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**Welcome**

Dear Parents/Guardians,

Welcome to Loretta’s Little Lambs! Thank you for choosing this center to meet your childcare and early childhood education needs. Loretta’s Little Lambs first opened in 2000 as a small, one room, home daycare. Since then, it has seen several expansions within the home daycare setting. Loretta could not possibly expand her home daycare any more and had created a name for herself. In 2018, she acquired the current location and has since opened her doors to a new chapter – an early childhood education center that offers services to children ages 6-weeks to 12 years. Here at Loretta’s Little Lambs, we want to welcome you to our center where peace of mind is our number one priority.

**Center Information**

Loretta’s Little Lambs

606 North Market Street

Duncannon PA 17020

(717) 904-2255

**Licensing and Accreditation Information**

Loretta’s Little Lambs is licensed by the Pennsylvania Department of Human Services and the Department of Labor and Industry.The office through which we are licensed is:

**Harrisburg**

DGS Annex, Hillcrest #53

P.O. Box 2675

Harrisburg, PA 1710

Telephone: (717) 772-7078

Toll Free: (800) 222-2117

Fax: (717) 705-8233

**Mission Statement**

At Loretta’s Little Lambs, it is our mission to provide exemplary education and childcare through authentic educational experiences and a safe and loving environment. We strive to provide peace of mind to parents and guardians, and to provide superior education to help children meet their cognitive, social-emotional, problem-solving, and physical goals.

**Philosophy**

Loretta’s Little Lambs is built on the belief that caring for children requires a strong collaboration between families, teachers, and the community. We strive to create an environment where children can build meaningful relationships, practice important cognitive concepts, and master fine and gross motor skills. We understand that each child has unique abilities and that no two children are alike – which is why we tailor our curriculum to meet each child’s individual needs. We also understand that it takes a village to raise a child – which is why we strive to be a local resource for information, advice, and support for parents and families. Finally, we understand that communities have a large impact on our everyday lives – which is why we partner with local agencies to ensure well-rounded educational experiences with meaningful, authentic interactions.

**Staff Qualifications**

The staff at Loretta’s Little Lambs consists of the Center Owner, Education/Center Director, Lead Teachers, Assistant Teachers, and Aides. All staff meets, and often exceeds, the Department of Human Services requirements for formal education for their respective positions, have had experience working with young children and their families, and meets the training requirements in First Aid and CPR and Mandated Reporting. The staff also completes ongoing child care training with no less than six clock hours per year. In addition to the educational and training requirements, staff is expected to respond to children’s needs with enthusiasm and sensitivity.

**Mandated Reporting of Suspected Child Abuse and/or Neglect**

The Child Protective Services Act is designed to protect the welfare and best interest of all children. Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. As mandated reporters, the employees of the Center are mandated reporters, under this law. The employees of the Center are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. As cited in the Pennsylvania Department of Human Services, Code 3270.19.Child abuse reporting states the following:

(a)  An operator or a staff person who has reason to believe that a child enrolled in the facility has been abused is required to report suspected child abuse to ChildLine as mandated by the CPSL.

(b)  A staff person may be designated by the operator as the person responsible to notify ChildLine of suspected child abuse. The operator or designated staff person with this responsibility shall immediately notify ChildLine at 1 (800) 932-0313.

(c)  Within 48 hours, a written report regarding the suspected child abuse shall be submitted by the operator or designated staff person to the CPS unit which has responsibility for investigating the report.

Mandated reporters, including the staff of Loretta’s Little Lambs, are generally immune from liability for making reports made to Child Protective Services, cooperating with or consulting with an investigation relating to a report, testifying in a proceeding relating to child abuse, or engaging in other action authorized by Section 6318 of this law, provided the reporter was acting in good faith.

**Education and Clearances**

A Director shall meet the following **minimum** requirements:

* An associate’s degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education or the human services field and 4 years of experience with children

A Lead Teacher shall meet the following **minimum** requirements:

* An associate’s degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education or the human services field and 3 years of experience with children

An Assistant Teacher shall meet the following **minimum** requirements:

* A high school diploma or a general educational development certificate and 2 years experience with children

An Aide shall meet the following **minimum** requirements:

* A minimum of an 8th grade education and 2 years of experience with children

**All** staff and facility persons shall obtain the following clearances:

* CY113 – Pennsylvania Child Abuse History Clearances
* SP4-164 – Pennsylvania Criminal Record Checks for Employment
* Federal Bureau of Investigations (FBI) Criminal Background Checks

**Enrollment**

Enrollment is open to children from six (6) weeks to twelve (12) years. Children participating in our School Age Child Care Program (SACC) must be between the ages of five (5) year and twelve (12) years.

Parents are expected to take the time to visit, observe, and ask questions before making a decision on enrollment at Loretta’s Little Lambs. It is also suggested that children who may be attending the center also visit for an extended period of time.

**Enrollment Procedure**

1. Call (717) 904-2255 or e-mail lorettaslittlelambs@gmail.com for more information or to schedule a visit.
2. When visiting the center, be sure to take notes, ask questions, and voice any concerns you may have. During the visit, be sure to get information about the times your child may be in care, tuition costs, deposits and other fees, and the curriculum. If your child is along, be sure to include your child in the visit by allowing your child to interact with the teachers, other children, and classroom. If your child is not along, set up another visit so that your child can become familiar with the center to ensure a good fit.
3. After your visit, decide if Loretta’s Little Lambs is a good fit for your child and your family. If the decision is made before you leave the center after your visit, obtain an **enrollment application** and **parent handbook**. The director will tell then tell you what additional information and paperwork is needed prior to your child’s first day. The following items are required before your child attends his/her first day at the center:

* Proof of CCIS, if needed
* Child’s Health Assessment – completed and signed by child’s health care provider (submit within 30 days of child’s first day of care). Updates are required according to the state mandates (within the first 30 days of enrollment, 6 months, 12 months, 2, 3, 4, and 5 years of age). **Children can be excluded for failure to update physicals.**
* Emergency form – completed and signed by parent/legal guardian. Must be updated every six months and/or whenever information changes.
* Fee agreement – completed by parent/legal guardian
* Special Care Plan – if applicable (IEP, IFSP, Behavior Plan)
* Release of Information Form
* Legal documentation:

1. We must have documentation of any custody arrangements for children in divorce/separation arrangements in order to adhere to them.
2. We must have documentation of any protection from abuse orders in order to adhere to them.
3. All open children and youth cases must be reported at enrollment.
4. After reading the parent handbook, complete the enrollment application. Gather all other necessary documents, paperwork, and information needed. Call the director to schedule an enrollment visit. At this visit, all paperwork will be reviewed for completeness. The contract will be signed at this time, and you will be given an official start date for your child.

**Trial Period**

At Loretta’s Little Lambs, we understand that children are human beings with their own thoughts, opinions, and comforts. We also understand that sometimes our center may not be a good fir for your and/or your family. For these reasons, we offer a two week trial period. During these two weeks, you and your child can determine if our center is a good fit. If either party finds that the arrangement is not working for one reason or another, the contact can be terminated immediately. You will receive a refund for your deposit, however, the registration fee will not be refunded.

**Non-Discrimination Policy**

Admissions, the provision of services, and referrals of clients shall be made without regard to race, color, age, creed, disability, ancestry, national origin (including limited English proficiency), age, or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

**Any individual who believes they have been discriminated against may file a complaint of discrimination with any of the following:**

1. Loretta’s Little Lambs

606 North Market Street

Duncannon, PA 17020

1. Department of Public Welfare

Bureau of Equal Opportunity

Room 223, Health and Welfare Building

P.O. Box 2675

Harrisburg, PA 19106-9111

1. PA Human Relations Commission

Harrisburg Regional Office

333 Market Street, 8th Floor

Harrisburg, PA 17101

1. U.S. Department of Health and Human Services

Office for Civil Rights

Suite 372, Public Ledger Building

150 South Independence Mall West

Philadelphia, PA 19106-9111

**Parent’s Right to Immediate Access**

**Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Loretta’s Little Lambs, as provided by law.**

* In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Loretta’s Little Lambs must be provided with a Certified Copy of the most recent order and all amendments thereto.
* The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing.
* In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.
* In the absence of a court order on file with Loretta’s Little Lambs, both parents shall be afforded equal access to their child as stipulated by law.
* The Center cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, the Center suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access.
* The Center staff will contact the local police should a conflict arise. Once presented with a Court Order, the Center is obligated to follow the order for the entire period it is in effect.
* Employees cannot, at the request of anyone except the issuing judge, allow a Court Order to be violated. Visitors are asked to schedule appointments with the Director.

**An employee of Loretta’s Little Lambs will accompany visitors at all times, throughout the center.**

**Confidentiality**

At Loretta’s Little Lambs, confidential and sensitive information will only be shared with employees of the Center and other staff who have a “need to know” in order to most appropriately and safely care for your child. **Typically, this includes:**

* The child’s primary caregiver
* Other teachers in the child’s classroom (including interns)
* Supervising teacher overseeing a child’s classroom
* Administrative staff

Licensing authorities must also be provided access to child files and such organizations also have confidentiality obligations. All staff members have access to a child’s records for the sake of consultations and development of program response to the child’s individual needs. The child’s parent/legal guardian has access to the child’s records unless limited by law. Confidential and sensitive information will not be shared with parents, as the Center strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and other health related information of anyone associated with Loretta’s Little Lambs. Outside of the Center, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise permitted by law. Only with written permission can we release the results of a child’s records to another agency, school, or individual. That release can only be valid for a period of up to one year. Release forms can be provided by your child’s teacher or administrative staff. Parents will be provided with a document detailing the information that is to be shared outside of Loretta’s Little Lambs, persons with whom the information will be shared, and the reason(s) for sharing the information. You may observe children at our center with various needs or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child’s privacy. Employees of the Center are strictly prohibited from discussing anything about another child with you.

**Tuition Policies**

1. Tuition is to be paid on the Monday of the week your child will be receiving care regardless of which day your child begins receiving care for the week. Payment is to be dropped off when children are dropped off for care. Late fees will begin accruing if payment is not received at the time of drop off.
2. Fees are paid 52 weeks a year and include holidays, absences, and snow days. Fees are charged for all days outlined in the contract, regardless of whether or not your child attends.
3. There is a fee of $20 per day for any payment received after Monday.
4. Care will be terminated for anyone who falls behind two weeks. You will need to repay the outstanding balance, including late fees, in full before care is reestablished.
5. All payments must either be made by credit/debit card or through one of the following applications: PayPal or Cash App. Beginning November 5, 2018.
6. When using the Square Reader to make credit/debit payments, there will be a 2.75% fee charged on the amount being paid.
7. There is a $1 per minute late fee when picking children up beyond the time agreed upon in the contract.

**Programs and Rates**

P**rograms:**

1. Infants (6 weeks – 1 year): Our infant program focuses on meeting crucial milestones for this age group. We work on fine and gross motor skills, as well as offer tummy time. Infants will spend part of their day outside, part of their day interacting with other children, and part of their day completing developmentally appropriate activities to encourage cognitive and motor development. A daily sheet is sent home to let parents know when the child was changed throughout the day, what they ate, and how long they slept.
2. Young Toddler (1 year – 2 years): The children in our Young Toddler Classroom are given opportunities to explore their mobility in a safe and inviting environment. Young toddlers
3. Older Toddler (2-3 years): This nurturing environment provides the structure that allows the students to grow and learn while feeling safe and comfortable. Students are given daily opportunities to explore and learn through age appropriate toys and projects. Children in the Older Toddler Classroom are encouraged to try to use their words to express their needs and wants. The activities in the Toddler Classroom are developed to create learning experiences and social experiences through play, projects, and activities. A daily sheet is sent home to let parents know when the child was changed throughout the day, what they ate, and how long they slept.
4. Preschool (3-5 years): Our preschool program focuses on developing social/emotional skills and emotional intelligence while preparing students for kindergarten. Self-help skills, academic skills, and motor skills are developed through both play-based learning and formal, structured learning.
5. S.A.C.C. (5-12 years): Our before and after school program enables school aged children to complete schoolwork and enjoy fun after-school activities in structured, supervised environment.
6. Extended Hours (all ages): Our extended hours program is for anyone who needs care after 6:00 p.m. In this program, age-appropriate activities are offered to students. An evening meal, provided by the parents/guardians, will be served. Engagement is high in this program because of the ample one-on-one time allotted to each child.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Program** | **Full-Time** | **Part-Time** | **Deposit** | **Enrollment Fee** | **Extended Hours Care (After 6:00 p.m.) Full Time** | **Extended Hours Care (After 6:00 p.m.) Part Time** |
| **Infant** | $200 per week | $135 per week | $100 | $50 | $225 per week | $160 per week |
| **Young Toddler** | $200 per week | $135 per week | $100 | $50 | $225 per week | $160 per week |
| **Older Toddler** | $185 per week | $126 per week | $100 | $50 | $210 per week | $151 per week |
| **Preschool** | $170 per week | $117 per week | $100 | $50 | $195 per week | $142 per week |
| **Before AND After School** | $118 | N/A | $50 | $50 | $143 per week | --- |
| **Before OR After School** | $100 | N/A | $50 | $50 | $125 per week | --- |
| **Drop-In** | $50 per day | $50 per day | --- | --- | $60 per day | --- |

Rates will be billed as followed:

**Deposits and Fees**

* There is a $100 deposit required when enrolling infants, young toddlers, older toddlers, and preschoolers. There is a $50 deposit required when enrolling school age children. The deposit is non-refundable; however, it will be put towards your child’s last week of care provided a two weeks notice is given.
* There is a non-refundable $50 enrollment fee for **all** children being enrolled at Loretta’s Little Lambs.
* The deposit and enrollment fees must be paid, in full, before the first day of care.

**Discounts**

* Military Discount: Active duty military members will receive a 10% discount. Must show valid I.D.
* Sibling Discount: A 10% discount will be applied towards the tuition of the oldest child.
* Only one discount may be applied per family.
* Discounts may not be used for children enrolled only part-time.

**Government Subsidy**

* We accept Child Care Network (formerly CCIS).
* Parent/Guardian is responsible for paying remaining amount that is not covered by co-pay + child care network payment.

**Days of Opertation**

New Year’s Eve

New Years Day

Labor Day

Memorial Day

Thanksgiving Day

Black Friday

Independence Day

Christmas Eve

Christmas Day

**Inclement Weather**

* In the case of inclement weather, parents will be notified of the status of the center by no later than 5:00 a.m.
* Parents may also tune into 97.3 FM and 99.3 FM to receive updates about weather-related closings and/or delays.

**Emergencies**

**Evacuation Procedures**

**Shelter-in-Place:** In the case of a facility lockdown, the following procedures will be followed:

|  |  |
| --- | --- |
| **Location** | All children, teachers, and supporting staff will meet in the orange room. In this room, all entrances and exits can be secured by two sets of doors. |
| **Emergency Supplies** | * Teachers will be responsible for bringing their emergency backpacks to the location. * All backpacks are equipped with emergency contact sheets for each child, a bottle of water, extra formula, batteries, a flashlight, and a first aid kit. * There is a stereo in the vicinity, which can be powered by batteries in case of a power outage. * The director will have a cell phone to make phone calls to parents and/or other emergency services needed |
| **Notification** | Parents and guardians will be notified once the immediate threat has passed. |

**Parent Reunification:** Parents will be notified of the status of their children once the immediate threat has passed. At that time, parents will be told when and how they can pick up their children. Once the area is secure and the threat diminished, children will be released back into their classrooms and parents will be notified that they may pick up their children at that time.

|  |  |
| --- | --- |
| **Evacuation Routes/Exits** | * There are two classrooms, a kitchen, and a bathroom on the main floor of the building. There are three classrooms and a bathroom on the second floor of the building. Children are cared for in each of the classrooms. Evacuation routes are posted inside of each classroom, as well as at each stairwell. * There are two exits in the building – one is located in the front of the building just off of the orange room, and the other is located in the back of the building just off of the kitchen. |
| **Evacuating Infants/Toddlers** | * Infants and young toddlers will be evacuated using portable play yards with wheels. The play yards are located in the infant and young toddler classrooms. * The classroom teacher and/or aid will be responsible for taking the emergency backpack and any and all supplies, including formula. |
| **Notification** | * Once all children are safely evacuated, 911 will be called. * Once the evacuation location is reached and all children are accounted for, parents will be notified. * Parents can also tune in to the following radio stations: 104.1 FM, 89.5 FM, 94.9 FM, and 97.3 FM, |
| **Emergency Kits/Telephone** | * Teachers will be responsible for bringing their emergency backpacks to the location. * All backpacks are equipped with emergency contact sheets for each child, a bottle of water, extra formula, batteries, a flashlight, and a first aid kit. * There is a stereo in the vicinity, which can be powered by batteries in case of a power outage. * The director will have a cell phone to make phone calls to parents and/or other emergency services needed |
| **Evacuation Sites** | 1. **Immediate Neighborhood**  * Clarks Tavern   603 North Market Street  Duncannon, PA  Teachers shall evacuate children to the field across the street to await the all clear in case of a minor emergency. This will be the meeting place for evacuation/fire/emergency drills.   1. **Local Neighborhood**  * Duncannon Municipality Building   428 North High Street  Duncannon, PA  Teachers shall evacuate children to the field across the street to do counts. Once all children are accounted for, they will be lined up and teachers will lead them to the borough building approximately 1/10 of a mile away.   1. **Local Neighborhood**  * Saint Bernadette Catholic Church   901North High Street  Duncannon, PA  In case all other evacuation sites are unusable, teachers will evacuate to the field across the street; the children will be led to the church, which is approximately 3/10 of a mile away. |
| **Transportation to Evacuation Sites** | * Infants and young toddlers will be pushed in their portable play yards to the evacuation site. * Older toddlers, preschoolers, and school age children will walk to the evacuation site. |

**Parent Reunification:** Parents will be notified by cell phone at pertinent times throughout the emergency. Once emergency responders give the go-ahead and the site is safe, parents will be notified by cell phone when and where they may pick up their children. In cases where parents and emergency contacts are unreachable, at least two staff members will stay with the child(ren) until parents or other arrangements can be made for pick-up.

|  |  |
| --- | --- |
| **Notification** | * Parents/guardians are provided information on each evacuation site and contact information for the senior on-site facility person. * All emergency contact files, health files, and other pertinent information will be stored in each room’s emergency backpack. It is the classroom teacher’s job to ensure that backpack is taken on any and all evacuations, including drills. |
| **Release** | * Children will only be released to contacts listed on the child’s emergency form, with proper identification. * Another trusted adult may pick up a child if there is verbal consent by the parent and the trusted adult can show proper identification. |

**Dress Code**

* Children must be dressed in comfortable clothing that is easy to move in. Jeans are not permitted – they restrict movement and can be generally ill fitting.
* Clothing that has difficult closures, such as overalls, are not permitted because they
* Children must be dressed appropriately for the weather. Children are expected to go outside every day, weather permitting.

**Withdrawal**

Two weeks written notice is required when withdrawing a child for any reason. If the proper notice is given, the deposit will be used towards the last week or care. If the required notice is not given, applicable tuition charges will be charged, and your deposit will not be used towards your child’s last week of care.

**Arrival Procedures**

Upon arrival, parents must sign their child in with the appropriate classroom/teacher. Parents are also expected to help children put their belongings away and prepare them for the morning. It is mandatory that all children wash their hands upon arrival. Parents must physically give the morning teacher the child’s tag. This ensures face-to-face contact is made with each child’s teacher. Toddler and infant parents must complete the top half of the daily sheet so that staff are informed of the child’s morning.

Drop-off is between 5:30 a.m. and 9:00 a.m., unless otherwise arranged with the director. Please refrain from dropping off after 9:00 a.m. – this disrupts the classroom schedules and disengages students in their learning processes.

To help with separation anxiety, we suggest establishing a simple goodbye routine. This can include a hug, kiss, and verbally telling the child goodbye. We also suggest keeping the routine consistent and short, and not prolonging your departure from the center. Staff are experienced and trained in soothing and comforting children who suffer from separation anxiety.

**Notification of Absence**

* Please notify the director and/or staff as soon as possible of any absences or changes to your child’s schedule.

If notification of absence is not given before 9:00 a.m., we cannot guarantee a spot for your child for that day.

**Agency’s Right to Refuse Admission**

Loretta’s Little Lambs reserves the right to refuse admission to any child at any time with or without cause. Possible reasons for the refusal of admission include but are not limited to:

1. The need to maintain compliance with licensing regulations.

2. Staff deems the child too ill to attend.

3. Domestic situations that present a safety risk to the child, staff or other children if the child were to be present at the center.

4. Parents’ failure to maintain accurate, up to date records.

5. Parents’ failure to complete and return required documentation in a timely fashion. Parents will not be reimbursed tuition for days when their child is refused admission to the program.

**Pick-Up Procedures**

Parents must sign their child out of the appropriate classroom upon pick-up. Parents must also obtain the child’s tag from the teacher and replace it on the hook. Once a parent signs his/her child out, the parent is then solely responsible for supervising the child while on agency premises. Parents are not permitted to be on their cell-phones during pick-up or drop-off times.

**Person’s Appearing to be Impaired**

* Children will not be released to any person appearing to be impaired in any way by drugs and/or alcohol.
* If a parent/guardian shows up and is visibly impaired, appropriate authorities will be contacted.
* An alternate pick-up will be contacted and arranged for the child in care.

**Late Pick-Up**

* Parents/guardians who pick-up children after the time agreed upon in their enrollment application will be charged $1.00 per minute, to be paid in cash at the time of pick-up (total late fee will be calculated based on the clock on the wall in the classroom). If payment in cash is not possible, it is to be paid at drop-off the following program day. If balance is not paid, the child’s enrollment may be terminated without refund. All late pick-up fees go directly to the staff members who stay past their regularly scheduled shift. Therefore, payment cannot be combined with tuition payment.

**Toys from Home**

Toys from home are not permitted at the center unless otherwise approved by the director. We want to reduce the risks of damage, sharing issues, and loss. Parents are responsible for enforcing this policy with their child.

Children in classrooms with nap/rest time are permitted to include a plush, non-musical toy with which to nap. This toy/stuffy will is to be placed with the bedding supplies and only used at nap/rest time.

**Screen Time for Children**

Children ages 3 and older may be exposed to very limited amounts of screen time each week to supplement learning. Screen time will not exceed 30-minutes per week. Examples of activities that may use a screen include music, yoga, educational videos, etc.

**Walking Excursions**

Children will engage in walking excursions several times throughout their time at Loretta’s Little Lambs. Walking allows children to engage with and participate in their environment, in addition to learn crucial safety skills.

**Holidays and Special Celebrations**

At Loretta’s Little Lambs we don’t formally celebrate traditional holidays. We believe in celebrating certain values, seasons, and themes associated with traditional holidays. We do, however, encourage birthday celebrations! Students may bring in special birthday snacks – special consideration to allergies will be taken into account and made known to you by the classroom teacher.

**Health and Sickness**

Mildly ill children will be permitted to attend the center on their regularly scheduled days. For the protection of ALL children and staff, parents will be notified when their child presents with an undiagnosed condition, or is too ill to remain at the Center, and they will be requested to pick up their child immediately. Should a parent be unable to pick up their child within one hour, they are responsible for making arrangements for their child to be picked up by someone from their list of emergency contacts.

**Criteria regarding signs or symptoms of illness, which will determine whether a child will be included or excluded from the center prior to morning drop off**:

* If a child has a temperature of 100.4 degree Fahrenheit or higher, he/she will be required to stay out of the Center until fever free for 24 hours without the use of acetaminophen (Tylenol) or ibuprofen (Motrin or Advil).
* A child on antibiotics must be excluded from the center from the time of diagnosis until 24 hours after the first dosage.

**Procedures for handling a child who has already been admitted to the Center and exhibits symptoms requiring exclusion until he/she can be taken home:**

* The child will be kept in quiet isolated area in the classroom on a resting mat. All mats and sheets will be cleaned after the child leaves the center.

**Policies for when excluded children may return:**

* We have no separate facilities for long term care of a sick child, parents are asked to be especially aware of and plan for impending illness.
* If a child becomes sick while at the center, a staff member will contact the parent to ask that the child be taken home.
* We will ask parents to take their child home if we feel that he/she needs to see a doctor, if they present with an undiagnosed condition, is contagious, or has a greater need for individual care than staff can provide while providing care for the needs of other children.
* At the center, the child will be made comfortable on a mat in a quiet area away from the other children. Staff will provide the child with food and beverage as requested.

**Some of the common conditions for which a child will be sent home are as follows:**

1. **Temperature** - A child will be sent home if he/she has a temperature of 100.4 degrees or higher. The child must be fever-free for at least 24 hours without the use of acetaminophen (Tylenol) or ibuprofen (Motrin or Advil) before returning to the center. His or her activity level and appetite should be back to normal as well. In cases of highly contagious illness associated with fever (such as the flu), the return to center timeframe may be extended to ensure the health and wellness of the child care center community.

2. **Diarrhea** - A child who has more than one instance of diarrhea (watery stools) will be sent home. Diarrhea is usually caused by viral infections however bacteria and parasites (Giardia) may be the cause. The child must be diarrhea-free for at least 24 hours before returning to the center. In cases of highly contagious stomach and intestinal illness (such as Norovirus), the return to center timeframe may be extended to ensure the health and wellness of the child care center community.

3. **Vomiting** - A child who is vomiting will be sent home and should remain home until vomiting has stopped. Most vomiting is caused by infection. Stomach viruses are highly contagious and can spread through the center very rapidly. The child must not have vomited for at least 24 hours before returning to the center. In cases of highly contagious stomach and intestinal illness (such as Norovirus), the return to center timeframe may be extended to ensure the health and wellness of the child care center community.

4. **Impetigo** - This skin infection is characterized by crusted sores, which may appear anywhere but usually first in the facial area. When prescribed by a physician, children with this condition must have taken the prescribed antibiotics for at least 24 hours before returning to the Center and all lesions should be dry before returning to the Center.

5. **Conjunctivitis** - This is a contagious infection of the eye characterized by redness and tearing, a yellow discharge from eyes, or eyelashes stuck together. When prescribed by a physician, children with this condition must have taken the prescribed antibiotics for at least 24 hours before returning to the Center and all discharge must be gone.

6. **Strep Throat** - Is characterized by swollen neck glands and a temperature combined with a sore throat. When prescribed by a physician, children with this condition must have taken the prescribed antibiotics for at least 24 hours before returning to the Center.

7. **Scarlet Fever** - Is a strep throat with a rash, which is red and has a sandpaper feeling. Your physician should be consulted as to when your child should return to the center.

8. **Chicken Pox** - Children can attend the Center after exposure or during the incubation period (11-20 days after contact.) Your physician is the best person to consult if there is any doubt concerning your child's contagiousness during this illness. **Please notify the Center if you suspect that your child has been exposed to chickenpox so that we may notify the other parents.** The program will maintain a list of the children who have documented exemptions from immunizations and these children will be excluded from attending if/when a vaccine-preventable disease is introduced into the program.

9. **Ear Infections (Otitis Media)** - Ear infections are extremely common. When prescribed by a physician, children with this condition must have taken the prescribed antibiotics for at least 24 hours before returning to the Center.

10. **Respiratory Infections** - Are very common and usually are caused by viruses. It is advised that your child remain at home and if fever is associated with the infection, must be fever-free for 24 hours without the use of acetaminophen (Tylenol) or ibuprofen (Motrin or Advil) before returning to the center.

11. **Head Lice** - Is characterized by very itchy scalp and nits (white eggs) that resemble dandruff but can't be easily removed from the hair. Children may return to the Center after they have had one head lice treatment.

12. **Scabies** - Is a very itchy rash between the fingers, on wrists, under arms, at the belt line and in infants on the head, neck, palms and soles. The rash is caused by a mite. The child may return to the center after one treatment.

13. **Hand-foot-mouth disease** - Is caused by a viral infection. It is characterized by small ulcers in the mouth, blisters on hands and feet and sometimes near the genitalia and on the buttocks. The child is contagious until the fever is gone (typically 3-4 days) and must be fever free for 24 hours without the use of acetaminophen (Tylenol) or ibuprofen (Motrin or Advil) before returning to the center.

* If a child is ill with a contagious disease (i.e., chickenpox, etc.) parents are to let the staff know so that other parents at the center may be informed. Center staff shall post notice of the type of communicable disease, symptoms, and precautionary measures that can be taken in addition to information on when an infected child can return to the center. In cases of highly contagious illnesses, the return to center timeframe may be extended to ensure the health and wellness of the child care center community.

**Pre-Enrollment Requirements**

* Children are required to have a completed physical and immunization record on file within the first 30 days of enrollment. Please make an appointment with your child’s doctor as soon as possible. A health assessment form is included in the enrollment package.
* The deposit and enrollment fees are to be paid in full before children can attend Loretta’s Little Lambs.
* A completed enrollment form must be on file.
* A completed childcare agreement must be on file.

**Children with Severe Allergies**

* Parents are required to provide a signed copy of the “Authorization for Emergency Care for Children with Severe Allergies” form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child’s physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician’s orders and procedural guidelines relating to the prevention and treatment of the child’s allergy.
* Parents must also execute a “Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies” form.
* Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy.

**Dispensing of Medication**

* Loretta’s Little Lambs will only dispense over-the-counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor’s note with explicit dosage and administration instructions. Parents are required to submit a completed a Medication Form each day that medication is to be dispensed. One doctor’s note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor’s note must identify the dates that the medication is to be given.

**Sunscreen and Diaper Cream**

* Parents/Guardians are asked to provide sunscreen that will be applied by the classroom teacher and/or assistant teacher/aide. Parents/guardians are asked to note whether they grant permission for sunscreen by marking yes or no in the appropriate field on the enrollment application.
* Diaper cream and/or lotion is to be provided by a parent/guardian and can be applied by the classroom teacher and/or assistant teacher/aide at the written request of the parent/guardian. Parent/guardians are asked to note whether they grant permission for diaper cream/lotion by marking yes or no in the appropriate field on the enrollment application.

**Incident/Accident Reports**

* Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident Report. The Incident Report will be placed in a sealed envelope and put in the child’s mailbox. Parents are required to sign the report at pick-up time and return it to staff. Should a person other than the parent pick-up the child, a parent or must sign the report and return it to the Director within 24 hours.

**Meals and Snacks**

Breakfast, lunch, and dinner is to be provided by parents/guardians. Loretta’s Little Lambs will provide one snack each day (either a morning or afternoon snack).

**Food Policies**

* Parents/guardians should pack meals that are nutritional and balanced. Please refrain from packing items that are high in sugar and low in nutritional value. Students should have a mixture of the following: fruits, vegetables, grains, dairy, and proteins.
* Teachers will encourage children to consume sugary and unhealthy snacks only after their other items have been eaten.
* If you forget to pack a meal, your child will be given food items that we have on hand at Loretta’s Little Lambs. If we do not have food that constitutes a meal, you will be asked to bring your child an appropriate meal.
* Any food that is served to the children cannot be put back into the lunchboxes and sent back home. Food that is not consumed at the end of the lunch hour will have to be thrown out. We encourage all children to eat until they feel full, not to finish all of their food. This promotes good eating habits.

**Water**

* Water will be available throughout the day for all children.
* Water will be offered at all meal and snack times.
* If children are outside for one hour or longer, water is required to be available.

**Infant Feeding/Formula**

* Parents must provide all infant food and/or formula.
* Parents are encouraged to keep spare food and/or formula on hand.
* Parents must provide a feeding schedule to children in the infant and young toddler rooms.
* Any new foods must be introduced at home before being given to infants at Loretta’s Little Lambs.
* Contents of bottles will be disposed of if they are not consumed within one hour after being heated in the bottle warmer.

**Food Allergies**

* Any allergies to food will be made known to all teachers/assistants/aides that will have contact with the children.
* Because sharing food is discouraged, it is not necessary to ban foods that may be an allergen (nuts, fish, etc.).