

# Policy Statement

## Little Lambs PreK & Day Care

1. No child will be admitted to the center until his/her parent/guardian has completed and returned the following forms:
  - a) Application form
  - b) Emergency Slip
  - c) Child Release Form
  - d) Medical Form (which must be signed by a physician)
  - e) Policy Statement
  - f) Photo Release Permission slip
2. If a guardian falls a month behind in tuition, their child will not be allowed to attend the Center until payment is brought up to date. The director has the discretion of granting an extension in payment time due to financial hardship.
3. The bi-weekly payment remains the same whether a parent decides to pick up a child early, take a vacation, or if a child is ill, as staff hours remain constant. Parent's payment will include days that the center is closed for holidays, staff training, and snow emergencies. Parents do not pay for July and August when the entire school is closed for cleanup and extra maintenance work.
4. Any child who shows symptoms of an infectious disease will not be admitted to the Center. If a child becomes ill during the day, it is your responsibility to be available to pick up the child as soon as possible (or to identify someone who is available).
5. Please call the center if your child is ill and inform the Center of the nature of your child's illness (i.e. vomiting, rash, fever, etc.) so that we can watch other children for similar symptoms. Your child must be clear of all symptoms, especially a fever, for 24 hours before returning to school.
6. If a child has not been picked up by the closing of the center at 5:00 p.m., a charge of \$1.00 will be added for every 5 minutes overtime. If a child is frequently picked up after their scheduled time the director may require that an adjustment in time and fees be made.
7. Parents must inform their child's teacher if their child requires a special diet due to allergies or religious beliefs. A note should be written to the director detailing the restrictions and the reasons for them.
8. The Center must be informed when there is a job change, a change in address or phone number. This information must be on hand in the event of an emergency.
9. Due to possible allergic reactions **Little Lambs** is a **nut-free environment**. Nuts of any kind are not allowed in food products such as peanut butter sandwiches, cookies, etc.
10. Nap time runs from 12:30 pm – 1:30 pm for the 3-year-olds. We provide cots, sheets, and blankets. Rest/Quiet time for our 4-year-olds is 15 minutes.
11. Discipline policy for uncooperative children, use of redirection, given the option to go to the calm down area with a staff member. Share problem-solving visuals. If the child is uncontrollable the parents will be notified via phone call.

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Written Signature of Parent or Guardian

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Date

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Printed Signature of Parent or Guardian

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Date