

Little Lambs Childcare Center

Parent Handbook



JUNE 1, 2024

LITTLE LAMBS CHILDCARE CENTER PARENT HANDBOOK

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About This Handbook

This handbook explains the policies and procedures for the Center. Please review this handbook and the Enrollment Agreement.

Items that relate to schedules for your child, payment, arrivals and departures, as well as parent involvement with day-to-day updates and behavioral guidance are particularly important. Look carefully at Communication, The School Day, Departures, for items that will require your regular attention

When you return your Enrollment Agreement, note your acknowledgement of receipt, and agreement to, the policies outlined in this handbook.

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Who We Are

Mission and Values

The mission of Little Lambs Childcare Center (LLCC) is to collaborate with families to provide a caring, nurturing, and safe environment for children in the Dubois and Crowheart communities. This mission is carried out daily by highly trained staff, low teacher / child ratio, play based learning as well as teacher led activities. At LLCC, we value the importance of character, commitment to the family, commitment to the community and respect for individuals.

Philosophy

LLCC's philosophy is based on a belief that children learn best through rich and intentional play-based activities. It is our goal to create an environment where children are excited to learn, explore and play alongside their peers, no matter their differences.

Board of Directors

Founded in 2024, Little Lambs Childcare Center is a 501c3 organization, licensed by the State of Wyoming and run by a Board of Directors in compliance with State rules and regulations. The Board meets the third Monday of the month and is open to the public. Details on meetings, as well as Board members and their contact information can be found in Brighwheel.

Issues that are not able to be resolved by the Center staff may be brought to the Board President, that can be reached directly at littlelambsdubois@gmail.com.

Staff

The quality of the program is due to the quality of the staff. It is vital to attract staff that are experienced and knowledgeable in the field of early childhood. Each classroom is staffed with 1-2 full-time teachers. Additional staff float between rooms to offer additional support or coverage where needed.

LLCC hires educators with the following qualifications:

- First aid and infant/child CPR certification
- 16 hours of continuing education training annually
- TB risk assessment or current TB test results, if applicable
- Child abuse/neglect Central Registry check completed annually.
- Full Fingerprint based national criminal history record background check completed every 5 years.
- National sex offender check results

Licensing

Our center is state-licensed and regularly inspected to ensure it meets or exceeds standards, including child-to-staff ratios and safe facilities. LLCC is subject to inspection by state and local health, fire, licensing, and building agencies. Regulations and inspections pertain to staff qualifications, the facility and playground, nutrition, health and safety matters, record-keeping, and child-to-staff ratios.

Hours of Operation

LLCC is open Monday-Friday from 8:00AM to 4:30PM

See Center Calendar in this document for details on dates, special circumstances and weather.

LLCC does not provide overnight care, as reflected in our hours of business.

Communication

Brightwheel App

Upon enrollment, you will receive an invite via email or text to set up your Brightwheel account. Through the app, you can communicate with LLCC staff or administration via messaging, as well as pay tuition and receive your child's daily report.

- *Create a free Brightwheel account.* When you receive an invitation via email or text, please create a free parent account using either the website or mobile app. Make sure to use the same email address or cell phone number that the invitation was sent to.
- *Confirm your child's profile.* You will see your child's profile after you create an account. You can confirm information such as birthdays, allergies, and additional contacts. If you do not see your child's profile, please contact us with the email address or phone number you used to sign up. You will not see updates within Brightwheel until we start to use it regularly.
- *Set your account preferences.* You can adjust your notification preferences within your profile settings on the app.
- *Add your payment information.* Brightwheel offers secure, automated online payments that save time and give you advanced tools and reporting.

Family vs. Approved Pick-Ups vs. Emergency Contacts

Add and edit Family Members, Approved Pickups, and Emergency Contacts on your child's profile. When adding contacts, you are given four options: Parent, Family, Approved Pickup, and Emergency Contact. Each one has slightly different functions and privileges, as listed in the chart:

1. Only parents, family, and approved pickups may check a child in or out. Only one person is allowed in the center to pick up and drop off children.
2. Every person that comes into the center must sign in. Visitors staying longer than 10 minutes will be required to go through a background check paid for by LLCC. Visitors must be in sight of LLCC staff. Records will be maintained by LLCC.
3. We do not recommend listing anyone solely as an Emergency Contact because emergency contacts do NOT have pick-up privileges. For more information on how to add contacts to your child's profile, [click here](#).

Check-In Codes

You must use your check-in code to ensure proper record keeping. To make this easier, Brightwheel allows you to customize your check-in code at any time. Here's how to do this from your profile in the app.

1. Tap the Edit icon next to your check-in code
2. You will see a red-orange screen with your current code displayed
3. Enter a new 4-digit code
4. If your code matches that of another staff or parent, a warning message will be shown, you can still save and use that code, but it is not recommended*
5. Once you enter a unique code, tap the Save button

*Please Note: If your check-in code is not unique, you will be required to take a second step and enter the last four digits of your phone number to verify your account before completing a check-in.

Confidentiality

All information contained in your child's records, including your personal information, is confidential. Anyone who is not directly involved in the care of your child or affiliated with Wyoming Department of Family Services, protective services, or other government agencies will not have access to your child's records without your written authorization or court order.

As a parent or guardian, you can request access to your child's records; to do so, please email littlelambsdubois.director@gmail.com. Do not post photos or videos that contain images of children other than your own without written (electronic or hardcopy) permission by that child's family.

Educational Programming

Classrooms

The individual developmental needs of each child are considered when placement decisions are made. For a child to develop a positive self-image and appropriate social skills, they need to be grouped with peers whose developmental age is similar to their own. In all groups of children, there will be varying ability levels. We will take all circumstances into account and group children together who may best complement one another. Individual classroom compositions are listed below:

- **Preschool** - Children between 3 - 5 years old*. We will maintain a ratio of 1:10
- **Toddler** - Children between 13 - 36 months. We will maintain a ratio of 1:5
- **Infant** - Children between 6 weeks and 12 months. We will maintain a ratio of 1:4 with a certified infant staff member - otherwise we will maintain a ratio of 1:3.*

* children are able to move up to Preschool based on age, when they are toilet trained; they will remain in Toddler class(es) until trained or an exception is granted via the Director and the Board.

At LLCC, we focus on child-centered teaching, developmentally appropriate practices, and the belief that 'play is a child's work.' Our goal is to develop each child's confidence, creativity, and life-long learning skills in our program.

Through play and play based activities planned by teachers, children will participate in English Language Arts, STEM, Social/Emotional skills and Art.

Behavior Guideline Philosophy

Our foundational goal at LLCC is to help our children develop strong social and emotional skills. Instead of discipline, we use guidance. Guidance is about building an encouraging setting for every person in the group. It means helping young children understand they can learn from their mistakes, and it starts with showing them how. Research indicates that children with strong

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social-emotional skills tend to be happier, show greater motivation to learn, have a more positive attitude toward school, more eagerly participate in class activities, and demonstrate higher academic performance than students who exhibit social and emotional difficulties (Hyson 2004; Kostelnik et al. 2015).

Additionally, socially-emotionally healthy children are better able to establish and maintain positive relationships with adults and peers. To support our students in developing these skills, we take a proactive and preventive approach to guidance that reinforces appropriate behaviors rather than focusing on inappropriate behaviors.

Hyson, M. 2004. *The Emotional Development of Young Children: Building an Emotion-Centered Curriculum*, 2nd ed. New York: Teachers College Press

Kostelnik, M.J., A.K. Soderman, A.P. Whiren, M.L. Rupiper, & K.M. Gregory. 2015. *Guiding Children's Social Development and Learning: Theory and Skills*, 8th ed. Stamford, CT: Cengage.

No physical or psychological punishment

LLCC does not allow the use of physical punishment on LLCC property. This policy applies to both parents and staff. Further, LLCC does not allow psychological abuse, coercion, threats, derogatory remarks, or withholding (or threatening to withhold) food as a form of discipline.

- **Our Environment:** We provide children with exciting materials and engage them in activities that are appropriate for their age to keep them focused and attentive. We develop schedules that meet the needs of young children by avoiding long periods of wait time without activity. Yet, our schedule is flexible enough to follow the children's interests as well as their cognitive, physical, and biological needs.
- **Our Staff:** We work to develop a strong rapport with each child speaking to children calmly, especially during redirections. We help children put words to their emotions. We use social stories to help teach our students healthy social skills. We strive to serve the individual needs of each child while ensuring the safety of all.
- **Our Families:** We communicate regularly with families to ensure consistency in guidance between home and school. We partner with families to offer support, guidance and, if necessary, connect them with experts to help give their children the best foundation for academic and life success.

Separation Anxiety

The first few weeks of daycare are always a time of adjustment, and many children (and parents) feel a sense of separation anxiety which is perfectly normal. Here are a few strategies to help with the process. Remember, separation anxiety is a phase, it is perfectly natural, and it will pass.

- Make the goodbye prompt and cheerful. Giving your child "one more minute" prolongs the inevitable. As a parent, the best thing you can do is hug your child, say "I love you," and reassure them that you will be back soon.
- Establish a goodbye routine. Children crave routine, and parents who establish a consistent goodbye routine have better luck with successful goodbyes. This could be a

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secret handshake or a special 'I Love You' ritual. This provides a special moment between the two of you that offers a sense of reassurance.

- Trust the LLCC staff. This may be difficult to do when you do not yet know them, but keep in mind that our staff members have chosen this profession because they love children, and they have a wealth of ideas and strategies to help settle an upset little one.
- Acknowledge how your child is feeling. It is important to accept and respect your child's temporary unhappiness as it is genuine and normal. Say things like, "I know you feel sad when Daddy or Mommy leaves, but you will have a good time, and I will be back very soon."
- Also, be prepared for regression. Sometimes a change in schedule like a long weekend or an illness that keeps your child home for a few days can make you feel like you are right back to square one. As frustrating and upsetting as this can be, it is perfectly normal. Stick to the above strategies, and you should notice a significant difference in a couple of days

Biting

- Biting is a normal part of child development. Young children bite for various reasons, such as teething or exploring a new toy or object with their mouth. Biting can also be a way for toddlers to get attention or express how they're feeling. Frustration, anger, and fear are strong emotions, and toddlers lack the language skills to deal with them. If they can't find the words they need quickly enough or can't articulate how they're feeling, they may resort to biting.
- Biting tends to occur most often between 12-24 months of age. Biting past the age of two and a half to three is less common. For repeated biting instances with preschoolers, we may request a parent/staff conference. The purpose of the parent/staff conference is to discuss what may be causing the child to be upset, frustrated, confused, or afraid and therefore lead to biting.
- Additionally, we would develop a joint plan of action following our behavior guidance procedures listed in this handbook. If your child bites or is bitten, you and the family of the other child involved will receive an Incident/Accident Report that keeps the identity of both children confidential.

Inappropriate Behavior Procedures

When any student at LLCC presents with challenging/ inappropriate behavior, the staff shall follow the below standards:

1. Observe the attending children to identify events, activities, interactions, and other factors that predict and may contribute to challenging behavior.
2. LLCC staff shall focus on teaching the child social, communication, and emotional regulation skills and using environmental modifications, activity modifications, adult or peer support, and other teaching strategies to support the child's appropriate behavior.

3. LLCC staff shall respond to inappropriate behavior, including physical aggression, in a manner that provides for the child's safety and the safety of others in the center. Our response will be calm, respectful and give the child information on what is acceptable behavior and what is not.
4. We will document the behaviors and the actions that were attempted in notes on Brightwheel. We will alert the parent of the emerging issue(s) at pick up or drop off, referring them to the Brightwheel
5. We will initiate parent/staff discussions regarding a child's behavior in private. The focus will be a team effort to develop and implement an individualized plan that leads to corrective and improved behavior. The parent conference's purpose is to create a plan jointly with the family and available resources to address the specific behaviors that constitute an imminent danger (recurring violence, behavior, or aggression).
6. If necessary, intervention shall ensure each child has access to professional services, such as referrals to community agencies offering early intervention services, community mental health centers, and/or a private therapist.
7. All discipline decisions will always be individualized, consistent, and appropriate to each child's understanding level. (Time out OR quiet time methods can be used if it works for each individual child)

Expulsion

Despite these efforts, some children may continue to exhibit significant, challenging behaviors. In such a case the decision will be made in conjunction with the Board of Directors to formally discontinue the child's enrollment.

The following steps will be completed if a child must be removed for behaviors that constitute an imminent danger to the child or others:

- Make a referral to an early childhood mental health or other specialist.
- Maintain documentation on file of the incident's outcomes, subsequent parent conference, and the plan developed that includes appropriate intervention strategies.
- If a child continues to exhibit persistent, severe challenging behavior that is unsafe to themselves, other children, or the teachers, LLCC may recommend and/or require alternative placement.

Enrollment

Admissions Process

Children are eligible for admission at the age of 6 weeks. The admission process begins with a tour of the center. If there is no appropriate availability, children are placed on a Brightwheel waitlist using enrollment information.

Children are enrolled on a first-come, first-serve basis, depending on availability in the most developmentally appropriate class. Spaces are filled from the waitlist according to the following priority system:

- LLCC staff children
- Siblings of currently enrolled children
- General Public

Children must be able to benefit from participation in an inclusive group setting. If, after a tour and discussion of the child's needs, it is determined that LLCC is not a good fit for the child, LLCC will attempt to provide information about other resources and programs that may benefit the child and family.

Registration & Requirements for Enrollment

When parents are notified of availability and the admission date, they must **immediately** pay a nonrefundable "Confirmation Deposit" of \$100 per child, which will be credited to the first month's tuition. The Confirmation Deposit must be paid immediately as this is what holds the child's spot within the daycare. **Within two weeks** they are to complete the LLCC Enrollment Application and pay the remaining tuition fees.

Upon receipt of the completed Enrollment Application and payment of tuition fees, the parent receives the enrollment agreement, parent handbook, permission forms, emergency contact forms, and health and immunization forms.

On the first day a child attends school, the office must have in each child's file:

- A completed Enrollment Application, including Schedule & Tuition Agreement
- A signed Enrollment Agreement
- A completed set of enrollment paperwork
- Completed medical action plan (if applicable)
- A record of immunization or an exemption letter from the county health officer

PLEASE NOTE: We are required to have each of these forms in our files in order to maintain our license to operate. State law requires us to exclude from school any student whose files are incomplete until we have received their missing paperwork. We appreciate your cooperation.

Withdrawing

If you need to withdraw your child from LLCC, you must give at least one-month advance notice in writing. The one-month notice begins the day it is received in the school office. You will be charged tuition during this one-month notice period, whether your child is in attendance or not.

Tuition & Fees

Tuition

We know that your child's early education is important and doesn't come without a price. Paying tuition on time helps ensure that we can continue to retain our highly trained staff and provide them a positive work experience. Information about current tuition rates is available on our enrollment application. Tuition fees are subject to change and typically reflect a cost-of-living increase. All tuition is due in advance of services provided and in accordance with your tuition agreement, due by the 1st of the month.

- Communication with the Director is of utmost importance. Please communicate payment issues with the Director as quickly as possible.
- Repeated failure to pay tuition by the due date may result in the termination of services. Any requests for exceptions must be made with the Director.
- Families can lose their space if they fail to attend without communication with the Director for three consecutive days.
- Upon enrollment at LLCC all families will be expected to sign a statement that they have read, understand, and will abide by the tuition agreement.

Tuition will be collected through Brightwheel, tuition balances will generally be posted 5-7 days before the first of the month.

- You may make recurring or one-time payments online using a checking or savings account for no additional fee.
- If you choose to use a credit card, a processing fee will be added to your payment.

Receipts can be printed out via your Brightwheel payment portal.

Confidentiality: LLCC is committed to the security of your personal information online. Brightwheel payment services do not store confidential banking information and have the highest encryption levels on bank transfers. No one at our company or externally has any access to any customer banking records. All families using Brightwheel for payment must complete a two-step authentication process to verify their accounts. If online payment is not possible for you, you are welcome to pay in check or cash by submitting the payment in our tuition box with the date and child's name.

Summer Retainer Fees

Families who do not plan to send their child through the summer months but wish to reserve their spot at LLCC for the Fall, must pay a retainer fee for the upcoming school year. The fee is equal to 1 month's tuition, due June 1.

Family Discounts

Families with more than one child enrolled full-time receive 10% off the youngest child's tuition.

The “School” Day

Your Child's First Day

Preparing for the first day of daycare can be exciting, but it can also be an overwhelming and anxious time – we understand. We will work with you to make your child's first day the best it can be. Don't hesitate to share any concerns you have before that first drop-off. If possible, we recommend new children start with a few half days, gradually lengthening their time. This helps your child become familiar with the new environment and new faces and reduces anxiety. Each child is unique in their patterns and ease of adjustment to new situations.

Be sure to talk with the staff daily during the transition phase. A consistent daily schedule (arrival and departure routines) also helps children adjust to a new routine and environment. You're welcome to call any time to see how your child is adjusting or download the Brightwheel app for updates throughout the day.

See the section on Personal Items for details of supplies to bring on your first day.

Parking

- Parent parking is located in front of LLCC at 109 Welty St..
- Please ensure safety for all by being cautious and holding your child's hand.

Arrival

Mornings can be busy times, please follow the steps below to ensure a smooth arrival process:

- Sign your child in using the Brightwheel App and your check-in code. There is a QR code for you to scan in the check in area
- Parents must accompany their child into and out of the building each day.
- You must connect with a staff member upon your child's arrival. This is a wonderful opportunity to share any important information they should know about your child's morning or changes to their schedule.

Arrival time: Plan to bring your child to school by 8:00 AM, which is the normal start time. Please do not drop off your child any later than 9:00 AM unless approved by the director as it disrupts the center's scheduled activities.

Breakfast at the center is offered. No outside food or drinks (unless food allergies exist) will not be allowed. We will have Breakfast..

Absences, Sick Days & Vacations

- You are required to notify your child's teacher **2 weeks** ahead of time if you know that your child will be out of school for an appointment or vacation.
 - If your child is sick, notify us as soon as you can, but before the start of the school day
 - You can send all notifications to LLCC staff members via messaging within the Brightwheel app.
- If your child has been absent three days in a row for unknown reasons, a staff member may contact you to inquire about the child's health and ask about their return date. Day one you will receive a text, day two you will receive a phone call, and if you do not reach out to the Director by noon on day three the daycare contract will be terminated.

Departure

Change in Pickup Person

The safety of our students is our top priority. Please notify LLCC staff if someone other than you will be picking up your child. LLCC staff will only release your child to the parents and guardians or the other adults you authorized on the student's Enrollment Application or within the Brightwheel App. If you need to authorize a new pickup person, please send the request via Brightwheel Messaging. For your child's safety we will ask for a government-issued photo ID for any unfamiliar or new person picking up your child.

Sign out

It is important to sign your child in and out each day. You can sign your child out via the Brightwheel app at the front entrance on your smartphone, like signing in upon arrival. It's also critical that you check in with your child's teachers before leaving.

The center closes at 4:30 PM sharp.

If you believe you will arrive after 4:30 PM, alert your child's teacher via the Brightwheel app as soon as possible.

If you do not pick up your child, and fail to contact LLCC, (and we cannot reach you or another authorized emergency contact) within 30 minutes after closing, LLCC staff will contact the local authorities.

A late pick-up fee of \$35 per instance and \$2 per minute after 4:30 PM will be assessed when a child is left beyond the center's operating hours. The late pick-up fee does not constitute an agreement to provide after-hours service.

If you do not pick up your child at the time that was scheduled on the monthly calendars, you'll be charged \$2 per minute.

Custodial & Foster Care

Some families have legal custodial orders that address who is permitted to pick up or visit a child. If there are divorce/custody orders or protection orders relating to your child, a copy must be provided to LLCC for your child's file. This information is confidential and solely for the safety and well-being of your child. Families must update the director or assistant director when custody orders change or expire. Please note that employees cannot be responsible for supervising parenting time (visitation), and, as a result, visitation for non-custodial parents is not permitted in our center.

For enrolled children in the foster care system, LLCC will need to receive a copy of the foster care paperwork. LLCC will release the child only to the foster parents or the child's caseworker, who must sign the child in and out on the visitor's list and provide proper identification. The caseworker must verify any additions or changes in writing (by letter or email).

Center Schedule

The Center follows a slightly different schedule that is customized for their students. Staff is sensitive to the attention spans of young children and plan accordingly, making activities extensive enough to be challenging and fun but short enough to avoid overwhelming a child. Routine provides security, but flexibility is also important in meeting the varying needs of young children.

Center Activities

LLCC staff members plan activities for the learning centers in the classrooms weekly. Staff members strive to be culturally aware and sensitive in their approach to planning. They plan concrete activities that can be modified to meet all children's needs and provide challenges in skill development.

LLCC is organized into centers or defined interest areas. Activities are planned for each center in which the children move freely throughout each day. The variety of learning centers include math and science, ELA, music, art, fine and gross motor.

Play Yard and Outdoors

We play outside every day that weather permits. When the weather keeps us inside, we find safe and fun ways to get active indoors. Our playground equipment and materials are designed for active play and exploration, which keeps kids learning while getting exercise and fresh air. LLCC staff plan outdoor activities to address multiple areas of skill development, including climbing, balance, and coordination, throwing, kicking, running, jumping, and pedaling.

Mealtimes

Healthy, balanced meals are just what growing bodies need. Morning snacks, lunch, and afternoon snacks are provided to all students daily.

It has been the experience at LLCC that children will eventually try foods at school that they may not consume at home simply because the other children are eating them. During mealtimes, students and staff are sitting together and engaging in conversations. Staff uses positive reinforcement to encourage children to try new foods.

Special Dietary Needs

We can provide allergy-friendly alternatives with documentation from a doctor for students with food allergies or intolerances. We encourage all students to eat the meals provided at school; however, we understand that may not be the best option for all students.

If you would like to provide your child meals from home, please reach out to the Director or Assistant Director to discuss. We ask that you not send snack foods, candy, or gum with your child as this can cause difficulties within the classroom.

Rest Time

All children will participate in a quiet rest time. Children are not required to sleep; however, we have a very busy and stimulating morning, so most toddlers and preschool-aged children will nap when given a relaxing and quiet space to do so. If a child does not fall asleep after a short rest, they are given quiet activities within the nap room. The center provides sleeping cots for each child. Each child is assigned one specific cot for the year in which only they will use. Cots are sanitized weekly unless more frequently needed (after accidents or if a child is sick).

There is always at least one staff member within the nap room during naptime observing by sight and sound. We do not use mirrors, video, or sound monitors in place of sight and sound supervision.

Personal Belongings

To prevent items from becoming misplaced or lost, label ALL items with your child's name. Within the center, each child has a hook and/or cubby assigned to them. This will provide storage space for your child's personal belongings. Please check your child's cubby daily for items that need to be taken home.

Supplies

- A small blanket for a nap, and optional comfort item.
 - We'll keep these items on your child's cot
 - We will send them home on Fridays to be washed.
- A child-sized tote or backpack to send soiled clothes and art projects home in.

Clothing & Shoes

A full day at our school includes fun activities like bike riding, painting, playing indoors and out, dancing, and eating, so we recommend easy-fitting, washable clothes. Being comfortable lets kids focus on learning and having fun! Clothing should be labeled with your child's first and last name and checked periodically to make sure it still fits.

- Shoes: Make sure your child is wearing shoes for easy movement. Flip-flops, clogs, cowboy boots, and slick-bottomed shoes often cause children to fall when running outside and limit their play. Please be sure that your child's shoes are rubber-soled and closed-toe with a closed heel or heel strap. Shoes are required for all students.
- Slippers or indoor only shoes. We do not wear our outdoor shoes inside the classroom.
- Two complete sets of extra clothes, including socks, for your child. It's always a good idea to keep an extra pair of shoes and a sweater or sweatshirt at school, too.
- Provide appropriately layered clothing to keep warm in cold weather, including mittens or gloves, caps, hoods, or hats, sweaters or sweatshirts, socks, and warm, waterproof outerwear and footwear.
- Sun-protective clothing such as clothing made with fabrics rated for ultraviolet protection or clothing that protects skin areas most prone to sun damage.
- Sometimes learning and fun can get messy! LLCC isn't responsible for lost, stained, soiled, or torn clothing.
- Check Brightwheel for any child needs

Diapers & Wipes

Parents of children in diapers and of children who are toilet training must provide an ongoing supply of diapers, wipes, and additional necessary clothing. If your child is wearing pull-ups, it is helpful to send in the type with Velcro sides. This allows us to help your child change without having to take off their pants and shoes. Cubbies and coat hooks should be checked daily for items that need to be laundered.

Belongings from Home

Your child will be provided with stimulating, educational toys every day. Special objects such as a blanket, soft toy, or a stuffed animal are okay for rest time. Please leave other toys and belongings at home, as bringing a treasured object to school can create tension between children and stress for children and staff if something is lost or misplaced.

Toy weapons (guns, water pistols, swords, shields, or other items that resemble weapons) are not permitted at LLCC. All personal electronics (except augmentative communication devices) brought to school must be stored in the “off” position in the child’s cubby. Use of personal electronics is not permitted in the classroom. We cannot assume responsibility for lost or damaged personal belongings.

The “School”Year

Inclement Weather Days

In case of inclement weather, LLCC will close as determined by the Director.

- Delays and closures will be determined on a case by case basis factoring in road conditions.
- All closures or delays will be alerted to parents via an alert message on Brightwheel.

Celebrations & Birthdays

Celebrations and birthdays are special days for kids, and we want to share in the fun! If you’d like to provide a small treat for the celebration, all items must be nut-free (including peanuts, tree nuts, peanut butter, and food processed in plants using nuts) and commercially packaged with ingredient statements so we can be sure we’re accommodating any allergies or dietary restrictions. Please do not send in any treats or candy, which may be a choking hazard to our students. Healthy snack options such as whole-grain items, vegetables with dip, fresh fruit, fresh fruit popsicles, or yogurt are always a great choice. Please be sure to provide enough for every child in the center and check in with staff members before the special day so they can share any tips and plan accordingly.

Family Involvement

LLCC believes that children thrive when the relationship between the family and the center is a partnership. We have an open-door policy—parents and guardians are always welcome at the center, so just let us know when you'd like to come to say hello. We strongly believe in positive two-way communication.

Families are encouraged to communicate with staff and administration in whatever way is most convenient for them. This may include by phone, notes, email, or in person. Information is shared with families through verbal conversations, the Brightwheel app, newsletters, flyers, family bulletin boards, notes, phone calls, posters, conferences, and email.

LLCC has an open-door policy and offers opportunities to be part of your child's early learning experience and connect with other families.

All LLCC employees are expected to treat all children and families with respect and dignity. In return, we expect the same from all of our families.

If difficulties arise, we encourage families to share their concerns with either the director or assistant director verbally or in writing.

1. Inappropriate language directed toward staff and/or in front of children will not be tolerated.
2. Through communication, we will work to resolve any issue. If you are not satisfied with the solution, we encourage you to contact the LLCC Board.
3. Do not confront children or other parents in our program.

When any member of the LLCC community shows behavior that threatens others or shows repeated disrespect, LLCC reserves the right to request the family in question to leave the school immediately and terminate that child's enrollment.

Opportunities

- Volunteering is always welcome. We would love to have you share your time and talents with the class. We encourage you to read a book, play an instrument, or share a hobby with the children. Ask your child's provider about the many ways you can help.
- We have fundraising opportunities that arise in the school year or during the summertime! Helping hands are always welcome.

Outside Volunteers:

There may be occasions that we have outside volunteers help provide break coverage for staff, help with holiday parties, do an art lesson, read to our children etc. There may also be instances of high school seniors volunteering for a high school credit. All volunteers will be made known to parents and go through the same background checks as staff.

At LLCC, our first goal is to keep children safe, which starts with paying attention to every detail - big and small. Every day at our center, you can be confident that your child is in the very best hands.

Health & Safety

Infant Care

Parent Feeding Responsibilities

You must provide at least 2 bottles, frozen breast milk & formula that will be kept here at the center if your child is bottle fed.

- All bottles must be labeled with the name of your child.
- Any adjustments to the ounces of milk child drinks every feeding need to be shared weekly.
- Feeding times will need to be shared. (First feed of the morning before drop off)
- Any time new bottles are being used, please update and bring new ones to swap out the old ones.
- All bottles are washed and sanitized after every use.

Safe Sleep

Children under the age of 12 months will only be placed on their back on a firm flat surface with nothing in the space (i.e. blankets, stuffed toys, pacifier attachments) for sleeping, unless there is a licensed healthcare provider waiver.

Daily Health Checks

Each morning when your child arrives, we will conduct a daily health check. This is a quick physical observation where we check a child's behavior/mood and physical condition, including breathing, skin, eyes, ears, nose, and mouth. Additionally, we ask that you alert us of significant changes regarding sleep, appetite, bowel movements and urination, mood, and behavior at home and/or unusual events.

Illness Policy

We realize that it is difficult for working parents to keep their children home, but this is needed to prevent contagion and promote the health and safety of all attending children.

Children should be kept home if they have any of the following:

- **Fever:** Children will be sent home if their temperature is 100.0 or higher and must stay home the next day for observation. Children must be free of fever (any temperature

above 98.6 degrees) for at least 24 hours without the use of fever reducing medication. The same policy applies if your child develops a fever at home. They must be fever free (any temperature above 98.6 degrees) for at least 24 hours without the use of fever reducing medication.

- **Rash:** Any rash other than a common diaper rash or skin irritation will require that child to be sent home for an evaluation and diagnosis from their doctor in writing of exactly what it is. They may return to school based on that written doctor's evaluation, and clearance that it is not contagious.
- **Conjunctivitis (pink eye):** Children will be sent home if there appears to be an unusual amount of discharge from or irritation to their eye(s) and must stay home the next day for observation. Before returning to school they will need an evaluation and diagnosis from their doctor in writing of exactly what it is.
If the diagnosis is BACTERIAL CONJUNCTIVITIS children must have received at least 24 hours of treatment.
If the diagnosis is VIRAL CONJUNCTIVITIS your child may return AS LONG AS THERE IS NO DISCHARGE.
If in fact they do not have "pink eye" we need a doctor's note with a diagnosis and a clearance that it is not contagious.
- **Thick White, Green or Yellow Nasal Discharge:** Children will be sent home if they appear to have any thick white, green or yellow nasal discharge. This is often indicative of an infection and they must stay home the next day for observation. Before returning to school they will need an evaluation and diagnosis from their doctor in writing and at least 24 hours of treatment. If in fact they do not have an infection we need a doctor's note with a diagnosis of exactly what it is with a clearance that it is nothing contagious. The Department of Health and most doctors are of the opinion that once on antibiotics for 24 hours, the discharge is no longer contagious even though it may persist for up to two weeks.
- **Diarrhea:** Children will be sent home if they have three or more loose bowel movements in one day and must stay home the next day for observation. Before returning to school (after the day of observation) children must be free from diarrhea for 24 hours with at least 1 regular bowel movement. If your child has one or more loose bowel movements on their first day back they will again be sent home.
- **Vomiting:** Children will be sent home if they vomit and must stay home the next day for observation. Before returning to school (after the day of observation) children must be symptom free with no vomiting for at least 24 hours.
- **Persistent Hacking Cough:** Children will be sent home if they have a persistent hacking cough and must stay home the next day for observation. Before returning to school they will need an evaluation and diagnosis from their doctor in writing and at least 24 hours of treatment. If in fact they do not require any treatment we need a doctor's note with a diagnosis of exactly what it is with a clearance that it is not contagious.
- **Lice:** Children will not be readmitted until 24 hours after treatment and must be nit free. The Director or assistant director will make an evaluation and determine if the child can be readmitted.

Common Cold Policy

Children suffering from a common cold will be assessed on an individual basis.

Factors of consideration include the developmental level of your child in congruence with our ability to limit the spread of germs.

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The younger your child, the more difficult it is to keep the spread of germs down. For example: hand to face contact, mouthing of toys, uncontrolled nasal discharge, uncovered sneezing and coughing etc.

Staff Sickness Policy

Staff suffering from a common cold will be assessed by the director. Staff will also follow the same requirements and policy listed above as children to reduce germ transmission.

Medication Administration Policy

Medications both prescription and over the counter are rarely given at the center; the only exceptions involve special or serious problems where it is deemed absolutely necessary by the physician that the medication be given during school hours. The parent is urged, with the help of your child's physician, to work out a schedule of giving medication at home, outside center hours whenever possible.

IF MEDICATION IS TO BE ADMINISTERED AT THE CENTER, ALL OF THE FOLLOWING CONDITIONS MUST BE MET

1. A signed request specifying the condition for which the medication is to be given, the name, dosage, route, side effect and specific instructions for emergency treatment must be on file at the center. LLCC staff is not authorized to determine when an "as needed" medication is to be given.
2. Specific instructions are necessary.
3. Medication must be in your child's original, labeled pharmacy container written in English.
4. All liquid medication must be accompanied by an appropriate measuring device

Illness Guidelines

LLCC has established guidelines in accordance with state child care law and other best practices concerning sick children. In case of a communicable disease or condition, and at the discretion of the director, other parents will be notified to watch for symptoms in their children.

If your child becomes ill during the school day, every effort will be made to make them comfortable, away from the other children, but with a familiar caregiver. A parent will immediately be called to come and pick them up. LLCC is not able to provide arrangements to care for sick children. Parents are required to respond as soon as possible concerning the sick child when contacted by LLCC staff. If we cannot reach the parent within thirty minutes, we will reach out to the family's emergency contacts as stated on enrollment/annual forms. If the illness warrants, the child's pediatrician will be contacted for consultation.

Children may attend with minor illnesses if it is not contagious, and it does not affect the child's ability to participate in the day's routine. Minor illnesses include:

- Mild respiratory infections
- Acute infections subsiding after treatment, such as pink eye, impetigo, ear infections
- Cold symptoms without a fever

If the child's health appears to deteriorate at some point in the day, the parent will be contacted to come to pick them up.

LLCC reserves the right to request a doctor's note of clearance before accepting the return of a child who has been ill.

Chronic Health Conditions

For any child with health care needs such as allergies, asthma, or other chronic conditions (ex:seizures, G-Tube, etc.) that require specialized health services, a medical action plan shall be completed. The medical action plan must be updated annually and when changes to the plan are made by the child's parent or health care professional. Blank medical action plans may be obtained from the director or assistant director. The medical action plan shall be signed by both the parent and the child's health care professional and must include the following:

- A list of the child's diagnosis or diagnoses, including dietary, environmental, and applicable activity considerations
- Contact information for the child's health care professional(s)
- Medications to be administered on a scheduled basis; and
- Medications to be administered on an emergency basis with symptoms, and instructions

Topical Creams and Sunscreen

Parents and guardians may give LLCC authorization to apply over-the-counter topical ointments, topical teething ointment or gel, lotions, creams, and powders, such as sunscreen diapering creams, baby lotion, and baby powder, to their child, when needed.

The over-the-counter topical medications form must be completed before we can administer these medications. You can obtain the correct form from the director or assistant director.

Please apply sunscreen to your child before arriving at the center and dress them in hats/visors and tightly woven clothing to help prevent sunburn during outdoor play. LLCC staff can reapply sunscreen in the afternoon before going outside if we have an up-to-date Sunscreen Permission Form on file. If you prefer your child, use a different sunscreen in the afternoon, please complete the over-the-counter topical medications form and provide the desired sunscreen.

Medical Report & Immunization Record

A record of immunizations must be on file at the center within the first 30 days of each child's first day of attendance. Records should also include results of any screenings, prescribed medications, descriptions of any allergies, and current or chronic health conditions. If immunizations are not on file within 30 days of the child's first day of attendance, your child will not be allowed to attend until records are on file.

As the child receives new immunizations, the date and type of shot or immunization should be reported to administration to be added to the child's record. Immunizations may be obtained either through the pediatrician or the Fremont County Public Health. A schedule of

immunizations can be acquired through the Center office. See <http://www.cdc.gov/vaccines/> for the current national immunization schedule.

Cleaning & Sanitation

Cleaning and disinfecting are part of our broad approach to preventing infectious diseases at LLCC. The center has a “yucky bucket” for toys that have been contaminated with bodily fluids. Contaminated toys are specifically washed, sanitized, and air-dried. All surfaces and toys are sanitized and air-dried daily upon arrival and departure.

Hand Washing

Handwashing has long been established as one of the most important ways to prevent the spread of illness. We have implemented processes for the continuing handwashing of both staff and children.

Universal Precautions

LLCC follows universal precautions to prevent the transmission of HIV/Aids, Hepatitis B, and other bloodborne pathogens. Universal precautions refer to infection control measures that all healthcare workers and childcare providers follow to protect themselves and the children in their care from disease-producing microorganisms. The concept requires workers to treat all blood and various other bodily fluids as infected with HIV, hepatitis B virus, and other bloodborne pathogens. LLCC staff follow the following universal precautions when encountering blood or bodily fluids.

Toilet Training

High collaboration between you, your child, and LLCC staff makes for more successful toilet learning. Children learn toileting skills through consistent, positive encouragement from all the adults who care for them.

When your child shows an interest, you and LLCC staff will discuss how to work together to encourage toilet learning. We're committed to working with your child consistently so that toilet learning can be accomplished in a developmentally appropriate manner with minimum stress for you and your child.

Every child begins toilet learning at a different age and progresses at a different rate. We're always available as a resource to answer any questions about your child's progress. Several complete changes of clothes and two pairs of shoes should be kept at the center during toilet learning. Pull-ups with velcro sides will need to be worn until accidents become minimal. LLCC staff will communicate with you about when it is appropriate to start sending them in regular underwear.

Safety

Injuries/Accidents

Your child's safety is of our utmost concern, but we recognize that minor bumps and scrapes are an everyday part of your child exploring and learning through experience. Known minor injuries sustained at the center are reported to parents on an Incident Report through Brightwheel. If your child is injured in our care, our first step is to administer first aid. A first aid kit is available in the staff check in area. The most common treatment is ice on bumps, soap and water cleansing, and a bandage on a minor wound. All permanent staff members are trained in First Aid and Infant/Child CPR within the first 90 days of their employment, and they must maintain their current certification every two years.

If an accident is more than minor, a parent will be called to discuss the need for possible medical treatment. If the accident is more serious, a parent will be contacted and requested to come immediately. In the event of a life-threatening illness or injury, an ambulance will be called. To ensure your child's safety, your Enrollment Agreement provides a record of names, addresses, and phone numbers of the people you have authorized to pick up your child. We ask you to keep this information current and supply names and phone numbers for your child's doctor and preferred hospital.

Emergency Procedures

We make every effort to be prepared for potential emergencies. LLCC has an emergency response plan for fire, inclement weather, or if a lockdown becomes necessary. This plan is updated annually and submitted to the Department of Family Services. These plans are reviewed annually with the staff. Additional precautions we take in the event of an emergency are:

- Emergency phone numbers are posted in the main room.
- Fire drills are practiced once each month.
- Emergency evacuation plans are posted in the main room.
- Annual inspections by the Fremont County fire inspector.
- If an emergency requires evacuation, we'll notify you as soon as the children have been relocated to a safe area.

Mandated reporting requirements

It's our mission to ensure all children in our center are safe and well cared for, not only while they are at our center, but at all times. Wyoming law requires everyone who works directly with children to report suspicions or evidence of child neglect or abuse to local law enforcement. Those who fail to report can be held accountable under the law. The law prohibits interference

with an individual's attempt to report child abuse or neglect. LLCC will offer full cooperation during the investigation of the reported incident.

- Should a staff member have reason to suspect abuse, they will contact LLCC administration and the director will follow up with an immediate phone call to Wyoming Department of Family Services. If an administrative staff member is unavailable, staff members have the authority to make the call and to prepare a written report of the account.
- LLCC will not hire a person who has been convicted of abuse of any type, and all staff undergo a fingerprint and criminal background check before employment begins.
- All staff members are responsible for protecting all children from abuse from any child or staff member.
- All staff members are required to report any suspected cases of abuse, whether it is suspected at LLCC or away from LLCC.
- All LLCC staff receive training in recognizing and responding to child maltreatment, including abuse and neglect.
- LLCC strictly prohibits the mistreatment, neglect, or abuse of any child in the program by any staff member. Any employee found in violation of the abuse and neglect policies shall be immediately terminated.

Center Policies

Smoke-Free and Weapon-Free Environment

LLCC is a smoke-free and tobacco-free environment. Smoking and the use of any product containing, made, or derived from tobacco, including e-cigarettes, cigars, little cigars, smokeless tobacco, and hookah, shall not be permitted on the premises of the center or during any off-premises activities. Additionally, firearms and ammunition are prohibited in all licensed childcare centers, including LLCC, unless carried by a law enforcement officer.

Transportation

LLCC does not transport children to and from the center or for any off-premises activities. Parents are expected to provide transportation for their children.

Babysitting

LLCC recognizes that our staff members are highly trained, wonderful people and are often the people that know your child best, next to you. Any arrangement between a family and a LLCC employee for employment or services outside the program and services of LLCC is an individual endeavor and private matter, not connected or sanctioned by LLCC.

Legal Information

Nondiscrimination

LLCC does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations. These activities include, but are not limited to, hiring, and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all staff members, clients, volunteers, subcontractors, vendors, and clients. LLCC is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

Liability Insurance

LLCC does hold liability insurance for the staff and board per Department of Family Service regulation, chapter 4, section 5.

Complaint Filing and Violation History

LLCC strives to have no complaints made. If however, a parent feels a complaint is necessary contact the director to file a complaint or the board president. Further, a formal complaint can be filed with the Wyoming Department of family services using the form at :

website: dfs.wyo.gov/i-need-to-report/

When a complaint is filed a full investigation will be done in a timely manner and all parties of interest will be informed.

Violation history of a facility can be monitored at: <https://findchildcarewy.org/>. If LLCC is presented with a violation we will inform parents and what has been suggested to remedy the situation.

Other Information

Swimming/Wading Pool Statement

LLCC does not allow swimming or wading pools on premise. When weather is permitting water days will occur with use of sprinklers and other water features, such as water tables. Notices will be sent home and appropriate attire will be asked for so students can participate.

Animal/Pet Policy

LLCC does not permit, or intend to permit animals within classrooms. On the special occasion staff or volunteers, parents or visitors will bring farm animals, dogs, or other animals for kids to learn about, view and touch outside in the play area. Notices will be sent home when such events are scheduled.

Signatures required

Receipt of Handbook

By signing below, you are agreeing that you have read and understand the parent/family handbook.

Parent/Guardian Signature _____ Date: _____

Parent/Guardian Signature _____ Date: _____

LLCC Emergency Consent Form

P.O. Box 1252, Dubois, WY 82513

Child's name: _____ DOB: _____

Start Date: _____ Eye Color: _____ Hair Color: _____

In the event of an emergency please list where you and all authorized individuals can be reached:

Parent/Guardian: _____ Phone: _____

Parent/Guardian: _____ Phone: _____

Authorized Individual: _____ Phone: _____

Authorized Individual: _____ Phone: _____

Authorized Individual: _____ Phone: _____

In case of a medical or other emergency while my child is under the supervision of LLCC, I understand that a staff member will attempt to contact me immediately; however, in the event that I cannot be reached, or when a delay would further jeopardize my child's health, I hereby authorize the staff/facility to act on my behalf and to take the emergency measures deemed necessary by LLCC or by medical authorities for the care and protection of my child, _____ (Child's name) I further consent to transportation of aforementioned child to nearest most appropriate medical facility.

Physician: _____ Phone: _____

Dentist: _____ Phone: _____

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The medical insurance company that covers my child is:

Company Name: _____

Company Address: _____

Name of Policy Holder: _____ Policy Number: _____

Parent Signature: _____ Date: _____

Permission for photographs:

I _____ give permission for my child to be videotaped and photographed by LLCC Staff. This documentation is used by staff to update Brightwheel for daily reports and will never be used on social media without blurring your child's face first. All photos posted to Brightwheel are private and only able to be viewed by LLCC parents who have Brightwheel accounts.

_____ I do NOT give permission for my child to be photographed and understand that by not agreeing, I will not receive photo or video updates via Brightwheel.

Parent Signature: _____ Date: _____

Permission to administer:

I _____ give permission for LLCC to administer any or all of the following:
diaper rash cream/ointment, insect repellent, sunscreen, medicated lip treatments,
cortisone/anti itch cream, over the counter antibiotics/ointments, teething tablets/ointments, burn
creams/spray, band aids.

Except the following: _____

Parent Signature: _____ Date: _____

Permission for walking trips and activities:

I give permission for my child to leave the facility for walking trips with the understanding they
will be accompanied by a qualified staff member, wear some form of easily identifiable piece of
clothing or accessory and be directly observed at all times. Other activities I give permission for:
water play including sprinklers, water sensory tubs, squirt toys.

Parent Signature: _____ Date: _____

Annual Update Initials: _____

Annual Update Initials: _____

Annual Update Initials: _____

Annual Update Initials: _____

Annual Update Initials: _____

Annual Update Initials: _____