



# Parent Handbook

Established 2014

## **Little Lambs Learning Center - Mission Statement:**

*Little Lambs Learning Center exists to share the love of Jesus through quality childcare and early childhood education.*

100 Main Street P.O. Box 67 Danube, MN 56230  
(320) 826-2340 [www.littlelambseclc.org](http://www.littlelambseclc.org)

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# WELCOME!

Dear Parents and Guardians,

Welcome to Little Lambs Learning Center!

We are pleased that you and your child will be participating in our program at our Early Childhood Learning Center. We consider it a privilege to share in your child's growth and development. We will do our best to make your child's learning experience a meaningful and rewarding one. We also need your participation and involvement since we firmly believe that you are your child's first and lifelong teacher.

This handbook has been prepared to introduce you to our Center and explain the purpose, functions, enrollment requirements, and procedures of our program. If we can help you in any way, or if you have any questions, please feel free to call the LLC's office and speak with the director.

Parents are an integral part of our program and of your child's experience here at Little Lambs. We look forward to getting to know you better through your active involvement in the classroom, special parent visits to the Center, conferences and parent meetings. We look forward to working with you in order to ensure that your child's early learning experiences are positive and exciting.

Sincerely,

Little Lambs Learning  
Center

100 Main Street P.O. Box 67 Danube, MN 56230

(320) 826-2340 [www.littlelambseclc.org](http://www.littlelambseclc.org)

## MISSION STATEMENT

Little Lambs Learning Center exists to share the love of Jesus through quality childcare and early childhood education.

## PURPOSE

It's our plan at Little Lambs to keep your child in Jesus' hands. "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."

- Matthew 19:14

## PHILOSOPHY

Little Lambs Learning Center is based on the philosophy that

- God gives parents the primary responsibility for nurturing their children.
- the center assists parents in nurturing the spiritual, intellectual, social, emotional, and physical growth and development of children in a Christian environment.
- children develop best in an atmosphere of Christian love, care, trust, and respect.
- developmentally appropriate experiences provide children with hands-on activities and real-world situations that further their spiritual, physical, intellectual, emotional, and social development.

The members of our staff are Christians who have both the desire and the gifts to share the love and joy of Jesus Christ. All religious activities will be conducted according to Lutheran doctrine as confessed by the Wisconsin Evangelical Lutheran Synod (WELS).



# WELS

Christ's Love, Our Calling.

## PROGRAM GOALS

Consistent with the mission and philosophy, Little Lambs Learning Center seeks to carry out the following goals. The following is a brief overview of an extensive list of goals and objectives in each classroom. Little Lambs Learning Center uses the Child Observation Record (COR) published by High/Scope for assessment and aligns goals and objectives with this and the Minnesota standards for early childhood education.

Children will:

- Spiritual Growth
  - learn that Jesus is their Savior from sin
  - learn that Jesus is their best friend
  - learn of God's love through Bible stories, prayers, and songs
  - respond to God's love in everyday life
- Physical Growth
  - appreciate likenesses and differences in God's children
  - observe simple health and safety procedures
  - develop small and large motor control and coordination
- Intellectual Growth
  - learn that their abilities are gifts from God
  - practice and enjoy a disposition to learn
  - make and express choices, plans, and decisions
  - use different materials in many ways
  - develop their language skills
- Social-Emotional Growth
  - grow in Christian love, respect, and empathy
  - grow in their ability to interact with peers, adults, and their environment
  - experience success in working and playing individually and cooperatively

Parents / Guardians:

- understand that God gives them primary responsibility for nurturing their children
- understand the spiritual, physical, intellectual, emotional, and social needs of their children
- understand the importance of communication between home and child care / preschool
- become involved in their child's learning through classroom visits, daily consultations, and semi-annual parent-teacher consultations.

### **ADMISSIONS POLICY**

Little Lambs Learning Center admits students of any ability, race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Learning Center. It does not discriminate on the basis of ability, race, color, national or ethnic origin in administration of its education policies and other Center-administrated programs.

Little Lambs Early Childhood Learning Center is a non-profit organization that is licensed by the state of Minnesota. The Minnesota Department of Human Services phone number is 651-431-6500. A copy of Rule 3 is available upon request.

### **AGE GROUPS**

Infants: 6 weeks – 16 months	(LLLC licensed for 4)
Toddlers: 16 months- 33 months	(LLLC licensed for 7)
Preschool: 33 months – 5 years	(LLLC licensed for 20)

Transitions between classrooms will be done in consultation between parents and guardians and will be done across a period of time and with the focus on the child's needs and adjustment.

## **CHILD'S RECORDS**

Prior to the first day of attendance the following records must be completed:

- Child Information Card
- Immunization Print-out with Doctors Signature or Immunization Waiver
- Application for Enrollment
- Child Placement Contract
- Tuition Agreement
- Parental Consent Form

All records must be updated at least annually if not otherwise specified. All other forms should be completed and turned in within 30 days of enrollment.

## **CONFIDENTIALITY**

All student records are confidential. No information will be released to any outside person without the written permission of the parent/guardian.

## **PRIORITY**

Priority will be given to families who wish to make use of full-time care in the following order:

- Members of the supporting churches of LLLC (St. Matthew's Danube & Flora, St. John's Renville, Zion Olivia)
- Members of other WELS congregations
- Families from the community
- Once enrolled priority does not matter

Full day registrations are accepted on a first-come, first-serve basis.

Enrollments of families wishing to make use of part-time care will then be taken in the same order.

If a family is utilizing a part-time spot they will be offered the chance to add extra days to become full time before a new full time child is given the spot in our child care.



## **BEHAVIOR GUIDANCE PROCEDURES**

At Little Lambs Learning Center, training and discipline are blended with God's love and concern. Discipline needs to be firm, consistent, and constructive. A child needs to know what is expected before he/she can obey. Guidelines reassure children that they are loved and shows concern for them.

Two behavior goals will be communicated to the children.

1. The love of Jesus motivates children to live as the Lord expects.
2. Children show love through words and actions.

A positive environment will be fostered in the following manner:

1. Children will be encouraged in their positive behaviors, negative and destructive behaviors will be minimized.
2. All teachers and staff will be knowledgeable of developmental stages, family background, special needs, interests, and medications being given (if any) in dealing with each individual child.
3. Children will be reminded of appropriate behavior, and then helped to approach the problem situation with a new perspective or his/her attention will be redirected to a new activity.
4. Teachers will avoid unsafe activities to protect children and teachers.
5. When discipline is needed it will be administered immediately so that not only the child's behavior is influenced, but more importantly the child's attitude about himself/herself and about proper and improper behavior is positively changed.

## **BEHAVIOR CONSEQUENCES**

Our staff is committed to modeling Christian attitudes. The goal of discipline is to teach. Your child will be dealt with constructively at all times. The teachers use love,

encouragement, and praise. Desirable behaviors are emphasized. Should behavior problems occur, positive guidance will be offered and behavior will be redirected.

Continual behavior problems will be brought to the attention of the parent/guardian. The staff will observe, record, and report the behavior of the child. A plan will be developed to address the behavior and a consultation will be held with the child's parents/guardians, teachers, and other professionals when appropriate.

No child will be separated from the group unless the staff has tried less intrusive methods of guiding the child's behavior. A child who requires separation from the group will remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a teacher. The child will be returned to the group as soon as the behavior lessens or stops.

If separations from the group appear to be occurring frequently, they will be noted on a daily log. The log will include information indicating what less intrusive methods were used to guide the child's behavior. If a child is separated from the group three or more times in a day or more than eight times in a week because of persistent, unacceptable behavior, the child's parent/guardian will be notified and asked to come for a consultation.

### **PROHIBITED STAFF ACTION**

All corporal punishment and humiliating techniques to control behavior are not allowed by any staff person. Corporal punishment includes rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, or spanking. Humiliating and emotional abuse includes name calling, ostracism, shaming, making derogatory remarks about a child or the child's family, or using language that threatens, humiliates, or frightens the child. A child will not be mechanically restrained in a manner such as tying.

## **PROPERTY DESTRUCTION**

Parents/guardians will be held responsible for any property of Little Lambs Learning Center that is willfully damaged or destroyed by their child. The costs for repair or replacement of these items will be billed to the parents.

## **EMERGENCY AND ACCIDENT POLICIES**

1. In an emergency where time is a factor, staff will call 911 for local ambulance help and the child will be transported to an appropriate medical facility. Parents will be notified immediately. A complete written report will be recorded for all accidents, injuries, and incidents involving a child enrolled at the center.
2. Within 24 hours after the occurrence of an unusual accident, death, or serious injury to a child, the appropriate reports will be submitted.
3. A log will be kept for all accidents, injuries, or incidents involving children, staff, and visitors.
4. A first aid kit and emergency handbook are kept in each classroom. Standard first aid practices will be followed. Superficial wounds will be cleaned with soap and water and protected.
5. Hazardous substances will be stored out of the reach of the children. If a poisoning is ever suspected, the Poison Control Center (800-222-1222) will be contacted and the Poison Control Center directions will be followed. The parents will be notified.
6. The staff will give attention for the safety and physical welfare of the children, never leaving them unsupervised.
7. The staff will be aware of children with allergies and take necessary precautions. Allergies will be posted in all classrooms, the kitchen, and in the director's office.
8. In the event that a child should become missing from school, the police department will be notified and the parent/guardian will be called.

9. 9 1 1 will be called for emergency medical care.

## **FIRE AND TORNADO DRILLS**

In the event of fire, the building will be evacuated using the designated primary or secondary fire exit routes. Children will be led out of the building by the teachers and staff members to a designated area. Emergency routes are posted in each classroom.

Fire drills will be held every month and recorded in the log. An alarm system or noise maker will be used and the children will be led from the building until the all clear signal is given.

Fire extinguishers are easily accessible in the center and kitchen. Directions for use are posted. Fire extinguishers will be checked annually.

In the event that the sirens should sound to warn of a tornado or other notification of a tornado is received, the children will be taken to the designated area. Everyone will remain there until the all clear is sounded.

Tornado drills will be held monthly from April to September and recorded in the appropriate log.

All staff is trained to carry out fire and tornado drill procedures.

## **ENROLLEMENT REQUIREMENTS**

### **ADDITIONAL CHILDCARE**

A fee of \$15 per 15 minutes will be charged for each child remaining after center closing time. In emergency or inclement weather exceptions can be arranged.

### **ILLNESS ABSENCES**

- If the center is *not notified* of a child's absence by 9 am the parent or guardian will be charged for the day the child misses.

- If a child goes beyond 5 illness absences the parent or guardian will be charged full days to hold their child's spot.

### **REGISTRATION FEE**

A non-refundable registration fee of \$50 is required with completed enrollment forms to register your child/ren. The registration fee is due upon enrollment or on your child's first day at Little Lambs Learning Center. Checks are payable to Little Lambs Learning Center (LLLC).

### **RETURNED CHECK FEE**

There will be a fee of \$33 for all returned checks.

### **TUITION FEE CHANGES**

Tuition fee rates will be set and reviewed annually or as needed by the Little Lambs Governing Board.

### **VACATIONS**

- A minimum of two weeks written notice must be given before a child takes a vacation.
- If vacation days are taken, *without written notice*, the family will be notified by phone and email and will then be charged for the days they missed.
- If vacation time goes beyond two weeks for the year, the parent or guardian will be charged full days until the child returns to insure the child's continued enrollment.

### **DAILY TUITION FEES**

#### **Full time rate (4 or 5 days per week) per day:**

Infants \$24	Toddler \$22	Preschool \$20
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#### **Part time rate (2 or 3 days per week) per day:**

Infants \$28	Toddlers \$26	Preschool \$24
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#### **Drop-in rate (1 day per week) per day:**

Infants \$32	Toddlers \$30	Preschool \$28
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## Definition of Tuition Rate

- Rates are based on an 8 hour day (8am-4pm).
- Children at the center beyond this time span will be charged an hourly rate of \$2.50; regardless of part time, full time, infant, toddler, or preschooler status.

## Tuition Guidelines

- Weekly tuition fees are posted every other Friday. The bills will be posted on Procure as well as emailed to the family.
- The payment is due the week following the posting.
- A late payment fee of \$10 will be added to any account that is unpaid when the next bill is posted. If a bill has not been paid for a month following the initial posting your child will not be allowed to attend the center until the bill is paid.
- Weekly tuition rates will be set and reviewed annually or as needed by the Little Lambs Governing Board.

## **FOOD SERVICE POLICY**

### **INFANTS**

Parents/guardians must provide a feeding schedule for their child. Parents/guardians must also provide infant foods and formulas.

Formula and breast milk must be brought in pre-assembled bottles and marked with the child's name and date - this includes bottle caps. Staff members will keep a record of all food intake. After each feeding, any remaining formula or breast milk will be discarded.

Infants too young to sit in high-chairs will be held or placed in an infant seat for feedings. Bottles will not be propped.

Baby or solid foods will be introduced to the child according to the parent's/guardian's instructions. They must also be

provided by the parents/guardians and marked with the child's name and date for use. These foods will be used or discarded within 24 hours of being opened.

## **OUTSIDE FOOD POLICY**

Little Lambs Learning Center accommodates any food allergies as they arise, parents or guardians will need to notify us of any such situation.

## **MEALS/SNACK**

Children with special dietary needs must notify the center with a note provided by the parent / guardian or physician and /or list it on the Emergency Information Card.

### **Snacks**

- Nutritious snacks will be provided by the center. They will be served to the children in the morning and afternoon.
- Snacks will **not** include pastries, donuts, cakes, candy, suckers, or imitation fruit drinks. If parents wish to provide a snack for the group, they are asked to notify the center.

### **Lunch**

- Will be provided by Main Street Café Catering and meet USDA dietary guidelines for toddlers and preschool ages.
- Food will be served family style and children will eat with their teachers in the classroom.

Monthly menus will be posted for parents/guardians. Any changes will be noted on the menu. Tables will be washed and sanitized before and after any snack or meal.

## GENERAL POLICIES

### **BAGS**

Please send a canvas tote bag with sturdy handles or a backpack to school with your child. The tote bag or backpack must be the appropriate size to accommodate a school folder. It will help to protect your child's works of art and notes which are sent home. Please put your child's name on his/her tote bag or back pack in bold print. Check your child's bag for messages, notes, and school work.

### **BIRTHDAY TREATS**

Little Lambs Learning Center loves to celebrate birthdays – what a wonderful time to celebrate the blessings God has given to us! But with the concern of food allergies lingering in the air, birthday treats can be scary for teachers and parents alike. If you would like to bring a birthday treat in, please make arrangements with your child's teacher or the director.

### **PETS**

Due to the possibilities of allergic reactions we ask that children do not bring pets to school for any reason, unless special arrangements are made.

### **DIAPERS AND WIPES**

Parents/guardians of infants and/or toddlers must provide the center with diapers and wipes for their child. Cloth diapers are allowed, but covers must be provided. State regulations do not allow removal of solid waste from diapers, so they will be returned in a bag in an "as is" condition.

Diapers will be checked hourly and will be changed when they are soiled or wet, and will be changed in a designated diapering area. A washcloth, towel, or both, used in diapering will not be subsequently used on another part of the body for any other purpose until laundered.



Teachers will thoroughly wash their hands and the child's after each diapering, and after cleaning up bodily fluids, using soap and running water.

## **DRESS CODE**

Children must be dressed appropriately for weather conditions. All age groups go outside daily – weather permitting.

Parents/guardians should bring extra set(s) of clothing to keep at the center in the event that a change of clothing is needed because of spills or accidents. Children who are not potty trained should have at least two extra clothing sets. Each change of clothing should include pants, top, underwear, and socks. Please label all clothing with your child's first and last name.

Clothes should be comfortable and easy for the child to wear, play in, put on, and take off. We require that your child wear shoes appropriate for their active play – closed toed shoes with a back are needed for outside play.

## **NEIGHBORHOOD WALKS**

Neighborhood walks are a part of the curriculum at Little Lambs Learning Center. Parents sign an approval form at initial enrollment. A first aid kit, cell phone, and all emergency phone numbers will be taken by a staff member for each walk. Strollers are used for infant and toddler walks and walking ropes or buddy systems are used for the preschool children.

During appropriate weather walks will be taken to Voeltz Field. The field provides a large motor activity area for primarily preschool age students.

Occasional trips to St. Matthew's in Danube will be taken either for chapel services, practicing singing for designated church services, or other activities.

## **FIELD TRIPS**

Parents will be informed of each planned field trip. They will be asked to sign a permission slip documenting the date, time, place, and any other needed information about the field trip. Parents need to sign the permission slip for their child to go. If a parent wishes to not allow their child to go on the field trip other arrangements will need to be made for their child that day as staff will not be available due to the field trip. Parent volunteers may be asked to attend the field trip and to transport children on the field trip if bussing is not an option. Only parents with background checks may transport the children in our center. If your child needs a car seat or booster seat, we ask you to provide these.

## **ON SITE FACILITY USES**

Little Lambs Learning Center offers a variety of onsite experiences for your child's growth and development. Trips to the school gymnasium are included when weather is inclement and are used for the toddler and preschool age groups. Infants may take walks inside the school or outside on the grounds.

## **POTTY TRAINING**

Potty training will be cooperatively planned between the child's primary teacher and the parent/guardian so that the toilet routine established is consistent between the center and the child's home. At a minimum, this will include washing hands after every toilet use or attempt.

It is expected that all children entering the preschool classroom will be toilet trained. While we are happy to help with buttons, zippers, etc., however children are expected to be able to use the toilet and wash their hands without assistance. A parent will be called to assist the child if the child has an accident that presents needs beyond the staff's ability.

Children who are not potty trained are permitted in the preschool classrooms, but may be charged toddler rates to

allow for extra assistance in the preschool room for consistent potty training. The Little Lambs Governing Board will make this decision in consultation with the child's primary teachers and the center director.

### **PUBLICITY PICTURES**

Occasionally pictures of the children will be taken to be sent home for fun, as well as, to appear on the Little Lambs Learning Center website, the local WELS churches websites, the LLLC Facebook page, or in the local newspaper. These pictures are used for keeping our website updated, showing the local congregations our progress, and for publicity regarding our center. Parents must fill out a form indicating whether they will allow their child to be in pictures, or not. This will be filled out upon enrolling.

### **PARENTAL PERMISSION**

During the year if a research, experimental procedure, or public relations activity occurs, a form will be sent home to receive permission before involving your child. If your child's name is to be used in conjunction with a story, your permission will be obtained prior to publication.

### **SCHEDULE CHANGES**

Parents/guardians must give at least two weeks advance notice of a change in schedule - **this includes vacation days.** The center will hold the times for the child as it is marked on the Child Placement Contract.

### **SIGN-IN/OUT PROCEDURES**

Parents are to record the time of arrival and departure of their child/ren through use of the sign-in computer. Each family will be given a numerical code to use on the touch screen computer. After entering the building it is the parents' responsibility to bring the child to the classroom and alert the teacher to the child's arrival for the day.

If an un-designated person or no one comes to pick up the child, the parent or designated person from the emergency list will be called. If an incapacitated person attempts to pick up a child, the police may be notified.

Children will be released to either parent, regardless of expressed wishes, unless a court documentation prohibiting a parent from pick-up is on file at Little Lambs Learning Center.

### **TOYS FROM HOME**

A small comfort object is encouraged to be brought from home for toddlers and preschoolers to cuddle with during rest time. However, it is LLLC's policy that other toys not be brought to the center unless requested by the teacher (i.e. show and tell day.) This is to protect your investment in your child's toys as we cannot be held responsible for the care of toys from home during our educational and care giving day.

### **WORSHIP**

We encourage all families of the Little Lambs Learning Center to join our church family on Sunday morning for worship. What better way can we find to thank our God for His marvelous blessings! We would love to worship with your child at one of our local WELS churches on a regular basis. The pastors are available to discuss membership opportunities, bible information classes, Sunday School, and/or other important matters. Please feel free to call any of them:

#### **St. John's Renville-**

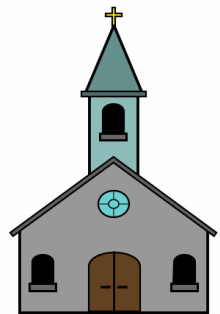
**Pastor Rick Tuttle- (320) 329-3826**

#### **St. Matthew's Danube & St. Matthew's Flora-**

**Pastor Mike Kuschel- (320)826-2280**

#### **Zion Olivia-**

**Pastor Joel Luetke- (320) 523-2026**



# HEALTH AND SAFETY

## **HEALTH AND SAFETY POLICY**

Immunization records or a signed waiver of immunizations must be kept on file at the center. This must be on file from the first day of the child's attendance. All files are considered confidential and will be filed appropriately. A health care summary of the child must be on file at the center within 30 days of a child's enrollment. Any updated immunizations/baby well checks should be documented and given to LLLC when appropriate.

1. There will be a qualified first-aid personnel with CPR training present in building at all times. A first-aid kit and emergency handbook will always be accessible in each classroom. No ointments, medicines, or salves are administered to children without written parental permission.
2. Children and staff are required to wash their hands after using the bathroom and before meals and snacks.
3. Tables will be washed and sanitized, using a three-step process, before and after meals and snacks.
4. Any changing surface for infant or toddlers will be washed with soap and water and sprayed with a bleach solution.
5. Teachers and staff members will give full attention for the safety and physical welfare of the children, never leaving them unsupervised.
6. Children will be outside only under the supervision of the staff.

## **ILLNESS**

If your child has a cold or symptoms of illness or needs to remain indoors, it would be best to keep your child home. Please contact the center if your child will not be coming to school due to illness. The director should be notified of a child's absence and the reason for it early in the morning.

Should a teacher feel that a child is unable to function properly at the center due to illness, parents/guardians will be notified immediately and requested to make arrangements for transportation home.

The center must exclude a child...

- with a reportable illness or conditions that may be contagious.
- with chicken pox until the child is no longer infectious or until the lesions are crusted over.
- who has vomited two or three times since admission that day.
- who has had three or more abnormally loose stools since admission that day.
- who has contagious conjunctivitis (pink eye) or pus draining from an eye until medicine has been used for at least 24 hours.
- who has a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy.
- who has unexplained lethargy or fatigue.
- who has lice, ringworm, or scabies that is untreated and contagious.
- who has a 100 degree axillary or higher temperature of undiagnosed origin before fever reducing medicine is given.
- who has undiagnosed rash or rash attributable to a contagious illness or condition.
- who has significant respiratory disease.
- who is not able to participate in normal activities with reasonable comfort.
- who requires more care and comfort than the staff can provide without compromising the health and safety of other children present.

**SYMPTOMS MUST BE GONE 24 HOURS BEFORE A CHILD IS ABLE TO RETURN TO THE CENTER.**

A sick or injured child will be separated from other children and attended to by a teacher or other staff person until a parent or other authorized individual arrives.

In an emergency, 911 will be called and decisions will be made by paramedics as to the next procedures to be carried out.

Parents who are notified their child is ill and needs to go home need to make arrangements to have their child picked up by an authorized individual within an hour. *Ill children remaining at the center past one hour, after notifying parents, will have \$5.00 per 15 minutes of care added to their tuition bill.* LLLC has this policy in place because of the limited number of staff we have. We want to provide the best care for all the children in our program and in this case another staff person will need to be called into sit with the child until they can be picked up.

In the event that your child has a communicable disease, your child may not come to the center. We must be informed of the disease so notice of possible exposure can be given to families enrolled. A child with a communicable disease will be readmitted to the center only after allowing the longest usual incubation of the disease or with a signed statement from the child's physician.

Parents will be notified via a note posted by teachers including symptoms if an infectious or communicable disease is present in the center.

Contagious diseases will also be reported to the local Department of Health to help control the spread of contagious disease throughout Danube.

## **INJURIES**

Most injuries can and will be treated with ice, soap, and water. An accident report will be written for every accident, regardless of how minor. These reports will be signed and

dated by staff and a copy kept on file. A copy will also be sent home with child's parent if requested.

## **MEDICATION**

No medication of any type will be given to a child without the written consent (medication authorization form) of a parent/guardian. Please inform your child's teacher should your child be on a medication which might affect the child's behavior at the center.

Medications must be in their original container, clearly labeled for the child, and will be stored according to instructions. Prescription medication must have a pharmacy label indicating the physician's name, child's name, instructions, name of the medication, and the strength of the medication. A teacher will give or apply any prescription or non-prescription medication according to the directions on the original container unless authorized by a written order of the child's physician. Non-prescription medication must be labeled with the child's name.

All medications will be kept out of children's reach.

## **IN CASE OF EMERGENCY**

**If a poisoning occurs, we will call the State Poison Control Center. For your information their number is 1-800-222-1222.**

**A first aid kit is kept in the classroom. The kit will contain sterile bandages and band-aids, sterile compresses, scissors, an ice bag, or cold pack, adhesive tape and a first aid handbook. The kit and emergency handbook are accessible to the staff in the school and taken on field trips.**

**Sources of emergency care:**

- 1. 911**
- 2. Danube First Responder Director- Les Schneider Jr.- (320)522-1900**
- 3. RC Hospital & Clinics- (320) 523-1261**



## **PARENT-TEACHER COMMUNICATION**

Regular and frequent visits by parents are encouraged. Parents may volunteer to assist teachers in the classroom, on field trips, or by sharing their special talents and interests. If you choose to stop by during a time that our main doors are locked, we ask that you call in first so that arrangements can be made so that a staff will be available to let you in.

Formal Parent / Teacher conferences will be scheduled twice a year to speak about each child's development and to provide a scheduled time for parents and teachers to meet. The conferences will include a written assessment to the parent of the child's intellectual, physical, social, and emotional development.

If parents/guardians wish to schedule a conference with a teacher or the director at another time or in addition to what has previously been arranged, the opportunity is always welcome.

## **GRIEVANCE PROCEDURES**

The following procedure and time-line has been established for handling grievances within sixty days:

1. The parent/guardian should contact the teacher first and discuss the matter.
2. If the matter is not satisfactorily resolved, the parent/guardian should contact the director for a meeting within two weeks with the parents/guardians and the teacher.
3. If the matter is not resolved, it is taken to Little Lambs Governing Board within two weeks with the parents/guardians, teacher, and director.

## SUSPECTED CHILD MALTREATMENT / CENTER VIOLATION

Incidents of suspected child abuse or neglect are to be reported to the proper authorities. It is the legal responsibility of childcare personnel to report such incidents. When childcare personnel suspect abuse or neglect outside the center, they will contact the Department of Child and Family Services.

## MALTREATMENT OF MINORS MANDATED REPORTING POLICY

### Who Should Report Child Abuse and Neglect

- Any person may voluntarily report abuse or neglect.
- If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

### Where to Report

- If you know or suspect that a child is in immediate danger, call 911.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 431-6600.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency: **Renville County Human Services (320) 522-2202** or local law enforcement: **Danube Police Department (320) 826-2256**.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you

should call the Department of Human Services, Licensing Division at (651) 431-6500.

### **What to Report**

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and should be attached to this policy.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

### **Failure to Report**

- A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

### **Retaliation Prohibited**

- An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of

Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

### **Internal Review**

- When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether:
  - (i) related policies and procedures were followed;
  - (ii) the policies and procedures were adequate;
  - (iii) there is a need for additional staff training;
  - (iv) the reported event is similar to past events with the children or the services involved; and
  - (v) there is a need for corrective action by the license holder to protect the health and safety of children in care.

### **Primary and Secondary Person or Position to Ensure Internal Reviews are Completed**

- The internal review will be completed by the Little Lambs Director. If this individual is involved in the alleged or suspected maltreatment, the LLLC Board President will be responsible for completing the internal review.

### **Documentation of the Internal Review**

- The facility must document completion of the internal review and provide documentation of the review to the commissioner upon the commissioner's request.

### **Corrective Action Plan**

- Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

## **Staff Training**

- The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

## **Provided Information**

- The reporting policies and procedures must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request. The Division of Licensing recommends that parents with children currently enrolled in your child care program are informed of the development of the reporting policies and procedures, and provide them with an opportunity to request the information.

## **POLICY CHANGES**

Little Lambs Education Committee is responsible for the policy-making, and operation of Little Lambs Learning Center, subject to ratification by the Little Lambs Church Council. It reserves the right to change the policies when conditions indicate the necessity for a change. Most policies are considered changeable, and they will periodically be evaluated to maintain sound administrative procedures, as well as an equitable method of providing service to families.

## **PROGRAM PLAN**

### **PROGRAM PLAN POLICY**

- A. Children will be supervised at all times. The teacher is responsible for the children during school hours.
- B. We have been established in order to provide spiritual growth and quality education to children ages 6 weeks to 5

years. It operates at this time with one teacher for each age level, in the future more staff will be added as the number of children in our facility grows. The maximum number of children allowed by the Department of Human Services for the state of Minnesota (Rule 3) for infants: 4, toddlers: 7, and preschoolers: 20.

C. Little Lambs Learning Center will be open Monday through Friday. Our hours of operation will be 7:30am- 5:15pm.

D. Little Lambs Learning Center will guide, nurture and prepare children for this life through a developmentally appropriate Christ-centered education. We at Little Lambs Learning Center understand that each child is a precious gift from God, a special person for whom Christ lived and died and rose again. We will treat your child with love and respect in a warm and caring Christian environment. The staff at Little Lambs Learning Center recognizes that parents have the primary responsibility for nurturing their children. We see ourselves will serve as partners with you in helping to impart timeless and changeless Christian values, morals, and ethics to your child in an ever-changing world. We are honored with such trust and responsibility.

E. Our program plan will be evaluated and improved annually as necessary, and done by a staff person qualified as a teacher under part 9503.0032.

F. Our goals and objectives will promote the physical, intellectual, social, and emotional development of the enrolled children aged 6 weeks to 5 years old, (as described in part 9503.0005, subpart 2), for which care is provided, as listed in our Program Goals section of this Handbook.

G. Little Lambs Learning Center provides experiences for construction, self-expression, dramatic play, language, experimentation and large and small motor activity. These are all ways of learning. The major activity of young children is play and it is the basic ingredient of all learning. The child learns best with concrete, specific and tangible materials and sees greater value in the actual handling of objects than in the use of abstract symbols which represent the object. We also

help children develop habits of observing, questioning and listening. The process of learning takes precedence over the product during these early years.

H. Little Lambs Learning center will document in each child's record specific activities that promote the intellectual, physical, social, and emotional progress of each child and will convey that to parents during conferences twice a year.

Documentation will be made in the child's record that individual parent conferences were planned and offered; the status of the child's intellectual, physical, social, and emotional development is reported to the parent during the conference; and a daily written report will be made to the parent of an infant or toddler about the child's food intake, elimination, sleeping patterns, and general behavior.

I. A daily schedule for both indoor and outdoor activities for each age category will be given to parents at the time of enrollment.

J. At Little Lambs Learning Center we do both quiet and very active activities for each age category. We have many styles of blocks for building, dramatic play items, puzzles, many, many books and lots of other items to help them use their imagination. Teachers will direct the children in certain play areas as well as allow the children to initiate play on their own.

K. At Little Lambs Learning Center we use a variety of equipment and materials. The children can use different cognitive and manipulative equipment throughout the day. During worktime the children have access to different interest areas: the book, art, dramatic play, blocks, music, and small toys/manipulatives areas. They are also able to explore items during small group time. We also have many activities for gross and fine motor activities. We will make use of our outdoor time (or gym time in inclement weather) to work gross motor skills. We will also work our gross motor skills during our movement time. Fine motor skills will be used throughout the day during work time, small group, table activities, etc.

L. Little Lambs Learning Center will provide a written copy of the child care program for review upon the parent's request.

### **CENTER CLOSINGS**

If it becomes necessary to close the center because of inclement weather or other reasons, we will make sure it is posted on the Center website and Facebook page, as well as the parents/guardians being notified by a text message or email. An emergency evacuation site will be St. Matthew Lutheran Church in Danube.

### **CHAPEL**

A chapel service will be conducted on the first Wednesday of every month at 10:00 am at St. Matthew's Church. Our preschool and toddler class will participate in this worship opportunity. The group will walk over from LLLC. (This would fall under a walking field trip and a permission form would be filled out.) Parents are also invited and encouraged to attend. If there is inclement weather, chapel will be held in the gym. The four area WELS pastors will also visit LLLC to have a weekly devotion with the children as part of our Wednesday schedule.

### **CLOSED DAYS/HOURS OF OPERATION**

Little Lambs Learning Center will be closed on national holidays *and occasionally the days surrounding them*. Parents will be notified in advance of the days the center will be closed.

The holidays are as follows:

- New Year's Eve
- New Year's Day
- Maundy Thursday, Good Friday
- Easter
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day and the Friday after



- Christmas Eve
- Christmas Day

## **HOURS OF OPERATION**

- Year-round
- Monday - Friday
- 7:15 AM - 5:15 PM

It is the responsibility of the parent/guardian to notify the center if their child will arrive late or will not be attending school.

## **DAILY SCHEDULES**

The following daily schedules are subject to change due to the sharing of the facilities with the local Head Start Program.

### **PRESCHOOL**

7:15 - 8:00	Self-selected activity time (Toddler room)
8:00 - 8:30	Morning Stories and Morning Message
8:30 - 8:45	Bathroom Break
8:45 - 9:00	Movement
9:00 - 9:15	Music
9:15 - 9:30	Bathroom/ drinks, Planning Time
9:30 - 10:15	Work Time/Snack Time
10:15 - 10:25	Clean-up Time
10:25 - 10:30	Recall Time
10:30 - 10:45	Bible Time
10:45 - 11:00	Small Group
11:00 - 12:00	Outside Play
12:00 - 12:30	Lunch
12:30 - 1:00	Stories on Cots
1:00 - 3:00	Rest time
2:30 - 3:15	Table Activities
3:15 - 3:30	Snack/Bathroom
3:30 - 3:45	Story-time
3:45 - 4:00	Circle Time (closing)
4:00 - 5:00	Outside Play

## **TODDLER**

7:15 – 8:20	Self-selected activity time
8:20 – 8:40	Music
8:40 – 9:00	Movement Time
9:00 – 10:00	Free Play
10:00 – 10:20	Snack
10:45 – 11:00	Circle Time
11:00 – 11:30	Outside Time
11:30 – 12:00	Lunch
12:00 – 12:30	Quiet Stories
12:30 – 3:00	Rest time
3:00 – 3:15	Snack
3:15 – 3:30	Diapers/bathroom
3:30 – 4:15	Outside Play
4:15 – 5:15	Self-selected activity time

Teachers will follow the schedules of infants and young toddlers regarding eating and sleeping, but will plan daily activities for each classroom.

## **REST TIME**

Children (who are in attendance more than 5 hours) will have an active morning; therefore, they will be given the opportunity to rest or nap. They will be provided with a cot and a quiet setting.

Parents / guardians of toddlers and preschoolers should provide a blanket and small pillow for rest. They are responsible for taking them home to wash at the end of each week. Children who are under three years will be given an opportunity to rest each day, regardless of how long they attend.

## **REST TIME POLICY**

A. Confinement limitation: A child who has completed a nap or rested quietly for 30 minutes will not be required to remain on a cot or in a crib or bed.

B. Placement of equipment: Naps and rest will be provided in a quiet area that is physically separated from children who are engaged in an activity that will disrupt a napping or resting child. Cribs, cots, and beds will be placed so there are clear isles and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment. Cribs, cots, and beds will be placed directly on the floor and will not be stacked when in use.

C. Bedding: Separate bedding will need to be provided by the parents for each child in care, with the exception of infants. Bedding must be washed weekly and when soiled or wet.

D. Crib standard: A crib will be provided for each infant for which LLC is provided to care. The equipment will be of safe and sturdy construction that conforms to federal crib standards under Code of Federal Regulations, title 16, part 1219 for full-sized baby cribs, or part 1220 for non-full size baby cribs. See Minnesota Statutes, section 245A.146, for additional crib safety standards including routine crib inspection requirements.

E. Reduction of risk of sudden unexpected infant death: Pursuant to Minnesota Statutes, section 245A.1435, LLC must place each infant to sleep on the infant's back, unless LLC has documentation from the infant's physician directing an alternative sleeping position for the infant. The physician directive must be on a form ("Optional Form for Parent Statement Infant less than Six Months of Age Regularly Rolling Over" Form) approved by the commissioner and must remain on file at LLC. If infant who independently rolls onto its stomach after being placed to sleep on its back may be allowed to remain sleeping on its stomach if the infant is at least six months of age or LLC has a signed statement from the parent indicating that the infant regularly rolls over at home.

F. LLLC will place each infant in a crib on a firm mattress with a fitted sheet that is appropriate to the mattress size, that fits tightly on the mattress, and overlaps the underside of the mattress so it cannot be dislodged by pulling on the corner of the sheet with reasonable effort. LLLC will not place anything in the crib with the infant except for the infant's pacifier, as defined in Code of Federal Regulations, title 16, part 1511.

G. If an infant falls asleep before being placed in a crib, the LLLC staff will move the infant to a crib as soon as practicable, and will keep the infant within sight of the LLLC staff until the infant is placed in a crib. When an infant falls asleep while being held, LLLC staff will consider the supervision needs of other children in care when determining how long to hold the infant before placing the infant in a crib to sleep. The sleeping infant must not be in a position where the airway may be blocked or with anything covering the infant's face.

H. Placing a swaddled infant down to sleep in a licensed setting is not recommended for an infant of any age and is prohibited for any infant who has begun rolling over independently. However, with the written consent of a parent or guardian according to this paragraph, LLLC may place the infant who has not yet begun to roll over on its own down to sleep in a one-piece sleeper equipped with an attached system that fastens securely only across the upper torso, with no constriction of the hips or legs, to create a swaddle. Prior to any use of swaddling for sleep by a provider license under this chapter, LLLC will need to obtain informed written consent for the use of swaddling from the parent or guardian of the infant on a form provided by the commissioner ("Parental Consent Form for Swaddling" Form) and prepared in partnership with the Minnesota Sudden Infant Death Center.

## **TRANSPORTATION**

Transportation to and from the center is provided by parents/guardians or authorized pickups. Possible field trips

may be organized on the weekend and would be held as family field trips to allow parents/guardians to transport their children and for families to get to know each other at the events.

## **WITHDRAWAL / DISMISSAL POLICY**

### **WITHDRAWAL**

Parents may withdraw a child from the center by giving two weeks written notice. Any refunds will be figured based on the current tuition fee policy.

### **DISMISSAL**

A child may be dismissed from the center upon written notice to the parent from the Center Director or the Little Lambs Education Committee. Causes for dismissal include (but are not limited to) the following:

- Child is unable to adjust to the setting
- Child exhibits excessively disruptive behavior
- Child repeatedly harms self, other children, or staff
- Child repeatedly destroys property
- Lack of cooperation from parents / guardians
- Parent / guardian is violent (physically or verbally) towards children and/or staff members
- Failure to pay tuition fees

If you have any questions or concerns about any of our policies or procedures please call the center 320-826-2340 or speak with our director.

*May the Lord bless you and your child's time at Little Lambs.  
It's our plan at Little Lambs to keep your child in Jesus' hands.*

