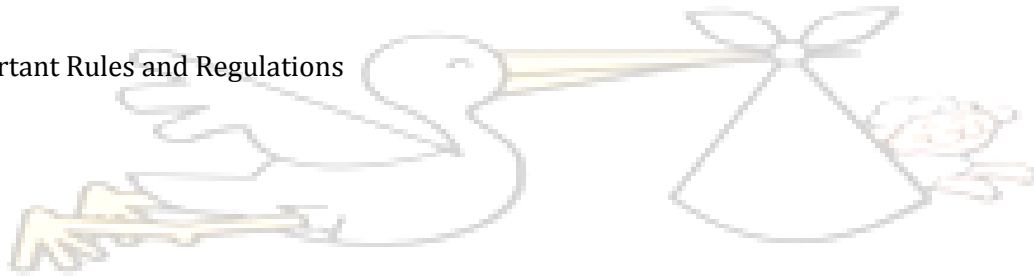


Little Lambs
Daycare Center
"the next best things to mother's care"

Little Lambs Daycare

PARENT HANDBOOK

Important Rules and Regulations



Little Lambs
Daycare Center

"the next best things to mother's care"

Please visit us at

www.little-lambsdaycare.com

Rachel Wright
4/15/2014

LITTLE LAMBS PARENT HANDBOOK

The following is a list of rules and regulations governing our child care agreement. Please read this handbook thoroughly as it contains many important policies and procedures that pertain to the care of your child. If you have any questions or need clarification, please ask prior to signing! The contents of this contract and all forms required for enrollment are non-negotiable.

ENROLLMENT PROCEDURES

All necessary forms must be completed and returned to LITTLE LAMBS before we will assume the responsibility of caring for your child. No Exceptions! All forms must be updated at least every year, sometimes sooner according to need. Please inform me immediately of any changes.

Listed below you will find the list of forms that you need to return to *Little Lambs Daycare* before or on your child's first day.

Forms needed:

- *Last page of Parent Handbook
- *Parental Financial Agreement Contract
- *Registration Form
- *Admission (Enrollment Forms (State Form)
- *Safe Sleep Practices/Policies (State Form) Infants only
- *Immunization Record (State Form)
- *Emergency Medical Authorization (State Form)
- *Infant Feeding Plan (Only for Infants)
- *Authorization for Medication (Only if child has special circumstances)
- *Parent Notice of No Liability Insurance (State Form)
- *Transportation Form (Field Trips Only)
- *Vehicle Emergency Medical Information (State Form)
- *Incident Report

AGES SERVED

The ages of the children LITTLE LAMBS serve are 6 weeks to 5yrs. Children must be escorted to and from the center.

MONTHS DAYS AND HOURS OF OPERATION

Little Lambs Daycare is open August – July, Little Lambs is close the 2nd week of July for the summer. We are open Monday – Friday with the hours of 6:45 a.m. to 6:30 p.m. We do have extended hours from 6:30pm – 7:30pm with an extra \$20 per child fee. Please remember that your fee is based on the hours your signed contract says, not the hours that LITTLE LAMBS is open.

If you at times require an earlier drop-off, you must call 24hrs advance to authorize this. An extra fee will be charged. Late fees will also be charged for pick-ups past you're agreed times. (See the finical contract agreement)

SIGN-IN SHEETS

There is a sign in sheet in the designated class rooms. You are required to sign your child in and out each day

PRESCHOOL PROGRAM

Little Lambs Daycare is proud to offer a preschool program September to June of each year. This program targets children ages 3 to 4 yrs. Activities include circle time, calendar time, weather chart, group activities, music sing-a-longs, and discussion. We also incorporate morning and afternoon outside play when weather allows. There are many learning stations in our daycare playroom. There is a housekeeping area, blocks and trucks, puzzles and books, dress up items and much more!

PRE-K DAILY SCHEDULE

8:00-8:45a.m.arrival times, hand washing/breakfast
8:45-9:45a.m. free (*quiet*) play
9:45-10:00a.m. restroom and prepare for circle time
10:00-10:45a.m. (*Circle time*) calendar, weather bear, greetings, sharing time, preschool activity
10:45-11:30a.m. Outside play (*weather permitting*) (*In bad weather we play in our classroom*)
11:30-12:00.....clean-up, wash hand, and prepare for lunch, reading time
12:00-12:45..... Lunch
12:45-1:30.....clean-up, bathroom time, blocks, manipulative play, story time, prepare for nap
1:30 -3:30.....nap time
3:30 – 4:00put away blankets and cots/ bathroom time
3:45-4:30.....snack time
4:30-6:30free play, out door play

TODDLER AND INFANT SCHEDULE (Given once child is enrolled)

This schedule is just an example of our day, and is followed as closely as possible. In the event that your child needs to be picked up at rest time, please make arrangements beforehand so we do not disturb the other children. Also if your child is not here at a schedule meal please feed him/her before coming to the daycare. Thank you!

ABSENCES/LATE ARRIVAL

If your child will be absent or late, please call to let us know. This will help us plan our day also it is especially helpful in planning meals. Your child's absence will **NOT** reduce your weekly fee. If you do not arrive on time, and have not called, you risk us not being available to take your child that day. **If you are not able to make it before 9:30 am your child will not be given entrance; 10:30 with a Doctor's Note, NO EXCEPTIONS!**

ARRIVING ON TIME

If you suspect that you may be late in picking up your child, you will need to arrange for a back up person to come in your place. In the event that you use a backup person to come for your child, please call us in advance and instruct this person to show us their photo identification upon arrival. As a reminder, your child care hours are outlined in your contract, if you are scheduled to arrive at 4:30, please stick to this schedule as closely as possible. If you cannot you **MUST** call to see if we are available to keep your child the additional time and a late fee might be added. **There is a\$1 per minute late fee.**

HOLIDAYS

Little Lambs Daycare is closed all major holidays. The following are observed holidays:

- *New Years Day
- *MLK (Martin Luther King, Jr.
- *President's Day
- *Memorial Day

- *July 4th
- *Labor Day
- *Columbus Day
- *Thanksgiving Day
- *Day after Thanksgiving
- *Christmas Eve
- *Christmas Day
- *New Years Eve

Please arrange for back-up care if needed. ***These are paid holidays and your fee will not reduce during daycare closure.*** Depending on the day of the week that certain holiday's fall, LITTLE LAMBS may also close the day before or the day after. If any normally observed holiday is on Saturday or Sunday, LITTLE LAMBS will take off the Friday before or the Monday after. Generally this would be the same day's most businesses observe. We will have 4 teacher work days out the year. These days are ½ days; the parents are required to pick up their kids by 1pm. These days will be listed on your holiday schedule given at the beginning of the year. We do participate in various holidays' observance like an autumn dinner the day before Thanksgiving, Holiday arts and craft for Winter Holiday (Christmas). Friendship Day (Valentine's Day). Spring Festival (Easter week).

CHILDCARE RATES

Your weekly childcare rates are outlined in your *Financial Agreement*. As stated in that document, upon acceptance into ***Little Lambs Daycare***, and the signing of the contract, you will be required to pay a security/holding deposit. This is equal to one week's fee. This deposit is credited towards your last week of attendance at ***Little Lambs Daycare***.

You may pay weekly fees by cash or check. Payments must be made on each Friday by 5:30 p.m. If payment is not received on Monday morning a \$15 dollar late will start to occur per day. Continuing to pay late fees can result in immediate suspension, or even termination of your contract, and you will lose your spot at ***Little Lambs Daycare***.

What you pay will buy quality childcare, nutritious meals and a nurturing environment for your child. Your fees must provide my income including taxes and social security. Beyond that, your fees pay for special staff training, food, toys, equipment, books, and all of the other things that your child will use. For children over age 2 it also pays for preschool program activities.

Full tuitions are paid regardless if child is sick or absent. As stated in the contract you are required to pay half tuition only if child is going on vacation. A **2 week notice must be given in advance**. If two week notice is not given for vacation the full amount is owed.

LATE FEE'S / ADDITIONAL FEE'S

You will be required to contract for specific times and days in which you will need childcare for your child. Any additional hours must be approved by ***Little Lambs Daycare*** and will only be available at an additional fee. All late / additional fees are outlined in your signed Financial Agreement.

NSF CHECKS

Checks, money orders, cash, and credit cards w/(small service charge) are always an acceptable form of payment. If you do pay with a check and one is returned for insufficient funds; you are responsible for all charges ***LITTLE LAMBS*** may incur from our bank as a result of your bad check. You will also be charged \$45 or the amount currently allowed by law. Childcare will be halted until you reimburse us the amount of the check and all expenses that have incurred. Reimbursement will be in cash or money orders only. Future

payments will be required to be made in cash or money order or thru bill pay. In the event you do not pay for this NSF check, you can expect to be taken to small claims court to settle the dispute.

MEALTIMES

Breakfast 07:45am - 8:30 a.m.
Lunch 11:30-12:30p.m.
Snack 3:30 - 4:00p.m
These times are approximate.

All meals are nutritious and are served according to federal nutrition guidelines. Children are never expected to clean their plate, but are asked to try everything just once. If your child has any allergies please let us know. At no time should your child bring food from home unless enough is brought for all or in (special cases your child is on a special diet that is prepared for meal times). Please allow your child time to finish all uneaten food prior to arriving inside *Little Lambs Daycare*. If your child wishes to bring an occasional treat, please call us to verify quantity and approved foods. All treats must arrive in sealed packages. We practice manners at Little Lambs. We use thank you, please, your welcome and many more! All children join us at the eating table, learn proper seating and table manners. Children will help set tables and prepare the table and meals when possible. Children will also help unset the table and clean up afterwards. Menus are posted on the bulletin board weekly.

INFANT FORMULA AND BABY FOOD

You will provide infant formula for your child until he/she turns age 1.

All bottles must be labeled with the child's (full) first and last name.(no exceptions)

All milk must be made prior to entering the daycare. Teachers are not allowed to mix formula

If your child is taking breast milk, there are a few extra steps that you will need to follow.

#1 Please make sure your child has made the transition to a bottle prior to their first day at daycare.

#2 please send more than enough breast milk for us each day.

#3 all breast milk should come in tightly sealed bags/bottles.

#4 Bottles must be packaged in a spill proof zipped bag.

#5 A separate iced cooler will be supplied for storage of milk.

#6 Protective gloves will be worn by anyone handling breast milk at *Little Lamb Daycare*.

#7 all breast milk/supply bottles will be sent home with you each evening.

BREAKING THE BOTTLE HABIT

LITTLE LAMBS attempt to have our children off the bottle around their first birthday. If they can successfully drink from a cup they have no need for a bottle. This helps ensure healthy teeth and gums by not allowing them to continue to suck on a nipple when it is no longer needed. LITTLE LAMBS encourage you to break the habit at home at the same time. Of course you may have a few days (most likely nights) of hassle but it usually only last two to three days. LITTLE LAMBS repeat IF you are consistent! However giving in, will make it harder the next time you try. That is why it is important for us to communicate openly and make that decision together when the time is right. LITTLE LAMBS seldom have any problem with bottles at naptime because LITTLE LAMBS always give the bottle long enough before the nap that the child doesn't associate needing the bottle with going to sleep. LITTLE LAMBS encourage you to try not to let the bottle be the last thing you do before putting your little one down. If you do give a bottle close to bedtime, you might think about doing it first and then reading or singing to your child as a signal that bedtime has arrived. Of course when a child is an infant, they will naturally go to sleep while drinking. My suggestion is for older infants, perhaps 6 months of age or more. The question has been asked in the past about a child's need for security and comfort as it relates to the bottle or pacifier. Please be assured LITTLE LAMBS do not at the age of 12 months rip the bottle from the child's mouth and say you are too old for this. LITTLE LAMBS feel that if you give a child security and comfort, most children will easily give both items up with out any trouble. LITTLE LAMBS redirect their attention if needed and give them the extra love and attention that they may need at this time. Usually there is no problem because LITTLE LAMBS haven't allowed them to become dependent on these items in the first place.

SAFETY

LITTLE LAMBS prides ourselves in having a warm, loving and safe environment in which your child can explore, learn and experience many different things. Some features that help insure your child's safety are:

Inside

- *Adequate Ventilation throughout the facilities.
- *There are no guns or firearms on premises. .
- *Fire extinguishers are maintained properly.
- *Toys are age appropriate and in safe manner.
- *Electrical outlets are covered.
- *Pens, pencils and office supplies are out of reach.
- *Knives and scissors are kept out of reach.
- *Cleaners and chemicals are out of reach.
- *The hot water heater is regulated at 120 Degree's.
- * Medications are out of reach.
- *A well-stocked first aid kit is kept near and expiration dates observed.
- *Staff is CPR and First Aid certified.

OUTSIDE

- *Safe grassy area's to play.
- *Playground free of splinters and harmful objects.
- *Safety approved play equipment and toys.
- *Yard routinely treated to prevent insects.
- *Yard is fenced and gate locked.
- *Children do not play outside unsupervised.

INSURANCE

Little Lambs Daycare does not carry Liability Insurance.

TRANSPORTATION

Little Lambs Daycare does transport children for Field Trips; Ages 3yrs & up. We do require Parents participation when needed. Field Trips forms will be given at least a month in advance for parents to fill out. Fee's are sometime required for field trips. We will try to give as much notice as possible for parents to come up with these fees. Written transportation agreement with the parent must be kept in Childs file.

Transportation records are documented and kept on bus while children are away from Little Lambs Daycare:

- *Name of Driver w/ copy of Driver's License
- *CPR/First Aid certification card for driver
- *Vehicle annual inspection Form
- *List of children transported
- *Vehicle emergency medical information
- *Field trip permission form

We keep a checklist to account for all children. Children are required to bring a small stuff animal to place in their seats while off the bus; when child(ren) return to bus the stuff animal will be removed from their seat. Child will be given back stuffed animal when leaving the bus going back into the daycare.

2 staff members are required to sign off on Checklist Forms stating all children are accounted for.

If you decided to drive your child to an outing please note you are responsible for your child safety and well being. *Little Lambs daycare* is not responsible or liable to that child while in the presence of you (the parent or guardian).

EMERGENCIES

In the event of an emergency with your child, **you will be called**. If it is necessary the child will be transported by ambulance to the nearest hospital. You will be responsible for all medical treatment necessary for your child's well being. This is not limited to emergency room care, but for ambulance, and co- pays to your insurance company.

The following procedures will be followed in the circumstances listed below:

IN CASE OF FIRE: Get the children out of the daycare, call the fire department, call parents, and call DECAL (Child Care Licensing) within 24hours.

IN CASE OF SEVER WEATHER: Remain calm. Move the children into the hallway away from windows. In case of a tornado, have the children place their heads between their knees with their backs to the wall. Listen to the radio for weather updates.

IN CASE OF LOSS OF ELECTRICAL POWER: Remain calm. Call the power company to report loss. If in hot weather, open the windows. In cooler weather, put on warmer clothing or get blankets out for the children. Call parents if the power will be out for an extended period of time.

IN CASE OF LOSS OF WATER: Have bottled water available for drinking purposes. Call the water department in the city. If water will be lost for an extended time, have water available for hand washing and toilet purposes. Call the parents if the water will remain out of service for an extended length of time.

IN CASE OF SERIOUS INJURY TO A CHILD: Call 911 or police. Keep the child calm and comfortable until medical services arrive. Call the child's parent to report the injury. Child will be taken to the nearest medical hospital/facility (North Fulton hospital or Children hospital) in an ambulance. Report the injury to DECAL (Child Care Licensing) within 24hrs.

IN CASE OF MINOR INJURY TO A CHILD: All injuries are documented and dated. Parents are notified once you arrive to pick up your child. Documented form must be signed by legal guardian.

IN CASE OF LOSS OF A CHILD: Call 911 or police. Call the child's parent to report child is missing. Keep the other children calm. Call the surrounding business to help assist in the search. Search the daycare, playground, and surrounding area for child.

IN CASE OF THE DEATH OF A CHILD: Call 911 or the police. Call the child's parents. Keep the other children calm. Report the death to DECAL (Child Care Licensing) within 24hrs

ILLNESS AND SICK CARE

The health and well being of all of the children here are of utmost importance to me. It is for the protection of the children that LITTLE LAMBS must insist on strict adherence to our Health Policy. Please read it carefully. If you have any questions or doubts, regarding the statements it contains please discuss them with us now. Do not wait until your child is sick to think about what would be best for all concerned. At that

point you may be making the decisions based on emotion instead of logic. Even with all of our precautions children do get sick and or hurt. Due to our concern for all of the children enrolled in *Little Lambs* childcare there are certain guidelines that *LITTLE LAMBS* require our clients to observe. In some cases, if your child needs to be seen by a doctor, you will be required to submit a signed report from your doctor before your child can return to *LITTLE LAMBS*. This is to ensure that a child does not return to childcare when he or she may be endangering or exposing someone else to an illness. Some contagious illnesses are no longer contagious after the child has been on medication for 24 hours.

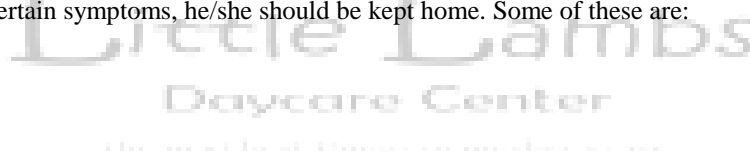
There are a number of immunizations required by law before your child may attend childcare. Upon application for enrollment you will be asked to bring your child's immunization record. You will be informed of any immunizations that will be needed before your child starts childcare.

Children with minor illness may attend childcare at the provider's discretion. It is important to realize that if a child is unable to participate in the normal routine or needs more care than *LITTLE LAMBS* can provide without neglecting the others in our care, that child must stay home. *LITTLE LAMBS* know we can both agree there are times a child needs to be with the parent for both physical and emotional comfort. If your child is exposed to any disease at Little Lambs a notice will be posted on all classroom doors and a email blast will be sent to all parents. There are also some illnesses that by law exclude the child from attending childcare. Some of those illnesses are but not limited to:

Infectious Conjunctivitis
Infectious Diarrhea
Impetigo
Chicken Pox
Hepatitis A
Scarlet Fever
Scabies
Lice
Ringworm
Strep throat



Little Lambs would be happy to discuss the details of any of these infections with you at your request. When a child has certain symptoms, he/she should be kept home. Some of these are:



FEVER

A fever is a sign that the body is fighting some problem. The importance of a raised temperature depends on what is causing the fever. For example, if nothing else is wrong and the child had a DTP shot, the fever is not cause for the child to stay home unless it directly affects his or her ability to handle normal daily activities. There are certain times when a fever means a child should stay home. These include: An infant up to 4 months with a temp of 100 degrees or higher, A child 4 months to 24 months with a temp of 101 degrees or higher. A child over 24 months with a temp of 101 degrees or higher. In the event of this type of temperature, the child should not return until the temperature has been gone for 24 hours without the aid of fever reducing medications such as Tylenol. If your child awakes with a high temp and you administer a fever reducer, this generally only lasts a few hours and *LITTLE LAMBS* will have to call you when you arrive at work to come pick up your child. In the meantime the other children have possibly been exposed to an undiagnosed illness.

VOMITING OR UPSET STOMACH

A child who has been vomiting can easily spread germs through vomit. The child may also need my help. The added time to clean up after the instance takes my attention away from the other children. If your child vomits while at childcare, you will be expected to come immediately to remove your child from childcare. If

you are not able to come as soon as you are called, please arrange for someone else to come pick up your child. The child must stay home until 24 hours has passed with no vomiting episodes.

DIARRHEA

When a child has a single loose stool, he or she does not need to be at home. However, if a child has very runny stools that cannot be contained in a diaper, or the child cannot reach the toilet in time, the stool may contaminate the childcare setting and this child must remain home. Sometimes a child may get diarrhea from antibiotics or eating something different or too much of something. If they feel well and do not need extra attention and are able to participate in normal daily activities they do not need to stay home. Children with diarrhea, who look or feel sick, or have a fever along with their diarrhea, need close attention. They should stay home until 24 hours have passed with only one bowel movement.

RUNNY NOSE

Children with constant runny noses that are not caused by allergies may spread germs everywhere. They may wipe their noses on their hands, then rub them on their own and others clothing and on surfaces and toys. This is a difficult one to call. Please keep in mind how you would feel if another child's parent brought their child to care and exposed your healthy child. These instances will be handled on a case by case basis. Your cooperation will be greatly appreciated. Other symptoms of illness that will cause some concern are: Gray or white stool, Infected skin patches, difficult or rapid breathing, pink eye, severe itching, sore throat, severe coughing, yellowish skin or eyes, spots or rashes, dark urine, headache/stiff neck, and unusual behavior.

LITTLE LAMBS has on file information on several common and or communicable diseases often seen in a childcare setting. If you have any questions please feel free to inquire. It is our wish that we may work together to keep our children happy and healthy.

Some of the features that help insure your child's health are:

- *NO SMOKING ON THE PREMISES
- *The health policy is strictly adhered to.
- *Current immunizations are required
- *Good hygiene is stressed at all times
- *Other than small infants, we prefer no pacifiers to be suckled doing stay.
- *Children are assisted in brushing their teeth doing extended stay hours.
- * Infants are held while drinking from a bottle. Therefore children are not allowed to carry around or have a bottle in their beds.
- *Favorite blankets or sleeping stuffed animal may be brought for ages (2yrs and older) but kept for rest time. They are not shared with the other children and will be kept out of the daycare room.
- *Children do not bring food or drink to LITTLE LAMBS. (The only exceptions are pre-arranged treats and special diets)
- *Children do not bring toys from home.
- *Children are prevented from sharing cups, utensils and food
- *Every attempt is made to keep toys and play area's sanitized.
- * Napping is done on individual cots or mats.
- *Food preparation is done in a safe and hygienic manner.
- *Menu's follow Federal Nutritional Guidelines.

Parents please do not bring your child to the facility knowing they are sick. If you bring your child knowingly you will be required to stay out 48hrs instead of the required 24hrs. Please be considerate of the other children and staff members in the daycare.

MEDICATIONS

Little Lambs DO NOT prefer to give medication to children. Please try to administer this before and after school. If your child has special circumstances and is on medication and must be administered while at Little Lambs, the medicine must be in the original container and labeled with the child's name, doctor, name

of medication, dosage and when it is to be taken. **LITTLE LAMBS** will also have a form for you to sign giving us permission to administer the medication to your child. Medication will be given at the time or with the meal you specify and a written record kept. If your child has an allergic reaction to any medication you will be called immediately. If staff member feels it's a life or death case 911 will be called for child to go to the nearest hospital.

If your child is sick you will be called immediately to pick up your child. Your child will be removed from the classroom and kept in the staff office until the arrival of the parent or guardian. This way your child is kept from exposing the other children. If you know you cannot make it ASAP please have a backup plan to pick up your child.

DIAPERING

The diapering surface is waterproof and free of cracks. Disposable paper cover and non latex gloves are used when changing diapers. After use, the changing table is cleaned and sprayed with a bleach and water solution for disinfecting and cleaning. Soiled diapers, wipes, gloves are immediately thrown away. Hands of the child and caregiver are washed thoroughly and dried with a paper towel. Diapers are changed as needed and are checked often. Creams, ointments and powders are not routinely used. On occasions that these products are needed it will be discussed with parents before applying. We very seldom have a problem with diaper rash. Most cases occur because of the child having been on certain medications. Cloth diapers are not used as pampers at **Little Lambs daycare**.

HAND WASHING

Children's hands are washed:

- When entering the daycare
- Before eating.
- After diapering or use of toilet.
- When coming in from outside play.
- After coming in contact with a sick child and/or runny nose.
- After completing messy crafts or projects.

Staff hands are washed:

- Before preparing food.
- Before feeding an infant or giving a bottle.
- Before and after giving medications.
- Before and after diapering and or assisting a child using the toilet.
- After touching body secretions.
- And about 100 other times during the day.
- Hands are always dried with single use paper towels.

REST TIME

Infants nap at varying times and their personal schedules take precedence. By the time a child reaches one year of age, they are generally into the same nap routine as the rest of the childcare group. We have rest time each afternoon between the hours of 1:00p.m. and 3:00p.m. Children are not required to fall asleep, but many do. Please understand that no child excluded from rest time. Children awaken early and have a very active day. Quiet activities are provided for those that wake early from rest time. Cots/mats are supplied for the children, as well as travel cribs for those that still require them. Blankets or sleep companions may be brought for rest time. If you arrive during rest time, please quietly enter and keep your child quiet on your way out as to not disturb the other children.

INFANT SLEEP ARRANGEMENTS

State Child Care Regulations state that all infants must sleep on their back. No wedges or blankets may be used to prop the child. All recommendations by the SIDS **Back to Sleep Program** are followed when caring for a sleeping infant. Please remember, your infant does need tummy time to strengthen their arms and back while awake. Back positioning is recommended for sleeping only. Infants are slept on their backs in a travel crib with nothing.

SUPPLIES NEEDED FOR YOUR CHILD

- *Bottles and Nuks until age 1 yr
 - *Diapers, and wipes a full bag and please watch their cubbies for refills
 - *A COMPLETE change of clothing for each child
 - *A paint shirt
 - *Personal blanket for naptime for 1yrs old and up
- Please label all items and they will be kept in your child's cubbies.*

PROPER ATTIRE

Child's play is messy work. Your child will be cooking, painting, playing on the grass and sand, and various other activities. Please do not expect me to keep your child's clothes clean and free from stains. The latest fashions are cute and appropriate for fancy dress and photographs but not for childcare. Excuses like "that is what she wanted to wear" or "I couldn't get him/her to put on anything else" are not acceptable. The children will participate in all activities regardless of their dress. Please remember to replace your child's clothing in their cubbies at least every 6 months to assure we have a garment that fits. Children (and parents) do not wear shoes when inside the home. They must take them off and keep them in the entry with their coats. This helps to keep carpets clean and the floors more sanitary for crawling infants and children. It also helps when your child has easy on/off shoes that they can do with minimum assistance.

BOTTLES, DIAPERS AND TOILETRIES

For infants you must furnish bottles & labels with the full name. If your baby requires a special formula or must be on formula past one year of age, you must also provide that. LITTLE LAMBS will coordinate with you when to start the child on solids; generally this is around 4 months unless the child has medical reasons for a delay.

For children of all ages, LITTLE LAMBS strongly suggest you bring some baby Tylenol or a similar product to store in their cubbies. This will not be used without first contacting you, however it should be left on hand for emergencies as teething and sudden fevers are best treated as soon as symptoms start.

LITTLE LAMBS also request that you furnish sunscreen for your child will be playing outside a lot in the warm weather. If you wish me to use any type of diapering ointment (with the exception of powder) please supply this also.

By keeping these items on hand, it makes for an easier morning getting out of the house, you only need remember your child!

TOYS AND PERSONAL ARTICLES FROM HOME

No Toys should be brought from home. They create problems with sharing, as well as broken hearts when that toy gets lost or broken. Small toys also create a hazard to our smaller children. LITTLE LAMBS are not responsible for lost, broken, or stolen objects that are brought from home.

MATERNITY LEAVE

Every family has their own desire and need when deciding on the length of maternity leave. If a position is or will be available, you have the option of paying a deposit to hold this position for you. LITTLE LAMBS cannot hold this position longer than 6 weeks. If you wish to hold a position, you will need to pay 50% of the weekly rate each Friday to hold the position. LITTLE LAMBS cannot hold a position for free. At the end of this 6-week period, you will be required to pay 100% of the weekly fee to continue a hold on that position or you forfeit the position and lost all monies paid until that date.

VACATIONS

Each year LITTLE LAMBS will shut down for the 2nd week of July and a full week of at the end of the year; this week is usually the week after Christmas day thru New Years. **You are responsible to pay for this week. Plus most kids go out of town and/or enjoy time with their loved ones. You are not required to pay for the month of July but in order to keep your spot for Aug an Annual fee is made which is one (1) weeks pay at the end of June.**

TOILET LEARNING

LITTLE LAMBS is always willing to assist a child with toilet learning. However, you child must be ready and you must be ready as well. Training takes both daycare and home participation. Toilet learning must first begin at home, once your child has shown enough readiness and willingness, we will begin the training at daycare as well. Little Lambs prefer panties/underwear and a set of rubbers underwear to be sent while potty training. Pull-up are required only at nap-time until child is fully potty trained. Please send 2 extra outfits doing this time period because we know accidents can occur.

OUTSIDE PLAY

When weather permits, we will play outside every chance we get. Please send appropriate clothing. Please label all attire with your child's name. Please send your child in appropriate clothes and shoes. We have lots of fun outdoors and don't want to worry about our attire.

OPEN DOOR POLICY

At Little Lambs Daycare you can always be assured that the door is open to you during the office hours of 8:30a.m. – 4:30p.m. Please feel free to drop in and check on your child, however keep in mind a child just adjusting to a new surrounding will want to leave with you when you pop in for a visit. These early drop-ins should be made when it is appropriate for you to take the child with you, or made when you can visit unnoticed as to not interrupt your child's day. A child going through separation anxiety will most definitely react by a parent coming into the daycare and not taking them with when they depart. Parents if you have not arrived @ Little Lambs Daycare by 10:30 am or 11 am for a doctor visits, please do not bring your child that day. We are on a strict schedule and try to keep all the kids held on that schedule. Your child will be turned away that day if no Doctors excuse is brought.

Please keep in mind there may be times when it is not convenient for anyone to run to the phone. (i.e. diaper changing, bottle feeding etc.). If the phone goes unanswered, please do not become alarmed, simply leave me a voice mail message. We will return your call as quickly as possible. You may also communicate any information to us via email. There may be those times when something comes to you at work that you don't want to forget to relay. If you have email, please feel free to send an email and LITTLE LAMBS will generally reply during rest time.

TRIAL PERIOD

The first two weeks of your child's enrollment are on a trial basis. During those first two weeks either parent or LITTLE LAMBS may terminate this agreement at a moment's notice. The important topic here is that both parties feel this is the best situation for the children involved. After the initial two weeks, a two-week written notice by either party is required to terminate this agreement unless there is a violation of this Parent Handbook or other required forms. *See Below.*

TERMINATION FROM LITTLE LAMBS

If you decide to remove your child from *Little Lambs Daycare*, **LITTLE LAMBS** require a two-week written notice. You are required to pay for these two weeks. If **LITTLE LAMBS** decide we can no longer provide care for your family **LITTLE LAMBS** will also provide you with a two week written notice. If violations of this agreement occur, you may be given immediate termination from Little Lambs Daycare and all security / holding deposits will be forfeited by you.

- #1 Failure to pay child care tuition
- #2 Failure to complete and sign any required forms.
- #3 Lack of parental cooperation.
- #4 Failure of child to adjust after a reasonable amount of time.
- #5 Inability to meet the child's needs without additional staff
- #6 Gross misconduct on the part of the parent or child.

DISCIPLINE/ BEHAVIOR MANAGEMENT POLICY

Little Lambs staff works very hard with parents/guardians of children in our care to determine the cause of misbehavior and deal with behavior positively.

We use strategies that allow the child to take responsibility for his/her actions. In addition, we focus on teaching children appropriate behavior. We do not use threats or bribes; however, we do use redirection and Time Out when we feel the child needs a break away from the group. We sit your child down and speak to them in a stern loving voice to let them know what they did was inappropriate and will not be tolerated. We still show your child love and give plenty of hugs to let them know we all make mistakes but you should be considerate of your peers or the adult staff member. We focus on teaching children how to interact socially and continually reinforce the limits in our facility. Physical punishment will not be used.

We expect children in our care to respect others, respect the environment, and respect themselves. We expect your child to be kind and considerate to their peers and teachers.

Our staff knows we lead by example. Children tend to role model after what they see. This is why we always speak polite and treat each other with the highest respect.

Hitting, kicking, hostile verbal behavior and other behaviors, are not permitted.

Biting or spitting is not tolerated and can cause a day of suspension and a write up in their folder. After 3 written warning your child will be removed from Daycare

**Each child will be dealt with individually.
Consequences will occur immediately after the behavior issue.**

**We are not allowed to withhold food or drink for misbehavior.
We cannot sit a child in a room alone without adult supervision.
We will not punish a child for having an accident in their clothes or dropping something by mistake.**

We do understand that kids are kids and have difficulty expressing themselves sometimes. This is the usual cause of misbehavior. This is why we try keeping the kids entertained with our busy schedule throughout the day so they are not bored nor feeling neglected. We give your child words to express themselves so they can relate their emotions verbally.

If your child does misbehave, we will contact you and discuss the difficulty by phone or make an appointment to discuss the difficulty with you. We will not discuss problems in front of your child, other children or other parents. After speaking with you and your child continues to misbehave this can result in suspension and even termination.

We will keep you posted on all happenings with your child at our facility. If we are experiencing behavior difficulties with your child, we will let you know as soon as possible. Verbal warning and written warning are given. We hope that together we can create a behavior management strategy, which will control the behavior.

In those instances when a behavior is very disruptive or harmful to another child or staff member, we will discuss the issue with you. If an intervention can be made and will warrant success, the child can remain enrolled.

- 1st there is a verbal warning
- 2nd there is a written warning
- 3rd there is a one day suspension with another written warning
- 4th there is a 3 day suspension with a written warning
- 5th child is terminated from childcare

In an extreme event where a child may cause harm to a staff member or another child, the child can be terminated without warning! If you will not seek appropriate assistance or we cannot effectively meet the needs of your child, you will be asked to make other childcare arrangements.

As a parent, we ask you not to punish your child while on Little Lambs premises.

Child abuse reporting law requirements:

The staff at Little Lambs Daycare facility is mandated reports of suspected abuse, neglect, or deprivation of a child. This means that the law requires our staff person(s) to report any known or suspected abuse, neglect, or deprivation of a child to the Department of Family Children Services.

GOALS

The primary goal of Little Lambs daycare program allows us to provide a loving, safe, stimulating environment for your child while you are at work. It is important that we work together as partners and that we feel comfortable discussing your child's needs. **LITTLE LAMBS** look forward to a long and rewarding friendship with your child and family. As provider, **LITTLE LAMBS** reserve the right to make changes in the child care environment without advance notice to parents, as long as any change remains within state licensing requirements and regulations. There may be updates to this parent handbook occasionally. **LITTLE LAMBS** will give you a separate addendum as the need arises. Communication is the key; please feel free discussing your concerns with me. Thank you for your interest in finding the best possible care for your child!

Welcome to Little Lambs Daycare!

RETURN THIS PAGE BACK WITH FORMS!!

CHILD'S NAME _____ BIRTHDATE _____
CHILD'S NAME _____ BIRTHDATE _____
CHILD'S NAME _____ BIRTHDATE _____
PARENT'S NAME _____ PARENT'S NAME _____
ADDRESS _____ CITY _____ ZIP _____
STARTING DATE OF CARE _____

AGREEMENT

I have read and fully understand this Little Lambs Daycare Parent Handbook. I now agree to enter into this agreement with Little Lambs Daycare. I understand that the contents of this contract may be changed at anytime by LITTLE LAMBS, providing two weeks written notice to me. Anytime a change is made, I will be given an updated version to sign. I have received an exact copy of this Parent Handbook for my own records.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

Provider Signature _____ Date _____

NOTARY _____ DATE _____

Price Sheet

Little Lambs Daycare
10510 Clara Dr.
Roswell, GA 30328

Prices:

Normal business Hours

Non-refundable Registration: \$75.00 per child (due annually).

Infants: \$245

1yr olds \$230

2yr olds \$215

Non Potty Trained 3yr to 4yrs: \$200

Potty Trained 3yrs-4yrs: \$185

PART_TIME:

\$12 per hour

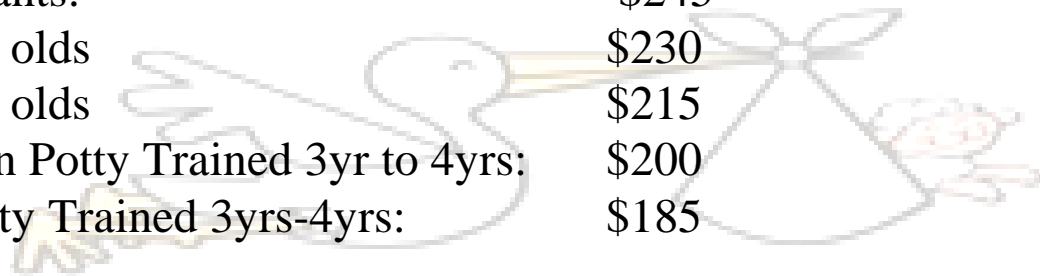
\$65 per day for Infants

\$55 per day 1yr and up

\$110 for before and after school aged

\$85 after school. Must leave by 6:

\$145 per week for school aged



Little Lambs
Daycare Center
The Best of Things to Watch Over

Little Lambs Parent Financial Agreement Contract



This is a contract between _____ (herein called Parent(s)) and Rachel Wright, owner AKA (Little Lambs Daycare); Licensed Daycare (herein called Provider).

1. Childcare services will be provided by Little Lambs Daycare for (name of child) _____ on (circle days needed) **Mon. Tues. Wed Thurs. Friday** from ____ until ____ beginning on _____. All crafts, activities, and meals are included.

General

The following will be paid holidays. No childcare service will be provided: New Year's Eve (close at 4:00 PM), New Year's Day, Martin Luther King B-Day, Memorial Day, Founder's Day (May 29th), Independence Day, Labor Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve thru New Year's day. Little Lambs Daycare may also be closed for 2 weeks 100% tuition paid vacation and 5 personal days without charge to the Parent. Charges related to provider illness or other emergencies that warrant the inability for care will be 50%. Little Lambs will close July 5th thru July 26 every year for summer vacation. Tuition is not due these 3 weeks. This is time to shut down enjoy family vacation and visit relatives.

The fee for childcare will be \$ ____ per week payable on Friday Morning, prior to service being provided. . Parent agrees childcare fees are due regardless of attendance. If payment is not made by Friday at 5p.m. a \$20.00 per day late fee will be enforced. Parent agrees that if payment is not received within 3 days at drop off time, including all late fees; the child will not be accepted into care. Parent agrees that if 7 days passes without payment made, childcare services will be terminated and the collection's process begun.

Parent agrees to pay an enrollment fee of \$ ____ payable within the first week of care. Parent understands the enrollment fee is nonrefundable. These fees are due the week before care starts. A yearly enrollment is due June 30th thereafter of a full weeks pay.

Parent agrees to pay \$45.00, and additional costs incurred, along with my late fee if a check is returned to Provider. Parent agrees to pay all costs associated with collection of any unpaid debt to Provider.

Parent agrees to provide 2 weeks' notice prior to any vacation time. Parent agrees to pay childcare fees to hold child's position during any vacation time or extended leave due to illness, etc., up to 2 weeks per year. Half payment must be received whether or not child attends. If child becomes sick, or ill there is no refund; the **full payment** is still due.

Parent and Provider agree to provide 2-week notice of termination of the Childcare Contract. Parent agrees that if 2 weeks' notice is not given to Provider prior to withdrawal of the child from my Daycare, the final 2 weeks fees will still be payable to Provider. Provider has the right to terminate a contract without notice in the case of harm to other children or a dangerous situation due to that child has caused intentionally or otherwise.

Parent agrees to complete all forms required and given by Little Lambs Daycare. Parent agrees to update personal information as it occurs. Parent understands that child cannot remain in care without proper documentation on file.

This facility does not discriminate on the basis of race, national origin, color, creed, religion, sex, age, or disability. We are committed to providing equal opportunities to a quality child care program for your child. Low income and special need kids are welcomed in Little Lambs Daycare. Little Lambs also accept Caps from the state.

Parent agrees to provide all supplies requested by Little Lambs. Parent understands if required items are not supplied, there will be an extra charge for the following infant/toddler supplies when not provided by the Parent/Guardian: Diapers, pull-up and wipes @ \$1.50 a piece.

After school care is \$65.00 per week, per child. An additional fee of \$50.00 per day, per child will be charged if child has to come in on times other than originally agreed like teachers workdays.

Spring Breaks is \$145 a week

Overtime Rate

If child is not picked up by time schedule on contract an overtime rate will go into effect. If a Parent/Legal Guardian does not inform the Provider that he or she will be late due to emergency only; in such cases the following rate applies: \$1.00 per min per child or a portion thereof. If Parent/Legal Guardian makes prior arrangements with the Provider the child may stay overtime at rate Provider give parent.

RETURN THE ENTIRE CONTRACT WITH FORMS!!

*I urge you to thoroughly read the financial contract and realize that it is legal and binding document. You will be held liable for each item of the financial contract. By signing and notarizing it, you are accepting it in all its terms and agreement. Provider has a right to add or omit to this contract when needed, but parent will be notified and new contract will be signed.

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Provider Signature: _____ Date: _____

Notary _____ Date _____