

LITTLE *me* CHILDCARE

OPERATIONAL POLICIES AND PROCEDURES

PARENT HANDBOOK



LEARN MORE!



864-612-2002



littlemedaycare19@yahoo.com



410 Vanderbilt RD, Spartanburg SC 20301

Director/Owner: Kesha Williams

PHILOSOPHY

Children: Are entitled to a safe and nurturing environment with a schedule of routines that best meet the individual needs of each child in our care. Each child is treated with respect as a valuable individual.

Parents: Are entitled to a safe and nurturing environment with a schedule of routines that best meet the individual needs of each child in our care. Each child is treated with respect as a valuable individual.

Staff: Are entitled to a safe and nurturing environment with a schedule of routines that best meet the individual needs of each child in our care. Each child is treated with respect as a valuable individual.

Center: Enhances the lives of the children and their parents by providing a caring and supportive service.

GOALS

The aims and objectives of the Little Me Childcare Center are:

1. To provide quality daycare for all children
2. To foster the total development of the child by providing an environment consisting of:
 - 🌸 A warm, friendly atmosphere with trained childcare providers
 - 🌸 A safe and healthy facility
 - 🌸 A child centered, non-role stereotyping setting
 - 🌸 A variety of suitable equipment in good repair
 - 🌸 A variety of activities that support the physical, social, emotional and intellectual needs of the children.
3. To ensure all enrolled Children will receive safe and consistent care during daycare hours. Children with developmental challenges will receive referrals to appropriate support and services
4. To enable the parent to develop positive parenting skills, increase knowledge of their child's development, individual needs, managing challenging behavior and nutritional requirements.
5. To assist parents in acquiring knowledge of normal child development and other child related information.
6. To be an emotional support system for parents when issues arise with their children
7. To assist parents in knowledge of health and child-care. Parents will have increased contact with other parents of young children.

All students, regardless of gender, age, race, and/or physical limitations can and will learn up to their potential and will use the skills and knowledge learned to become well-rounded, well-educated, independent members of society.

MISSION STATEMENT

Little ME Childcare Center will provide and maintain a safe, clean and nurturing environment that is conducive to learning and teaching.

HOURS OF OPERATION

Little ME Childcare Center is a year-round program. We will open at 6:40 a.m. and close at 5:40 p.m. on Monday through Friday. Instructional time starts at 8 a.m. daily. Student must arrive by 9:00 a.m. to receive care.

ENROLLMENT

Little ME Childcare Center require documentation to be provided for each child prior to the first day of care:

- ✿ Complete Enrollment Application and Agreement
- ✿ Current Immunization Record/ Vision and Hearing Screening
- ✿ Acknowledgement of receipt of handbook
- ✿ Doctor Statement
- ✿ DSS Form 2900

It is the responsibility of the parents to notify the director in writing of any changes in phone #, address, person authorized to pick-up, insurance, and family physician. This information is required to ensure the safety of your child and to ensure the center.

PAYMENTS

Tuition is due by Monday morning. Late fees of \$20 per day will be added beginning on Tuesday morning at 9:00 am, plus \$10 a day each additional day. Your child's tuition must be paid by Monday at time of drop off, (including any late fees), or your child will NOT be allowed to stay in care. NO EXCEPTIONS!

Payment will be accepted in the form of money order or cash app, and debit/credit card. A full week's tuition must be paid for every week except the week of Thanksgiving / Christmas. Services will be prorated for you if school occurs less than three days that week.

LATE PICK-UP FEES

Late fees for late pick-ups will start at \$20.00 after the first 5 minutes. Drop off after 9:00am without a doctor's note is at \$30.00. Pick up after 5:45pm is at \$50.00, after 6:00pm is 80.00, and after 6:05pm is 100.00. This amount should be paid in CASH to the staff member on duty that evening or the following morning. Please be responsible and take care of your obligation. This will be strictly enforced.

WITHDRAWALS

If you plan to withdraw your child from the program, please notify the center director.



TAKE HOME FOLDER

All full-time students will be provided with a "take home" folder. Please review nightly. If the folder is lost or destroyed, you will pay \$20.00 for the folder. The learning process is very important to the teachers and the students.

PROGRAM STRUCTURE

THE EDUCATION PROGRAM

LMCC will use a blended curriculum and best practices in the classroom. Art projects, music, storytelling, math, literacy, science experiments, social-emotional development and physical development will be included in the curriculum. We realize that all children work and learn at their own pace. This learning will be guided and monitored by your child's teachers.

Your child will participate in activities such as, but not limited to the following:

Literacy, Math, Science, Social Studies, Citizenship, Bible lessons, Spanish lessons, computers, weekly music, beginners American Sign Language, art, working with paints, clay, manipulative, movies, cultural activities and in-house events.

A copy of the activity schedule will be posted in each classroom.



STAFFING

STAFF: Our child-care staff are trained and certified as Early Childhood Educators. They maintain valid First Aid and CPR. Many of the staff have worked in the child care field for many years. Staffs follow DSS Regulation to completed 15 training hours and continuously advance their early childhood knowledge and skills through workshops, conferences, independent study, and researching topics of interest.

PRACTICUM STUDENTS: From time to time, the daycare will accept Early Childhood Education practicum students who are seeking work experience. They will complete all the DSS Required Hiring documents which including to have cleared criminal background record checks prior to attending our center. We will introduce them to you and your child as they arrive at the daycare.

VOLUNTEERS: An interview is carried out by the Director. All the volunteers will complete a background criminal record check and all the DSS Licensing required documents. To ensure that security is maintained, the number of volunteers and students will be limited.



EMPLOYEE QUALIFICATIONS

Daycare personnel will adhere to the DSS Licensing Regulations. Daycare staff's qualification will also be described in their job descriptions. Child Care Licensees need to update their licenses every 2 years and renew their First Aid /CPR Certification every 2 or 3 years.

DISCIPLINE AND GUIDANCE

Activities within the program will be monitored and adjusted accordingly, in consultation with parents, daycare staff and other involved professionals to promote ongoing development.

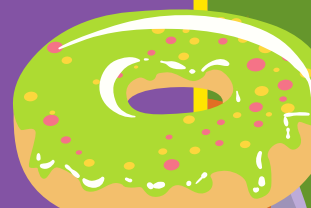
No corporal punishment is allowed at the center. Positive guidance techniques will be used to encourage appropriate behavior. They include:

1. Establishing clear, consistent, and simple limits
2. Stating limits in a positive way
3. Focusing on the behavior, rather than on the child
4. Stating what is expected, rather than pose questions
5. Providing real choices
6. Allowing time for children to respond to expectations
7. Reinforce appropriate behavior, with both words and gestures
8. Encourage children to use the teachers as a resource when they cannot resolve issues on their own.



Inevitably there will be occurrences of inappropriate behavior. It is at these times that there may be a need for intervention by the care giver. The following intervention strategies, or combination of the strategies, will be used to help ensure that guidance is supportive, rather than punitive.

1. Gain attention in a respectful way
2. Remind children of more appropriate behavior
3. Acknowledge feelings before setting limits
4. Redirect or divert when appropriate
5. Model problem-solving skills
6. Offer appropriate choices
7. Use natural and logical consequences
8. Provide opportunities for children to make amends. Rather than demand a superficial apology, encourage genuine opportunities for children to restore relationships after an incident of hurt or harm.
9. Any serious concerns will be discussed with the family so that we might work together to encourage appropriate behavior.





REPORTABLE INCIDENTS

EMERGENCY MEDICAL PLAN

In the case of a medical emergency in which emergency medical care and treatment is warranted, the following steps will be followed:

- 🌸 Call 911 Emergency Medical Service for First Responders team to come to the Center and the parent/guardian will immediately be called after that.
- 🌸 If parents cannot be reached, the Center will attempt to reach the emergency contacts and then the physician listed.
- 🌸 If CPR or First Aid is necessary, trained staff will administer treatment until the ambulance arrives.
- 🌸 First Responders will assess and determine whether the child needs to be taken to the nearest hospital or parents' preferred hospital by ambulance.
- 🌸 Emergency information for the child will be taken with the child to the hospital or emergency room. Emergency information for the child shall be taken with the child to the hospital or emergency location.
- 🌸 A teacher will accompany the child to the hospital or emergency location and remain until a parent or guardian arrives.
- 🌸 A qualified staff member will be assigned to the classroom until the regular teacher returns.



MEDICATION AUTHORIZATION AND ADMINISTRATION

The Center requires written authorization to administer any medication or medical treatment. Prescription medication must be in the original pharmacy-labeled container, with the child's first name, last name, name of medication, dosage amount, times of the day the medication is to be administered and frequency of dosage.

MISSING CHILD POLICY

In the event of a missing child from the daycare, the daycare staff will remain calm and follow the procedures below:

- 🌸 The remaining children will stay together.
- 🌸 Centre staff will stay calm and call the Police department and give them a complete description of the child.
- 🌸 Centre staff will then notify the parent/guardian and inform them of the steps that are being taken to locate their child.
- 🌸 Center will report to the DSS.

MANDATORY REPORTING

The Little Me Childcare Center is mandated by state law to report any cases where there is reasonable cause to believe that a child is being neglected, exploited, deprived, sexually assaulted, sexually exploited, physically injured or suffered death by other accidental means by a parent, guardian or caretaker to the proper authorities. To avoid any misunderstandings, parents are encouraged to keep Little Me Childcare Center aware of any unusual bruising or injuries occurring at home.



CONFIDENTIALITY

The Little Me Childcare Center will keep required records on attendance, health, transportation, registration, parent/guardian and emergency contact information. Student records will be kept confidential. Files will be locked. Duplication of some information will be accessible through our Child Care Management software, which is accessible to authorized staff only. Administrators will have access for record-keeping. Staff will have access to emergency information and parent contact/address; this duplication will also be kept confidential. Administration/staff will not give out information concerning a child to other parents. Staff is to share pertinent information concerning a child with caregivers, administration and the child's parents. DSS/DHEC Law enforcement will have access to needed records per inspections/guidelines of South Carolina

SPECIAL NEEDS

We will attempt to meet the needs of special need students within our ability.

- 🌸 All the children will be conducted a Ages and Stages Questionnaire: Developmental screening tool and through classroom teacher's observation, the teacher will report to the director if any concerns arise.
- 🌸 Care Evaluation must be completed.
- 🌸 Director and classroom teacher will have a conference meeting with parents in order to discuss the support the child needs.
- 🌸 The parents will give consent for the center to make a referral if is needed.
- 🌸 The director will contact referral service agency e.g. Baby net, child find, SCIC, SCCCRN, or SCPITC to conduct a screen or assessment of the child to meet the child's need.
- 🌸 The center will grant teacher the time to meet the special services and/or public school for child's IEP/IFSP plan.

- 🌸 All equipment, supplies, special food, medical supplies, speech supplement, physical therapy will be the responsibility of the parent.
- 🌸 Periodic care evaluation will be done to ensure proper care of the child.
- 🌸 Tuition will be based on addition staffing needs.

SPECIAL NEEDS

Little ME Childcare Center supports an "Open Door" Communication Policy Procedure: Parents are welcome to drop in and observe the program at 8-11 or 2-5. If consultation with a child care provider is desired, please let us know ahead of time so that the child care provider can give you their undivided attention.

Telephone communications is encouraged. Parents can expect ongoing communication with staff concerning

- 🍏 Individual child's need and their inclusion and participation support
- 🍏 Any accommodation or moderation are needed to support their child's learning and development.
- 🍏 Any special services need to support children with disabilities are carried out in the classroom settings.
- 🍏 Their child's progress
- 🍏 Program activities
- 🍏 Center Operation
- 🍏 Parents can expect information regarding community resources to be available to them at the Centre.
- 🍏 Parents are asked to make themselves familiar with the Parent Handbook which states the Center Policies and Procedures which apply to:

- The care of the children
- The program
- The general operation of the Centre

Parents concerned with the care of their child, or any incidents at the center are urged to speak with a child care provider, and if not satisfied talk to the Director.

CHILD PROGRESS EVALUATIONS

Parent conferences may be requested by either the parent or the teacher at any time during the school year. Academic report cards will be sent out every three months, except during our summer camp. Parents can expect routine and consist progress report from the student's teacher outside of these routine evaluations. These evaluations are helpful to both the teachers and the parents in assessing each child's level of development.

REST TIME

LMCC, in accordance with minimum standards, must provide a supervised sleep or rest period for all children 18 months and older in care for five or more hours.

A rest period is scheduled in each classroom each day to balance the active time. We, as adults, are aware that not all children will sleep. However, all children will be encouraged to lie down and rest during this time. Blankets, towels, and small pillows are permitted during the rest time. They must be labeled and laundered at the end of week. Generally, nap time will be from 12:00pm – 3:00pm. The rest period will not exceed 3 hours. This schedule may be altered due to special programs, field trips, or programs.

PERSONAL ITEMS

We ask that you discourage your child from bringing his/her personal treasures such as toys, watches, rings, earrings, etc. to the center. We will not be responsible for replacement of lost, misplaced or broken personal items. Personal items may be requested by individual teachers for SHOW AND TELL. It will be up to the parent and child to decide whether or not to bring items at this time.

PHYSICAL ACTIVITY POLICY

The purpose of this policy is to ensure that children in care are supported and encouraged to engage in active play, develop fundamental movement skills and to have limited screen time. Our center encourages all children to participate in a variety of daily physical activity opportunities that are appropriate for their

age, that are fun and that offer variety. In order to promote physical activity and provide all children with numerous opportunities for physical activity throughout the day Little Me Childcare Center, LLC. will:

Daily Outdoor Play

- Encourage a least restrictive, safe environment for infants and toddlers at all times.
- Provide a designated safe outdoor area for infants (ages 0-12 months) for daily outdoor play.
- Provide toddlers (ages 1 through 2 year olds) with at least 60-90 minutes of daily outdoor active play opportunities across 2 or 3 separate occasions.
- Provide preschoolers and school age children (ages 3 through 12 year olds) with at least 90-120 minutes of daily outdoor active play opportunities across 2 or 3 separate occasions.
- Increase indoor active play time so the total amount of active play time remains the same, if weather limits outdoor time.
- Provide a variety of play materials (both indoors and outdoors) that promote physical activity.

ROLE OF STAFF IN PHYSICAL ACTIVITY

- Will encourage children to be physically active indoors and outdoors at appropriate times.
- Will provide 5-10 minutes of planned physical activities at least 2 times daily for children age 3 and older.



PHYSICAL ACTIVITY AND PUNISHMENT



Staff members do not withhold opportunities for physical activity (e.g., not being permitted to play with the rest of the class or being kept from play time), except when a child's behavior is dangerous to himself or others. Staff members never use physical activity or exercise as punishment, e.g., doing push-ups or running laps. Play time or other opportunities for physical activity are never withheld to enforce the completion of learning activities or academic work. Our center uses appropriate alternate strategies as consequences for negative or undesirable behaviors.

Appropriate Dress for Physical Activity

We at Little Me Childcare Center have a Ready to Play Policy! Please bring your child ready to play and have fun each day. Your child will participate in both indoor play and outdoor play. Therefore, play clothes and shoes which can get dirty and allow for free and safe movement are most appropriate. We expect parents to provide children with appropriate clothing for safe and active outdoor play during all seasons.



SCHOOL PORTRAITS

LMCC provides, for your convenience, a quality photograph program throughout the year. Photo opportunities may include individual portraits, holiday portraits, and class portraits at the cost of the parents.



SCREEN TIME LIMITATIONS

- Not permit screen time (e.g., television, movies, video games and computers) for infants and children two years and younger.

For example: For safety, children cannot wear open-toe shoes, sandals or flip-flops. In winter, provide a warm jacket, snowsuit, hat, mittens and boots. In spring and fall, provide a jacket or sweater, and boots and rain jacket on rainy days. In summer, provide light clothing, swimsuit, towel, hat and sunscreen. Please label all outer garments with your child's name!

It is our expectation that children will go outside **EVERYDAY!** If you feel your child is too sick to go outside then he/she is too sick to be at the child care center. We request that you keep him/her at home until they are well enough to go outside.

Professional Development

Annual training on promotion of children's movement and physical activity is required for all staff.

INCLEMENT WEATHER NOTICE

Our center will go by School District 7's closing notice. You will also see the notice on the News Channel 4 and 7.



DISCIPLINE

LMCC caregivers (teachers) will use positive reinforcers for behavior management purposes. Positive reinforcement, praise, redirection and one-on-one guidance will be used to help children manage their behavior. However, if these methods are unsuccessful the child will be placed on a calming area the child choose in the classroom. During this time your child will take a few moments to reflect on his/her inappropriate behavior. He/She will be given the opportunity to return to the group only after he/she complies with the adult's redirection. If the behavior is not improving, then center and parents will follow the referral policy to find support for the child and family. Behavior warning notices and behavior referrals will be given to the parent to be signed and returned. A student-parent conference will need to be held for persisting behavior issues. Also, if a child bites or fights with another, they will be given a warning, if this persists then it can result in disqualification of service for that child. Our goal of discipline is to help the student become a good decision maker, problem solver and communicator.

ZERO TOLERANCE POLICY

Tobacco, drugs, alcohol and weapons will not be allowed on the center's premises. Students found with same will be automatically dropped from the program. Obscene language, fights, and/or assaults will not be tolerated. Any student that violates this policy may be subject to a full one-day suspension from the center. Staff and parents under the influence of drugs and/or alcohol will not be allowed on the premises and, if necessary, the local law enforcement will be called.

NUTRITION SERVICES

All parents will need to fill out a food program application. This program will be at no cost to the parents.

Little ME Childcare Center participates in the Child and Adult Care Food Program. We follow the USDA Food Guidelines and provide nutritious meals and snacks. Therefore, we ask you NOT to allow your child to bring outside food or drinks into the center unless requested by the center. (Little ME Childcare Center is not responsible for the nutritional value of outside food items.)

Please make sure you have notified us of any allergies your child has.

Meal and snack times are planned so that no child will go more than four hours without being offered food. We provide a variety of nutritionally balanced, high quality foods each day so please do not send your child with outside food and drinks.

Celebrations

From birthday parties to holidays there are many opportunities for celebrations in our childcare center.





SPECIAL DAYS/BIRTHDAYS (CHECK NUTRITION POLICY)



We do allow birthday parties at the center. However, we request that parents give a 48-hour notice so the teacher can prepare. The allotted time for birthday celebrations is during snack time at 2:30 pm. Holidays celebrated: Christmas, Thanksgiving, Valentines, Independence Day, Dr. King birthday.

Professional Development

Annual nutrition training is required to ensure that all staff understand the important role nutrition plays in the overall well-being of children

BREASTFEEDING

Parents have the right to send breast milk or breastfeed while your child is in care. Please label all bottles/cups with the child's first and last name and the date.

A comfortable place within the class will be provided to enable a mother to breastfeed while the child is in care.



HEALTH RECORD REQUIREMENTS



In the interest of your child's health and that of the other children in the center, parents are required to submit the child's most current medical and immunization records before your child's first day at the center. These forms must be updated in compliance with state law. An emergency telephone number of the doctor and hospital of your choice is also required and must be completed on the enrollment form. Hearing and Vision screening must be provided for all children who turn 4 years old. We must have a health statement on file for all children in care. Upon enrollment you may sign the health statement verifying that your child has been seen by a health care physician within the past year. However, a Health Care Statement from your child's physician will be required within the required time from child care licensing (12 months) or they cannot remain in care until it's completed. We encourage you to get this statement completed by your child's physician within 90 days of enrollment.

LMCC DOES NOT require a current TB test, in accordance with the state. However, if the state requirement changes, we will notify the parents.

ILLNESSES, ACCIDENTS, AND EMERGENCY CARE



Sick children with a fever or a continuous cough may not be brought to the center for care.

If your child becomes ill while in our care, you will be called immediately to pick them up, or make arrangements to have them picked up. He/She will be removed from the classroom and isolated until you pick him up.

If a serious accident occurs, an emergency vehicle will be called to transport your child to the hospital on your child's enrollment form.



ALLERGIES

If your child has any allergies, please make sure to fill out the Allergies form in the enrollment packet and discuss it with the center director so that we may take necessary precautions. A doctor's note is required for all allergies. Allergies will be communicated to staff, teachers, and the kitchen staff. If your child has been prescribed an Epi-pen, it is your responsibility to provide it to the school in case of an emergency.

ALLERGIC REACTION ACTION PLAN

If a child has an allergic reaction while at the center:

- Emergency medical support will be requested as needed.
- The Epi-pen will be administered if child has one prescribed on file.
- Parent will be notified.



COMMUNICABLE DISEASES

Childhood illnesses are a part of growing up. However, if an illness occurs affecting children in the center a letter will be posted of precautions to take and parents will be notified and encouraged to consult their physician for further information. Children absent from the center due to a contagious disease may not return to the center without a signed release statement from a physician indicating that the child is no longer contagious. Parents should keep the center staff updated daily so that we may hold the child's spot if he/she is going to return after the illness.

EMERGENCY PREPAREDNESS PLAN

LMCC does have a comprehensive Emergency preparedness plan.

A full copy can be provided if requested. Provided that an emergency occurs that requires us to move from the site, we will move to a safe location.

- ✿ Cleveland Elementary School
- ✿ Vision of Faith Christian Ministry

If moved, we will follow the following steps:

- ✿ Ensure we have all children in care accounted for and each classroom's Tracking Sheet and classroom directory.
- ✿ Notify the appropriate emergency authority
- ✿ Move Children to the closest and most appropriate safe location
- ✿ Notify parents

SECURITY

As a security measure we ask that you please bring your child all the way into the building, sign him/her in, and see that he/she is under the supervision of an adult before you leave. If you are coming to visit the center alone or with someone else, please stop by the office and get a visitor's tag. No one will be allowed to be on the premises without permission and a visitor's tag. Our center is secured by a monitor security system with 2 exterior cameras; we also have a monitored fire system.

DAMAGES

Parents are responsible to pay for any damages to the center's property caused by their child or themselves. This will include broken windows, doors, holes in the walls, damage to other automobiles or anything else that will cost more than \$20 to repair or replace. This does not apply to breaking small toys that the children play with daily.



INTOXICATION POLICY

If a parent/guardian or emergency contact who appears to be intoxicated arrives at the center to pick up a child; the daycare staff will not release the child.

Daycare staff will:

- Offer to call a relative or friend to pick up the parent and child.
- Offer to call a cab.
- Inform the parent that if he/she chooses to drive with or without the child, the educator

HEALTH, SAFETY & NUTRITION

Policy:

Our Centre has been carefully designed to ensure it is a safe, comfortable environment that will accommodate the abilities and needs of all children. Our goal is to promote good health, safety and nutrition. Eating nutritious food is an important part of each child's day. Food provided by the Centre will be selected in accordance with Canada's Food Guide requirements.

Procedure:

Centre staff will provide:

- Offer a clean, well-maintained, safe environment with nutritious food for snacks and lunch
- Opportunities for learning how to take care of their bodies and develop self-help skills
- Opportunities for both rest and exercise with indoor and outdoor activities daily
- Welcome mothers to breast-feed their child and provide support for breast-feeding.
- Provide a comfortable and relaxed environment for the children & parents
- Formula must be provided by the parent

- Encourage children to eat a variety of foods but be sensitive to individual food preferences and Cultural Preferences
- Post children's allergies in the kitchen. (Parents must make staff aware of any food allergies)
- Inform parents of any significant changes in the eating habits of their child.
- Model healthy attitudes towards food and meal times.
- Model healthy attitudes towards washing hands before and after meals and brushing teeth after eating.
- Discourage candy, gum, pop or other "junk food".
- All babies will be held during bottle feeding.
- Toddlers are required to lie down or sit on the couch when they have a bottle.
 - Staff will discard any unused liquid in bottles or cups to prevent the spread of germs.
 - Staff will allow children time to eat and drink at their own pace.

Bottle Feeding:

- All babies will be held during bottle feeding.
- Toddlers are required to lie down or sit on the couch when they have a bottle.
 - Staff will discard any unused liquid in bottles or cups to prevent the spread of germs.
 - Staff will allow children time to eat and drink at their own pace. Bottle feeding should be an enjoyable interaction between child and care provider.

Semi-Solid Foods:

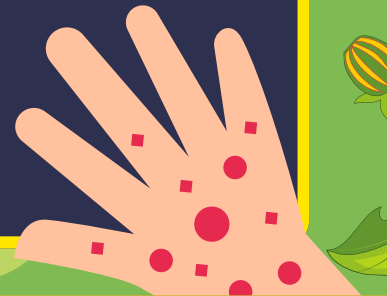
Staff will respect the parent's decision as to when and what solid foods will be introduced, while working within the guidelines.



ALLERGIES

Parents/guardians need to inform the daycare staff in writing if their child has any allergies. Procedure:

1. Required forms will be provided by staff as soon as an allergy is reported.
2. Allergies will be posted in the kitchen for all staff to see.
3. A Care Plan card will be written up on the steps to take if the child has an allergy attack.
4. Extra training will be provided by Interior Health or parent if deemed necessary.
5. Parents will be informed immediately of any allergy attack and the steps taken.



We value our clients' health as well as the health of the staff, without healthy staff we are unable to provide effective care.

Procedure: You will need to keep your child at home, or make alternate arrangements for the following conditions:

- Fever over 38.3o C (101oF).
- Infected eyes or skin.
- Any type of contagious or communicable disease such as flu, measles, mumps, rubella, or chicken pox.
- Immediately report to staff any contagious or communicable disease.
- Unexplained diarrhea or loose stool combined with nausea, vomiting or abdominal cramps.
- An acute cold with fever, runny nose and eyes, a "croupy" cough or congested to the point that he/she has heavy breathing.



If a child becomes sick at daycare, the parent or if parent is unable to be reached the person authorized to pick up in the case of an emergency will be called and asked to pick up the child. The staff will isolate the child from the other children and make him/her as comfortable as possible but will not administer medication. Please keep the child at home until he/she is well enough to attend.

Any medicine required to treat above symptoms will mean the child is too ill to attend daycare. Example of medicine: Gravel, Tempra, Tylenol.

NON-PRESCRIPTION & PRESCRIPTION MEDICATIONS POLICY

Administration of medications in daycares is regulated by the Child Care Regulations. This policy protects children, parents and staff. Early Childhood Educators are not formally qualified to make "judgment calls" as to when medications are appropriate. Only medication prescribed by a doctor will be administered.



Procedure:

- ★ All medications are kept in a locked container in the kitchen out of children's reach.
- ★ Parents must inform staff of any side effects or reaction that medication may cause in a child. (i.e.: hives, drowsiness, diarrhea)
- ★ Authorization for the Administration of Prescription Medication form must be completed by parent.
- ★ Doctor authorization must be provided before staff can administer non-prescription and over the counter medications such as Tylenol, Gravel, teething gel etc... "Authorization for the Administration of Non-Prescription Medication" form must be completed by parent and physician.
- ★ A "medical consent" form will be filled out by a parent for each prescription required
- ★ Medication must be brought to the center in its original container with instructions from your doctor on how to administer it.

★ Label must clearly show the following information:

- ✿ Child's name
 - ✿ Name of medication
 - ✿ Dosage
 - ✿ Route (oral, nasal, rectal, eye, ear, or injection)
 - ✿ Physician's name
 - ✿ Care of medication (shake well, refrigerate)
 - ✿ Date to end administration of medication
- ★ Any baby bottles containing medicine will not be given to the child at the daycare.
- ★ If the child comes in with a baby bottle containing medicine, it will be locked up and returned to the parent at the end of the day.

IMMUNIZATION POLICY

Little ME Daycare is required by the Child Care Regulations to keep an up-to-date copy of each child's immunization record in case an outbreak should occur.

POWER OUTAGE OR BOMB THREAT PROCEDURE

1. If there is a bomb threat the daycare staff and children will immediately evacuate the building.
2. Staff will take the children to the field close by the school.
3. If, within one hour, the fire department determines that the daycare is safe to enter, we will return to daycare.

4. If, after one hour, it is still unsafe to return to the daycare, parents will be called to pick up their child.
5. If weather does not permit going outside during the hour, parents will be called immediately to pick up their child.
6. Staff may call parents at any time to pick up their child if their ability to maintain the child's safety is in question.

NAPPING POLICY

Infants and toddler all come with their individual sleeping patterns. Little ME Daycare will try to meet the patterns while getting them into the routine of the daycare.



Procedure:

- ★ Each day after lunch will be rest time. The length of naps depends on the individual child. Other naps are on a as needed basis.
- ★ During the nap, infants will sleep on their backs until they can reposition themselves during sleep.
- ★ The monitors in the nap rooms will be turned on when these areas are in use.
- ★ Blankets, Teddy Bears and other comfort items may be brought from home to be used at nap time to help a child adjust to the center. No comfort items will be allowed in or around the infant crib. Center will follow Safe Sleep Practices: Each infant has his/her own crib with name and Date of birth, Sleep alone, Sleep on the back in a approved standards crib.
- ★ Naps are not mandatory. Children who have outgrown naps will have quiet time, read books, do puzzles or other appropriate activities.



DIAPERING AND TOILETING POLICY

As the diapering of infants and the toileting of toddlers involves close adult-child contact, the care providers will (whenever possible) be responsible for changing diapers and assisting with toileting. As this is an opportunity for one-to-one time with the child, the care providers will involve the child by explaining what is being done and encouraging the child to interact/help as much as possible. Follow DSS regulation's recommendations for diapering and toileting procedures posted in the bathroom



CLOTHING AND POSSESSIONS POLICY

As the children participate in a variety of indoor and outdoor play activities each day, it is helpful if your child wears washable, comfortable clothing that is appropriate for the weather.

For infants, please provide:

- ★ One change of clothes
- ★ An adequate supply of diapers and wipes
- ★ Warm outdoor clothes (mittens, hat, boots) in the Fall and Winter
- ★ Sun hats, boots and raingear in the Spring and Summer

For toddlers, please provide:

- ★ One change of clothes
- ★ An adequate supply of diapers & wipes, pull-ups, or underpants
- ★ Skid-proof, non-marking indoor shoes
- ★ Warm outdoor clothing (mittens, hat, boots) in the Fall and Winter
- ★ Sun hats, boots and raingear in the Spring and Summer
- ★ If needed, the Centre has a supply of extra clothing. If your child wears an item home, please return it.



PHOTOGRAPHS

Pictures taken in the daycare will be for the enjoyment of the program participants, and for program promotion as needed. A consent form must be signed by the parent prior to the child being photographed. Each parent will be asked if photos can be taken for their child. A photo consent form will be given to each parent



WEAPONS POLICY

LMCC provides a safe and nonviolent environment for our students, parents, and staff. To ensure safety fire arms, darts, knives, cap pistols will not be permitted at any time



SOCIAL MEDIA AND INTERNET POLICY

At Little ME Childcare Center, teachers, students, staff, and other school community members use social networking/media/internet (Twitter, Facebook, blogs, etc.) to connect with others, share educational resources, log experiences, create educational content, enhance the classroom experience, and network within and outside of the school community.

While social networking and the internet is fun and valuable, there are some risks we need to keep in mind when using these tools. We expect good judgment in all situations and behave in a way that will make you and others proud and reflect well on the school.

If you do not wish for your child to be highlighted on social media or have access to our online education programs please let us know in writing.



ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK



I hereby certify I had read and fully understand the contents of the LMCC Parent Handbook.

I also acknowledge that I have been given the opportunity to discuss any policy contained in this handbook with a company official. I agree to abide by the policies set forth in this handbook and understand that compliance to the rules and regulation is necessary for continued enrollment and employment.

My signature below certifies my knowledge, acceptance, and adherence to the company's policies, rules, and regulations.

I acknowledge that Little ME Childcare Center has the right to modify or amend its policies at any time without prior notice.

Student(s) Name _____

Student(s) Name _____

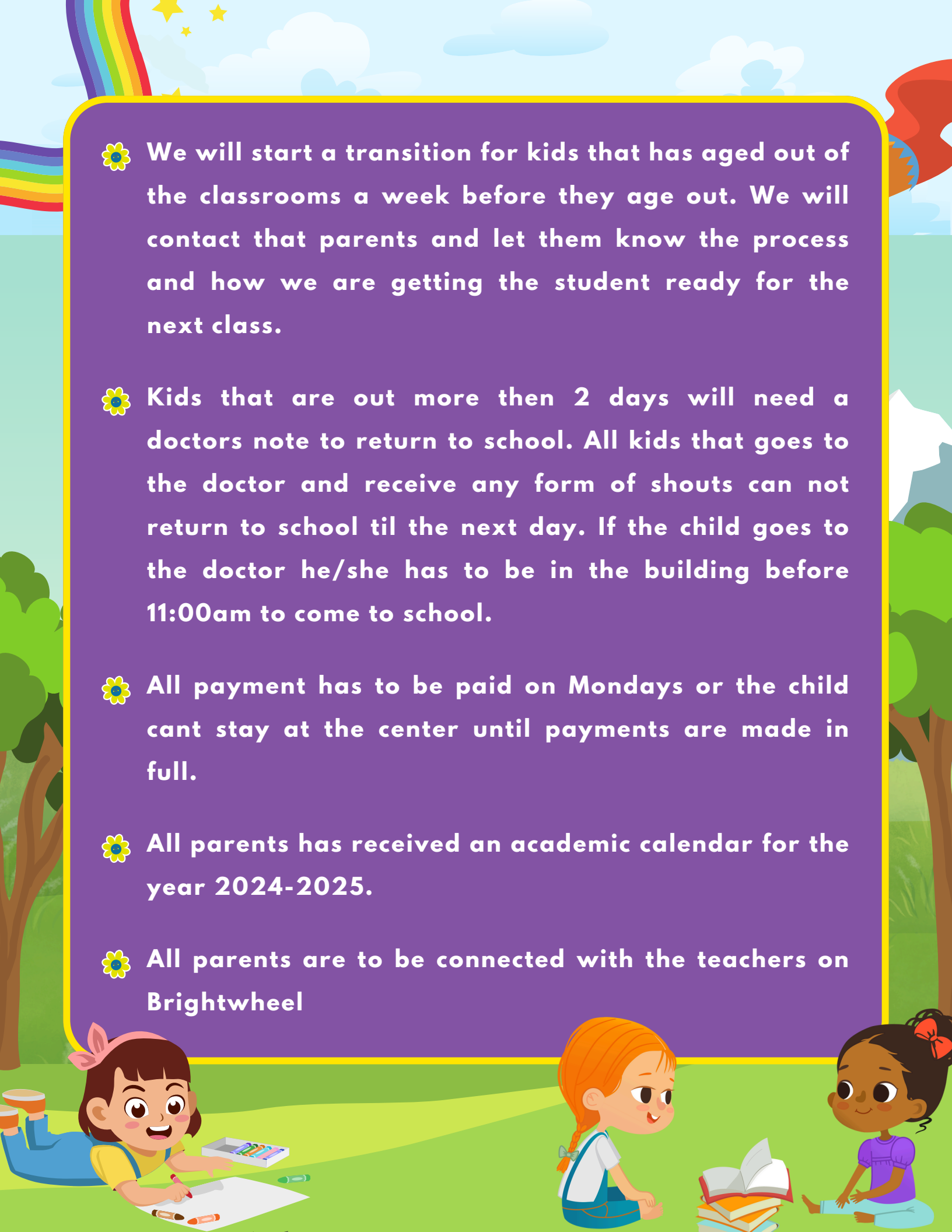
Student(s) Name _____

Parent/Employee Name _____

Parent/Employee Signature _____

Date _____





🌸 We will start a transition for kids that has aged out of the classrooms a week before they age out. We will contact that parents and let them know the process and how we are getting the student ready for the next class.

🌸 Kids that are out more then 2 days will need a doctors note to return to school. All kids that goes to the doctor and receive any form of shouts can not return to school til the next day. If the child goes to the doctor he/she has to be in the building before 11:00am to come to school.

🌸 All payment has to be paid on Mondays or the child cant stay at the center until payments are made in full.

🌸 All parents has received an academic calendar for the year 2024-2025.

🌸 All parents are to be connected with the teachers on Brightwheel

