

LITTLE LAMBS CHILD CARE CENTER  
WEST BEND, WISCONSIN

**Parent Handbook**

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# Table of Contents

WELCOME .....	2	NUTRITION POLICY.....	11
PURPOSE AND GOALS .....	2	COMMUNICABLE DISEASES.....	11
NON-DISCRIMINATORY ADMISSIONS POLICY	3	MEDICATION.....	11
ADMISSIONS .....	3	DIAPERING AND TOILETING .....	12
HOURS AND AGES SERVED, LICENSED CAPACITY.....	3	ACCIDENT PROCEDURE .....	12
ATTENDANCE .....	3	REST PERIODS.....	12
REGISTRATION .....	4	SIDS.....	13
PAYMENT POLICIES AND PROCEDURES.....	5	ILL CHILD CARE .....	13
ATTENDANCE POLICIES .....	6	CLEANLINESS .....	14
TERMINATION .....	7	BITING .....	14
COMMUNICATION.....	8	PETS.....	14
EDUCATION.....	8	CHILD ABUSE AND NEGLECT .....	14
DRESS .....	9	FIRE AND TORNADO EVACUATION .....	15
ADMINISTRATIVE AUTHORITY .....	9	CONFIDENTIALITY .....	15
STAFF .....	10	GENERAL INFORMATION .....	16
CHILD GUIDANCE .....	10		

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## **Welcome**

The staff of Good Shepherd Lutheran Church is pleased to welcome you to Little Lambs Child Care facility.

This handbook includes basic information about our child care center. As we cannot cover the entire program in this booklet, we ask that any special questions, requests, or comments be addressed to the director of the child care center.

Little Lambs Child Care Center is owned and operated by Good Shepherd Lutheran Church which is a member of the Wisconsin Evangelical Lutheran Synod (WELS).

Little Lambs Child Care Center meets or exceeds all state and local requirements.

## **Purpose and Goals**

Little Lambs Child Care Center exists for the purpose of aiding and assisting parents in their God given command, “Bring your children up in the training and instruction of the Lord, “ (Eph. 6:4) and serving the Christian Church in teaching God’s Word and making disciples.

Little Lambs Child Care Center employees will strive to provide opportunities that will help individuals:

- Develop spiritually by daily hearing and applying God’s Word as it is taught in its truth and purity.
- Develop intellectually by creating a Christian environment which will provide age appropriate activities in basic language arts, communication skills, science, reading and math readiness.
- Develop physically through opportunities to use their fine and gross motor skills.
- Develop socially through opportunities which are based upon Christ-centered principles of love and concern for each other’s safety and well-being.
- Develop emotionally by creating an atmosphere in which each child can feel accepted as a redeemed child of God.
- Develop creatively through opportunities to express themselves through art, music and movement.

## **Non-Discriminatory Admissions Policy**

As the Bible teaches, “God does not show favoritism” (Acts 10:34). Therefore, Little Lambs Child Care Center admits students of any race, color, creed, national and ethnic origin, or socioeconomic background to all the rights, privileges, programs and activities generally accorded or made available to children at the Center. It does not discriminate on the basis of race, color, creed, national and ethnic origin, or socioeconomic background in administration of its policies and programs.

## **Admissions**

Little Lambs Child Care Center is a ministry of Good Shepherd Lutheran Church and practices the teachings of the Wisconsin Evangelical Lutheran Synod. As such, all programs, activities and educational philosophies will strive to display and communicate the love of God as seen in His only Son, Jesus Christ. While Little Lambs Child Care Center will not discriminate against anyone on the basis of sex, national or ethnic origin, it is both logical and necessary to require all children to participate in Christian devotional activities, Bible stories, prayers and songs as practiced and taught by Good Shepherd Lutheran Church. Information about what we believe is available.

## **Hours and Ages Served, Licensed Capacity**

Little Lambs Child Care Center is licensed by the state of Wisconsin for 80 children and complies with the Rule for Group Day Care Centers for Children. A copy of the rules and the Center’s policies are available at Little Lambs on a bulletin board outside the office. Parents are welcome to use these as a reference. Little Lambs Child Care center is open year round, Monday through Friday, 6:00 A.M. until 6:00 P.M. Little Lambs has a walk-in policy, meaning that a parent may visit the center at any time during regular operational hours, unless access is denied by a court order.

## **Attendance**

Your child’s safety is important to us. Therefore, parents or guardians are responsible for escorting children into the building. We ask that you sign your child in and out each and every day in which the child is in attendance. You will find a computer located in the entryway of Little Lambs on the parent desk. You will be assigned an ID number upon enrollment of your child. Please fill out all of the information on the computer. This is the Center’s way of taking attendance and will be used for tuition statements. When you sign out correctly, the computer will say “Thank You.” If you repeatedly fail to sign your family out, a charge will be applied to your account. This is necessary for accountability and planning. Repeated failures to follow the sign-out procedure could be cause for

dismissal from the Center. Little Lambs needs to know that your child is safely returned to your care.

## Registration

An application for enrollment form must be filled out prior to being accepted at Little Lambs Child Care Center. All applications must be received and completed no less than one week prior to the child's first week of attendance at the Center.

There is a \$40 non-refundable registration fee per child due at the time of enrollment, in addition to your child's first week's tuition. The following forms must also be completed and returned to the Center prior to the child's first day:

- Personal Information Sheet
- Enrollment form provided by the state
- Emergency medical/child's health history form
- Immunization form
- Intake form (children under 24 months)
- Photo Permission form
- Handbook receipt form

All children must be fully immunized. Immunization forms must be on file before the child attends the first day. Children 2-1/2 to 5 must have a physical examination no more than six months prior to or three months following the date of enrollment.

All information and records will be confidential and locked in a file cabinet. Information will be available only to staff for use in the Center.

The \$40 non-refundable registration fee is due when registration forms are turned in and will guaranty your child a place in the Center. If you wish to return to Little Lambs Child Care Center in the fall and DO NOT want to attend the summer session, you have the following options for holding a place for your child:

- Pay a security deposit which is non-refundable to hold a place for your child. This includes two weeks of current attendance fees. This deposit is due by Memorial Day.
- With no security deposit, you are not guaranteed a place. Registration will be accepted after August 1 with payment of assessed registration fee. If necessary, families will be placed on a waiting list for enrollment.
- Attend two weeks of child care at Little Lambs during the summer and complete the enrollment papers for the fall with a registration fee.

Parents are encouraged to bring their child in for a short visit before the first day of attendance at Little Lambs. This will help the child to ease into the program by giving them a chance to see the rooms before they actually begin attending the Center.

## **Payment Policies and Procedures**

Parents' fees cover 100% of Little Lambs' operating expenses. This includes salaries, program supplies, equipment, building maintenance, snacks and insurance. Therefore, it is very important that the following payment policies and procedures be strictly enforced. Little Lambs Child Care Center will make no exceptions to these policies and procedures.

**REGISTRATION FEE:** There is an annual registration fee of \$40 per child due October 1 or when you enroll your child. This will confirm a place for your child in the program. Registration fees are non-refundable and do not apply toward tuition.

**PAYMENT PLAN:** Fees are due in advance and must be paid by Friday or the last day of attendance prior to the next week. Payment plans can include weekly, bi-weekly or monthly as long as fees are paid in advance. Any other payment arrangement must be approved in writing by the director. The exception to this would be school-age children that are billed hourly. Payment can be made by personal checks, cash and money orders.

**FLEX PLANS:** Little Lambs is willing to sign flex forms for child care. Our tax I.D. number is listed in the right hand corner of your billing statement.

**LATE FEE:** A late fee of \$10 will be charged for payment not received on time. When payment is late, the \$10 fee will be added to the following week's bill and a notice will be given to parents. If your account is more than one week past due, your enrollment at Little Lambs will be terminated unless you arrange a payment plan with the director. This will be strictly enforced.

**STATEMENTS:** Weekly statements are distributed to your oldest child's classroom.

**SPLIT FAMILIES:** Child care payment must be paid in full. When more than one parent is responsible for child care payments, it is up to the custodial parent to communicate with the child's other parent in regards to who pays for what portion of your child's care.

**MAKING PAYMENTS:** All payments are to be paid to the payment box by the parent bulleting board. Please do not make payments to the child care teachers.

**DISCOUNTS:** The Center will give a 10% discount to families who enroll more than one child in full time care in the Center. This discount is credited to the second full time child enrolled.

**SCHOOL-AGE FEES:** Fees for before and after school care are based on an hourly rate. If a child is picked up from the Center within 15 minutes arrival from school, the Center will not charge the family. After 15 minutes, the family is charge the full half hour rate. Payment is to be paid the week the billing statement is given by the last day of attendance or Friday. School-age children will be billed only for the time the are in care. Families will not be charged for the days the Center is closed. During the school year, parents are responsible for notifying the Center that their child is absent from school and will not attend child care. Children brought to the center from Good Shepherd without notice will be charged the regular rate.

**LATE PICK-UP:** Children picked up after the Center closes (6:00 P.M.) will be charged \$1.00 per minute, per child, regardless of the reason for being late. The late fee charge will be added to the billing statement.

**FIELD TRIPS:** Field trips are an additional cost and are expected to be paid for before the trip. Payment should be separate from your regular payment.

**RETURNED CHECKS:** There will be a charge of the bank fee plus \$20.00 for any returned check. Having checks returned repeatedly will require that the account be paid with a money order, certified check or cash.

**REFUND POLICY:** If a month's payment is made, the Center will refund charges for unused days total up to two weeks maximum. The Center will not refund weekly or bi-weekly payments.

## **Attendance Policies**

**SUBSTITUTE DAYS:** State regulations required Little Lambs Child Care Center to meet child-to-staff ratios. Therefore, parents must notify the director of any changes to regularly scheduled days of attendance as soon as possible. Substitute days will be subject to availability. Little Lambs Child Care Center is unable to allow make-up days for absences due to illness. Our fees are set to cover expenses of operating at full capacity. Therefore, there is no refund for absent days. You may use your vacation or sick day credits for illness or unexpected absences.

**CHANGES IN SCHEDULE:** If a change in schedule should occur Little Lambs Child Care Center is to be notified two weeks in advance.

**ILLNESS CREDIT:** Little Lambs Child Care Center gives credit for two absences due to illness per year per child. If your child has chicken pox or a serious illness requiring the child to be absent for more than five days, the Center will give a 50% credit for five days of absence due to the illness.

**DEATH IN THE FAMILY CREDIT:** The Center will give 100% credit for days not in attendance due to a death in the immediate family (parent, grandparent or sibling). The Center allows a maximum of three days credit for a death in the immediate family.

**HOLIDAYS AND SNOW DAYS CREDIT:** There is no fee reduction for celebrated holidays or snow days. The rates are predetermined to include the overall operation costs for these days. The celebrated holidays on which the Center will be closed are New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day and Christmas Day. If a holiday falls on a Saturday or Sunday, the Center will be closed on a Friday or a Monday. It will be the same day that most government offices are closed. These days are staff paid days off, therefore there will be no refunds or adjustments to child care fees.

Little Lambs Child Care Center will automatically close when the West Bend private and public schools close due to bad weather. The Center will be open at its regular time on days when the school district calls for a late start.

The Center will make every effort to remain open, but will notify parents by telephone if it is forced to close for emergency reasons during regular operating hours (severe weather, power failure, etc.). If it is your child's normal day of attendance on a day which the Center is closed, you are still expected to pay that day's fees.

**VACATION CREDIT:** Families must give the director of Little Lambs Child Care Center written notice of planned absence due to vacation at least one week prior to the planned absence. Notice may be submitted to the director on a vacation form located near the parent bulletin board.

Based on enrollment date, you will receive two weeks vacation credit at 50% of the normal weekly rate for full-time enrollment. Part time enrollment families will receive one week of vacation credit at 50% of the normal weekly rate. Vacation time begins **one month** after enrollment. Families may use vacation credits anytime as long as the director is given one week's notice. Unused vacation credit can not be deducted from any fees. The Center will charge each account its regular fee unless a vacation request is received at least a week in advance.

## **Termination**

Little Lambs Child Care Center requires a two week notice when a family wishes to terminate the child's enrollment. If a monthly payment is made, the Center will refund fees for unused days totaling up to two weeks maximum. Weekly and bi-monthly payments will not be refunded.

The Center will terminate enrollment when:

- Little Lambs Child Care Center policies are not followed.
- The child(ren) is endangering the safety of other children or is being too disruptive.
- Fees are not paid on time.
- Health forms are not submitted.

If the above occurs, parents will be notified and given a warning. If the problem is still not taken care of promptly, termination can be immediate.

## **Communication**

Parent/teacher communication is essential to providing the best possible care at Little Lambs. Please inform us daily of how your child is feeling and whenever you will be late or early in drop-off or pick-up. Communication between parents and staff will occur at drop-off and pick-up.

Little Lambs Child Care Center will notify parents when their child has been exposed to a diagnosed or suspected communicable disease. It will be posted on a bulletin board by the office. The parents will also be notified immediately if their child becomes ill or has had a serious injury. When minor injuries occur, the parent will be notified when the child is picked up from the child care center.

Our parent handbooks are on the table by the bulletin board by the office. Please be sure to check the bulletin board daily for important information.

Parent/teacher conferences will be held twice a year or may be scheduled at the request of the parent or teacher. This is an excellent time for us to discuss your child's growth and development.

Field trips may be scheduled at various times during the year. So that your child may participate, notices will be sent home by the teacher and must be signed so that your child may participate.

## **Education**

Children who attend Little Lambs will enjoy a variety of age appropriate and hands-on activities in the areas of fine motor, gross motor, creative expression, social interaction, intellectual and cognitive growth, and outdoor play. Most important of all, each day will have a "Jesus Time" to learn about Jesus and what He has done for us.

Circle time will consist of, but not be limited to, shapes, colors, numbers, letters, songs, finger plays, and weekly theme discussion. Children will be offered a variety of activities throughout the day including, but not limited to: block building, dramatic play, gluing, cutting, coloring, painting, stringing beads, peg boards, clay or play-doh, story time, books, songs, calendar, running, jumping, climbing, hopping, walking and catching.

Curriculum themes will be culturally diverse and prepared for each week of the year. Weekly curriculum will be planned and reviewed by both the director and the staff. Lesson plans and class schedules will be posted weekly.

Goals will be met by observing children's behaviors and needs and by implementing an age appropriate program. Twice yearly, assessments will be filled out on all of the children at the Center. This will give teachers and parents an opportunity to review progress. Parent/teacher conference may be scheduled at any time at the teacher's or parents' request. Input from parents and staff is the key to meeting each child's needs and goals. Information about the child's day will be given daily at pick-up time.

School age children will enjoy a variety of activities both before school and after school. These activities will include games, puzzles, table toys, blocks and books and more. The Center will also allow time for homework if needed.

Any information from your child's file may be obtained through the director. Written permission from a parent or guardian must be given if a third party requests your records.

## **Dress**

Children at Little Lambs will have a variety of active and messy activities. Please dress children in comfortable, seasonal and washable clothing.

Regardless of age, accidents do happen. Little Lambs requires all children to have a full set of spare clothes in their storage area. A full set includes the following: 2 pairs of underwear, pants or shorts, shirt and socks. Please be sure to change the spare set of clothing according to season.

To avoid any of your child's items being lost or misplaced, please label your child's items with their initials. Please label their spare clothes, blanket, pillow, all winter clothing and any other items that are brought to the Center.

The children will go outside daily, weather permitting. Please make sure they are dressed appropriately for the season. No child will be permitted to stay inside during recess time due to the Center's need to maintain staff-to-child ratios.

## **Administrative Authority**

The following is the chain of command of the persons on the premises in charge of Little Lambs Child Care for all hours of operations.

1. Director
2. Assistant Director (secretary) A.M. and P.M.
3. Lead teacher
4. Assistant teacher

## **Staff**

Our staff members have been selected based on the following qualifications: education in the field of child care, a caring, loving attitude, experience with children, and willingness to learn. All Little Lambs staff member are required to further their education in child care. Each of our staff members will receive first aid training and CPR certification. Little Lambs Child Care Center adheres to all state licensing qualifications such as health requirements and clear background check prior to hiring.

## **Child Guidance**

Little Lambs believes that children should be treated with dignity and respect. Proper Christian discipline at Little Lambs Child Care Center will be maintained and exercised in a loving manner in keeping with the Gospel. Effective guidance comes from careful planning and consistency. For example, when the children are waiting to wash their hands for snack, the teacher may have the children sing a song or have only half of the group wash their hands while the other children put puzzles together. When using this technique, discipline problems will become fewer in the classroom and more children will be recognized for positive behavior.

The teachers will also strive to develop a positive relationship with each child and redirect unacceptable behavior. The teacher will be alert to warning signals of discipline problems and attempt to direct the child's attention to more constructive activities. The teacher will also use a variety of guidance techniques and develop consequences which are immediate, consistent and logical. A "time out" period may be used for children over the age of three. Children under the age of three will be redirected to another activity. During the "time out", the child will be placed away from the rest of the group, but in the same room with everyone else for no longer than five minutes. The teacher will then talk to the child about the problem that led to the "time out".

The teacher will communicate with the parent regarding bad behavior concerns. When positive direction and guidance are not effective, a parent/teacher/director conference will be held to determine the need for further intervention. Therefore, our form of guidance will not be physical, emotional or demeaning in any way. We will always seek to keep before us the loving example of our Savior, Jesus Christ.

The following punishments are prohibited at Little Lambs Child Care Center: use of time out periods for children under the age of three; spanking, hitting, pinching, shaking or inflicting any other form of corporal punishment; verbal abuse, threats or derogatory remarks about the child or the child's family; binding or tying to restrict movement; enclosing the child in a confined space such as a closet, locked room or box. No child will be punished for lapses in toilet training. The Center will not withhold or force meals, snacks or naps.

## **Nutrition Policy**

Children enrolled in Little Lambs Child Care Center will be provided a mid-morning and mid-afternoon snack. The menu is posted and available for review. Menu changes or substitutions may be made on an as needed basis. Hot lunch is provided and delivered by the West Bend School District throughout the school year. Parents will be notified regarding availability of lunches during school year, vacations and summer months. Allergies of individual children shall be posted in a prominent place in the kitchen and classroom. Staff will be made aware of any allergies of individual children. Menus are provided to meet the needs of all children. Parents must provide food for children who need a special diet. Food will not be used as a punishment or reward. Children will be encouraged, not forced to eat. Offering a variety of foods will enhance the appetites of the children. Infants and toddlers are fed according to their schedules. All bottles are labeled, dated and stored in the refrigerator. Leftover milk or formula is discarded after each feeding, and bottles are rinsed.

## **Communicable Diseases**

A communicable disease chart will be posted in the entryway to Little Lambs Child Care Center. A child that has a communicable disease will be required to remain out of child care until the longest incubation period is over or a doctor's excuse is brought in. A notice with the disease and date reported will be posted in the parent information area. The proper health agencies will also be notified.

## **Medication**

All prescription medication must be in its original container and labeled with the child's name, name of medication, date, doctor's name, dosages and directions for administration. A written authorization form must be signed and dated by the parent before medication can be given and may be obtained from any staff member. Please give all medication and instructions to staff upon arrival. Do not leave medication in school bags.

Non-prescription medications must be labeled with the child's name, dosage, and directions for administration. A written authorization form must be signed and dated by the parent before medication can be given. Parents must provide a medication dispenser with the child's name on it.

All medications will be logged in a medication log book by the staff person who is administering the medication. The entry will include the date, time, name of child, name of medication and dosage given.

## **Diapering and Toileting**

Parents will be responsible for providing diapers and ointment for children who are not yet potty trained. Children will be changed every two hours or sooner if needed. Diapers will be disposed of in a foot release trashcan. Diaper cream is also supplied by the parents. We will apply lotions, powders or salves to your child during diapering only at your written direction or a doctor's note. These directions will be recorded and posted in the diapering area. Teachers are required to wash their hands before and after every diaper change and to clean and disinfect diapering area before and after each change. Your child's hands will also be washed after each diaper change. Children under one will have their hands cleaned with a disposable wipe. Children over the age of one will have their hands washed with soap under running water.

Parents will let staff know when and how to begin toileting training. If a toileting accident occurs, clothing will be change and clothing and/or bedding will be placed in an airtight bag and sent home for laundering.

## **Accident Procedure**

Basic first aid supplies will be on hand at the Center at all times. If a superficial wound such as a scrape or scratch occurs, the staff will wash the wound with soap and water and apply a bandage. A bump will be examined by the staff and ice will be applied. If the bump occurs to the head, the staff will notify the parent by telephone.

Parents will be notified of any minor injuries upon arrival for pick-up. Appropriate first aid will be administered, the injury will be logged in the accidental injury book and a record of the incident will be kept in the child's file.

In the case if a severe injury, parents or emergency contact will be notified immediately. The family physician will also be notified if necessary. Staff will arrange transportation to the doctor's office or hospital at that time. A staff member will accompany a child to the designated hospital if necessary.

The staff will take a basic first aid kit, emergency cards and a class roster on all field trips. The staff will also be trained in basic first aid and CPR.

Staff members will question parents and log any injuries that occur outside of the Center.

## **Rest Periods**

Children under the age of five are required to have a rest period each afternoon. Little Lambs Day Care Center will provide each child with a cot for rest periods and parents will be to bring a blanket from home. A child who does not sleep after 30 minutes and a child who awakens will be permitted to have quiet time through use of activities which will not disturb other children. Please do not send toys, but a favorite stuffed animal is permitted. These items will need to be taken home to be laundered on the last day of the week the child attends or more often as necessary.

## **SIDS**

Children under 2 years of age shall be put on their backs to sleep to reduce the risk of SIDS. At least one teacher will remain in the room during nap times. Before working at the child care center, all teachers are trained in SIDS.

## **Ill Child Care**

It is in the best interest of your child and the other children at the center to keep your child at home when he/she has symptoms of illness. Please contact the office if your child will not be coming to child care. Childcare will not be provided for children who are vomiting, have diarrhea, have a temperature over 101 degrees, have an unusual rash or have draining eyes or ears.

**Pink Eye:** Children must have drops for 24 hours before returning to child care. This is our policy at Little Lambs and is followed regardless of other directions given by a physician to protect all the children in our care. This is to prevent the disease from being spread from eyes that drain in the first 24 hours of medication.

**Hand, Foot and Mouth:** All lesions need to be scabbed over in order to return to child care. We follow this policy to ensure the safety of all of our children and prevent the spread of the disease.

Should a teacher feel that a child is unable to function properly at the center due to illness, the parent, or emergency contact will be notified immediately and requested to make arrangements for transportation home within 1 hour. The ill child will be isolated and monitored by a qualified staff member until picked up.

No child will be permitted to stay inside during recess time due to the Center's need to maintain staff-to-child ratios. If your child is too sick to go outside, then your child is too sick to be at child care.

To protect the other children and staff members, all children need to be fever free for 24 hours, without the aid of medicine, before they may return to the Center.

Parents must notify staff of all the child(ren)'s allergies and contagious illnesses.

## **Cleanliness**

Your child's cleanliness is important to us. To ensure the highest cleanliness standards, we will:

- Wash children's hands with soap and running water before meals and snacks and after toileting or diapering.
- Wash hands and faces after meals.
- Children may not share cups, eating utensils, toothbrushes, combs or towels.
- Wet or soiled clothing and diapers will be changed promptly into clean clothing.

All staff and children will wash their hands with soap and water after toileting and before and after eating. The staff will clean and disinfect all areas of the Center regularly. Equipment and toys will be cleaned as needed. Staff will wear gloves when handling blood or any other body fluid.

## **Biting**

Please be aware that it is common for young children to bite. Some children bite due to teething, others out of frustration. If a child is using biting as anger management, we will try to shadow that child and if a bite occurs, we will tell them biting hurts and take them to talk with the child who was bitten. In all incidents of skin being broken due to a bite, the parents of the biter and the victim's parents will be confidentially informed. This will also be logged in our medical log and an incident reports will be filed.

## **Pets**

No pets will be kept or brought into the center. If you would like to bring a picture of your pet as a show and tell item, we would be happy to see them.

## **Child Abuse and Neglect**

If Little Lambs Child Care Center feels a child is being abused or neglected, we will contact the appropriate authorities as required by law. If authorities feel it is necessary, they will come to observe the child immediately.

## **Fire and Tornado Evacuation**

Little Lambs practices monthly fire and/or tornado drills which are logged. Daily attendance and child location will be known at all times. Emergency information on all children will be taken with each evacuation.

Fire Drills: Children will be evacuated through the nearest exit and out onto the far end of the play yard.

Tornado Drills: Children will be evacuated from the classrooms to the hallways.

## **Confidentiality**

All children's records will be kept strictly confidential. Information will be available to licensing personnel and parents only upon request.

## General Information

The following is miscellaneous information. Some of it you may have already seen, but there is other pertinent information you need to know.

1. Please label all personal belongings.
2. Please notify the center by 8:00 a.m. if your child is going to be absent.
3. DO NOT leave your car running when you drop off and pick up. This is illegal and very dangerous.
4. You need to escort your child into the center and to a teacher. Sign your child in and out on a daily basis. This also includes your school-age child. Upon pick up, make contact with your child's teacher regarding any information about the day. We need to know that your child is safely back in your hands.
5. A parent bulletin board is located near the office. It contains important information for all parents and should be checked daily.
6. All things relating to your child will be held in strict confidentiality by staff members. Only yourself, and authorized people will have access to your child's file.
7. A note or telephone call is required if any unauthorized person is picking up your child. Identification is required when someone else is picking up your child.
8. If any parent or authorized person comes to pick up your child while under the influence of alcohol, drugs, etc., the police will be notified.
9. A court ordered custody verification must be on file if a parent wishes that the child is not picked up by the other parent.
10. Regardless of the reason for late pickup (after 6:00 p.m.), there is a \$1.00 charge for every minute that you are late.
11. Each year, parents will have the opportunity to evaluate the program on a survey form. Your feedback is essential. It lets us know what we are doing right and things that need to be changed or improved.
12. We have Show and Tell days. Toys that represent weapons or violence will not be allowed at any time.
13. Field trips are an additional cost and are expected to be paid for before the trip. Payment should be separate from your tuition check.
14. Food allergies will be posted in the room so that the staff will be reminded of it.
15. Parents are encouraged to visit the center. If you have gifts or items to donate or share, please contact the director. Donations are always welcome.

## PARENT HANDBOOK RECEIPT

I acknowledge that I have received a copy of the Little Lambs Child Care Center Parent Handbook. I have had an opportunity to review the contents of this Handbook and agree to abide by the policies set forth within the document

ACKNOWLEDGED:

\_\_\_\_\_  
Name of enrolled child(ren)

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian