

Little Lambs, LLC

"I am the Good Shepherd. I know mine and mine know me." -John 10:14

Dear Parents,

Welcome to Little Lambs preschool! Thank you for choosing Little Lambs, LLC to provide a quality learning environment for your child. Careful professional planning has gone into the development of Little Lambs preschool. This handbook is intended to serve as an easy reference which includes policies and procedures that are written with you and your child in mind. Please read the handbook carefully and keep it in a place that is easily accessible to you.

I am available to you on a daily basis. Please feel free to share your questions and comments with me. There is also a website which I hope you will find useful. Please go to <https://sites.google.com/site/littlelambsrussia/> to see all the latest information! I certainly hope you will be pleased with this preschool program and find that it meets the needs of your child.

It is unlawful for Little Lambs, LLC to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 let seq.

I feel this is a God-driven ministry and consider it a privilege to serve your family.

Sincerely,

Kim Poeppelman
Little Lambs, LLC
Administrator

littlelambsrussiaoh@gmail.com

Little Lambs, LLC
102 N Liberty St.
PO Box 455
Russia, OH 45363
419-733-3447

PHILOSOPHY AND GOALS

PHILOSOPHY

Little Lambs Preschool is dedicated to educating children in a nurturing environment. Our Christ-centered curriculum provides opportunities for intellectual, physical, emotional, and spiritual growth through a variety of learning experiences. Our purpose is to set the stage for later religious and academic understanding by laying the groundwork in the early years of a child's life.

GOALS

Our aspirations are that when the children leave our preschool, they will:

- Grow in awareness and love of the Lord
- Embrace play as essential for growth and development
- Be prepared for Kindergarten spiritually, intellectually, emotionally, and socially

CURRICULUM

As your child's parent, we acknowledge that you have been given the awesome responsibility of introducing him/her to God's love. Through your words, actions, and guidance, you share the good news of Jesus' presence in your child's life each day.

Preschoolers are particularly open to this relationship, and the Church considers the catechesis of children to be of the utmost importance in laying a strong foundation of faith: "Infancy and childhood. . .are a time of primary socialization as well as of human and Christian education in the family, the school, and the Church. These must then be understood as a decisive moment for subsequent stages of faith" (*General Directory for Catechesi*, 178).

We are your partners in this journey of faith. We incorporate the *Allelu! Early Childhood Program* published by Our Sunday Visitor. This program provides a wide variety of activities centered around a weekly Bible story and promotes multi-sensory, hands-on experiences to enhance understanding of our Christian faith. In addition, we use the *Handwriting Without Tears* curriculum to teach letter formation. Additional subject areas include:

- Prayer
- Art
- Math/Manipulatives
- Science/Nature
- Music
- Dramatic Play
- Language Arts

- Sensory Table Play
- Blocks/Puzzles
- Gross and Fine Motor Movement
- Saint Profiles

We feel parents should be well informed about their child's activities and interests of the day. A monthly calendar of lesson topics and activities is sent home with your child at the beginning of each month.

TOYS

Toys from home tend to cause conflicts between children and are not permitted in the preschool. If your child brings a toy, the item will be placed in the child's cubby and can be retrieved when he/she leaves. However, we do include a Show and Tell Day in our curriculum. On this day, each child has an opportunity to bring something from home to discuss and share with classmates.

POLICY FOR OUTDOOR PLAY

Little Lambs does not provide regular outdoor play. We may, however, take the children outside for short periods of time for large muscle movement or to enhance a learning concept. Please check the monthly calendar and dress your child appropriately.

WATER ACTIVITIES/SWIMMING

Little Lambs does not participate in water or swimming activities. However, there may be a water source while on a field trip. This will be noted on the Field Trip Permission Form for you to consider whether or not to send your child on that particular day.

LICENSING

At the end of the handbook you will find an attachment about licensing and other valuable information. Please take the time to read this information.

ADMISSIONS

ENROLLMENT

Registration for the public begins March 1 for the upcoming September of that year (unless March 1 falls on a Sunday, then registration begins March 2). Re-enrollment for current students and for siblings that have previously reserved placement begins February 1 for the upcoming September of that year (unless the first falls on a Sunday, then registration is moved to Monday). Registration will be available online at 6:00am. Your child's placement will be accepted on a first-come, first-serve basis as noted on the

timestamp of the submission form. The only exception to this procedure is when a family chooses to re-enroll a child for the same class as the one he is currently in (3-4 child is re-enrolling for the 3-4 class or PreK child is re-enrolling for a PreK class.). If the desired class is filled, your child will be placed in the next available class.

Students in the 3-4 class must be three years old by August 1. Students in the PreK class must be four years old by August 1.

Once your child is enrolled, an email confirming his placement will be emailed to you. The email will also include instructions on how to complete your child's registration. To secure your child's placement, a \$35 Registration Fee must be submitted within ten days of receiving the confirmation email of your child's enrollment. Failure to do so results in your child's reservation being offered to the next child on the waiting list.

Prior to admission, we will conduct a parent/child orientation. At this time, the following paperwork will be required to be completed and kept in the child's file:

- a) Parent/Guardian name, address, and phone (home, cell, work)
- b) Child's doctor and dentist names, addresses, and phone numbers
- c) Two emergency contacts other than parents/guardians
- d) Signed consent for emergency transportation
- e) Health information - any allergies - medications, food supplements, or modified diets - chronic physical problems - any history of hospitalization - any history of disease - any health or handicap conditions
- f) A medical statement signed by a medical doctor, PA, APN, or CNP
- g) Child's complete immunization record or a signed immunization exempt form
- h) Child release form
- i) Parental consent to be on the "parent roster"
- j) Parental consent for image publication

After a family is enrolled and admitted, that family has priority for openings the following year. We ask each family in January to inform us of their intention for the following school year. If they choose to return to Little Lambs, they will be given a code to register in February. The second priority are those same families wishing to enroll a sibling. Every student who enrolls must pay the \$35 registration fee. Lastly, all children must be fully potty trained, unless there is documentation of a disability.

ROSTERS

A roster of the students' names, parents/guardians' names and phone numbers of those attending the preschool will be distributed upon request. The parent roster will not include any parent who requests that his/her contact information be withheld.

HOURS AND DAYS OF OPERATION

The school year runs from September through May. A yearly calendar with exact dates is given at orientation. Preschool classes are divided into the following sessions:

- M-Th 9-11:30 AM (PreK, 4 and 5 year olds)
- M-Th 12:30-3:00 PM (PreK, 4 and 5 year olds)
- MWF 12:30-3:00 PM (PreK, 4 and 5 year olds)
- M/W 9:00-11:30 AM (3 and 4 year olds)
- T/Th 9:00-11:30 AM (3 and 4 year olds)
- T/Th 12:30-3:00 PM (3 and 4 year olds)

LITTLE LAMBS PRESCHOOL DAILY SCHEDULE

The children's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view preschool as a safe and comforting place, where they know what to expect and when to expect it.

A typical preschooler's day would include:

A.M.

9:00-9:15	Arrival and free play
9:15-9:45	Clean up, Prayer, Calendar Activities
9:45-10:30	Teacher Initiated and Child Centered activities in curriculum areas
10:30-10:40	Restroom break
10:40-11:15	Large group: nursery rhymes, sharing time, fingerplays, games, saint of the week activities
11:15-11:30	Clean up, Prayer, Prepare to go home

P.M.

12:30-12:45	Arrival and free play
12:45-1:15	Clean up, Prayer, Calendar Activities
1:15-2:00	Teacher Initiated and Child Centered activities in curriculum areas
2:00-2:10	Restroom break
2:10-2:45	Large group: nursery rhymes, sharing time, fingerplays, games, saint of the week activities
2:45-3:00	Clean up, Prayer, Prepare to go home

NAPPING AND RESTING

Little Lambs does not provide a nap/rest time for students.

RATIOS

Little Lambs preschool observes the following state-mandated ratios:

1:12 3 year olds

1:14 4 years until eligible for kindergarten

The maximum group sizes for 2026-2027 are as follows:

3-4 year olds: 9

4-5 year olds: 18

TUITION AND FINANCIAL POLICY

Registration Fee

- A \$35.00 non-refundable fee is due for each child at the time of registration. This fee is for each child enrolled. A child is not considered enrolled until the registration fee is received.

Tuition

- Fee: \$100.00 per month (2-day program)
- Fee: \$150.00 per month (3-day program)
- Fee: \$200.00 per month (4-day program)

- Payments made in person should be handed directly to your child's teacher.
- When paying in cash, please label the envelope with your child's name.
- Make checks payable to **Little Lambs LLC**
- Venmo payment is accepted at **LittleLambsLLC**
- All tuition must be paid in full the last day of classes in order for your child to be re-enrolled for fall classes, or for a sibling to be enrolled in future classes.
- We are an independent preschool not supported by governmental financial assistance, so it is imperative to our operation that tuition be paid in a timely manner.

Late Fee Charge

- Tuition must be paid by the **10th** of each month. A \$5.00/per day per child late fee charge will be assessed if tuition is not paid by the 10th.
 - Any tuition and accumulating late fees not paid within 10 days will result in dismissal from the preschool for the remainder of the school year.
 - If a family wishes to re-enroll that child for the following year, or wishes to enroll a sibling, the unpaid tuition and accumulating late fees must be satisfied before acceptance into the program.

Returned Check Policy

- There is a \$50.00 charge for all returned checks. After one returned check, we will not accept any more personal checks. Payment will need to be made in cash, money order or cashier's check.

Late Pick-Up Charge

If a parent realizes that circumstances beyond his/her control are going to delay pick-up, a phone call is requested. This is important as many children fear they have been forgotten when parents do not arrive at their usual time.

- There is a \$5.00 fee (per child per quarter hour) each time a child is not picked up within 15 minutes of class dismissal.

Tax ID number

Available upon request.

Withdrawing Your Child

If it becomes necessary to withdraw your child, charges continue until the Administrator is notified in writing by the parent/guardian. A one week notice is appreciated.

Illness or Vacation Absence

In the event of illness, text the administrator prior to the start of class. If your child does not arrive on time, we make every effort to contact you to determine the whereabouts of your child. In addition, full payment is expected when children are absent, except for an extended illness. An extended illness is considered to be an illness that keeps the child out of the center for more than 3 consecutive days when your child's class is in session. A doctor's note is required prior to the reduction in tuition.

If arrangements have been made with the Administrator in advance for an absence exceeding two consecutive weeks, there will be no tuition charge for the third week of absence until the child returns to school.

Holidays/Inclement Weather

Short absences due to illness, school holidays or calamity days are not reflected in any reduction of the normal monthly tuition, even though your child is not in school on those days. Staff receive paid holidays.

Little Lambs observes the following holidays (which are also noted on the monthly calendar sent home with your child):

Thanksgiving (W-Th-F)	Good Friday
Christmas (holiday break)	Easter Monday
New Years Day	Martin Luther King, Jr. Day
President's Day	

Weather Related Delays or Cancellation of Preschool

On occasion, it may be necessary to close the preschool due to poor weather conditions. We will make every effort to open our doors at the normal time. If circumstances should arise, we will notify you via the GroupMe app.

We follow the decision of Russia School for **weather**-related delays and cancellations. If Russia School has a 2 hour delay, the morning class is from 10:00-12:00. The afternoon class is from 1:00-3:00. If Russia School has a 3 hour delay, the morning class will be canceled and the afternoon will run as scheduled.

PreK classes attending 4 days will receive 4 calamity days. After 4 missed days we will make up, but will not go past the month of May.

PreK classes attending 3 days will receive 3 calamity days. After 3 missed days we will make up, but will not go past the month of May.

3-4 classes will receive 3 calamity days. After 3 missed days we will make up, but will not go past the month of May.

Once we exceed the limit on calamity days, the make up day will be the Friday following the last missed day for PreK4 students. The make-up day for all other classes will be communicated to families via the GroupMe app.

SUPERVISION POLICY

A major responsibility of the staff is to ensure the health and safety of each child entrusted to our care. Staff are alert to the safety needs of the children, anticipate possible hazards, and take necessary, appropriate, and preventive measures to ensure children are safe from harm.

ARRIVAL

Parents/guardians are required to bring their child into the school upon arrival. Upon entering the premises, the parent/guardian shall notify the designated staff member taking attendance. Any special messages, medications, special pickup notes, etc. are to be given to the staff member. Children may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent departs. A nonresidential parent is permitted access unless a court order is on file with the preschool limiting access.

DEPARTURE

At the time of pick-up parents/guardians are asked to make contact with a staff member to ensure that staff are aware that the child has been picked up. Parents/guardians are responsible for the supervision of their child before check in and after notification of pick up. A child may not be released to anyone other than a parent/guardian unless that person is listed on the child's Parent Consent Form. This form is filled out prior to the first day of school and updated as needed. The parent/guardian may send a signed note, a text, or a voice mail if the child is going home with someone *not* on their Parent Consent Form.

Staff will release children only to persons on the release form provided by the parent. If an emergency arises, the parent must provide a written, signed note giving the person permission to pick up their child. Staff will check ID's of anyone they do not recognize. Please let people know ahead of time so they bring a picture ID and they are not offended. The child's safety is our priority! Staff will not release a child to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

CUSTODY AGREEMENTS

If there are custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to the child without proper documentation.

SUPERVISION OF PRESCHOOLERS

At no time will a child be left unattended. Staff will supervise children at all times.

CHILD ABUSE REPORTING

All staff members are mandated reporters of child abuse. If staff have suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's services agency as required under Section 2151.421 of the Ohio Revised Code. The safety of the children is always our first concern.

Shelby County Children Services: 937-498-4981

FIELD TRIPS/TRANSPORTATION OF CHILDREN

TRANSPORTATION

The preschool will not transport children in emergency situations. If a child requires transportation, the parent/guardian and/or the emergency squad will be contacted. Little Lambs does not accept students whose parents/guardians refuse emergency transportation (as noted on the Enrollment Form).

FIELD TRIPS

Before any child participates in a field trip, the center will obtain written permission from the parent/guardian.

Transportation is provided by volunteer parent drivers accompanied by staff members in some vehicles. At least one—or a combination of staff members—will have first aid, communicable disease, child abuse prevention, and CPR training. Each parent must provide a car safety seat which meets state requirements for his/her child. Before departing the preschool, a count will be taken of all of the children, and it will be marked on an attendance sheet specifically created for the trip. Upon arrival at the destination, another count will be taken to assure that all children have safely arrived. This process

will be repeated upon leaving the destination and returning to the preschool. During the course of field trips, each staff member will have specific children that he/she is responsible for supervising.

SNACKS

Little Lambs does not provide meals or snacks on a regular basis. There is a water fountain located in the preschool for children to get a drink when needed.

Caring for children with allergies is of high importance. We want to reduce the risk of exposure and cross-contamination for these students. On occasion, we provide a snack for children on holidays and to the morning classes on days with a delayed start. We observe state rules on hand-washing and do our best to provide nut-free, dye-free food. Please be sure your child's enrollment form contains all information necessary in this regard so we can provide the most safe environment for him/her.

*Any parents who wish to provide a birthday item for their child's class may do so! Please note: due to the high risk of food allergies, we ask that families do not send food items to school. Please choose **one** non-food item (balloon, plastic toy, book, etc.) per student. As a courtesy, please inform the teacher one week ahead of time of your intentions so adequate time is allotted for this activity.

GUIDANCE POLICY

Little Lambs staff believes that helping a child to learn self-control is very important. Our goal is for each child to learn self discipline through careful guidance. Your child will be treated with love and respect. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Our guidance policy is designed to ensure every child the best possible learning environment.

At times, it may be necessary to ask a child to cease his/her current behavior in order to reach this goal. Staff will follow this protocol until the behavior is modified:

1. Redirection
2. Time Out ("Think About It Chair"). Time outs are age appropriate in length and done within the classroom.
3. Removal of Privileges
4. Contact Parent/Guardian
5. Conference with teachers, parents, and administrator
5. Suspension or dismissal from the program

If a child demonstrates behavior that requires frequent "extra attention" from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101: 2-12-22 OAC.

If a situation arises where a child is consistently endangering himself, peers, or staff, it may become necessary to disenroll the child. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our primary concern.

Staff will not impose punishments for toileting accidents. The specifications of Rule 5101:2-12-22 OAC apply to all staff members of the preschool.

ACCIDENTS/EMERGENCIES

CLOTHING: We have extra clothing at the preschool should your child experience a toilet or activity mishap. Soiled clothing will be placed in a plastic bag and stored in your child's cubby to be taken home for laundering. All items loaned to the child should be returned the following class session.

GENERAL EMERGENCY: The preschool has devised several procedures to follow in the event an emergency would occur while a child is in the preschool's care. In the event of a fire or tornado, staff would follow the written instructions posted at each end of the classroom, describing emergency evacuation routes and the procedures to be followed to assure children's safety. In order to prepare children for the unlikely need to evacuate, the center conducts monthly fire drills, tornado drills in September, March, April, and May, and quarterly lockdown drills. Should the need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the center, our emergency destination is the Post Office. If the immediate area must be evacuated we will relocate to St. Remy Catholic Church on Main Street. Parents will be contacted as soon as possible to pick up your child. If a parent cannot be reached, we will notify the emergency contacts listed on your child's enrollment form.

1. EVACUATION

- a. On-site Evacuation: The most common on-site evacuation would be in response to a tornado warning, structural hazard, or severe outdoor environmental hazard, such as an incident with the railroad tracks or trains. "Safe Rooms" are located in areas of the building that maximize the safety of occupants. Safe Rooms may change depending on the necessity and emergency conditions. Our designated Safe Room is the boys' bathroom.
- b. Safe Room Procedures: (1) Preschool Administrator orders a "Code Yellow" for students. Communication will be by cell phone or word of mouth. (2) Teachers immediately move children to the Safe Room (if it is safe to do so) using the closest route. Teachers take attendance and account for all students. They will immediately report any missing students to the Administrator. The Administrator then monitors the main entries until

the “All Clear” is given while teachers remain with their students in the Safe Room.

- c. Off-site Evacuation: The most common off-site evacuation would be in response to a fire, structural hazard, or outside environmental hazard (train/tracks). The “Meeting Place” is located away from the building to maximize the safety of all. Our designated Meeting Place is the tree which separates the Post Office and Little Lambs parking lots. If emergency responders deem this Meeting Place to be unsafe due to the incident, children will be escorted to St. Remy Church, 108 E. Main St., Russia.
- d. Meeting Place Procedures: (1) Fire Alarm sounds or Preschool Administrator orders Evacuation for students. Communication will be by fire alarm, cell phone, or word of mouth. (2) Teachers immediately direct children to Meeting Place using the closest available exit. (3) Teachers take attendance and account for all students. Any missing students will be immediately reported to the Administrator.

2. LOCK DOWN:

This procedure is utilized when there is a threat of violence or serious incident that could jeopardize the safety of students/staff including intruders, shootings, hostage incidents, gang violence or civil disturbance. The staff will place children in the safest place possible in their classrooms or the nearest safe room that can be locked. Lockdown drills are practiced quarterly.

- a. Lockdown/Stay Put Procedures (Code Yellow): (1) The Preschool Director or designee will make the following announcement using word of mouth, cell phones or runners: “Your Attention, Please. We are in Code Yellow. You must lockdown and hide immediately. Teachers--lock doors and move children to the Safe Room. Ignore all alarms and bells unless advised otherwise. Stay quiet and as still as possible, use furniture to hide under or behind.” (2) Teachers will account for all students using classroom attendance sheets and notify the Director of any missing students. (3) Director or designee will call 9-1-1, identify the name and address of the preschool, describe the emergency, state the school is locking down, provide intruder description and weapon(s) if known. (4) Teachers will move students and staff away from the doors and windows if access to the Safe Room is denied. Have all students sit down against an interior wall or position behind furniture. Allow no one outside of the classroom until the Director or designee gives the “All Clear” signal.
- b. Lockdown/Get Out (Code Red): If an immediate life threatening situation exists, (1) The Preschool Director or designee will make the following announcement using word of mouth, cell phones, or runners: “Your Attention, Please. We are in Code Red. Exit the nearest door and

proceed to our Meeting Place immediately.” (2) Director or designee will call 9-1-1, identify the name and address of the preschool, describe the emergency, state the school is in Lockdown/Get Out, provide intruder description and weapon(s) if known. (3) Teachers account for all students using attendance sheets and notify the Director of any missing students.

3. REUNIFICATION: After an emergency incident, and once it is deemed safe to pick up the children, parents will be directed by preschool staff to the Parent Pickup Location in response to the emergency incident. Students will only be released to persons who are listed on the student’s enrollment form. During emergencies, parents, relatives, and friends often rush to the school incident site to check on the safety of students and staff. The resulting blockage of streets and large numbers of people can severely hamper response actions by emergency agencies. The most effective way to prevent this chaos is to redirect those concerned individuals to a site that is remote from the school facility and to evacuate students and staff to that site.

A. Procedures for Parent Pickup Location: (1) The Preschool Administrator will collaborate with the Fire Department/Law Enforcement as to when to move to a remote location as soon as possible. (2) The Preschool Administrator will advise the teachers of the decision to implement the Parent Pickup Location via face-to-face interaction. Teachers will begin evacuation procedures immediately. (3) The Administrator or designee will announce “Your Attention Please. For safety reasons, we are evacuating to our Parent Pick-Up Location: St. Remy Catholic Church, 108 E Main Street. We will be implementing Family Reunification from there. This move will be made with the help of the Emergency Responders. Your attention is needed to follow their instructions for relocation.” (4) Teachers will take the class roster and account for all students. Teachers will report any missing students to the Preschool Administrator. (5) Teachers and students will follow the Administrator and/or Emergency Responders to the Parent Pickup Location. (6) Teachers account for all children at the remote location.

B. Family Reunification Procedure: (1) The Administrator or designee will secure a holding area for arriving students and staff away from waiting family members. (2) The Administrator or designee will set up an adult report area for parents/guardians to sign-in and to check identification. (3) Teachers will set up a student release area where students will be escorted to meet their parent/guardian and sign out. Parents/guardians will be instructed to leave the site to make room for others once they have signed out their student. (4) Teachers will account for the students in their class.

GENERAL MEDICAL EMERGENCY POLICY

There is always one staff member present that has received training in First Aid, child CPR, and Management of Communicable Diseases. In the case of a minor accident/injury staff will administer basic first aid and TLC.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by the emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires

emergency transportation, the report shall be available within twenty-four hours after the incident occurs. The center shall also verbally contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a “general emergency” or “serious incident, injury or illness”. The report will be provided to licensing staff within 3 business days of the incident.

Any school age child (a child age 5 before August 1st who is eligible for kindergarten) attending our program will not be permitted to have or use inhalers or medication (epi-pen) when needed for an emergency. A Trained preschool staff member will secure and administer any inhaler or medication in a locked file behind the administrator’s desk. In the event of an emergency, the trained staff will follow the child’s “medical/physical care plan” that is kept in the child’s file.

CARE OF CHILDREN WITHOUT IMMUNIZATIONS

If a parent has decided not to have his/her child immunized, the following procedures then apply:

- The parent will sign and date the appropriate section on the Enrollment Form.
- If an outbreak occurs, the parent will be asked to remove the non-immunized child from the preschool until it has been determined that the child’s health is no longer at risk.
- Tuition payment remains in effect regardless of the amount of time the child is removed from the preschool unless other arrangements are made with the administrator.

SERIOUS INCIDENT, INJURY OR ILLNESS

If the injury/illness would be more serious, first aid is administered and the parents are contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted and parents will be notified. Staff may not transport children in their vehicles. Only parents or EMS will transport. In case of serious dental or medical emergency, the following plan will be followed:

- WHISTLE SOUNDS OUTSIDE, OR LIGHTS GO OFF INSIDE, CHILDREN MUST STOP WHAT THEY ARE DOING AND SIT DOWN
- ONE STAFF PERSON (FIRST AID AND CPR CERTIFIED) WILL STAY WITH THE INJURED CHILD AND BEGIN TO ASSESS THE INJURIES
- SECOND STAFF PERSON WILL:
 - CALL FOR NECESSARY HELP, GIVING CLEAR AND SPECIFIC INSTRUCTION OF CURRENT LOCATION IF CALLING E.M.S.
 - NOTIFY PARENTS OF THE SITUATION
 - EMERGENCY TRANSPORTATION TO DOCTORS SHOULD BE PROVIDED BY THE PARENTS OR THE PERSONS LISTED ON THEIR "EMERGENCY TRANSPORTATION FORM"
 - OBTAIN CHILD'S FILE WITH EMERGENCY FORM INSIDE (FOUND IN SAFE BEHIND DIRECTOR’S DESK)
 - OBTAIN FIRST AID KIT AND BRING IT TO THE SCENE OF THE INJURY (FIRST AID KIT IS LOCATED BEHIND DIRECTOR’S DESK)
 - SECOND STAFF PERSON THEN RETURNS TO THE OTHER

CHILDREN

- E.M.S. FIRE, POLICE **9-1-1**
 - POISON CONTROL **1/800-222-1222**
-

MANAGEMENT OF ILLNESSES

Little Lambs preschool provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that he/she may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. We ask that you not bring a sick child to the preschool. He/she will be sent home! Please also plan ahead by having a backup plan in place if you are not able to take time off from work/school.

Little Lambs will follow the Ohio Department of Health's Communicable Disease Chart for appropriate management of illness. The Communicable Disease Chart is displayed on the south wall next to the windows behind the director's desk.

Little Lambs is responsible for training employees and updating them about diseases and protection.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Temperature of 100 degrees F - in combination with other signs of illness
- Diarrhea (more than three abnormally loose stool within a 24 hour period)
- Severe coughing (causing the child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching, or eye pain
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in preschool activities the parent will be called to pick-up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot and any linens used will be cleaned and sanitized before being used again.

Parents will be notified by a sign on the door if children have been exposed to a

communicable illness. Children will be readmitted to the preschool after at least 24 hours of being free of fever and other symptoms. If they are not symptom free a doctor's note will be required stating that the child is not contagious.

Medications: The preschool will administer medications to a child only after the parent completes a Request for Medication form. All proper sections must be completed and the medication handed to the teacher each day. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's cubby or backpack.

For Prescription Medications, parents must indicate a start date and an end date, when to administer, and the dosage amount or medication cannot be administered. Only medications received in their original container with the original prescription label attached (label must include child's name, date, exact dosage, and means of administration) are accepted. If parents request any different dosages or uses, a physician must provide written instructions on the Request for Medication form. We will not administer over the counter medication.

Food Supplements or Modified Diets: If your child requires a food supplement or a modified diet, you must secure written information from your physician for our records. It is the Administrator's responsibility to complete all paperwork prior to the child consuming supplements or partaking in a modified diet. The Administrator shall also administer and document any supplements or consumption of a modified diet.

Little Lambs, LLC will follow and comply with all ADA policies and procedures.

PARENT PARTICIPATION

Parents are encouraged to participate whenever possible in the activities at the preschool. As a parent, you are an important part of the development and growth of your child. While we can offer your child a wide variety of experiences, our program can be broadened and strengthened by your presence and willingness to share your experiences and talents. A note requesting parent volunteers will be sent home when a special project arises that requires extra eyes and hands!

Any parent or guardian of a child enrolled in the preschool shall be permitted access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Teachers are available to discuss a child's progress or needs at any time. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in lengthy conversations.

If parents have any concerns or questions at any time it is recommended that the following chain of command be used until an answer or solution is found:

1. Child's teacher
2. Administrator
3. Advisory Board (Lori Grogean, Jennifer Bohman, Ed Borchers)

Employees with concerns are asked to follow the same chain of command, starting with the administrator.

Please feel free to bring up concerns when they occur. Often they can be addressed when they are little problems--before they grow into bigger problems. Our staff fully realizes that you are trusting us with your little one and we want our relationship to be beneficial to both parties!

PARENT/TEACHER CONFERENCES

Conferences will be held for children in the PreK classes. These conferences are vital to ensure positive development for each child. The conferences are scheduled twice a year, one in November/December and one in May. The May conference is by appointment only. There will be a notice sent home prior to these conferences. We will review a formal progress report during the conference to discuss how your child is developing in the classroom. We encourage you to arrange a conference at any time during the school year if you feel it is necessary.

The progress report is shared only with parents or legal guardians. If a request is received from a state agency or local school district about your child's progress, written permission will be obtained from the parent prior to that information being released.