

# Lolo's Little Darlins Daycare Center Parent Handbook



Lolo's

Little Darlins Daycare & Preschool

Whitley Bailey

Director

475 N. 3<sup>rd</sup> W.

Rigby, ID 83442

# Welcome!

Dear Parent:

We welcome you to Lolo's Little Darlins Daycare and thank you for choosing us to educate and care for your child during these formative years. We are thrilled at the possibilities and we pledge to do our very best!

We are excited to offer such an outstanding, fun and educational experience for your children. We take pride in our "hands-on" learning atmosphere. Our goal is to have each child develop a love for learning and to provide enough stimulation that this learning process will be life-long.

Background checks are mandatory for all staff members. You will be pleased to know that all of the daycare staff are experienced in working with children. Every staff member is CPR and First Aid certified with certification renewals every two years. On-going early childhood workshops and training are required. A qualification portfolio is kept on file at the facility regarding the current daycare staff.

We understand that the preschool years are among the most critical in a child's development. We believe that providing developmentally appropriate programs will help each child enjoy a positive self-image in the crucial early years. By creating environments that are safe, clean, healthy and child-oriented, each child can feel secure about themselves and have many opportunities to explore, experience, trust and succeed!

Lolo's Little Darlins Daycare wants you to be part of your child's daily experiences and we encourage parent participation through the use of interactive communication. Our daycare will have an open-door policy for parent visits and we welcome parents at any time.

We are pleased to provide you and your family with an outstanding childcare program and we know that through your experiences at Lolo's Little Darlins Daycare your family will gain many happy memories that will last a lifetime.

Sincerely,

Whitley Bailey  
Director

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## HISTORY

Lolo's Little Darlins was established in 2006. The owners were looking for quality childcare and did not find what they were looking for. Because the owners were builders, they chose to build a state of the art facility and hire a director and staff to run the business. The building is a 6,000 square foot facility with a full kitchen, 4 bathrooms, and 4 separate childcare rooms. We are licensed to care for 165 children. We offer care to children 6 weeks to 11 years old. We are enrolled in the Idaho Stars Quality Improvement and rating system and strive to offer the highest quality child care possible.

## MISSION STATEMENT

Lolo's Little Darlins Daycare will welcome your child with open arms in a "Home Away From Home" environment. Our goal is to nurture children and to help each child develop a positive self-image, age appropriate independence, and self-discipline.

## OBJECTIVES

The programs and policies of our facility have been designed to accomplish the following objectives:

- To provide a safe and nurturing environment for all children in our care.
- To create a stimulating learning atmosphere with activities that enhances each child's development.
- To provide multicultural learning environments for children which reflect a respect for individual differences.
- To create a positive and mutually supportive working relationship with the families of the children.
- To encourage and promote a self-directed, cohesive staff who work well together and continually develop their skills and knowledge.

## GENERAL CENTER INFORMATION

Phone: 208-745-8187

**Director:**

Whitley Bailey

Email: [whitley@loloschildcare.com](mailto:whitley@loloschildcare.com)

Cell: 802-777-2798

**Assistant Director:**

Brooklyn Peterson

Email: [brooklyn@loloschildcare.com](mailto:brooklyn@loloschildcare.com)

## HOURS OF OPERATION

Our facility is open Monday through Friday 6:30 am - 6:30 pm.

We are closed on the following holidays:

- Labor Day
- Thanksgiving Day
- Christmas Eve
- Independence Day
- Day after Thanksgiving
- Christmas Day
- Memorial Day
- New Year's Day

**Due to nap time hours, we do not accept drop offs between 11 am and 2 pm, with the exception of child above the age of 4 years old. Some circumstances exceed this rule, including doctors/dentist appointments or court appointments.**

If a child is left at the daycare past closing, and the parents or other contact person cannot be reached, the following procedure will be followed:

- Lolo's Little Darlins Daycare will close at 6:30 pm. Parents need to call by the time of closing to let the daycare know if they will be late. If you will be late picking up your child, please provide us with as much notice as possible. Parents will be charged \$10 if not picked up by closing time. Each additional minute past 6:30 pm will be an addition \$1 charge. This amount will be charged to your account accordingly.
- If your child is not picked up by 6:45 pm, the late fee will increase to \$5 per minute. In conjunction with other behaviors, if excessively late we reserve the right to terminate your contract.
- If someone we are not familiar with is to pick up your child, it is essential that you inform your child's teacher in advance of the pick-up. This person must be listed as an authorized person on the Emergency Contact and Parent Consent form. Remind the authorized person that they may be asked for identification such as a driver's license to ensure your child's safety. Even if the individual has picked up before, he or she will still need identification when picking up your child.

## PROGRAMS

**Infant Care** (6 weeks – 1 year old)

**Toddler Care** (1 year old – 2 years old)

**Preschool Care** (3 years old – 4/5 years old)

**School Age** (5 years old – 12 years old)

**After School** (5 years old – 12 years old)

**Yellow Room**

**Red Room**

**Blue Room**

**Green Room**

**Playroom**

## INFANT CARE

For children 6 weeks to 16 months of age

The infant care program at the Daycare is based on tender, loving and individual care for each baby. We emphasize communication through touch and speech with each infant many times throughout the day. Staff members will talk to each infant at every opportunity, sing lullabies, and repeat the names of simple objects. Introductions to cup, spoon, and bowls are made at the appropriate times. Social interaction is introduced and supervised. Our programs encourage the development of dexterity and ability. We offer many "baby exercises". (This is done when they reach the appropriate stage of development.) Daily schedules are posted in the infant room.

What to Bring for Infants (Please label all items with your child's name)

- Blanket
- Pacifier
- Stuffed Toys (if desired) **\*\*over 12 mo. old\*\***
- Bottles
- Change of clothing
- Baby Food (labeled and dated)
- Wipes
- Diapers
- Diaper rash ointment
- Formula or Milk
- Baby Powder if desired

Diapers are not provided by Lolo's Little Darlins Daycare. You will have to provide enough diapers and wipes for your child for the time that your child is here. If you do not provide them, then you will be charged an extra \$5.00 a day.

### **SIDS SUDDEN INFANT DEATH SYNDROME**

(SIDS) is the unexpected, sudden death of a child under age 1 for which a cause of death cannot be identified. It is not known what causes SIDS, however several sleeping practices have been linked to an increased risk for SIDS. Therefore, our facility has a strict policy for infant sleep placement. All infants less than one year will be placed on their back to sleep. Infants shall not be allowed to sleep in a car seat or swing for a period of longer than 15 minutes. Once a child has been placed in his or her crib for nap, if the infant rolls from back to front - and is also able to roll from front to back - it is acceptable to leave the infant sleeping on his or her stomach. NO heavy blankets, stuffed toys or pillows should ever be placed in a crib. A request for alternative sleeping positions must be accompanied by a signed and dated physician's note stating the reason for the request.

## **WALKERS**

For children 12 months to 2-2.5 years

The following guidelines are used when considering a child's readiness to join the Walker Program at the Daycare. Is your child:

- Capable of walking steadily?
- Increasingly interested in being social?
- Capable of feeding them self?
- Able to comprehend simple verbal communications?

The Walker program focuses on our belief that children are wonderful, small people who have limitless curiosity and a love for both the new and the old. They delight in fantasy and are intrigued by reality. Our primary goal is the development of a positive self-image. We encourage independence through learning self-care skills (toilet training, washing, dressing, etc.) as well as verbalization, problem solving, and social interaction skills. Activities, which foster large and small motor development, are an important part of each day's schedule. Promoting awareness of colors, shapes, and parts of the body stimulates cognitive growth. Stories, songs, music, dance, finger painting and dramatic play aid in the development of skills and increased attention span -- and ensure an enjoyable day.

Children from the age of 12 months to 2 years enjoy running, jumping and climbing. Mastery of the gross motor skills is a vital stepping stool for future physical development. Children in this age group are now ready to stand by a low table and attempt projects that will help develop fine-motor skills more fully. Coloring, painting and pasting are very appealing. Social development is emerging and friendships are beginning to grow as a result of increased interactive play. Daily schedules are posted in the Walker Classroom.

## **TOILET TRAINING**

Toilet Training is an important step in becoming independent. A child is truly toilet trained when the child, by them self, pulls down their pants, uses the toilet, wipes, and pulls up pants. Toddlers are nearing this important step. We encourage, but do not pressure, children who aren't "ready". Signs of readiness are asking to be changed, mentioning soiled diapers, and staying dry overnight.

One method we use to encourage children who are "ready" to use the toilet regularly is the implementation of Potty Charts. These are charts in our classrooms with times of the day, names, and children's pictures on them. When a child uses the toilet, they get to move their picture over to the next time slot. This is also a friendly reminder for our teacher's to remember to prompt children to use the toilet. Creating a routine is essential in helping your potty training children avoid accidents and gain confidence in using the toilet by themselves.

Our providers are willing to address the parent's concerns and questions about toilet training. If your child is still in diapers at the age of two (2), you are required to supply

diapers or pull-ups and wipes. Please also bring at least one change of clothes.

### **PRESCHOOL-AGE CARE**

3 years old to 5 years old

The following guidelines are used when considering a child's readiness to join the Preschool Program. Is the child:

- At least 3 years of age?
- Able to listen to an adult speaking to a group
- Able to stay focused on a task for a length of time?
- Able to verbalize needs?
- Able to understand and follow simple directions?
- Able to function in a larger group of children?

#### **Program Description**

The preschool curriculum used at the daycare is a developmental approach based on a wide variety of "hands on" experiences. We encourage daycare staff to enhance the learning atmosphere by using additional resources. Our program provides developmentally appropriate environment for young children that respects and builds on individual, development and cultural differences among children.

The children experience a daily routine that required them to plan, make choices, discover problems, explore solutions and recall experiences. The low student/teacher ratio enables the child to have a one-on-one learning experience.

Each child who is attending Lolo's Little Darlins Daycare will have the opportunity of Preschool in the classrooms. Preschool is Monday to Friday 9:00 am to 11:30 am.

### **SCHOOL-AGE CHILDREN (SAC)**

Lolo's Little Darlins Daycare provides before and after school programs as well as summer programs for children enrolled in 1st grade through 6th grade. Your child will be encouraged to participate in group activities with peers and to form friendships that will enhance individual growth. Children will occasionally enjoy exposure to guest speakers. The SAC program is very flexible, allowing your child to choose the activities he/she would like to participate in, ranging from sports and board games to arts and craft projects. Daycare staff members are encouraging to allow your child to make individual choices and develop independence.

#### **Program Description**

These children will develop through hands-on learning. This program will allow your child to grow and excel in the areas of language, basic reading, science, math and social studies. These are taught in a variety of methods that will provide learning opportunities with emphasis on a child's self-esteem. Newsletters and monthly calendars will be provided regarding activities and schedules. Transportation will be provided for drop-off and pick-up at some selected schools (where highest demands exist) at an additional fee. The Jefferson School Transportation Department is going to work with us as much as

possible. Bus transportation is preferred. They will be dropping children off at the daycare from the schools. Parents will need to go to the District Office and fill out waivers for this service. Contact the Director for more information regarding this issue.

### **ARTS AND CRAFTS**

Children need and will enjoy the opportunity to express themselves through various art projects. Art has the magical ability to reduce children's stress behaviors. Many materials will be needed for this self-expression. We will ask our parents to bring an old shirt or cover of some type to be kept in their cubby for this particular event.

### **DRAMATIC PLAY**

Dramatic play provides children the opportunity to be spontaneous, creative, and fun loving in a world of make believe. Acting out a situation will help the child understand effects/consequences with no personal involvement. The ability to make correct choices is encouraged.

### **RATIOS**

**Infants** (up to 24 mo)  
**Toddlers** (24 to 36 mo)  
**Preschoolers** (36 to 60 mo)  
**4-5 Year olds**  
**School Age**

One Staff member for 6 children  
One Staff member for 8 Children  
One Staff member for 12 children  
One Staff member for 12 children  
One Staff member for 24 children

The current method of determining child staff ratios in the State of Idaho is a point system. Under this system, the maximum allowed points for each staff member providing direct care is 12 points using the following point system. Points are based on the age of each child.

#### **Ages:**

Under 24 months:  
24 months to less than 36 months:  
36 months to 5yrs  
5 years to less than 13 years

#### **Points:**

2 Points  
1.5 Points  
1 Point  
.5 Point

## **IDAHO QRIS**

Lolo's Little Darlins Daycare participates in Idaho's Quality Rating and Improvement System, or Steps to Quality. There are a variety of requirements for our facility to maintain its current QRIS rating, including quality assessments and staff training.

## **UPDATING ENROLLMENT RECORDS**

Each year, Lolo's Little Darlins Daycare completes an annual audit of enrollment records. At the conclusion of this audit, families will be notified if anything needs to be updated. An updated contract will also be filled out at this time.

## **CONFIDENTIALITY**

Confidentiality is a top priority for Lolo's Little Darlins Daycare. Personal information of families and staff will not be shared for any reason without prior written consent of the individual. When discussing a child's activities and friends in the classroom, only first names will be used. In situations regarding behavior problems and/or incident/accident reports, names of children involved will never be given to families.

## **CURRICULUM**

Curriculum at Lolo's Little Darlins Daycare includes the child-initiated and teacher-directed activities and experiences offered to young children that support and enrich their development physically, emotionally, socially, and cognitively. Infant and toddler teachers create lesson plans according to the ages and abilities of the children in their respective classrooms.

Each classroom is set-up in centers, which include blocks, dramatic play, books, gross motor, fine motor, and art. Outdoor play is important to a child's physical development and must be included in both the morning and afternoon schedule. Self-selection or "free-play" is a daily part of the curriculum and means a child has the opportunity to choose which center or activity he/she participates in. This promotes creative expression and development of important social skills.

## **DAYCARE STAFF TRAINING**

The daycare staff will facilitate the children so that they can experience a stimulating environment, respectful guidance, and the freedom to learn on their own.

All daycare staff members are required to:

- Pass a criminal background check.
- Maintain current CPR (both adult and infant/child) certification.
- Maintain current First Aid certification.
- Attend monthly daycare staff meetings.
- Attend 13 hours of early child development training each year through IdahoSTARS.

## **DAILY SCHEDULE AND ACTIVITIES**

The classroom teachers work cooperatively to create a daily schedule and plan activities that meet each child's developmental abilities and needs. The daily schedule and activities create a balance between active and quiet times; large and small group, and individual activities; small and large muscle activities; indoor and outdoor play times; as well as times for self-selection and teacher-directed activities.

Consistency from day-to-day is particularly important to the overall well-being of the children and classroom environment. Children thrive on consistency! Routines will be maintained whenever possible for arrivals and departures; meals and snacks; resting or nap times; personal care routines like diapering/toileting and hand washing; and transitions.

### **FREE PLAY**

“Free-play” (also called child initiated activities, free choice, self-selection) activities are incorporated into the morning and afternoon schedule. During free-play, teachers actively participate with the children by asking questions about what the children are doing, participating in their pretend play, reading books when prompted, encouraging children to try new activities or play with a new toy, etc. Free-play is another opportunity for a child to grow socially and cognitively through the development of relationships.

### **OUTDOOR PLAY**

Outdoor play is incorporated into the daily schedule for both the morning and afternoon. There is less structure in an outdoor learning environment; however, staff members actively engage in activities when prompted by the children. Outdoor play is an opportunity for children to run, jump, climb and use their bodies in ways that would otherwise be unsafe in an indoor classroom. In addition, a large amount of social interaction takes place when children play outdoors. Because they are engaged in fewer teacher-directed activities and more child-directed play, children are able to choose their friends and who to interact with.

Children will go outside year-round, including winter. Only during extreme weather conditions will the children remain indoors. IE: under 20 degrees including the wind-chill. It is important for parents to send their children in appropriate clothing and outerwear for the weather conditions (e.g., coat, snow pants, boots, gloves, etc.). Please clearly label all articles of clothing with your child's name. Our facility has a few extra hats and mittens, but not enough for every child. If a child is not dressed appropriately for the weather, he or she may have to remain inside. Please ask your child's teacher if you have any questions about weather-appropriate clothing.



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### **PLAYGROUND SAFETY RULES**

- Child provider ratios on the playground will be in accordance with Lolo's Little Darlins Daycare guidelines.
- The children are not allowed to play in the doorway. This is because those exiting the building cannot see small children. The door may hit little bodies, pinch fingers or worse.
- Children may not at any time climb the fences around the Daycare perimeter.
- Only children checked into the daycare will be allowed to play on the playground equipment during daycare hours.

### **NAP/REST TIME**

Children will not be forced to sleep but may be encouraged to lie quietly for a period of time. The length of time a child should have to remain resting varies by child. There is no hard and fast rule regarding the maximum amount of time a child should have to remain resting. Children should be provided alternative quiet activities if unable to rest.

We invite every child to bring one cuddly toy (book for non-nappers) for resting time. Resting time toys (books, puzzles and quiet toys) will be kept in the child's cubby and will be used only at resting time. Some children also enjoy having special blankets during rest time. We take every precaution against their loss, but occasionally blankets may be misplaced. Please do not send irreplaceable blankets or those with sentimental value. All items should be clearly labeled with your child's name, as all class laundry is washed weekly. We will be providing Nap Mats for our nappers for a more comfortable nap.

We do encourage the children to share and take turns with the Daycare toys and materials. This teaching process is much easier without personal toys being brought from home. We request your support in keeping personal toys at home. Although, your donations for quiet toys would be great, if it is something your child enjoys. No toy guns, weapons, knives or toys which invite aggressive play will be allowed.

### **WEAPONS/VIOLENT PLAY**

There is a strict policy of allowing no weapon play at our facility. Children are not permitted to play with weapons of any type or size or to pretend that other items are weapons, including their fingers, hands, or blocks. Redirection should be used when a child is engaging in weapon or violent play. If a child brings a weapon to daycare, the weapon should be placed out of sight and sent home the same day with a note explaining the policy about weapons.

Competitive behavior is minimized in our programs. In young children, competition often increases negative behavior and decreases acceptance of others. Bullying is not considered acceptable behavior; all efforts will be made to guide children in finding appropriate ways to interact with others.

### **MULTIMEDIA**

The use of multimedia in our program is an extension of the teaching and learning that takes place in our classrooms. Teachers may select movie, television, and computer game titles based upon weekly themes. Children are not required to view part or all of a video or television show. Instead, the activity is offered as one of several centers. All multimedia must have a rating of "G" or "E" and must possess an educational theme. Children are limited to a specified amount of time per week they may use or view multimedia:

Yellow Room: 0 minutes/week  
Red Room: Maximum 20 minutes/day  
Blue Room: Maximum 30 minutes/day  
Green Room: Maximum 30 minutes/day and 1 full length movie/month

Apart from above posted times, T.V. will not be used between 8:00 am and 5:45 PM, except for Fridays. We have Movie Day on Friday.

### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences will be held as needed at the request of either the teacher or the parent. Times can be scheduled that convenience the parents throughout the year.

### **IN-HOUSE GUESTS**

Each eligible child enrolled at Lolo's Little Darlins Daycare will participate in-house activities throughout the year. You will be notified in the monthly newsletter of these occasions. Guest speakers are a great addition to our program. Each guest is chosen carefully, must have a background check, and has a specific purpose for entering the daycare.

### **RULES RELATED TO TRANSPORTATION**

- Children are not allowed to sit in the front seat under any circumstances.
- Children under the age of six riding in a car or passenger van must be properly buckled in a federally approved car seat or booster seat provided by parents. Older children and adults must be properly buckled in a seat belt.
- Doors should remain locked when the vehicle is moving.
- Smoking and the use of smokeless tobacco products is forbidden when transporting children.
- Children shall enter and leave the vehicle curbside unless the vehicle is in a protected area or driveway.
- Head counts shall be taken before leaving the center, after entering the vehicle, during a field trip, after taking children to the restroom, after returning to the vehicle, and upon returning to the center.
- When children leave the vehicle, the vehicle shall be inspected to ensure no children are left in the vehicle.
- Parents who volunteer to provide transportation for a field trip must be at least 21 years of age and provide: proof of insurance, completed driver information form, and a signed waiver of liability form.

## **MEALS AND SNACKS**

At Lolo's Little Darlins Daycare, children are provided a nutritious breakfast, AM snack, lunch, and PM snack. Lolo's Little Darlins Daycare follows the nutritional guidelines established by the USDA's Child and Adult Care Food Program. Menus will be posted on the bulletin board, or by the check-in computer, near the main entrance at the beginning of every month. You may request a copy to take home if you would like, and this information is available on the Lolo's Little Darlins Daycare webpage.

Children will be encouraged to sample all foods that are offered, but will never be forced to eat. Please inform your child's teacher if your child cannot eat a certain food nor has different dietary needs (i.e. vegetarian, vegan, lactose intolerant, fruit) so a substitution can be made. For certain dietary restrictions, you may be asked to provide food from home for your child.

- Breakfast will be served to children that arrive before 7:30 a.m. to 8:30 am if they arrive later, please do not send breakfast foods with your child. This causes problems in the classroom.
- Snacks will be provided mid-morning around 9:30 a.m. and again in the afternoon between 2:45 pm to 3:15 pm.
- Lunch will be served from 11:00 a.m. to 12:00 pm.

## **FOOD FROM HOME**

Children are welcome to bring in special treats to celebrate a birthday or holiday. Due to allergies and dietary restrictions in our classrooms, we recommend supplying store-bought snacks still in the original packaging. Please check with your child's teacher before bringing any homemade snacks. A list of healthy snack options approved by the USDA and Iowa Department of Education is available from the Director and/or Assistant Director.

## **FOOD ALLERGY ACTION PLAN**

If your child has a food allergy, please complete a Food Allergy Action Plan form, available in the office. This form will be posted in your child's room, as well as in food preparation areas. If medication for an allergic reaction is provided, please have your physician sign the Food Allergy Action Plan as well.

Infant, Toddler and Two Year Old Program Information The following information is specific to the infant, toddler, and two year old program rooms:

- Parents must supply diapers, wipes, diaper cream, bottles, formula, baby food, extra clothing, pacifiers, blankets, and stuffed toys for rest time. Please label all items with child's name.
- Children may use pacifiers during rest time. To reduce the likelihood of spreading illness, pacifiers must be kept in a child's cubby or diaper bag during all other times of the day. If you are breastfeeding, please discuss with your child's teacher when your child should be fed breast milk, and when you would like to come in and feed your child.
- Breast milk must be brought in ready-to-use containers. For health reasons, we are not able to store bags of frozen milk for extended periods of time.

- We recommend that all new foods be tried at home first since a child could have an allergic reaction to foods they have not had before. Please inform your child's teachers on the daily charts of any new foods your child has tried.

A child with allergies must have an Allergy Action Plan posted in a visible location in the classroom. If the allergy is food related, an Allergy Action Plan must also be posted in the kitchen area. All staff working in the classroom of children with allergies must review the Allergy Action Plan to ensure understanding of emergency procedures should the child have an allergic reaction. All allergic reactions must be documented with a Health Incident Form.

### **CLOTHING AND ITEMS FROM HOME**

Please send your child to Lolo's Little Darlins Daycare in comfortable play clothes and shoes, or bring a change of clothes for your child. This includes potty trained and school aged children. Play is usually active and often messy; comfortable, washable clothes are important if your child is to participate fully in the program. Outdoor play is scheduled every day as an essential part of our planned curriculum. We expect all children to be dressed appropriately for both indoor and outdoor activities.

All children occasionally get their clothes wet and have toileting accidents. Whenever this occurs, it is best to change the child into an extra set of clothing provided by the family. Your child's teacher will request that you bring a complete change of clothing, including underwear, to be kept at school and replenished as needed. Please be sure to clearly label all items of clothing. Let the teacher know whenever your child's clothing or other items cannot be located.

Toys, stuffed animals, or other items from home may help your child feel more comfortable at school from time to time. However, it is often difficult for young children to share their special "treasures" with classmates. We ask that all items brought to daycare from home be placed in your child's cubby shortly after arrival. Please clearly label all belongings brought from home. Items of value, such as iPods or handheld gaming systems, should be left at home, due to the risk of damage or theft. Our facility is not responsible for lost, stolen or damaged item.

### **ARRIVAL AND DEPARTURE**

The safety of your child is very important to us. We have a computer program at the receptionist area to check your child in and out of our facility. This program will not only keep track of when your children are checked in and out, but also all pertinent information. We also have security cameras located in the receptionist area, classrooms and on all playgrounds.

Parents are required to sign their child in and out at the reception area and to accompany their child into the center and into their child's classroom. Parents should also speak with the teacher in the classroom, if only briefly. We encourage parents to communicate with their child's teacher about their child's temperament that particular day, how he/she slept the night before, whether he/she has eaten that morning, etc. Most children go through

periods of difficulty with separating from their parent(s). This is common and developmentally appropriate. Try these tips for a successful drop-off:

- Establish a regular, predictable routine. Whether you have a kiss and a hug and go, or help your child put his things in his cubby first, do it the same way every day. What often makes separating stressful for children is the uncertainty. If your child can predict what will happen, the separation won't be as difficult.
- Separate once. If you come back into the classroom again and again, it will increase your child's stress. Remember the moment of separation is the worst part for your child, so doing it more than once makes it more stressful for your child.
- Be reliable. Return when promised. Children who are picked up later than expected may have more difficulties separating. Phrase time in terms your child will understand. For example, you will be back after snack time or before nap time.

Be sure to say good-bye to your child's teachers so they know you are leaving. Once you have reunited with your child and are departing, our facility is no longer responsible for your child. For safety reasons, please do not let your child run ahead of you inside or outside of the building. Lolo's Little Darlins Daycare requires that every child be signed in and out daily. Please ask about the proper procedure for checking in and out a child. If your child is not signed in, and an emergency occurs, we would have no record of your child's presence.

**IMPORTANT: When picking up your child, ALWAYS let a daycare staff member know who you are, and that you are picking up your child.**

### **ATTENDANCE**

Regular attendance is strongly encouraged for the benefit of the child as well as the classroom as a whole. If your child will be absent, please call the center by 9:00am so your child's teacher may make accommodations to the lesson plan. If your child will be absent for an extended period of time (more than 2-3 days), the center must be notified in writing of the date the absence begins and the expected date your child will return. Enrollment will be terminated if a child is absent for a period of 2 weeks or more, and no notice has been received or contact made by the family.

### **HEALT AND SAFETY POLICIES**

#### **ILLNESS**

Our first priority at Lolo's Little Darlins Daycare is providing a healthy, safe learning environment for all children. A child will be sent home as soon as possible if any of the following is experienced:

An illness prevents the child from participating comfortably in activities (as determined by the staff); an illness results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom; or a child is experiencing any of the following conditions:

- Fever of 100 or greater, until 24 hours symptom free without fever reducing medication
- Signs/symptoms of severe illness, including: lethargy, uncontrolled coughing,

- inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing
- Diarrhea (not associated with diet changes or medications) (Two instances) until diarrhea stops for 24 hours or the continued diarrhea is deemed not be infectious by a licensed healthcare professional.
- Blood in stools not explainable by dietary change, medication, or hard stools
- Vomiting (One instance) the child can return after vomiting has been resolved for 24 hours or until a health care provider determines the cause for vomiting is not contagious and the child is not in danger of dehydration
- Persistent abdominal pain (continues for more than 2 hours) or intermittent pain associated with fever or other signs/symptoms of illness
- Mouth sores with drooling, unless a health care provider determines the sores are not contagious
- Rash until a physician determines that these symptoms do not indicate a communicable disease
- Pink eye (conjunctivitis) until after treatment has been initiated for 24 hours
- Head lice, from the end of the day until after first treatment.
- Scabies, until after treatment has been completed
- Tuberculosis, until a health care provider states that the child is on appropriate therapy and can attend child care
- Impetigo, until 24 hours after treatment has been initiated
- Rash until a physician determines that these symptoms do not indicate a communicable disease
- Pink eye (conjunctivitis) until after treatment has been initiated for 24 hours
- Head lice, from the end of the day until after first treatment.
- Scabies, until after treatment has been completed
- Tuberculosis, until a health care provider states that the child is on appropriate therapy and can attend child care
- Impetigo, until 24 hours after treatment has been initiated
- Strep throat, until 24 hours after initial antibiotic treatment and cessation of fever
- Chicken pox, until all sores have dried and crusted (usually 6 days)
- Hand Foot and Mouth sores have dried and crusted and no fever
- Pertussis, until 5 days of appropriate antibiotic treatment has been completed
- Mumps, until 9 days after onset of symptoms
- Hepatitis A virus, until 1 week after onset of illness
- Measles, until 4 days after onset of rash
- Rubella, until 6 days after onset of rash
- Unspecified respiratory tract illness accompanied by another illness which requires exclusion
- Herpes simplex, with uncontrollable drooling a child who becomes ill while at our facility must be removed from the classroom in order to limit exposure of other children to communicable disease.

An ill child will be sent to the office to wait for his/her parent to arrive. For this reason, we ask families to make every effort to pick up a sick child as soon as possible. Our facility reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed healthcare professional stating that the child is not contagious.

Please contact our facility AS SOON AS POSSIBLE at 208-745-8187 whenever your child is ill.

### **NOTICE OF EXPOSURE & REPORTING DISEASE**

If your child is exposed to a communicable disease, a notice will be posted at the door to your child's classroom. Additionally, families who have provided an email address will receive email notification of the illness. If your child or anyone in your household becomes ill with a communicable disease, please notify the Director immediately.

At Lolo's Little Darlins Daycare we want to keep all the children in great health, that's why we put in one of the very best HVAC systems. Our system includes 2 York 92% efficient 2-stage variable speed furnaces each with a media filter especially designed for people with allergies. There is fresh air ventilation to both systems, a steam humidifier for comfort, all controlled by sensors in each room computing an average temperature for each zone, therefore efficiently distributing heating and/or cooling to each room. The system also includes an on-demand hot water heater for consistent water temperature flowing from each faucet.

### **HAND WASHING**

Frequent hand washing with soap and warm, running water is the most effective way to reduce and prevent the spread of illnesses commonly found in childcare such as the flu, diarrhea, and pink eye. Parents are encouraged to assist their child in the hand washing process upon arrival. Other times your child (and staff members) will be expected to wash their hands:

- Upon arriving at the center or when changing classrooms
- After each diaper change or using the toilet
- Before and after meal times
- Before and after administering medication
- After handling bodily fluids (mucus, blood, or vomit)
- After coming indoors from the playground
- After handling pets and other animals
- After cleaning or handling garbage

Warm, running water (no colder than 60 degrees F) and soap must be used. Hands must be rubbed vigorously for at least 20 seconds, including the backs of hands, between fingers, under nails, and under any jewelry. A disposable paper towel should be used to dry hands and turn off the faucet. Help reinforce the importance of hand washing by encouraging frequent hand washing at home as well.

## **MEDICATIONS**

Prescription and over-the-counter medications must be given to a staff member in the original container, clearly labeled with the child's full name and birth date. Lolo's Little Darlins Daycare staff will not administer any medication without a signed Medication Authorization Form. Forms can be obtained from your child's teacher or from the Director and/or Assistant Director.

Medications are stored in a locked box (refrigerated medications) or in a high cabinet (non-refrigerated medications) while in use at our facility. The Medication Authorization Form must remain with the medication at all times. Unused medications must be immediately returned to the family and will not be stored at Lolo's Little Darlins Daycare. Medications are administered by lead teachers (under the direction of upper management), the Director, Assistant Director, or Office Administrator.

## **IMMUNIZATION RECORDS**

Prior to admission, each child must have appropriate immunizations. Children will not be admitted or retained unless all immunizations are up-to-date. A child is generally considered up-to-date on the vaccination series if she or he has had 4 doses of DTP, 3 doses of polio, 1 MMR 3 doses of Hib, and 2 doses of hepatitis B vaccine by 24 months of age. All children must stay current with their immunizations and boosters. It is the parent's responsibility to ensure timeliness of immunizations. Please provide the daycare with a copy of updated immunization records. Immunizations are required by the State of Idaho and our records are checked by the State to make sure all children are immunized. If there are medical or personal reasons that have led to your child not being vaccinated, a waiver must be signed prior to starting care with our facility.

## **DOCUMENTATION OF ACCIDENTS/INCIDENTS**

Staff members shall document accidents and incidents that occur at our facility using an Accident/Incident Report. Please document all biting incidents as accidents. If a biter breaks the skin of another child, an accident/incident report needs to be completed for the biter as well as the child who was bitten. Use great detail when explaining events, but never include other children's names. If the injury is serious, a parent needs to be contacted before pick-up. The parent shall sign the report the same day as the incident. A copy may be given to the parent. All Accident/Incident Reports must be given to the Director and/or Assistant Director to be placed in the child's permanent file.

## **DOCUMENTATION OF HEALTH INCIDENTS**

Each time a parent is contacted regarding an ill child or symptoms of illness, a Health Incident Form will be completed. A copy of the form will be given to the parent and the original to the Director and/or Assistant Director to be placed in the child's permanent file. All parents will be notified of any communicable illnesses present in the center via a sign posted on the main entrance to the center explaining the illness. In addition, parents with children in the classroom of the infected child will receive an email regarding the illness.

## **DOCUMENTATION OF SPECIAL HEALTH CARE NEEDS**

An Emergency Care Plan will be on file for any child with special health care needs (seizures, etc.). A copy of the Emergency Care Plan must be kept in the classroom emergency binder. All staff working in the classroom must familiarize themselves with this plan, should an emergency arise. If necessary, staff will receive training regarding a child's specific health care needs.

## **EMERGENCY MEDICAL/DENTAL PROCEDURE**

It is important that parents complete and update, as needed, an Emergency Contact and Parental Consent Form. This form contains contact information for both the parents as well as the individuals authorized to pick up the child in the event of illness or emergency. In addition, the form allows staff members to seek emergency medical or dental care from authorized care providers in the event of serious injury. It is the responsibility of the parent to complete this form and to make corrections to this information when necessary.

- If a child becomes ill or injured after arriving at the center, the Lead Teacher will attempt to contact the parent(s) at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pick up persons on the Emergency Contact & Parental Consent form will be called.
- Children who are ill or seriously injured will be sent to the office and remain under the supervision of the Director and/or Assistant Director until a parent arrives. If the child requires immediate medical attention: • the staff member who witnessed the emergency situation will remain with the injured child and instruct someone else to call 911. If no one is available, first ensure the child is stable and if possible, bring the child with you to call 911.
- A staff member who witnessed the emergency situation will accompany the child to the hospital, bringing the child's physical exam, immunization records, and Emergency Contact & Parental Consent Form.
- The Director or Assistant Director will contact the parent(s).

## **SUNSCREEN**

Between the months of March and October, all families will be **required** to supply sunscreen for their child/ren for outdoor activities. Sunscreen must be SPF 15 or above, and will be applied by classroom teachers regularly throughout the day. If you do not provide sunscreen for your child, you will be charged \$10 a month, per child.

## **MANDATORY CHILD ABUSE REPORTERS**

As childcare professionals who interact with children on a daily basis, each staff member of Lolo's Little Darlins Daycare is a mandatory child abuse and neglect reporter and must contact the Idaho Department of Human Services whenever abuse or neglect is suspected.

## **TOBACCO USE**

Cigarettes and smokeless tobacco products, including vaping devices, are prohibited on our premises, including parking lots and outdoor play areas. Smoking and the use of smokeless tobacco products is also prohibited in our vehicles or in personal vehicles being used for the transportation of daycare children, and while on field trips.

## **ACCESS POLICY**

Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with child care shall not have unrestricted access to children for whom that person is not the parent, guardian or custodian, nor be counted in the staff to child ratio. Unrestricted access means that a person has contact with a child alone or is directly responsible for child care. Person who do not have unrestricted access will be under the direct supervision and monitoring of a paid staff member at all times and will not be allowed to assume any child care responsibilities. If there is someone in the facility or parked in front of the facility that we do not know, or who seems suspicious, we will call the police. The primary responsibility of the supervision and monitoring will be assumed by the lead teacher unless he/she delegates it to the Full Time Assistant Teacher due to a conflict of interest with the person. Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If a staff member is unsure about the reason, the Director or Assistant Director to get approval for the person to be on site. If it becomes a dangerous situation, staff will follow the “Dangerous Adult” procedure. Non-agency persons, who are on the property for other reasons such as maintenance, repairs, etc., will be monitored by a paid staff member and will not be allowed to interact with children on the premises. A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian or custodian) who is required to register with the Idaho sex offender registry:

- Shall not operate, manage, be employed by, or act as a contractor or volunteer at the child care center.
- Shall not be on the property of the child care center without written permission from the Director, except for the time reasonably necessary to transport the offender’s own minor child to and from the center. The Director is not obligated to provide permission and must consult with their DHS licensing agent first.

## **AFFIDAVIT POLICY**

At times families may be dealing with difficult situations at home. When legal matters are present in the home, families may need to collect affidavits for their legal team. Due to the nature of the relationship between caregiver and child, families may choose to ask a staff member to provide such a statement. Our program’s priority is providing the best possible care when children are away from home and our focus will remain on the child, making sure all their needs are met during what could be a difficult time at home. Staff members will not provide written statements or affidavits of a professional nature to families.

## **GUIDANCE**

Every adult who cares for children has a responsibility to guide, correct and socialize children toward appropriate behaviors. These adult actions often are called child guidance and discipline. Positive guidance and discipline are crucial because they promote children's self-control, teach children responsibility and help children make thoughtful choices. The more effective caregivers are at encouraging appropriate child behavior, the less time and effort adults will spend correcting children's misbehavior. Effective guidance and discipline focus on the development of the child. They also preserve the child's self-esteem and dignity. Actions that insult or belittle are likely to

cause children to view their caregivers negatively, which can inhibit learning and can teach the child to be unkind to others. However, actions that acknowledges the child's efforts and progress, no matter how slow or small, is likely to encourage healthy development. Teaching children self-discipline is a demanding task. It requires patience, thoughtful attention, cooperation and a good understanding of the child. Lolo's Little Darlins Daycare staff will use only positive guidance techniques.

When interacting with young children, staff should ask themselves the following questions: "Am I..."

Validating feelings?

- Asking open ended questions?
- Encouraging problem solving?
- Respecting children's choices?
- Using praise and positive reinforcement?
- Talking with children – not at them?
- Circulating throughout the classroom?
- At the child's eye level?

### **REASONS FOR MISBEHAVIOR**

If caregivers understand why children misbehave, they can be more successful at reducing behavior problems. Listed here are some of the possible reasons why children misbehave.

- Children want to test whether caregivers will enforce rules.
- They experience different sets of expectations between school and home.
- A child does not understand the rules, or are held to expectations that are beyond their developmental levels.
- They want to assert themselves and their independence.
- They feel ill, bored, hungry or sleepy.
- They lack accurate information and prior experience.
- They have been previously "rewarded" for their misbehavior with adult attention.

### **PREVENTING MISBEHAVIOR**

Child misbehavior is impossible to prevent completely. Children, usually curious and endlessly creative, are likely to do things parents and other caregivers have not expected. However, there are many positive steps caregivers can take to help prevent misbehavior.

- Set clear, consistent rules. (e.g., walking feet; gentle touches)
- Make certain the environment is safe and worry-free.
- Show interest in the child's activities. (e.g., participating in activities with the children so they stay interested for longer periods)
- Encourage self-control and independence by providing meaningful choices. (e.g., "You may pick up the blocks or art center.")
- Focus on the desired behavior, rather than the one to be avoided. (e.g., "Ashley, please use gentle touches with your friends.")
- Build children's images of themselves as trustworthy, responsible and cooperative.
- Give clear directions, one at a time.
- Say "Yes" whenever possible. • Notice and pay attention to children when they do things right. (e.g., "Joey is playing so nicely. I like it when you keep the blocks on

the table.”)

- Encourage children often and generously.
- Set a good example. (e.g., using a quiet voice when children should be quiet)
- Help children see how their actions affect others.

### **RESPONDING TO MISBEHAVIOR**

Below are strategies staff members will use to respond to child misbehavior.

Remember, however, that it's always a good idea if rules are explained fully and clearly understood before misbehavior occurs. Whenever possible, involve children in making the rules for the classroom.

- Redirection this strategy should be used most frequently when working with young children. If a child is not following the rules or being uncooperative, quickly get the child's attention and introduce another activity. For example, "Kate, please help me water the flowers now. You've been riding the bike for a long time and it's now Logan's turn."
- Logical consequences these are structured consequences that follow specific misbehaviors. The child should be able to see how the behavior and the consequence are directly related. For example, Andrew is standing on his chair at lunch. His teacher should remind him that if he stands on his chair, he could fall and get hurt; this will make him sad.
- Participate in the solution if a child damages something, he/she needs to help in fixing it or in cleaning up. If a child causes someone distress, he/she should help in relieving that. For example, "It made Brandon very sad when you told him he wasn't your friend anymore. Please come apologize and help me make him feel better."
- Natural consequences allow children to experience the consequences of their behavior are also called learning the hard way. For example, Laura does not put her books back in her school bag after she finishes reading. One day she loses a book, and therefore must find a way to replace it. Only use natural consequences when they will not endanger the child's health or safety.
- "Take a break" or "Calm down chair" In some instances, a child may need to be removed from a particular situation in which he/she has become overwhelmed or violent. The child should be directed to "take a break" or sit in the "calm down chair." This strategy gives the child a chance to calm down, regain control, and reflect quietly on her or his behavior away from others. Once the child has calmed down, staff should talk with the child about the actions that led up to and resulted in needing a break or being sent to calm down chair. For example, "Hannah, we have talked often about how hitting is not acceptable. But because you hit John, please leave the blocks center and go to the calm down chair. I will talk to you when you are ready."
- If these actions do not help in reducing or changing behavior the following will take place:
  - Staff will report behavior and what strategies have been attempted to the Director and/or Assistant Director(s).
  - The Director and/or Assistant Director will observe the child and meet with the Lead Teacher to develop a behavior management plan.

- The behavior management plan will be discussed with the parent and then put into practice.
- The Director and/or Assistant Director, Lead Teacher and Assistant Teachers, and parents will evaluate the behavior management plan. If needed, adjustments will be made.

**If a child’s behavior becomes threatening to themselves, other children, staff or teachers, the child will be removed from the classroom and possibly the program for a period of time. You will be contacted and ask to come pick up your child as well.**

### **BASIC RULES**

- When a child is playing or working with some material or equipment, no other child will be allowed to take that toy, material or equipment away until the first child is finished. Sharing, however, is taught and encouraged.
- Children are encouraged to talk quietly and walk while inside the building.
- No child will be allowed to hurt another child. Any verbal or physical aggression will be dealt with immediately.

**\*\*Physical punishment will not be used at any time**

**\*\*Parents may not discipline a child that is not theirs in the Daycare.**

**\*\*Parents may not discipline their child in front of the other children at the Daycare.**

### **BITING POLICY**

Biting is a behavior that usually appears between the ages of one and three years. While biting is an age-appropriate behavior, it is important to remember it is also unacceptable behavior in a childcare environment. Children bite for a variety of reasons: teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Biting is not something to blame on children, their parents or their teachers. There are a variety of strategies we implement at Lolo’s Little Darlins Daycare to prevent and stop biting. This is the process followed when a child bites:

- The biting child is stopped and told, “Stop biting. Biting hurts” in a firm voice. Teachers should remain calm, being careful not to show anger or frustration towards the child.
- The biting child is removed from the situation. Depending upon the observed motive for the bite, the separation may include re-direction or meeting the child’s needs. As little attention as possible will be placed on the biting child, to avoid reinforcing the behavior.
- Appropriate first aid will be provided to the child who was bitten. Bite will be washed with soap and water; cold compress will be applied to reduce pain and swelling. A bandage will be applied if necessary.

It is important to explore the reasons for biting when it occurs. Teachers need to work with parents to gather information about the child’s behavior and begin observations to determine the reasons for biting. Examples of triggers would be: communication deficits, transitions, hunger, lack of sleep, need for oral stimulation or teething pain. Once triggers are identified, staff can work on prevention strategies and start teaching replacement

skills. Below are the steps the teacher will take to identify triggers and replace the behavior:

- The teacher will examine the context in which the biting is occurring and look for patterns. The following questions should be asked:
  - Was the space too crowded?
  - Were there too few toys?
  - Was there too little or too much waiting?
  - Was the child who bit getting the attention and care he/she deserved at other times?
- The teacher will change the environment, routines or activities if necessary.
- The teacher will work with the child who is biting to resolve conflicts and frustrations in more appropriate ways
- The teacher will observe the child, to get an idea of why and when they are likely to bite.
- The teacher will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.
- The teacher, parent and Director and/or Assistant Director will meet regularly to regulate an action plan and measure outcomes.
- If biting continues the teacher will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child who is biting.

All information is confidential and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on an Incident/Accident Report which is completed and signed by a teacher and parent. A copy is provided to the parent and the original kept in the child's permanent enrollment file in the office.

### **HOME AND SCHOOL PARTNERSHIP**

Upon parent request, daily sheets for children enrolled in the infant, toddler, and two year old programs, a daily "recap" sheet will be completed to tell you about your child's day. This chart contains information about toileting, meals, naps, and activities. Parents of children in the three and four year old program rooms may request a daily chart be filled out for their child.

Room transitions your child will transition to a new classroom when he/she has reached the developmental milestones for a particular classroom. Both your child's current and future teacher is available to address any questions or concerns you have during the transition process.

### **QUESTIONS/CONCERNS**

If you have a question or concern, do not hesitate to bring it to the attention of the teacher most directly involved. If the concern is not resolved, the Director, Whitley Bailey can be reached at [whitley@loloschildcare.com](mailto:whitley@loloschildcare.com) or 208-745-8187. The Director is available to assist parents and staff in resolving concerns.

## **FEES AND BILLING POLICIES**

### **FINANCIAL AGREEMENT**

Upon enrollment and any changes to tuition, families are provided a Fee Policy & Financial Agreement. This agreement should be carefully reviewed and checked for errors.

Payments are due by the close of business Monday, the day child care begins. Payments not received by close of business Monday will be charged a \$10.00 late fee.

ICCP payments will be due by the **15<sup>th</sup>** of every month.

If you have a balance on your account for 3 weeks past your last payment or zero balance, your account will be delinquent.

### **AUTOMATIC PAYMENTS**

All enrollments must make childcare payments electronically, with a checking, or savings account. A Direct Debit Authorization form must be completed and returned with a voided check before or on a child's first day at the center. Special arrangements must be discussed and arranged with the Director if unable to make electronic payments.

Payments are withdrawn on Monday for the upcoming week of care. If a holiday falls on a Monday, payments will be withdrawn from your checking or savings account on the next business day.

### **CONTRACTS**

As of January 1, 2020, Lolo's Little Darlins Daycare only accepts 4-day and 5-day contracts. This will affect new enrollments only.

### **MULTIPLE CHILD DISCOUNT**

Families with two or more children enrolled full-time at Lolo's Little Darlins Daycare are eligible for a \$1 off per day for each additional child after the first. Families who are on ICCP are not eligible.

### **RETURNED CHECKS/INSUFFICIENT FUNDS**

All returned checks or direct debit payments rejected due to insufficient funds will be charged a \$25.00 penalty. Missed payments and late fees must be paid within 2 weeks. Repeated incidents of returned checks or insufficient funds notices could result in termination of child care services. A payment plan should be discussed with the Director if a family is having trouble making tuition payments.

## **DELINQUENT ACCOUNTS**

Families that are more than 3 weeks, from zero/negative balance, or \$500 behind in payments may have their child care services terminated. For information about assistance programs that will help cover the cost of child care tuition, please speak with the Director. A payment plan must be agreed upon between family and Center before an account will be considered "in good standing" and no longer eligible for termination. Once an account is considered delinquent, you will forfeit your contract with our facility. Your balance must be paid in full prior to being able to bring your children back to daycare.

Our Daycare participates in the Idaho Child Care Program (ICCP). This program is designed to assist parents with their childcare costs through financial reimbursement based on the family income. Families who take part in this program are still responsible to pay their bills on time. Parent copays are due within the first 15 days of the month. To request additional information, please contact the Director.

If payments are not received within the first 15 days of the month, a \$10 late fee will be added to your account. Payment arrangements for weekly, biweekly or semimonthly payments can be made with management. If arrangements are made, you have 15 days to make your payment. If payment is late, you will be assessed a \$25 late fee.

If you are waiting for ICCP approval, you are required to pay your daily daycare rate until approval is received from the State and we know what your co-pay will be. Once approval is received, you are required to pay your copay as stated in the above paragraph.

It is NOT the responsibility of Lolo's Little Darlins Daycare to keep reminding you of missing information required by the State. Since the State takes approximately one month to process your application (when all the information is received), you will be responsible for full payment the month of your reassessment until notice of preapproval is received.

## **HOLIDAYS AND VACATION**

Lolo's Little Darlins Daycare will be closed in observance of the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving (2 days), Christmas (2 days) .

## **VACATION DAYS**

Each family who attends our facility full time will receive 2 weeks' vacation, once they have been here for 12 full months, amount of days corresponds with your contracted days 4 contracted days = 8, 5 contracted days = 10

### EXTENDED ABSENCE

In the event that a child needs to take an extended absence, such as summer break, and wishes to return to the program after a period of time, a fee of 50% of the monthly tuition must be paid each month the child is absent. More than two consecutive months of non-payment and no contact with the Director and/or Assistant Director could result in termination of enrollment. If possible, notify the Director and/or Assistant Director at least 30 days before an extended absence.

### LOLO'S LITTLE DARLINS DAYCARE RATES

Age	4 Days	5 Days	Full Month	5% discount
Infant to 23 Months	\$116.00	\$145.00	\$624.00	\$593.00
24 Months-47 Months	\$108.00	\$135.00	\$580.00	\$551.00
48Months-Start of Kindergarten	\$100.00	\$125.00	\$535.00	\$511.00
Kindergarteners	\$84.00	\$105.00	\$452.00	\$429.00
School Age	\$60.00	\$75.00	\$323.00	\$307.00
School Age Summer	\$84.00	\$105.00	\$452.00	\$429.00

**Second Child Discount** - \$1 off per day

If we transport your child to and from school the cost is \$6 each way per day.

**Preschool** is a flat rate of \$116 per month.

\*If you sign a 4 or 5 day contract, preschool is included in the price of the contract.\*

### WITHDRAWAL FROM THE PROGRAM

Parents who choose to withdraw their children from the program must submit a written "statement of intent" at least two weeks prior to departure. Refund requests must be in writing and presented to the Director. Refunds cannot be provided without a two week notice, unless extenuating circumstances can be shown. If a two week notice is not given, you will be charged two weeks of your contract amount.

### PARENT VISITS AND OBSERVATION

Lolo's Little Darlins Daycare maintains an "Open Door" policy. Parents are encouraged to take an active interest in their child's care and development.

- Parents are welcome and encouraged to visit their children. Nursing mothers are welcome to nurse their infants in the infant room whenever possible (Generally, a private area can be arranged.)

- If you find that your child has difficulty separating from you, as many toddlers do, you may want to limit your visits, as frequent visits may become more difficult for the child.
- We also invite parents to observe part or all of their child's day. We feel that observation increases a parent's understanding of what we do and what our child's day is like. Most children find parent visits and observations very special and exciting. However our child's behavior may vary from "normal" Daycare behavior with your presence. Parents must check-in with the Daycare manager or lead caregiver when observing activities.
- Many parents have special talents or interesting jobs, which could be shared with the children. If you have ideas for field trips, or would like to volunteer to spend some time with your child and his/her friends on a special project, we'd love to have you.

### **OUR PROMISE TO YOU**

As Staff members of Lolo's Little Darlins Daycare, we promise to provide a high quality child care that provides a well-balanced, fun and diverse learning atmosphere, where your children will love to learn and will feel safe and secure. It is our desire to increase creativity, educate and inspire the children of today. We would like you to feel good about leaving in the morning and knowing that your children are in the closest environment of home that you could possibly find. We as Staff members understand the importance of your children's wellbeing, we are all parents also. We look forward to serving you and your most important treasures, **YOUR CHILDREN!**

### **EMERGENCY FIRE PROCEDURE**

Emergencies: Alert the Director of the situation by communicating the seriousness of the situation. Make sure you know how to evacuate the children. If you are substituting, be certain you become familiar with that procedure, because each room is different.

- The manager on duty would lock all doors and make sure the daycare is secure, and all children and teachers are okay.
- If Whitley is not at the daycare, the manager on duty would call her, 802-777-2798, for further assistance. They would call Heidi if Whitley can't be reached.
- If there is a Fire in the daycare, evacuate all children per plans on the classroom walls, CALL 911 then have someone else call Whitley or Heidi.
- All phones will be kept open so parents can call the center, and the manager on duty will make all calls from her cell phone.
- The manager on duty would turn a T.V. on, one that's away from the children to listen for updates on the disaster that's going on.
- Always remember to keep all children and parents calm and let them know their child is safe.

- Earthquake: In the event of an earthquake, direct everyone to drop, take cover (under desks or tables) and hold on to the desk/table. Remain calm and reassuring. When the quake is over, evacuate the building. Account for all children and remain outside until the building is inspected and declared safe by authorized personnel.
- First Aid: When cleaning up a child involves any body fluids, you must wear gloves. Dispose of the material you used into the garbage can, and then take it out to the dumpster.
- **\*\*FIRE DRILLS WILL BE PRACTICED BI-ANNUALLY\*\*** The Director or Assistant Director will initiate all drills and maintain records of all drills.
- Assistant Director will verify, as soon as possible, with Lead Teachers that all children are accounted for.

### **INTRUDER OR DANGEROUS ADULT**

A dangerous adult is considered someone who is displaying inappropriate or threatening behavior, carrying a weapon, or showing signs of intoxication from either drugs or alcohol. This also includes an individual that is prohibited by court order from picking up or having contact with a child.

#### **IF THERE IS AN INTRUDER OR DANGEROUS ADULT IN THE CENTER:**

- Staff members in the immediate area will position themselves between the children and intruder/dangerous adult.
- A staff member will attempt to have the parent/intruder move to the hallway and close the classroom door, while a second staff member calls the Director or Assistant Director to assist with the situation.

#### **IN THE EVENT OF AN INTRUDER OR DANGEROUS ADULT:**

- Staff members will be notified by the Director and/or Assistant Director of the threat.
- ALL staff and children must return to their classrooms; lock all classroom doors; and sit on the floor away from doors and windows. Wait for an “All Clear” from the Director or Assistant Director before continuing with activities.
- The Director and/or Assistant Director, or a staff member designated by the Director and/or Assistant Director, will contact the Police Department to notify them of the situation.
- The Director and/or Assistant Director will instruct the intruder or dangerous adult to leave the premises, maintaining visual contact with the individual until the police arrive, or until the individual leaves.

#### **IN THE EVENT OF AN INTOXICATED PARENT:**

- The Director and/or Assistant Director and Lead Teacher will talk with the intoxicated parent about alternative arrangements for pick up, while another authorized pick up person is contacted.
- If another authorized pick up person cannot be reached, the child must be released to the intoxicated parent.
- The Director and/or Assistant Director, or Lead Teacher will inform the parent that the police will be notified.

- Call the police and inform them of the situation. Provide as much information as possible, including parent's name, make/model of the car, and license plate number.

### **MISSING OR ABDUCTED CHILD**

In the event of a missing child, the Lead Teacher will search for the child in the immediate area, while another staff member calls the Director and/or Assistant Director to help with the search.

- If the child cannot be located in a reasonable amount of time, the Director and/or Assistant Director will notify the Police and the child's parents.
- In the event of an abducted child, the Lead Teacher must immediately contact the Director and/or Assistant Director, Police Department, and the child's parents.

### **POWER FAILURE**

Staff members and children should remain in the classroom and if possible, proceed with activities as usual, or may go to the outdoor playground until power resumes. If power cannot be restored within a reasonable amount of time, the center will close and parents contacted.

- Lead Teachers are responsible for contacting parents to inform them of the closing and of the need to immediately pick up their child.
- Activities will resume as possible until parents arrive.

### **GENERAL EMERGENCY PROCEDURE GUIDELINES**

- A First Aid kit is located at the front desk and in every classroom. The Assistant Director will restock items monthly; however, staff members are responsible for reporting when additional items are needed before that time.
- All incidents or accidents (including biting) are reported to the parents, lead teacher, Director and/or Assistant Director using the Incident/Accident Report form. A completed form must be signed by a parent on the day of the incident. A copy must be given to the parent and the signed original given to the Assistant Director to be filed in the child's enrollment folder. In some cases, (i.e., there is a large cut, bruises or a bite mark visible on the child's body) staff members are required to call parents before pick up to inform them of the incident.