

# Lolo's Little Darlins Daycare Center Parent Handbook



Lolo's

Little Darlins Daycare & Preschool

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 possibility and we pledge to do our very best!

We are excited to offer such an outstanding, fun, and educational experience for your child. We take pride in our learning atmosphere and the ability we have to teach each child based on their individual needs. Our goal is for each child to develop a love for learning so they can be life-long students.

You will be pleased to know that all of the daycare staff are experienced in working with children. Background checks are mandatory for all staff members. 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 our 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 build a positive self-image during these crucial 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 has 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.

We look forward to working with you and your children!

Sincerely,  
Lolo's Little Darlins Daycare Staff

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LOLO'S

## HISTORY

Lolo's Little Darlins Daycare was established in 2006. The owner, Jaramie Magera, was searching for quality childcare in Eastern Idaho and was unable to find what he was looking for. Thanks to Jaramie's background in construction, he 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 and care for 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 your children and to help them 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:

- Provide a safe and nurturing environment for each child in our care.
- Create a stimulating learning atmosphere with activities that enhance each child's development.
- Provide a multicultural learning environment that emphasizes the importance of respecting individual differences.
- Create a positive and mutually supportive working relationship with the families of each child.
- Encourage and promote a self-directed, cohesive staff who work well together and continually develop their skills and knowledge.

## GENERAL CENTER INFORMATION

**Director:** Alexis Aylworth

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

Office: 208-745-8187

Cell: 405-234-6605

**Office Administrator:** Cydnie Magera

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

Office: 208-745-8187

## 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 11:15 am and 2:30 pm, except for children over 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 closes at 6:30 pm. Parents must call before closing and inform the daycare that they will be late picking up their child that day. Parents will be charged \$20 per child if not picked up by closing time. Each additional minute past 6:30 pm will be an additional \$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 raise from \$1 to \$5 per minute. In conjunction with other behaviors, if excessively late, we reserve the right to terminate your contract at any time. It is important that your child is pick-up promptly because it is respectful and courteous to our staff, and beneficial for the health and development of your child.

## PROGRAMS

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

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

**Toddler Care** (2-years-old – 3-years-old)

**School-Age/Preschool** (3/4/5 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 12 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 first and last 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 need 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.

## 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.

- Capable of walking steadily?
- Increasingly interested in being social?
- Capable of feeding themselves?
- 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 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 gross motor skills is a vital stepping stone for future physical development. Children in this age group are ready to stand by a low table and attempt projects that further develop their fine-motor skills. Coloring, painting, and pasting are often appealing at this age. Social development is emerging and friendships are beginning to grow as a result of increased interactive play. Daily schedules are posted in the Red Room.

### **TOILET TRAINING**

Toilet training is an important step in becoming independent. A child is truly toilet trained when the child, by themselves can, pull down their pants, use the toilet, wipe, and pull up their 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 positive reinforcement and incentives. When a child uses the toilet successfully, they get to choose a prize (sometimes this is a sucker) and receive immense amounts of praise. Our teachers will remind a child to use the toilet so that a routine can be established. Once a routine is established a child is more likely to avoid accidents and gain confidence in using the toilet by themselves.

Our management team is willing to address any parent 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/pull-ups and wipes. Please also continue bringing 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 utilized at Lolo's is based on a developmental approach that incorporates a variety of different learning styles. We encourage daycare staff to enhance the learning atmosphere by using additional resources and approaches to learning. Our program provides an appropriate atmosphere for young children that respects and builds on individual, development, and cultural differences among children. The children experience a daily routine that requires them to plan, make choices, discover, solve problems, explore solutions, and recall experiences. The low student/teacher ratio enables the child to have a one-on-one learning experience.

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

Lolo's Little Darlins Daycare provides before and after school programs for children enrolled in Kindergarten through 6th grade. Summer programs are also available. Your child will be encouraged to participate in group activities with peers and to foster friendships that will enhance individual growth. Children will enjoy a variety of exposure to guest speakers and adventurous activities. 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 encouraged to allow your child to make individual choices and develop their independence.

### **Program Description**

Our program will allow your child to grow and excel in the areas of language, basic reading, science, math, and social studies. These subjects are taught in a variety of methods that will provide learning opportunities with an emphasis on a child's self-esteem. Jefferson County School District provides transportation to and from the majority of the local elementary schools. Parents will need to go to the District Office and fill out a transportation deviation for this service. Contact the Director for more information regarding this topic.

### **ARTS AND CRAFTS**

Art has the magical ability to reduce children's stress behaviors. Children will enjoy the opportunity to express themselves through various art projects. We encourage parents to bring an old shirt or a form of coverage that can be used while their child participates in arts and crafts activities.

## **DRAMATIC PLAY**

Dramatic play provides children with the opportunity to be spontaneous, creative, and fun-loving in a world of make-believe. Acting out a situation will help the child understand the effects/consequences of a given scenario with no personal involvement. This encourages a child to learn key interpersonal skills and how they are expected to act in the classroom.

## **RATIOS**

<b>Infants</b> (up to 2-years-old)	One Staff member for 6 children
<b>Toddlers</b> (2 to 3-years-old)	One Staff member for 8 Children
<b>Preschoolers</b> (3 to 5-years-old)	One Staff member for 12 children
<b>4-5 years old</b>	One Staff member for 12 children
<b>School Age</b>	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.

<b>Ages:</b>	<b>Points:</b>
Under 2 years old:	2 Points
2 years to less than 3 years:	1.5 Points
3 years to 5 years:	1 Point
5 years to less than 13 years:	.5 Points

## **IDAHO QRIS**

Lolo's Little Darlins Daycare participates in the Idaho Stars Quality Rating and Improvement System (QRIS) 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. This QRIS program is aimed at improvement and progression in several categories so that we can provide the best care possible.

## **UPDATING ENROLLMENT RECORDS**

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

## **CONFIDENTIALITY**

Confidentiality is a top priority at 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**

The curriculum at Lolo's Little Darlins Daycare includes child-initiated and teacher-directed activities and experiences. These activities are offered to support and enrich the child's physical, emotional, socially, and cognitive development. Infant and toddler teachers create a monthly schedule according to the ages and abilities of the children in their respective classrooms.

Outdoor play is important to a child's physical development and must be included in both the morning and afternoon schedules. Self-selection or "free-play" is a daily part of the curriculum and allows children to choose which activity he/she participates in. This promotes creative expression and the development of important social skills.

## **DAYCARE STAFF TRAINING**

All daycare staff members are required to:

- Pass a criminal background check.
- Maintain current CPR and First Aid (both adult and infant/child) certification.
- Attend monthly daycare staff meetings.
- Attend 13 hours of early child development training each year through Idaho STARS.
- Complete additional training in accordance with the Idaho Stars PDS program.

## **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 time, large and small groups, individual activities, small and large muscle activities, indoor and outdoor playtimes, self-selection, and teacher-directed activities.

Day-to-Day consistency is extremely important to the overall well-being of the children and the classroom environment. Children thrive on consistency! Routines will be maintained whenever possible for arrivals and departures, meals and snacks, transitions, resting and nap times, and personal care routines such as diapering/toileting and hand washing.

## **FREE PLAY**

"Free-play" (also called child-initiated activities, free choice, or 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. Also, 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 can choose who to interact with. We do continue to encourage inclusion during outdoor play.

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. Parents need to send their children with 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 Daycare guidelines
- The children are not allowed to play in the doorway. This is because those exiting the building cannot see small children. It is also possible 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**

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 solely for 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 cots for our nappers for a more comfortable nap.

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 with alternative quiet activities if unable to rest.

## **WEAPONS/VIOLENT PLAY**

There is a strict no weapon play policy at our facility. Children are not permitted to play with weapons of any type or size or 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 will be placed at the front desk and will be 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 the 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 a movie, television show, or computer game titles based upon weekly themes. Children are not required to view part or all of a video or television show. All multimedia must have a rating of “G” or “E” and must possess an educational theme.

The following limitations have been specified for the viewing of multimedia by classrooms:

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 the above posted times, multimedia will not be used between 8:00 am and 5:45 PM, except for on 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 are convenient for the parents throughout the year but are generally scheduled in January.

## **IN-HOUSE GUESTS**

Each eligible child enrolled at Lolo’s Little Darlins Daycare will participate in 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. 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.
- Headcounts shall be taken before leaving the center, after entering the vehicle, during the 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 must be at least 21 years of age and provide: proof of insurance, a 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, morning snack, lunch, and afternoon 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, near the main entrance at the beginning of every month. Copies are also available for you to take home.

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 or has different dietary needs (e.g., vegetarian, vegan, lactose intolerant) 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 from 7:30 a.m. to 8:30 am. If your children arrive later, please do not send breakfast foods with them. This causes problems in the classroom.
- Snacks will be provided mid-morning around 9:45 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.

Per the guidelines established by the USDA, our facility is enrolled in the Nutrition Works food program. During enrollment, we require a separate form for parents to fill out, which enrolls their child in the food program. This enrollment does not affect your tuition pricing at our facility or tuition assistance offered through the State of Idaho. This program simply allows us to claim the meals we offer your child while they are attending daycare at our facility.

### **FOOD FROM HOME**

Children are welcome to bring in special treats to celebrate a birthday or holiday. Due to 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 Idaho 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.

The following information is specific to the infant, toddler, and two-year-old program rooms:

- 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 nurse 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 of any new foods your child has tried.

### **SUDDEN INFANT DEATH SYNDROME (SIDS)**

(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 a 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.

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

Please send your child 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/or 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. If your child's items are not properly labeled, we are not responsible if they are mistaken for another child's and taken home.

### **GUESTS IN THE DAYCARE**

When Lolo's Little Darlins Daycare wants to have a guest to help teach or entertain your children, they first must be approved by the daycare Director and then approved by the Office Manager. All guests must have a background check or similar vetting. Also, we must have two teachers in the classroom accompanying that guest. The

safety of your children is of the most importance.

### **ITEMS FROM HOME**

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 not 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 items.

### **ARRIVAL AND DEPARTURE**

The safety of your child is very important to us. We have a computer program in the receptionist area to check your child in and out of our facility. 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 all the way to their 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 then go, or help your child put their things in their cubby first, do it the same way every day. What often makes separating stressful for a child is the uncertainty. If your child can predict what will happen, the separation will not 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 unnecessarily 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.

Lolo’s Little Darlins Daycare closes at 6:30 pm Monday through Friday. If you will be late picking up your child, please provide us with as much notice as possible. Please note that there is a late fee for arriving after 6:30 pm. If someone we are not familiar with is to pick up your child, it is essential that you inform your child’s teacher and/or management 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. Please do not provide your door code to

anyone on your authorized pick-up list aside from another parent or guardian.

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 9:00 am so your child's teacher may make accommodations to the lesson plan. If your child will be absent for an extended period (more than 5 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.

### **HEALTH AND SAFETY POLICIES**

#### **ILLNESS**

Our first priority at Lolo's Little Darlins Daycare is providing a healthy, safe learning environment for every child.

An illness prevents a 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 100.4 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 that is 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 deems 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
- Chickenpox, 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
- COVID-19, until 10 days after onset of symptoms and cessation of fever
- 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 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 sent out to parents via email. 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 is why we have installed one of the very best HVAC systems. Our system includes 2 York 92% efficient 2-stage variable speed furnaces each with a media filter that is specially designed for people with allergies. There is fresh air ventilation to both systems and a steam humidifier for comfort. The system is controlled by sensors in each room that compute an average temperature for each zone, therefore efficiently distributing heating and/or cooling to each space. The system also includes an on-demand hot water heater for consistent water temperature flowing from each faucet.

## **HANDWASHING**

Frequent handwashing 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 handwashing 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**

Before 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. Each child must stay current with their immunizations and boosters. It is the responsibility of the parent to ensure the timeliness of immunizations. Please provide the daycare with a copy of updated immunization records. Immunizations are required by the State of Idaho. Our records are checked by the State to ensure each child is immunized.

### **DOCUMENTATION OF ACCIDENTS/INCIDENTS**

Staff members shall document accidents and incidents that occur at our facility using an Incident Report that is found in the parent involvement application. The parent must sign the report on the same day as the incident. A copy may be given to the parent. All Incident Reports must be given to the Director and/or Assistant Director that will then 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, we will document in the parent involvement application and parents will be notified via email of communicable disease. A copy of the form will be given to the parent and the original will go to the Director and/or Assistant Director to be placed in the child's permanent file.

### **DOCUMENTATION OF ALLERGIES**

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. To ensure that proper emergency procedures are taken, each staff member is asked to review the Allergy Action Plan of the children in their classroom. All allergic reactions must be documented with a Health Incident Form.

### **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 then 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, the first staff member on-site will use their cell phone to call 911.
- A staff member who witnessed the emergency 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 March and October, all families will be **required** to supply sunscreen for their child/ren for outdoor activities. Sunscreen must be SPF 50 or higher 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 per child, a month.

### **MANDATORY CHILD ABUSE REPORTERS**

As childcare professionals who interact with children daily, 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. In the case that a child is brought in with signs of abuse or neglect, we report these signs immediately to the Idaho Department of Human Services.

Upon employment of a new employee, we require an extensive background check and fingerprinting to ensure the safety of those enrolled at our facility. We also have a Zero Tolerance Child Abuse Policy and our commitment to consistently enforcing it. Children in our care should expect to be treated with kindness, concern, and respect at all times. Any evidence of physical abuse or sexual misconduct will be grounds for immediate dismissal. Also, an employee who exhibits unprofessional behavior that could be misconstrued as abusive can be dismissed from the work relationship without access to any accrued benefits or assistance in legal representation. Staff members are advised that corporal punishment or physical discipline is defined as physical abuse.

### **TOBACCO USE**

Cigarettes and smokeless tobacco products 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 personal vehicles being used for the transportation of daycare children.

## **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. The person who does 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. 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 are responsible for getting 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) 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 & DISCIPLINE**

Every adult who cares for children has a responsibility to guide and correct children toward appropriate behaviors. These adult actions often are called child guidance and discipline. Positive guidance and discipline are crucial because they promote a child’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 acknowledge the child's efforts and progress, no matter how slow or small, is likely to encourage 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 the 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 the child in making the rules for the classroom.

- **Redirection:** This strategy should be used most frequently when working with a child. 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 now it's 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 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 make him feel better."
- **Natural consequences:** Allow children to experience the consequences of their behavior, also known as 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”:** 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 the “calm down chair.” For example, "Hannah, we have talked often about how hitting is not acceptable. Because you hit John, please leave the block 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.**

### **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 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 old. 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 the Daycare to prevent and stop biting.

If a biting incident occurs, these are the steps taken:

- The biting child is stopped and told, "No 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. The bite will be washed with soap and water and a 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 the names of the children involved in the incident are not shared between parents. In addition, biting is always documented on an electronic Incident Report within our Parent Involvement Application.

### **PHOTOGRAPHY POLICY**

During curriculum activities, free play, dramatic play, and outdoor play, our teachers often photograph the children in their classrooms to update our KidReports application. In turn, we also use those photos to update our website and occasionally post them to our social media platforms. Upon enrolling your child, there is an agreement form for parents or guardians to sign acknowledging this information and giving our facility permission to photograph your child while enrolled.

### **HOME AND SCHOOL PARTNERSHIP**

Daily sheets for children enrolled in the infant, toddler, and two-year-old program will be completed to tell you about your child's day. This chart contains information about toileting, meals, naps, and activities. These daily sheets are electronic through our parent involvement application and information is inputted twice daily.

A center-wide monthly newsletter will be posted on the bulletin board near the main entrance. This newsletter provides you with general information and announcements about the center. It will be posted to our website and social media platforms for your viewing. Copies are also made available for parents to take home.

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. Before the transition into a new classroom has been completed, parents are encouraged to schedule a meeting with the new teacher to familiarize themselves with the new classroom, children, and curriculum.

### **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, Alexis Aylworth, can be reached at [director@loloschildcare.com](mailto:director@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 time, there are changes made to tuition, families are provided a Fee Policy & Financial Agreement. This agreement should be carefully reviewed and checked for errors.

If you have a child who was previously enrolled with us, your registration fee may be waived. This is at the discretion of the Director.

The first week's tuition and the registration fee are due by drop-off the day child care begins. Payment is required for us to begin providing childcare services.

### **AUTOMATIC PAYMENTS**

All enrollments must make childcare payments electronically, with a checking and/or savings account. Online enrollment can be completed for electronic payments. We must have a voided check or debit card to set up electronic payments for you. 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. Monthly charged accounts will always have payments withdrawn on the 1<sup>st</sup> of each month.

### **CONTRACTS**

Lolo's Little Darlins Daycare only accepts 4-day and 5-day contracts as of January 1, 2020. Please ensure that you sign, initial, and date all of the appropriate fields in your contract.

### **MULTIPLE CHILD DISCOUNT**

Families with two or more children enrolled full-time at Lolo's Little Darlins Daycare are eligible for a \$1 per day discount for each additional child after the first.

### **MILITARY DISCOUNT**

For those families with a parent or guardian enlisted in the military, or who is a veteran, we are offering a \$30.00 discount per family, per month. To receive this discount, we will need a copy of your current Military ID or Veteran's ID card.

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

All returned checks or direct debit payments rejected due to insufficient funds will be charged a \$10.00 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 the family and Director 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 before being able to bring your children back to daycare.

### **ICCP**

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 family income. Families who take part in this program are still responsible to pay their tuition copays 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, payment is required by end of business every Friday.

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.

If you are a foster parent wanting to enroll a child into our daycare program, we do require confirmation of payment from ICCP before the child's start date.

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 a notice of

preapproval is received.

### **PAYMENT PLAN**

Families who are having difficulty making regular payments, or who have continual late fees due to not making timely payments, can be put on a payment plan at the discretion of the Director.

If placed on a payment plan, an agreed-upon amount will be due by noon every Friday until your account reaches a zero balance. If payment is not made by noon on Friday, your contract with our facility will forfeit child care services and will be terminated. If your contract is terminated, you are still responsible for the balance on your account.

### **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, in the number of days that corresponds with your contracted days: 4 contracted days = 8, 5 contracted days = 10

### **EXTENDED ABSENCE**

An extended absence is a period of leave in which your child will not be attending daycare for 2 or more months. If a child needs to take an extended absence, such as summer break, and wishes to return to the program, 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.

50% contracts due to an extended absence will be allowed for a period of 3 months, as most fall during the summer break. Following these 3 months, we will return your tuition rate to 100% of the amount your current contract states. If you do not wish to return to 100% tuition rate following an extended absence, there is the alternative to unenroll your child(ren) at this time.

## LOLO'S LITTLE DARLINS DAYCARE RATES

Age	4 Days Weekly	4 Days Monthly	5 Days Weekly	5 Days Monthly	5% discount
Infant to 23 Months	\$116.00	\$502.66	\$145.00	\$624.00	\$593.00
24 Months-47 Months	\$108.00	\$468.00	\$135.00	\$580.00	\$551.00
48 Months-Start of Kindergarten	\$100.00	\$433.33	\$125.00	\$535.00	\$511.00
Kindergarteners	\$84.00	\$364.00	\$105.00	\$452.00	\$429.00
School Age	\$60.00	\$260.00	\$75.00	\$323.00	\$307.00
School-Age Summer	\$84.00	\$364.00	\$105.00	\$452.00	\$429.00

### Multiple Child Discount - \$1 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.

\*Included in all 4-day/5-day contracts\*

### WITHDRAWAL FROM THE PROGRAM

Parents who choose to withdraw their children from the program must submit a signed two weeks' notice form written "statement of intent" at least two weeks before 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.

## EMERGENCY PROCEDURE

We train and encourage our teachers to know and feel confident evaluating each emergency.

- If the Director is not at the daycare, the manager on duty would call her, for further assistance. They would call Heidi if Director can't be reached.
- 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.

**First Aid:** When cleaning up a child that involves body fluids; gloves must be worn. The materials used will be disposed into the garbage can, and then taken to the dumpster.

**Earthquake:** In the event of an earthquake, everyone will be directed to, 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. All children will be accounted for and everyone will remain outside until the building is inspected and declared safe by authorized personnel

**Fire:** If there is a Fire in the daycare, all children will be evacuated per the plans on the classroom walls, 911 will be CALLED while someone else calls the Director or Heidi. **\*\*FIRE DRILLS WILL BE PRACTICED BI-ANNUALLY\*\*** The Director or Assistant Director will initiate all drills and maintain records of all drills. The 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 the intruder/dangerous adult.
- If the Intruder is in the classroom, 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.
- If the Intruder is at the front entry, the staff member at the receptionist area will position themselves in between the parent and hallway. They will notify the teachers in their classrooms to lock their doors discretely and call 911.

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

- 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 or Assistant Director talk with the parent in question and determine further course of action.
- If the parent allows/asks for someone alternative to pick-up their child, the Director, Assistant Director or Office Administrator will call a person from the approved pick-up list.

#### **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.

- Director and/or Assistant Director is responsible for contacting parents to inform them of the closing and of the need to immediately pick up their child.
- Activities will resume 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 one parent involvement application. 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. If emergency services are required, a staff member will accompany the child while the Director and/or Assistant Director notify the parent of the event.

## **OUR PROMISE TO YOU**

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

LOLO'S