical attention or if the staff feels it's appropriate. Families may view single entries of the log book at any time. Please ask a staff member.

If your child becomes more seriously injured while at Lil' Lambs, you will be notified immediately after a 911 call. In the case of a medical emergency your child will be transported to Mile Bluff. If a child is transported to the hospital, a staff member will accompany him/her.

Lil' Lambs staff are considered 'Mandated Reporters' which means we must report any incident in which a child appears to be abused or neglected to the County Department of Social Services, the Child Protection Agency or the local police department. Any family member who has reason to suspect abuse by a staff person should report the concern to one of the above agencies.

Pets: Other than fish or hermit crabs, which will be solely housed in fish tanks, Lil' Lambs will not own or keep a pet on the premises. Parents will be notified (written fliers/verbally) of any visits by other animals from the Humane Society or family pets before the visit occurs.

Toileting: Staff will plan toilet learning in cooperation with the parent so that the child's toilet routine is consistent between Lil' Lambs and his/her home. No attempts for toilet learning will begin before the age of 18 months in accordance with licensing rules. Application of lotions or ointments to a child during diapering will be made only by specific written authorization by the parent. **For toddlers and children still toilet learning, please dress them in clothing that is easy on, easy off!**

Clothing/ bedding that is soiled will be sent home with families to be cleaned, then returned.

Guidance:

Children are learning to be friends by caring about each other, sharing and taking turns, playing cooperatively, expressing feelings, and respecting others while taking care of our classroom materials. With God's word/Jesus love as our base, Lil' Lambs staff interacts with the children to model these behaviors and facilitate children's social/emotional learning. No corporal punishment, withholding of food/care will be tolerated from staff- even upon a parental request.

Teaching staff will do their best to anticipate behaviors to prevent potential behavior issues.

Lil' Lambs philosophy of discipline is to provide all children with positive guidance, redirection and the setting of clear limits. The goals of these procedures are to help children develop self-control, self-esteem and respect for the rights of others.

- * Children will be positively reinforced in appropriate situations.
- * Children's individual worth will be recognized.
- * Children who require guidance will be redirected without being demeaned.
- * Children will be given appropriate verbal cues before a transition which will occur, allowing the child adequate time to conclude activities.
- * Children will be provided with a cubby area for personal belongings.
- * Curriculum planning will include a variety of ways children can release and express their feelings.
- * Children needing time away from the group will be helped to calm down with a soothing toy/puzzle or a book in a calming space for a short time until they are ready to return to the group activity.

Use of time-outs will be limited to children over 3, used only when other options have been exhausted, and never will last longer than 5 minutes.

The following actions are prohibited at Lil' Lambs even upon a parental request:

1. Any action that may be psychologically, emotionally, or physically painful, discomfoting, dangerous or potentially injurious.

2. Spanking, hitting, pinching, shaking, slapping, twisting, throwing, or inflicting any other form of corporal punishment.
3. Verbal abuse, threats or derogatory remarks about the child or child's family.
4. Physical restraint, binding or tying to restrict movement or enclosing in a confined space such as a closet, locked room, box or similar cubical.
5. Withholding or forcing meals, snacks or naps.
6. Actions that are cruel, aversive, frightening, or humiliating to the child.
7. A child may not be punished for lapses in toilet learning.

We understand that there will be times when a child will become distraught, fussy, or won't stop crying. First, we will attempt to determine the cause of the distress. It may be related to a basic need such as hunger, comfort, or that the child just needs extra time or attention. At these times Lil' Lambs staff will stay calm and will do whatever it can to soothe your child. His/her feelings will be respected. This may mean allowing your child to cry for a few minutes. If several attempts fail, another teacher or the director will be called to try to soothe your child. However, there also may be times when we need your advice or assistance. We won't hesitate to call you if we feel that it is necessary.

Biting: Despite our best preventative measures, sometimes a child may get bitten. Children are very egocentric and can lack the verbal skills to say what they need to say in a moment. In that case, the injured child will be attended to immediately and the child who bit will be encouraged to help the injured child. This time will be used to talk to each child to teach them proper ways of communicating with each other. The incident will be written in the medical log and families of both children will be notified at the time of departure. It is our intention to keep the name of the biter confidential.

Aggressive behavior toward staff or other children is unacceptable. Lil' Lambs staff will intervene immediately to protect the safety of the other children and remind the child of our expectations of acceptable behavior with use of God's word. The child may require a short time away from the group to gain control. If a child is a threat to himself/herself or to other children, the child will be removed from the room for the safety of the group. The child will not be allowed to harm him/herself, other children, or staff or run wild in the center. Parents/guardians may be called if needed.

Lil' Lambs staff will work as a team with families and other professionals, as necessary, to establish disciplinary procedures for individual children whose behavior cannot be effectively guided. A Behavior Plan will be developed that supports the child's success. Parents whose children exhibit behavior which is disruptive to the care of other children must be willing to meet with Lil' lambs staff to develop a suitable Behavior Plan.

Arrival/ Departure: No transportation will be provided by Lil' Lambs.

Upon arrival:

- Personally, take your child into the center
- Sign your child in on the sign-in sheet, including time of arrival.
- Assist your child (if necessary) in taking outdoor clothing off and washing hands.
- Talk to a Lil' Lambs staff to let him/her know the child has arrived and share any important information.
- Enter and exit the building by the designated door.

At departure time:

Please stop and chat with your child's teacher about the news of the day!

- If an activity is in progress, wait until it is completed, if possible.
- Notify staff you are picking up your child.
- Together read the information posted about the day's events.

- Assist your child in putting on outdoor clothing (if necessary). Take belongings from cubby area.
- Sign your child out in the attendance book.

Parents may authorize additional adults to pick up their child from Lil' Lambs by listing names on the appropriate enrollment form. **Lil' Lambs staff will not release a child to anyone not listed on the form without written authorization by the parent.** An unknown adult coming to pick up a child for the first time will need to show a photo ID to verify his/her identity.

Custody: Parent/legal guardians may want to add or delete names from the authorization document. In the event that one parent wants to remove the other parent from the authorization form, it is required they provide the appropriate legal documentation in order to do so. Unless we have the accurate paperwork, we cannot keep a child's biological parent from picking up their child. Please do not ask staff to choose side in custody issues. It is our goal to remain a neutral place for your child to learn and grow. We cannot restrict any personal or medical supplies that are needed for care to go home with a parent unless there is supporting legal documentation.

Bus transportation: Families should discuss with the director any variation in the child's arrival or departure routine, especially regarding transportation from another school program to Lil' Lambs via school bus or cab. A transportation authorization form will need to be signed upon enrollment. *Should a child not arrive as expected from bus or cab transportation, staff will be required to call the child's school, the bus or cab company and notify the parent.* Therefore, we require the parent to notify the Center promptly if there will be change in the child's routine transportation.

The staff will not release a child to an impaired person for transport from Lil' Lambs. Staff will assist the parent in contacting the emergency contact person, alternative means of transportation such as a cab (paid for by the parent), or the police, if necessary.

Dismissal and Grievance Procedures:

It is the philosophy of Lil' Lambs that teachers and families will work together to make decisions about how to best support children's development and learning or to handle problems or differences of opinion as they arise. We ask that if there is a concern or issue to talk with the individual first in a civil and God pleasing manner. If that does not solve the issue; please include the director in the discussion.

We value families as partners in all aspects of the growth and development of your children.

If families chose to leave Lil' Lambs, a two-week written notice needs to be given. If notice is less than two weeks families will still be charged for the contracted amount for the two-week period.

Lil' Lambs reserves the right to dismiss a child if the child's physical, emotional, social or academic needs cannot be met by the staff. At the time of dismissal, the parents will be offered as much assistance as possible in making alternative plans by referring parents to any of the following agencies: family agencies, child guidance, legal aid, public health or vocational rehabilitation.

Lil' Lambs may dismiss a child if the family is uncooperative in filling out and returning the required forms, paying fees, has excessive absenteeism, fails to help the staff write a Behavior Plan, or fails to observe the rules of the Center relating to arrival and departure of the child. A two-week written notification will be given to the parent/guardian regarding dismissal.

Grievance Policy: A grievance, such as a feeling of unfair treatment or dissatisfaction with aspects of the program, should first be discussed with the staff person and then the Lil' Lambs director. When difficulties or differences arise that are not resolved through communication with the staff, parents may request, in writing, a grievance conference. The family will meet with the staff member, the director and one of the pastors. A written account of the grievance will be kept on file.

What do I bring to school?

Parents of all children should bring the following:

Several changes of clothes that are seasonally appropriate- at least two/ replenish them when soiled.

Box of tissues

Lunches daily – milk provided by Lil’ Lambs

If your child uses diapers:

Supply of diapers and wipes.

Infant room:

3 bottles, extra clothes, diapers and wipes, blanket, Breast milk labeled w/name and date (if not using formula), pacifier if needed

St. Paul’s Lil’ Lambs Board, director, and staff want to welcome all families to this extended family! We are excited to be included in your lives and want to make this the best experience that we can.

You can expect from us that we will do our best to care for your child and give them a variety of experiences that will enhance their lives. You can expect that we will communicate your children’s experiences to you and let you know the how your child is developing!

Our expectation from you is that you will read our friendly reminders, sign in/out daily, check in with teachers, check cubbies for art and soiled clothing, bring appropriate clothing for the season, and adhere to the medical policy. Thank you.

Lil’ Lambs Governing Board:

1. Dave Thrams
2. Brian Metke
3. Brian Daus
4. Pastor Russell ‘Chip’ Wilke
5. Shar Weibel – Director

Delegation of Authority

1. Shar Weibel – Director
2. am - Donna McCoy
3. pm-Chris Freimuth
4. In Case of Emergency – Pastor Wilke

Lil' Lambs Contract

Lil' Lambs has an open door policy that encourages family participation ~Please stop in at any time!

St. Paul's Lil' Lambs Board, director, and staff want to welcome all families to this extended family! We are excited to be included in your lives and want to make this the best experience that we can.

Age/room	Full (over 30 hrs)	Part-time(13-30hrs)	Half (up to 13hrs)
Inf/1-2 yr-old	175.00	NA	NA
2 1/2-11yr-old	150.00	120.00	55.00
Drop-in		40.00 / full day	5.00/ hours

Child/ren Names and birth dates:

1. _____ DOB: _____
 2. _____ DOB: _____
 3. _____ DOB: _____

Schedule:

Child/ren	Monday	Tuesday	Wednesday	Thursday	Friday

Fees: Failure to make your payment for the week will be considered a breach of contract resulting in forfeiting your child's placement at Lil' Lambs.

I agree to pay the following amount weekly due on Monday for the week of care: _____

Payment method: ACH Check Cash

Signing this contract means that you have read the family handbook policies and agree to follow those policies. If there is a concern or issue, please come to the Director with your concerns. We are always happy to talk and cannot work towards a solution unless we know that there is a concern!

Name Printed: _____

Phone # _____

Name Signed: _____ date: _____