



Little Angels Learning Center
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Parent Handbook

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LALC Introduction



Philosophy and Goals

Little Angels Learning Center is an innovative program that provides educational-care services to families with children ages 6 weeks to five years-old. We believe that every child is entitled to safe, healthful, loving care, which strengthens family life. We also believe that children learn best by doing and being involved, and that a child's growth and development are best achieved through individual attention, nurturing, and exposure to a diversity of resources, activities, and experiences. The goals of Little Angels are to: 1) provide a safe environment, 2) build self-esteem, 3) encourage social & emotional development, 4) promote physical growth & development, and 5) stimulate intellectual growth and creative expression.

Administrative Information

Enrollment numbers at LALC

LALC is licensed for up to 72 children. Our infant room can have up to 10 babies with a 3:1 ratio. Our One yr. old room can have up to 12 children with a 4:1 ratio. Our Two yr. old room can have up to 12 children with a 6:1 ratio. Our Three yr. old room (PRE-K 1) can have up to 12 children with a 8:1 ratio. Our Four/Five yr. old room (PRE-K 2) can have up to 12 children with a 1:12 ratio. If a younger child moves to an older classroom before their b-day, we will go by the younger child's age for state ratio in the new room.

Enrollment Procedures

All families wishing to enroll a child in the program must complete an enrollment packet. The packet includes a registration/contract form, emergency contact form, physical and immunization forms, child information sheet, and permission forms. The registration/contract form and a registration fee of \$50 per family and a ½ months deposit must be submitted before a child will be placed on the enrollment list. All remaining forms must be turned in prior to the child's first day of attendance. FUMC and LALC families have priority over other families however reservation of a spot comes on a first come first serve basis. If a LALC family becomes pregnant they should let their director know immediately. If the spots are full, you will have priority for the next available opening. LALC is not able to kick reserved families off a list to give LALC or FUMC families a spot. You can find all paperwork on our web site under "forms and handbooks" at littleangelsadvantage.com

Enrollment at Little Angels Learning Center-Immediate enrollment

1. A \$50.00 registration fee and a deposit equal to 1/2 months tuition is required upon enrollment.
2. The deposit will be put towards the last month's tuition once the family has given 30 days' notice in writing. If a family fails to give 30 days' notice, they will forfeit their deposit.
3. The registration fee is nonrefundable.
4. All required paperwork will be completed and turned in before the child can start.

Unreserved Waiting list

1. A family can be put on the waiting list for the next available spot.
2. Calls to families are not made on a first come first serve basis. It will depend on the needs of the family and the needs of the center matching appropriately.

ENROLL
NOW



Reserving a spot/Enrollment list

1. If a family would like to reserve a spot for the next expected opening, they will be put on the enrollment list for that spot, upon paying a registration fee of \$50.00, paying a deposit equal to one-half of the applicable tuition and completing the necessary paperwork. If the spot opens sooner than the family wants the spot, they will be offered the options set forth into the next paragraph, except no additional registration fee or deposit will be required. If a family would like to reserve a spot which we already have open, a family may:
 - a. Be immediately placed on the enrollment list for the open spot and guaranteed the spot upon paying a registration fee of \$50.00, paying a deposit equal to one-half of the applicable tuition, completing the necessary paperwork, and timely paying the full monthly tuition for the spot each month prior to the month the child actually enters the center Or
 - b. If there is no family available to immediately place their child on the enrollment list for the open spot, a family may reserve the open spot upon paying a registration fee of \$50.00, paying a deposit equal to one-half of the applicable tuition, and completing the necessary paperwork and providing a telephone number at which they can be immediately contacted. The reservation will be held until such time as the reserving family will be contacted through the telephone number provided to the center and given 48 hours to enroll their child in the open spot as set forth in paragraph 2A above. If the reserving family does not enroll their child in the open spot within 48 hours of being notified of the requirement to enroll their child to secure the open spot, the open spot will be given to the family who is willing to immediately enroll their child in the open spot and the reserving family will be placed on the unreserved waiting list.

Family Orientation

When a family has initiated contact w/ the director, an interview is set up to tour the facility. At that time LALC policies, philosophies and regulations are shared as well as any questions answered that parents may have.

Paperwork

All paperwork must be handed in to the director completely filled out before a child can start at the center. All physicals will be due a week after a child's birthday. Please keep this in mind when scheduling an appointment with your doctor. It can take 2-3 months to get an appointment for a yearly physical. **All yearly paperwork will be updated by parents by the 2nd week of August regardless of when you started.** If your paperwork is not in on time than your child will no longer be able to attend the center until the paperwork is completed and handed back to the director. In order to maintain a proper operating license with DHS it is imperative that all families are cooperative with the required paperwork. All necessary paperwork can be found on our website listed on the first page of the parent handbook.



Hours of Operation

Little Angels Learning Center is open Monday through Friday, from 7:30 am until 5:30 pm. One teacher will be on staff starting at 7:00 am. This teacher will be responsible for a maximum of six children, only two of which may be under the age of 24 months. Availability will be on a first come, first serve basis. Due to staffing, there may be times when the 7:00am opening is not possible. (Holidays) If this is the case, you will receive a minimum of one weeks' notice. Parents will be required to sign up for the openings and guarantee their attendance. Failure to utilize this time slot may result in termination of the privilege for that child.



Security System

LALC has a security system in place. All parents are given a key card for access to their classroom. The system tracks who go into what room at what time and can record up to 30 days. So please use your own card. An \$8 fee is charged for each key card. We also have cameras in the classroom and at access points for the purpose of security. Only the director will view the cameras as needed. The system does record up to 30 days.

Fees and Payment Policies

All tuition is paid on a monthly basis according to the schedule below. A 10% discount is given to the oldest child(ren) in a family that has more than one child enrolled. Tuition is due by the 3rd of each month. A \$20 late charge will be assessed for all accounts that are unpaid by this time. There is also a \$20 charge for each returned check.

Exceptions to full amount of tuition

Tuition is the full amount regardless of number of days a child attends the center or not. Families that start mid-month or leave mid-month will be expected to pay the full month tuition unless:

- If present 5 days or less they will pay the current drop in fee

If they attend over 5 days of the month then the family must pay the whole tuition.

This policy also applies to children attending a partial month or not at all due to vacations, summer parent non-employment, leaving early to start school etc.

Starting August 1, 2019, LALC no longer makes exceptions to full time tuition. You pay whether you are here or not regardless of the circumstances.



Little Angels Learning Center and Preschool Tuition

*A tuition raise is evaluated every year by the LALC board and implemented every July.

Full Time Tuition

Room	Jan 2023
Infants	\$1,465
Young Toddlers (1's)	\$1,465
Older Toddlers (2's)	\$1,320
Pre-K 1	\$1,235
Pre-K 2	\$1,220
Pre-K 3	\$1,220
Drop in	50 full day/25 half

*LALC only accepts full time slots starting July 1, 2018.

Extra Attendance

Your child may be allowed to attend the center on a day that they may not be regularly scheduled, so long as the class stays in ratio (check with your classroom teacher regarding ratio). **Approval must be granted by the director before arrangements are made.** Fees for additional attendance are as follows:

Full-time: (7:30 am-5:30 pm) = \$50.00/day

Part-time: (7:30 am-12:30 pm) or (12:30 pm-5:30 pm) = \$25.00/day

Discontinuation of Services

A 30 day, written notice is required for withdrawal. Following such notification, tuition will be charged up until the child's last day of attendance or until the 30 days is up. If a child is withdrawn mid-month, that month's tuition is still due and will not be reimbursed or prorated. All others will forfeit their deposit to LALC if they give less than 30 days notice.

Holiday Schedule

Little Angels Learning Center observes the following holidays: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, the week of Christmas, Christmas Eve, and Christmas Day as well as closing at 4pm for the yearly University of Iowa homecoming parade.(the parade route closes streets to our center) If a holiday falls on a Saturday, it will be observed on the previous Friday. If a holiday falls on a Sunday, it will be observed on the following Monday. Little Angels will also have one Fall and one Spring Teacher In-Service Day. Please see LALC yearly calendar for additions or changes. (The Fall Teacher In-Service is usually the Friday before Fall college classes start. The spring Teacher In –Service is usually Martin Luther King Day.) Always watch for signs around the building regrading special closing dates.

Vacation Policy

Advance notice of extended absence due to vacation is required. Written or verbal notices to the office are both acceptable means of communication. All tuition and fees are still due in your child's absence to hold his/her slot.

Delays and Closings

Little Angels Learning Center follows the Iowa City School District schedule with reference to delays and closings. When ICCSD is delayed one-hour, Little Angels will open at its regular time. If ICCSD is delayed two hours, the center will open at 9:00 am. If ICCSD is closed due to weather conditions, Little Angels Learning Center will also be closed. There are no refunds for these days. If ICCSD is closed due to frigid weather only then LALC will open as normal at 7:30 am. Please watch the local news for ICCSD closings

Notification of closing dates:

You will be notified of closing dates in several ways. It is the parent's responsibility to watch around the building for signs that are posted and to read them and/or be aware of late starts, early dismissals, or winter weather closings.

1. Via the parent handbook
2. Via director's newsletters or emails
3. Signs posted around the building
4. Via the calendar that is posted around the center
5. Via your teacher
6. Your local weather stations

We have several modes of notification so that we don't miss someone. Occasionally a lead may not wake to my calls in the am to notify them of a delay or closing. Thus, please watch the news for future weather information as well.

Heat/air-conditioning/water/electricity outages

Outages will be considered as they occur. We have DHS requirements we have to follow for the safety of the children. If these outages cause you to have to pick up your children, we will notify you asap.

Open-Door Policy

It is our responsibility to always maintain an open-door policy with unlimited access to your children (with exception of a court order). This allows parents access during business hours to observe their children in the classrooms and to view how the program operates.

Babysitting or nannying for Parents of LALC:

Babysitting for parents is ok on weekends but LALC will not be liable for anything that occurs while babysitting children of our parents. Nannying for LALC families is not permitted other than on the weekends or after 5:30 pm.. Often parents will call my best teachers and take them from LALC to nanny their child or new infant. This is not conducive to running a quality center. If a teacher leaves LALC to nanny a parent's child, they are not able to rejoin LALC in the future.



Late Pick-Up Policy

Pick up time is 5:30pm. A late fee of \$5 per minute will be charged to your bank account starting at 5:36pm.

If there has been no communication from the parent and a child is still present 5 minutes after his/her scheduled pick-up time, center staff will begin calling those individuals listed on the child's emergency contact sheet. If no communication has been made with the parents or emergency contacts 30 minutes after the child's scheduled pick-up time, the proper authorities will be notified. If you arrive at 5:35pm fairly frequently then we will start billing, you starting at 5:31pm. (more than 3 times without director pre-approval)

Parking

When dropping off and picking up children, parents may either park in metered spots surrounding the church, or you may parallel park in the alley with your flashers on. There are 4 reserved spots for parents and FUMC members to park. (Closest to the infant room). Please try to make pick-up and drop-off time as brief as possible; parking for extended periods of time can cause congestion in the alley for other parents and staff.

Do NOT park in front of the white garage in the alley way. This is St. Mary's personal parking for their priest.

Security System

Little Angels Learning Center has implemented a security system in the building to assure the safety and protection of our children. Two key cards are administered per family on their first day of attendance at the center. The cost is \$8.00 per card. Lost card replacement is \$8.00. This money will go towards the upkeep and maintenance of the system. Key cards are available to order upon request. Parents/Guardians are required to sign a security system agreement when they receive their cards. Please keep classroom doors closed at all times (even when visiting with the teachers) to ensure the safety of the children. If you have any questions regarding the security system, please ask the director. Children's safety is always at the forefront of our policies and procedures. To ensure LALC children's safety, please follow these guidelines:

1. Please don't let anyone use your key card or let anyone in the building if you aren't certain they are an LALC family.
2. If you lose your keycard, notify your director ASAP so that she can deactivate your card and issue you another one.
3. If you forget your card, please go to the director or another teacher to gain access.
4. Please return key cards on your child's last day of attendance or you will be charged a \$25 key card fee.

Let it be noted that we have cameras in all of the classrooms and entry points of the daycare. These cameras can also record up to 30 days. We do have the capability to save the recording if need be otherwise the cameras record over themselves at 31 days. See your director with questions.

Staff/Parent Communication

Staff ensures that all parents can access information clearly. Each classroom has a parent communication board where memos and other important information can be read. Please feel free to speak with your teachers to clarify any questions that you may have. They are happy to assist you in any way that they can.

Food Program-

Little Angels Learning center contracts with the Department of Education to implement the Adult/Child Food Program. We follow all state guidelines for all food offered. Once a year all parents are **required** to fill out food program paperwork and turn it in on a timely basis. LALC receives a small reimbursement each month **no matter what a family's income level is**, so it is **imperative that paperwork is completed even if you are over the income limits**. If your child has special allergy needs, please see your director. You will be required to have your doctor fill out an "allergy action plan." A diet modification form will also need to be signed by your doctor. Please be aware that LALC works hard to follow the monthly menu that is sent to parents. At times however the menu will be subject to change.



Paperwork Due:

Form Name	Date Due	Signatures
Emergency contact form	Every August	Dated and signed by the parent
Child Permission Form	Every August	Dated and signed by the parent
Illness Policy Form	Every August	Dated and signed by the parent
Medication Form	Every August	Dated and signed by the doctor
Physical Form	Due to the date once a year	Dated and signed by the doctor
Iowa Department of Public Health Certificate of Immunizations	Every time you update your shots we need a copy	Dated and signed by the doctor
Food Program Enrollment Form	Due every August	Dated and signed by the parent
Food Program Application Form	Due every August	Dated and signed by the parent

- All forms (with the exception of the certificate of immunization) are found on our web site at: www.littleangelsadvantage.com
- Jamilee tries to give you at least a month's notice about items that are due so please read your emails as they come through.
- Around this time of year, I take the files from Jamilee and I monitor them because I am getting ready for DHS. If you are hearing from me regarding paperwork needed, then know that I have very little buffer zone when I request them. If I don't hear from you in a week then your child will not be able to attend the center until I get the paperwork that is required. While this may seem harsh, please understand that DHS can drop us to a provisional license or shut us down for not being in compliance with paperwork.
- Don't leave anything blank. If it does not apply to you write "NA". Two things to remember about the emergency contact form: your emergency contact people must be w/in 30 minutes, and You must put a dentist down even if your child is an infant.
- Try to remember that your childcare center needs copies of every updated immunization as well as a physical once a year.

PLEASE TAKE THE TIME TO COMPLETELY FILL OUT YOUR PAPERWORK. LEAVE NOTHING BLANK. IF IT DOES NOT APPLY TO YOU THEN WRITE N/A.



Class Information

Our Staff

Children thrive when their teachers are deeply interested and committed to each of them. Our teachers enjoy working with children and families to create a warm and consistent environment. They act as facilitators of learning and respect the idea that each child participates in the process of learning in a unique way. All of our teachers are qualified early childhood professionals who have met strictly enforced state standards. They have been selected not only because of their knowledge and experience in the field of early childhood education, but also because their personal educational philosophy and teaching style are compatible with Little Angels Learning Center's approach. Each staff member must also pass a thorough check of personal references, a comprehensive health examination, and a rigorous state screening. We believe that learning is a life-long process, for children as well as adults. Our teachers are offered continual opportunities throughout their employment to further their education and improve their teaching skills. We host two staff in-service training days per year: one in the fall and one in the spring. In addition, we encourage staff to participate in professional organizations, and to become actively involved in the local early childhood community.

Curriculum

Little Angels Learning Center utilizes The Creative Curriculum®. The main ideal set forth by this curriculum is that children learn best through a combination of directed and self-initiated play and exploration. Our curriculum is delivered using Christian values and principles and places a special emphasis on character education.

Infants/Toddlers (age 0 – 2):

The term "curriculum" may seem too formal to use in reference to infants and toddlers. The Creative Curriculum for Infants & Toddlers® however, simply creates a framework for how we: 1) learn from and interact with each child and family, 2) create a warm, nurturing, & stimulating environment, 3) promote health and safety, and 4) plan and evaluate our program. This framework allows us to foster the development of social/emotional, physical, cognitive, & language skills in each and every child

Preschoolers (age 2 – 5):

At this age, a child's abilities may become a bit more sophisticated, but their basic needs remain the same. The Creative Curriculum® grows with them, while maintaining a focus on developing social/emotional, cognitive, physical, and language skills. Weekly themes are used to expand the children's learning on a variety of topics. These themes are incorporated into the classroom's "centers". Centers include "Construction Center", "Computer Center", and "Art Center" among many others!

Items Provided by Parents and general classroom information

There are several items that each child will need to bring from home in order to make their day here at Little Angels Learning Center a comfortable one:

Infants

Formula (pre-made) or breast milk, cereal or other foods, diapers, wipes, extra clothing, tight crib sheet, receiving blankets and a cuddly blanket. One bottle per feeding is needed. **Please label everything.** Children must be offered food at the minimum of every 3hrs. The baby can refuse the food, but according to DHS regulations and policy we are required to at least offer it to the child. Parents are required to pay \$5 to LALC for the purchase of name labels. These labels will be placed on all the bottles and other pertinent places w/in the classroom.

Due to DHS regulations, LALC does not allow the use of any restrictive devices in the center. (Bouncy seats, swings, bumbos, jumpers etc.) Many of these devices cut the oxygen level for the baby when they are in them. Research also shows that children that use these devices are more likely to have delays in development. The proper place for an infant is in provider's arms, on the floor or in the crib.

As your time gets close to transitioning your child to our center it is helpful if you have already done the following at home to prepare your child for center care. We recognize that each baby has its own individual personality. Some of the items listed below may be difficult for some babies whereas others may easily fall into a routine. However, the items below do help to make your baby's transition to the center go a bit more smoothly. Do not be alarmed if you have any issues. **There are many different things we can do to help your little one adjust and are more than willing to help in any way that we can.**

- Your baby sleeps in his/her crib at night
- Your baby can have some independent floor time for approximately 10 minutes or more at home while you supervise but attend to other items.
- If you nurse, your baby can take a bottle from other persons
- You are working towards putting your baby down to sleep in their bed while they are still awake.
- Less use of restrictive devices at home
- Your baby is used to noises while they sleep (vacuum while they sleep, play the radio in another room etc.)

Young Toddlers and Older Toddlers (1's and 2's)

- Diapers or Pull-Ups, wipes, extra clothing, crib sheet and blanket.
- Once children move into the 1 yr old room we like them to be off the bottle and eating according to our monthly menu. If you do not want to feed your child our menu you may pack a lunch and send it, however it must follow the same guidelines set forth by the US Department of Agriculture. Infants that are being transitioned into the one yr. room will slowly be weaned from the bottle according to parent and center agreement.
- Twos will be potty trained once the parent or teacher shows some interest in it. It is important that both LALC and the parents agree upon the best time to train and be consistent.

Preschoolers

- Extra clothing, sheet (crib size works best) and blanket.
- Children will start potty training in the two yr old room when it is deemed the child is ready. Your Pre-K 1 teacher will continue the potty-training process but only if you cooperate and do the same thing at home. Potty training is a lot of work with 12 other toddlers in the room, so it is imperative that teacher and parent be on the same page. They also must be off the pacifier. **Children may not move from PK 1 classroom to PK 2 classroom unless they are fully potty trained.**

****PACIFIERS ARE NOT ALLOWED IN THE PRE-K ROOMS**

Pacifier Recommendations of the AAP (American Academy of Pediatrics) from "Caring for our Children"



National Health and Safety Performance Standards; Guidelines for Early Care and Education Programs

- Pacifiers help to reduce the risk of SIDS, but also have been shown to be associated w/ an increased risk of ear infections.
- Important to limit pacifiers to nap time
- Should be inspected for tears before use
- Should NOT be clipped to an infant's clothing or tied around an infant's neck
- Should not be coated in any sweet solution
- Should be cleaned with soap and water before each use and replaced regularly
- Center should be provided w/ at least 2 labeled pacifiers
- No infant should be forced to use a pacifier
- If a pacifier falls out of the infants mouth it does not need to be reinserted
- Pacifier's should be cleaned and stored open to air; separate from the diapering area, diapering items, or other children's personal items.
- For breastfed infants, delay pacifier introduction until 15 days of age to ensure that breastfeeding is well-established
- Written permission from the child's parent/guardian is required for pacifier use in the facility. (will occur w/ our yearly August paperwork)
- Pacifier use outside of a crib in rooms and programs where there are mobile infants or toddlers is not recommended.
- Caregivers/teachers should work with parents/ guardians to wean infants from pacifiers as the suck reflex diminishes between three and twelve months of age. Objects which provide comfort should be substituted for pacifiers.

****Pacifiers are NOT allowed in our PK classrooms. If you bring one, we will ask you to take it back home. It cannot stay in their cubby.**

SIDS & Safe Sleep

LALC is committed to the best possible care for your infant. Parents must purchase a tightly fitted crib sheet from LALC or bring their own from home. The cost is \$8.50 per sheet. Please know that if your sheet does not fit as tightly as DHS requires you will then be asked to bring a new one. No blankets, stuffed animals, swaddling or any other items are allowed in the crib with your infant. All babies are placed on their back for sleep. Once a baby is able to roll from their front to their back and over again, it is then ok to let them sleep on their tummy. However, they will still always be placed on their back by the providers. Please see the fact list below from "First Candle". We also ask that parents do NOT send babies with hoodies. They can be a suffocation or strangulation concern especially if they have strings.

Facts Sheet

Facts on Sudden Infant Death Syndrome / Sudden Unexpected Infant Death

- SIDS is the sudden, unexpected death of an apparently healthy baby under one year of age that remains unexplained after the performance of a complete postmortem investigation, including an autopsy, examination of the scene of death and review of the medical history.
- As a result of the national *Back to Sleep* campaign launched in 1994 as a joint effort between First Candle, the American Academy of Pediatrics and National Institute of Child Health and Human Development, SIDS rates have declined by more than 50 percent.
- Despite this success, SIDS is still the leading cause of death for babies one month to one year of age, claiming more than 2,200 lives each year.
- While SIDS occurs in all socio-economic, racial and ethnic groups, African American and Native American babies are 2-3 times more likely to die of SIDS than Caucasian babies.
- Most SIDS deaths occur when a baby is between 2 and 4 months old; 90 percent of all SIDS deaths occur before 6 months of age.
- Most babies that die of SIDS appear to be healthy prior to death.
- 60 percent of SIDS victims are male; 40 percent are female.
- Despite awareness campaigns promoting the back sleep position and other safe sleep practices, there continues to be more than 4,500 SUID every year. Experts feel that as many as 80 – 90 percent of these deaths are the result of unsafe sleep practices such as bed sharing, use of soft bedding and stomach sleep position.
- Other causes of SUID include inherited metabolic disorders, genetic cardiac disorders, infection, and intentional suffocation.

At this time there is no known way to prevent all sudden infant deaths, but there are lifesaving steps parents and caregivers can take to help protect their baby from SIDS and SUID, including suffocation and accidents during sleep.

- Babies should **always** be placed to sleep on their backs. Side and tummy sleep positions are not safe.
- Do not fall asleep with a baby in an adult bed or on a sofa. Bring them in bed to breastfeed and bond, but when it's time to fall asleep, place them alongside your bed in a separate, safe sleep space.
- Do not smoke while you are pregnant and do not expose babies to second-hand smoke after they are born. New research also warns of the dangers of third-hand smoke, the chemicals left behind on clothing, in homes and in cars.
- For sleep, use a safety-approved crib with a firm mattress that fits snugly and is covered with only a tight-fitting crib sheet. Play yard style cribs are also a good choice. Place your baby's separate, safe sleep space alongside where you sleep for at least the first six months.
- Do not place babies to sleep on soft surfaces such as adult beds, waterbeds, sofas, chairs, quilts, and sheepskins.
- Do not use loose blankets in a baby's crib. Layer clothing or use a wearable blanket or other type sleeper to keep baby warm AND safe during sleep.
- Remove all soft bedding and other soft items from the sleep area, including soft or pillow-like bumpers, before placing the baby to sleep.
- Take care not to overheat babies with too much clothing or too warm of room. Keep temperature at what would be comfortable for a lightly clothed adult.
- Use a pacifier at naptime and nighttime for the first year.

CACFP PROGRAM, ALLERGIES AND MEALS

Meals

Each day Little Angels Learning Centers provides a breakfast, lunch, and afternoon snack that follows guidelines set forth by the U.S. Department of Agriculture. All meals are specifically planned to meet the dietary requirements of each age group. We strive to serve the healthiest (and tasty) selections to the children, as well as to expose them to a wide variety of foods. If you bring your meals from home, they must follow the CACFP guidelines for amounts and kinds. If you don't bring the right amount of each category, then we have to add our LALC Food. Each of the classroom has a list of these guidelines in their classroom. Let your director know if you need a copy of the CACFP guidelines.

Allergies: If your child has been diagnosed with allergies you will need to supply LALC with an Allergy Action Plan that is completed, dated, and signed by your doctor. If you only suspect allergies and are in the process of investigating this, please see your director as to how we can best help you until we hear from your doctor.

We do the best we can to insure your child is not exposed to any allergens. We appreciate it when you notify/remind any new teachers that may be working in your room. (i.e.: subs) Also [any time you switch rooms please ask for a meeting with the director and the upcoming teacher so we can have a plan in place before your child moves into their new classroom.](#)

CACFP Food Program

- Every family must fill out the yearly food program paperwork that can be found on our web site at www.littleangelsadvantage.com
- If your child has a special dietary need and considered a disability, then LALC will accommodate the substitutions necessary.
- A diet modification form must be filled out and signed by the doctor.
- At least one person will be dedicated to coordinate compliance with Disability requirements. These designated people are Ms. Jamilee Xiong and MS Cathy Stange.

The following is the due process for filing a complaint:

- Have a formal meeting with MS Cathy or MS Jamilee to discuss concerns/complaint. We will document the concern/complaint and will respond in a formal letter within 5 work days. At this time, you will receive an Action Plan that will contain the Chair of the Boards contact information. Complaints are encouraged to be resolved at the lowest possible level and as quickly as possible.
- If the complaint /concern is not handled satisfactorily, then the next step is to schedule a meeting with the Chair of the LALC Board.
- According to the CACFP guidelines, a complaint alleging discrimination based on USDA protected class, must be made within 180 days of the event and may be anonymous.
- A complaint alleging discrimination based on state protected class, either written or verbal, must be made within 300 days of the event and may not be anonymous.
- If an agency receives a complaint of discriminations, the person alleging the complaint must be provided with the non-discrimination statement and procedures for filing a complaint.

Side notes from director on serious allergies:

If your child has severe allergies you may want to consider packing your own meals for safety reasons.

LALC Allergy Accommodation Form

Dear Parent,

We will offer to provide substitutes according to the instructions provided to meet CACFP meal patterns. If anything is unclear, we will request clarification while doing our best to accommodate the request. However, you may provide the substitutions if you wish.

If you have severe allergies you may want to consider packing your own meals for safety reasons. With a center of 72 children, it can be easy for mistakes to happen although we train our staff our very best not to make those mistakes. Again, we are more than happy to make reasonable accommodations and will do so if this is the route you want to choose.

I choose to have my child eat off the LALC menu and have LALC make accommodations where necessary. I will provide LALC with a current and signed and dated allergy action plan and/ or a signed statement from a medical professional (licensed to write prescriptions in Iowa.) I will also provide the center with a completed and signed CACFP dietary modification request form that is located on our web site at www.littleangelsadvantage.com I agree that if there are any concerns along the way, I will schedule an in person meeting with my director ASAP to discuss those concerns to mediate those concerns and draw up an Action Plan with her.

If your child has severe allergies, they may sit at a small table by themselves, but the table will be placed with in range of the other children so that he/she is not isolated.

Parent Signature: _____ Date: _____

OR

I choose to provide substitutions for my own child's meals according to the CACFP guidelines. My child will be provided a plate, silverware, and cup. The staff will put all the food on the plate so that your child is eating like their classmates. I will provide LALC with a current signed and dated allergy action plan and/ or statement from a medical professional (licensed to write prescriptions in Iowa. You may also use the CACFP modification request form that is located on our web site at www.littleangelsadvantage.com I will write on this form that I am not requesting food accommodations.

Parent Signature: _____ Date: _____

If your child has severe allergies, they may sit at a small table by themselves, but the table will be placed within range of the other children so that he/she is not isolated. This is so that they do not accidentally grab another child's food or drink.

I agree that if there are any concerns along the way, I will schedule an in-person meeting with my director ASAP to discuss those concerns to mediate those concerns and draw up an Action Plan with her.



Toilet Training

Toilet training is done in accordance with requests of the child's parents and in a manner that is consistent with the child's physical and emotional abilities. Toilet training will never be coerced. All children will be allowed to use the bathroom when needed. Children will be supervised during toileting but allowed as much privacy as appropriate. No child will be punished for soiling or wetting clothing. Children who are learning to be self-sufficient in the bathroom will have an easier time if they wear clothing that they can pull off and on by themselves. Parents of children who are toilet training will receive written communication daily regarding their child's toileting progress. **It is a requirement that all children enrolled in or transitioning to the PK 2 classroom must be potty trained.**

Communication

Parents of infants and toddlers will be communicated with daily with regards to their child's sleeping and eating patterns, as well as diapering and overall mood via a "My Day" sheet. Parents of preschool children will be communicated with verbally on a daily basis about their child's day and will also have parent-teacher conferences scheduled bi-annually. We believe that it is imperative that teachers and parents communicate formally and informally on a daily basis in order to make each child's experience a most pleasant one. If you do not have your lead teacher's phone number, please ask them for it. It is also posted on the parent communication board across from your director's office.

Field Trips

During enrollment you will be asked to sign a permission form that allows your child to participate in routine walks and trips to the park or playground. If a trip outside the vicinity of the center is scheduled, a separate permission form for this event will be sent home, including details of the trip. At this time, you will be able to decide whether or not you would like your child to participate. When field trips are scheduled, parent participation is highly encouraged.

Transportation

At no point will Little Angels Learning Center transport children via any vehicle to a location outside of the program building. All scheduled field trips will occur within the vicinity of the program and children and staff will reach their destination by walking. If at any time a field trip is scheduled that is not within walking distance, parents will be notified in advance and will be responsible for transporting his/her own child. Once a year the Preschools 2 & 3 will take the city bus to the Children's Museum in Coralville.

Parent Involvement

Little Angels Learning Center encourages all parents to be involved with our program. We feel it is very important that parents play an active role in our program to ensure its success.

Managing Behavior

The child's safety, interest, and welfare ALWAYS come first. Staff uses positive reinforcement (verbal compliments, praise, smile, and hugs). Staff reinforces desired behavior rather than condemning undesirable behavior; stating the positive version of rules when possible ("Use your walking feet " rather than "Don't run").

Staff play with the children on their level, sitting on the floor with children rather than at the table. Staff member's model respectful behavior, teaching what is acceptable. Staff should model appropriate language; cursing and slang should not be used. No staff person will ever use any humiliating, frightening, corporal, or other cruel or harsh punishment to control the actions of any child. This will lead to immediate dismissal. Punishment will never be associated with food, rest, or toilet training. Physical contact is used only when necessary to restrain a child from harming himself/herself or others.

Aggression Policy



LALC perspective on aggression

We at Little Angels Learning Center understand that children progress through various developmental stages throughout their early childhood years. Such behaviors as hitting, pushing, and biting can be common to children during these years. Biting is a form of communication, as biting is almost always a response signaling that the child's needs are not being met, coping with a challenge or stressor, and/or don't have the verbal skills to work out their issues.

How LALC responds to aggression

Our strategy is to recognize when a child may be struggling and create a teachable moment in which they may recognize their feelings and behaviors. We then redirect their aggression and help them to use their words. We also work with the children that are being hurt and help them express their feelings about the situation. Teaching them to feel empowered and able to stand up for themselves is very important. Below is the procedure that the teachers use when responding to biting.



Biting:

Rightly so, biting can be an emotional topic for both parents and teachers. Although we all understand that biting is developmentally appropriate and to be expected, none of us like it. It can be frustrating to all involved as we move through this developmental phase and work hard to prevent the behavior as well as identify the trigger for the biting. If your child begins to bite or be bit, please don't react strongly in front of the child. The more negative attention you give the situation the bigger problem you can create. Remain calm and do have an open dialog with your teacher and director about a plan moving forward. The best reaction I ever heard from a parent to their child when bitten was **"Oh, I'm sorry that happened.....tell so and so you're not an apple."** Her response was calm yet set forth confidence in her child that they had the power to stand up to the situation. Action plans that include biting logs and shadowing are just a few of the ways we choose to handle the situation. Stay calm; we will get through this together

Biting-How to handle it

1. Caregivers should keep their feelings in check and not express frustration or anger to the child.
2. Ensure all children are safe.
3. Turn to the child who bit and tell them firmly, “no bite!” “Use your words—say ‘I mad’ or my turn please.” Give the child something else to do with their frustration such as “hit this pillow if you feel mad” or “scream into this bear if you are upset.” Use your calm but firm voice. Make your response short and very firm and then give all the attention to the child that is bitten. Your response will be directly related to the developmental level that each child is at. A younger child will need less words and encouragement to give nice touches as well as be redirected to another activity. Give very frequent praise to all the children but be specific in your praise. Have the children practice giving nice touches. Have the biter give a toy to a friend and praise them. “Set up” a situation that they can be complimented and praised on.
4. Your director must be informed immediately of any bite that breaks the skin. All bites should have an incident report. The director needs a copy of the report ASAP.
5. Respond to the child being bit. Soothe them; give them a cold rag, a band aid and/or antibiotic. Put most of the attention on the hurt child. Must use antibiotic cream!!! (if have parents permission)
6. Remember that the time to teach social skills is not in the heat of the moment. That’s one of the reasons your first response to the biter should be firm and approximately one sentence. Teach at calm moments during the day. Do some role-playing, use opportunities such as pictures and books to say things such as “look how nicely they are playing.... What did the little boy do when he was mad? What should he do? Etc.
7. Document the ABC’s. All bites and attempted bites are documented in the “biting log.” Every behavior is motivated by something or satisfies some need in the child. Perhaps the behavior is getting the child some extra attention, or perhaps getting the child some alone time that the child needs etc. The ABC’s will help you discover what the need is that the child is trying to have met. Antecedent-just before the bite, what was the situation? What time was it? Behavior-document what the behavior was. I.e.: hitting, biting spitting cursing etc. Consequence-what happened as a result of behavior. Do this for 1 week and then evaluate. See if you can determine a pattern.
8. After a week see what patterns have developed and use that to develop a behavior modification plan. Remember that with a new program; sometimes you will get an increased behavior before things get better. The child is thinking that it worked for them in the past, so they keep trying until they discover it doesn’t work.
9. Really work on catching the child being good. Really make it a big deal and give lots of praise, especially rewarding with praise when you see the child handle the situation properly instead of biting.
10. Sometimes biting is used as a way to show that they want to enter into play or sharing, but the child doesn’t have the words to express themselves.
11. Consider many factors when examining why a child bites:
 - If they are not provided developmentally appropriate care and guidance
 - Lack a strong attachment with caregiver
 - Groups are too large
 - Spaces are open and undefined
 - Lack of language skills necessary for expressing needs or strong feelings
 - Overwhelmed by sounds, light, activity level, changes/transitions

- Are experimenting to see what will happen
- Need more active playtime, choices, and access to materials
- Are over-tired
- Are teething
- Have a need for oral stimulation
- Many others

12. Don't forget about the child that has been bitten. Often, they may need help learning to stand up for themselves or express their own feelings. Use teachable moments to help them learn how to tell their friend no. Don't just say "Use your words". Give them the words to use. I.e.: "Tell so and so no thank you. Don't bite me. That hurts. My turn please."

13. Write an incident report for every bite.

14. A parent will be called when a child is bitten, and the skin is broken.

15. Keep in close contact with both parents. A meeting will be scheduled with both parents if the situation has not improved within 4 weeks.



First Aid Instructions:

A teacher will wash each bite with soap and water. Neosporin should be put on every bite providing parents have given written approval.

Confidentiality

As with every other issue at LALC, all incidents remain confidential. The parent will not be told the name of the other child that participated in the aggressive incident.

Addressing the adequacy of the caregiver supervision and the context and the environment in which the biting occurred.

Often it is the classroom environment, schedules or teacher methods that need to be reevaluated. This does not mean that the teachers are not doing their job affectively but rather that doing something different may make all the difference. Once the director is aware that there are aggression problems in the room, the director will observe the classroom for a few hours on one or more occasions. The purpose of the assessment is to identify the potential external causes for the challenging behavior so that further incidents can be prevented. The director will take note as to the way the teachers handle the situation, the relationships between the teachers and children, the classroom environment, transitions, structure of the room and in general how the children are interacting. The director will make recommendations based on what she finds. A staff classroom meeting may be held before and after the recommendations as well.

The center provides a permission form for each child's family for director observations and Grantwood AEA observations.

The teachers will also be communicating with the parents on a regular basis to collect and share information.

Excessive aggression

It is not uncommon for certain children to get “stuck” in a biting or aggressive behavior. Little Angels considers excessive aggression to be a serious matter. The following are steps taken to ensure the safety and well-being of the children and staff at the center: open communication between director, staff and parents, conferencing, behavior modification plans, and if necessary, the commitment to seek professional help outside the center.

If a behavior has been identified as a problem, staff will start documenting to help discover the cause and reasons behind the behavior.

After a month of dealing with a specific ongoing behavior, the parents and the Director will have a meeting/conversation about the situation. Grant wood AEA may be called for outside evaluation/help. If things do not get better (less behavior acting out, but not extinguished yet) by the end of the 2nd month, a meeting will be held with the parents. The following steps will occur after two months of the director, staff and families working together.

1. Grant wood AEA will be called out to do an evaluation. The Grant wood process can take a few months. (We need to set the appointment; they need to come out and evaluate the situation as well as follow up appointments.)
2. After intensely working with a child for approximately 4 months (depending on the situation) with an aggressive behavior, then that child may be suspended from Little Angels for one day and for each subsequent act of aggression thereafter. This action may be taken at the discretion of the director.
3. An extra staff member can be hired at the expense of the parent to shadow and work with the child while in our care.
4. Little Angels Learning Center will do it's best to work with the families of the child that is aggressive and also the parents of the children that are being hurt. Ultimately, the safety of all children is considered our highest priority. If LALC believes a child's behavior will put another child in jeopardy, LALC may ask this family to leave the center.

While the above steps may seem harsh, the idea isn't to punish anyone but instead to help the child that is being hurt to feel safe as well as teach the child that is struggling to learn more appropriate behaviors. We highly recommend play therapy for those children that struggle with aggressive behaviors or any other issues. Play therapy has proven to be a very positive outlet for children and their families. Please see your director for names of qualified Play Therapist.

Please understand that it is a normal developmental process for children between the age of one and two to go through phases of aggression. Some may hit or bite now and then, others will not at all, and others will simply get stuck in the behavior. Often parents worry that because their child sees another child bite, that their child will also become a biter. The fact is that although your child may try once or twice to copy this behavior, they usually do not continue with this behavior. It is very easy to redirect those children and it rarely becomes a problem. In general, this director has found that children that go through aggressive phases either act it out or they do it internally. Children with aggression issues tend to have a lower frustration level and struggle putting their emotions into words. It does little service to these children to kick them out of a day care as they do not learn to change their behavior. That is the job of the early childhood specialist and teachers. There are also times in a child's life where unforeseen life circumstances can exasperate the situation. (Death in the family, a move, a new baby, extra family stress) Our goal is to help each child work through these phases of their lives and learn the appropriate social skills, while still trying our best to provide and protect the other children. It is also important that the child that is bitten or hurt learn to feel secure and

can stand up for themselves. It is a teachable moment for them to learn to express their dislikes in an appropriate manner as well. However, after working with the aggressive child if they continue to present a risk to the other child, LALC can ask the family to leave the center until the behavior can demonstrate a positive change.

Superhero Play

Super-hero play is very common in the early childhood years. If your child's play becomes aggressive due to this type of play, we will do our best to redirect them and will let you know if it is a concern.

Termination

Little Angels Learning Center will do everything possible to accommodate each child/family. However, there may be circumstances in which a child's enrollment will be terminated:

- Excessive biting
- Physical or emotional problems that require constant one-on-one attention
- Severe behavioral problems that cannot be controlled and may endanger the child or other children
- Physical or emotional impairment that the center cannot reasonably accommodate
- Tuition that is more than two weeks late
- Failure to provide health forms and other paperwork required for enrollment
- Failure to cooperate with center's policies
- Parent's disrespectful behavior toward other parents, children, teachers, or any First United Methodist Church employee
- Your family's needs are greater than what LALC can provide you or we simply are not a good match for each other

Kindergarten after school care

Little Angels Learning Center will allow, by reservation, siblings of LALC to attend our center after school/school days off on the following conditions:

- The parents provide transportation
- The child/children are in kindergarten
- The child's presence does not put the preschool 3 room out of ratio.
- Developmentally appropriate activities are planned for the child

Kindergarten after school care schedule

- Child/children arrive 3:15pm MTWF and 2:15 on R
- MTWF arrive, wash up, bathroom break
- Snack
- Wash up
- Weather permitting outside in courtyard
- Weather not permitting, inside with games and activities that have been purchased and developed for their age group.
- Music and movement will also be offered
- Teacher will make sure that the child/children are happy, safe and engaged.
- Books especially purchased for early readers will be offered

Kindergarten school days off

- Children arrive at the center in the morning.
- Teacher will have a separate lesson plan that assures the day's activities are appropriate for the kindergartners. The lesson plan may be the same theme as the other children, but the material should be geared more towards a kindergartner level.
- The kindergartner will follow the same schedule as the other preschool 3 children.
- The kindergartner will rest for 35-45 minutes of quiet time and then will have the option of playing quietly in the room.



Health and Safety Information

Sign-In/Out Procedures

A sign-in/out sheet must be used daily to track each child's attendance in the program. It is the responsibility of the parent to ensure that he/she signs the child in and out each day. There is a sign-in/out sheet located in each classroom. This is a food program and DHS regulation. Please be sure that you are signing in and out daily or there may be ramifications with DHS if you do not. Ones through PK 3 use an APP called MYKIDZDAY. Daily communication will occur through this app as well as incident reports. Please see your lead teacher for your password and user word.

Illness Policy

Please notify your director if your child has been diagnosed with an illness other than the common cold. To protect the children and staff members from contagion, children with any of the following symptoms should not be at the center:

1. **A temperature of 100.4 degrees F or more; must be fever free (without Tylenol) for 24hrs before they can come back.**
2. **Vomiting** within the last 12 hours; must stay home for 24hrs vomit free before can come back to the center.
3. **An intestinal disturbance with diarrhea** or 3 or more abnormally loose stools at home or since coming to the center that day.
4. **Any undiagnosed rash** or a rash that may be caused by a contagious illness or condition.
5. **Contagious Conjunctivitis (pink eye) or discharging eyes, ears, or profuse nasal discharge.**
6. **A bacterial infection such as streptococcal pharyngitis or impetigo** without completing 24 hours of antibiotic treatment; **significant respiratory distress.**
7. **Lice and nits, ringworm, or scabies** that are untreated and contagious to others; ***Lice:** must be treated and children must be nit free before child can come back to the center. Please wash and dry all bedding/stuffed animals/coats and hats at home as well.
8. **Hand Foot Mouth Disease.** LALC prefers that they are home until the blisters/sores are gone. However according to the health department, as long as they do not have a fever and aren't drooling w/ sores in the mouth, they are allowed to come back to the center. Please try to cover open sores the best that you can.
9. **Mumps** stay home until minimum of 5 days after onsite of gland swelling. Must have doctors note to come back.
10. **Measles** stays home until 4 days after onset of rash.
11. **Chicken Pox** stay home until all lesions are dried and crusted over.

12. **Rubella** stay home until 7 days after rash appears.
13. **Whooping cough**-stay home until 5 days after symptoms start.

16. RSV: LALC policy for RSV

Children with known RSV infection may return to childcare once symptoms have resolved, temperature has returned to normal, the child can participate in childcare activities and the child's care does not result in more care than the staff can provide without compromising the health and safety of other children. If your child is diagnosed with RSV, they can return to LALC once the symptoms are resolved and/or a doctor's note clearing them for childcare is provided.

It has been determined that testing for RSV can be extremely expensive and sometimes deemed not necessary by doctors. Many times, a diagnose can be made with an in-person visit. ("AAP recommends using clinical judgment as a reasonable way to diagnose RSV. Diagnostic tests can be helpful but rarely alter treatment" and "Doctors usually diagnose RSV by taking a medical history and doing a physical exam. In most healthy kids, it's not necessary to distinguish RSV from a common cold. But if a child has other health conditions, a doctor might want to make a specific diagnosis.")

There are a few items to consider when your child is ill at LALC.

1. We will contact you to pick your child up if the care that is needed for your child is more than what we can give them while still caring for all the other children.
2. Sometimes it is hard for us to know if your child should really be at the center or not. We are not trained doctors. We may ask that your child be seen by a doctor and cleared for childcare. If you do end up taking your child to the doctor for an illness, please let them know what has been diagnosed in your classroom. It could affect their decisions moving forward with treatment.

*A take home fever may change due to recommendations of the health department.

If your child has any of these symptoms, please do not send them to the center. Simply call us to let us know when and why your child will be out so that we can notify the appropriate staff members. If your child develops any of the above symptoms while in attendance at the center, you will be notified and will be required to pick up your child as soon as possible. (30 minutes at the most)

Allergies and Medications

Some children have allergies or special diets. Parents need to provide a note from the doctor stating restrictions for the child. It is highly recommended that you arrange your schedule so that medications are only given at home. However, **if LALC must administer medication, please follow these procedures:**

Medicine will be given to a child at the parent's request if:

1. All medicine must be current and in the original container with the child's name, medication name, and dosage information on the medication.
2. This medication must be placed in a plastic baggie with the dosage cup and spoon. Please place your child's name on the baggie as well as the expiration date of the medication. Please also put the child's full name on the medication bottle itself.
3. Label all spoons or cups.
4. Children will not be given any medications without **signed** permission from the parent on the medication log located in each classroom. **Verbal permission is not acceptable.**
5. Staff administering medication must document on the log the date and time the medicine was given and sign the log. If the medication was not given, the staff will document why (child left early, forgotten, etc.).

6. All medicine must be kept in a closed container in a designated area of the center.
7. Parents must also sign the medication log for non-prescription topical ointments, such as sunscreen or diaper ointment.
8. All non-prescription ointments must be labeled with the child's name and also placed in a baggie and put in the medicine container. Also include the expiration date.
9. Non-prescription medications must be in their original container and must include written directions including what type of medication, dosage and under what conditions it can be given.
10. The medicine log should be signed by the parent for non-prescription items as well.
11. If medication forms are not filled out, we will not be able to administer the medicine as per DHS policy.
12. Main medication dispensing is the responsibility of the lead teacher in each classroom. If the lead is not there, then the eldest assistant may administer the medication. If there are questions about administering the medication the teacher will contact the director and parent.
13. If medicine is supposed to be given at the center it is best if you ask your pharmacist to give you two bottles. One for home and one for the center. That way you can leave it at the center until it is gone.
14. Emergency medication may include emergency asthma inhalers, Epi-Pens, or diabetes medications. Because seconds count in an emergency, medications must be stored in safe, secure locations, out of the reach of children --but NOT locked. Emergency medications should be immediately assessable to adults.
15. A few DON'TS with medication. Do NOT store in diaper bags or backpacks. -Always --keep medication out-of-reach of children. Don't store on top of fridge. – the exposure to improper temperatures can cause the medication to degrade Don't store with food or other chemicals. -- Medication can easily get confused with these items.

Strangulation concern

Children will not wear coats or hoodies that have strings. This can cause an accidental strangulation. In general, jewelry worn by a child is not allowed. It can break causing a choking hazard or be a possible strangulation hazard.

No pacifier can be attached to a string, clip or ribbon or stuffed animal

Drawstrings on the waist or bottom of garments should not extend more than 3 inches outside the garment when it is fully expanded. These strings should have no knots or toggles on the free ends. The drawstring should be sewn to the garment at its midpoint so the string cannot be pulled out through one side.

LALC will not use venetian blinds with cords.

LALC phone cords will have hooks that the cord must hang on. (Out of reach of child)

Playground

LALC has an all-natural playscape that is built and maintained by LALC staff and parents. Every spring we order new sand for the playscape as well as fresh mulch for a proper fall surfacing. We do have stumps for sitting on and bordering out playground. We also have some bigger blocks to aid in creative play. It is possible for a child to fall outside while playing. If this occurs we will apply first aid, do an incident report and call you if need be. The playscape is safely gated and teachers understand the importance of picking up any broken toys. The playscape is inspected monthly but also right away in the morning with the first class outside. Supervision outside is of utmost importance. Consistent boundaries are set and enforced for the children as well as making sure children are always seen.

Return of medication:

Once a medication is expired the parent will be contacted to pick the medicine up from the director. Only LALC staff will hand out the expired medication. Staff will keep medication details confidential. The expired medication will be kept for one week. If the medication is not picked up by one week, then the Director will dispose of it properly without notification to the parent.

All new medications must first be administered at home to watch for any reactions.

**Absence Policy**

The Director should be notified of absences of more than 2 days of care from our facility. Fees are not refundable for absences. All parents of currently enrolled children are responsible for paying for time reserved, not time used. For example, if a family plans to keep a child at home while they are on maternity leave, the child's full monthly tuition will still be due.

To hold a future spot in a classroom for a child not currently attending the center, the family will be responsible for paying one half of the expected tuition until the time of enrollment. This will guarantee the child's place in that classroom.

Release of Children

For the protection of all the children and the center, employees pay careful attention to the release of children and the recognition of parents. All children are to be picked up by an adult (someone over the age of 18). Authorized individuals are listed on each child's emergency contact form. Parents may make changes to their existing emergency contact form or may call the office when there are changes. **Teachers will ask for identification when a different person comes in to pick up a child.**

Background checks

All staff and volunteers will have background checks processed. No volunteer is allowed to supervise or be left alone with the children, and we do not count our volunteers in the staff: child ratio. Lead teachers of the classroom will oversee supervising and monitoring all persons in their classroom that have not received background checks or are not cleared to work as a "staff person." Again, no parent or other person will be left alone with the children at any time. Any conflict of interest will be addressed by the LALC Director.

Access to the children

No person other than approved staff shall have access to the children. Parents of other children are not to be left alone with the daycare children without written permission of the other children's parents. The daycare is equipped with a security system. Key cards that can track each person that enters the room are assigned to each parent. Because LALC is located inside the FUMC there is availability for people to enter the hallways for church business. They will not however have access to the children's rooms as the security system is located on each classroom door. (Upstairs the key pad is located on the double doors prior to the rooms)

Infrequently, meetings are held during the day in fellowship hall. In these cases, the fellowship hall or second floor education wing security system may be deactivated for a short time. Staff is aware when these

meetings are scheduled and are extra vigilant in monitoring the children's safety.



Smoking

By state law, no smoking is allowed on or surrounding LALC property. Smoke has proven to be very hazardous to the health of the children. Staff is not permitted to smoke on breaks as they will bring the odor back into the classroom. Parents that do smoke are encouraged to not smoke around their children for health factors but also to lessen the chance of the odor being transferred into the classroom. Many of our children have allergies and are sensitive to this odor.

Mandatory Child Abuse Reporting

In all cases of suspected child abuse, Little Angels personnel are mandated reporters under State Law. Our procedure is for staff to report their concerns to the Director, who will assess the facts and assist the staff member in filing a report.

Little Angel's staff shall cooperate in all investigations of abuse and neglect. A copy of our complete child abuse and neglect policy is available to parents upon request. The procedures include, but are not limited to, ensuring that an allegedly abusive or neglectful staff member does not work directly with children until an investigation has been completed by Little Angels and the regulatory state agency.



Emergency Procedures



Medical or Dental Emergencies:

In the case of hard blows to the head, a bite that breaks the skin, cuts that may need stitches, sudden high fever, question of broken bones, or any serious illness or injury, staff will apply first aid and attempt to notify parent/guardian and have them follow through with treatment. If the parent/guardian cannot be reached, staff will call emergency contacts. Staff will continue to try to reach the parent/guardian and alert them of the situation.

Staff is instructed to follow the steps listed below in a situation where a child needs immediate medical attention.

1. Apply or obtain first aid.
2. Dial 911 or poison control, if necessary. Follow advice of emergency personnel.
3. Call parent/guardian.
4. Call child's emergency numbers if parent/guardian cannot be reached.

5. If necessary, the Director and the staff person with the most knowledge about the child's illness or accident will accompany child to the hospital or dentist and stay until parent arrives and all necessary information has been given to the parent and medical personnel.

Fire:

Fire escape routes are posted in every classroom and in the jungle gym. Exit doors are clearly marked. Staff and children are trained through drills to respond quickly and efficiently to a fire alert system. Staff is required to take their daily sign in sheets, as well as their emergency backpacks (which include first aid kits and emergency contact information). All staff and children will meet **at the end of the courtyard** where attendance/a head count will be taken. Drills are conducted once a month. Drills are recorded with time, date, number of children involved, and other special notes, in a log kept in the Director's office. Do not proceed back to classrooms until the Director or other official informs you that everything is clear.

Tornado/Severe Weather:

Drills are conducted once per month. All staff and children are to exit their classrooms and meet in the **jungle gym** located just off of Fellowship Hall. Staff is required to take their daily sign in sheets, as well as their emergency backpacks (which include first aid kits and emergency contact information). Attendance/a head count will then be taken. Do not proceed back to classrooms until the Director or other official informs you that everything is clear.

Blizzard:

Little Angels Learning Center follows the Iowa City School District schedule with reference to delays and closings. When ICCSD is delayed one-hour, Little Angels will open at its regular time. If ICCSD is delayed two hours, the center will open at 9:00 am. If ICCSD is closed due to weather conditions, Little Angels Learning Center will also be closed. If LALC is to close early due to inclement weather, staff will call the parents. There are no refunds for these days. **The only exception to this rule is that if the ICCSD closes for frigid weather only. If this happens, LALC will open at 8:30am.**

If LALC is to close due to inclement weather on non-school days, parents will receive a phone call from LALC staff to inform them of the decision.

If parents are unable to reach their child due to unsafe driving conditions, the appropriate number of staff will be asked to stay with the children until the children can be picked up. (Including overnight if the city has declared the roads to be un-drivable.) Parents will be charged \$11/hr to cover staff pay.

Power Failure:

In case of power failure, flashlights are available in each classroom. The electric company will be called if necessary. Parents will be called to pick up their children if the lack of electricity poses a risk to the children's health and/or safety.

Missing Child:

No child or group of children should ever be unsupervised or left out of the designated child teacher ratio. In the **event** that the center is unable to account for one or more attending children, all children in that class will be kept together and supervised while the Director and a staff member immediately and completely searches the building. If the child is not found within 15 minutes, 911 will be contacted, as well as his/her parents. No staff or children shall leave the center until authorities arrive, or the child is found.

Dangerous Adult:

In the event of the presence of an adult who is deemed by the Director to present a danger to the children, the Director will call 911 and notify the church office. Staff will calmly request that the person leave the premises and advise them that officials are on the way (unless it is felt that this action will present a direct danger to staff or children).

A dangerous adult would include an adult exhibiting inappropriate behavior, bearing arms, and/or showing signs of intoxication by either drugs or alcohol. This includes any person who is prohibited by court order (as indicated in the child's file) to see or transport the child.

If the person leaves the center before officials arrive, staff is to write down the license plate number and provide a full description of the individual. Staff will not place themselves or the children in danger by attempting to detain the individual.

Evacuation by Official Personnel:

If we need to evacuate children from the center on the order of official personnel, staff and children will fully cooperate with the request. Fire evacuation procedures will be followed, unless otherwise indicated by the director.

Toxic or Hazardous Materials:

In the event of a toxic spill near the church building, staff and children will cooperate fully with official personnel. All staff and children will remain in the building until officials inform us that everything is clear. If officials determine that an evacuation is in order, staff will follow guidelines listed above for "Evacuation by Official Personnel". If necessary LALC will use their own vehicles in a real emergency to evacuate children.

Earthquake:

In the event of an earthquake, staff will direct children to take cover under tables, desks, and door frames away from windows. Official personnel and the Director will assess structural damage before children can return to their normal activities. If necessary LALC will use their own vehicles in a real emergency to evacuate children.

Bomb Threat:

In the event of a bomb threat, staff will get as much information as possible from the caller. One staff member will then call 911 while remaining staff evacuate the children using guidelines listed for "Fire Evacuation". Children and staff will re-enter the building only after officials inform us that everything is clear. If necessary LALC will use their own vehicles in a real emergency to evacuate children.

Catastrophic emergency

In the event of a catastrophic emergency (such as the building being destroyed by a tornado) able staff and children will be gathered and re-located to the closest and safest location until parents arrive to pick up their children. ("The Pit"- a restaurant on the corner of Market and Dubuque st)

The director, a lead teacher or assistant director will stay on location to direct emergency personal, staff, children, and parents. If necessary LALC will use their own vehicles in a real emergency to evacuate children.

Please scroll down

Lockdown

Little Angels Learning Center Protocol for Lock Down Mode

If there is a possible threat to Little Angels, the center will go into immediate lock down mode. The following will occur.

Threat is in Iowa City

1. All entrances to the church will be locked. (To be accomplished by the Director or other Church official.) If the director is not present, then the person in charge will lock the doors.
2. All children and teachers will go immediately to the jungle gym. Teachers will let shades down and also bring their emergency back packs with them when they leave the room.
3. When children are settled in the jungle gym, teachers will call all parents and inform them of our lockdown.
4. Director in charge will post a sign on the entrance to the church stating that we are in lock down mode and that they will need to call a certain number to get in the building. (Usually mine at 319-541-3538)
5. Please be aware that you will not be able to reach me by computer or work phone as I will be with the children and teachers.

Threat in church

6. If for some reason the dangerous person is in the church, then staff will stay in their classroom with their doors locked. They will move children away from the door and hide low to the ground in an area away from the door and windows. Director in charge or available staff will call 911.
7. Window shades should be down.
8. Teachers need to be careful about their discussion of the incident. Children just need to know that there is a not- safe person in the area, so we are going to an area that will be safe for them.
9. LALC will follow the Iowa City School District for lockdown procedures during the school year. We will release from lock down mode when Iowa City schools give the clear.
10. If the actual danger is inside the church, parents will be called as soon as LALC is out of danger. All necessary medical needs will be met before parents are called.
11. Staff, if a strange person is hanging out at your door or asking to get in, move children away from the door and call me on the walkie or my cell 541-3538 or the church office number at 337-2857. If you perceive this person to be an immediate danger, call 911.

Addendum 1



Little Angels Learning Center and Preschool of FUMC

Welcome to LALC. The following is some basic information that will help you adjust to your new center.

1. If you want to reach your director, it is best to reach her by email at cstange@icfirstchurch.org or her cell at 319-541-3538. I get so many sales calls on my work phone that I direct people to email me or leave a message. I try to check messages daily, but your best bet is my cell or email. I do not get your emails on weekends, but you can call or text me.
2. Our web site has all the info you will need. **All our paperwork is due yearly by August 30th.** The parent handbook with important information be found at www.littleangelsadvantage.com
3. Ask your lead teacher for their cell and email. Please note that they can only respond at nap time or if the room is in ratio per DHS regulations.
4. Across from my office, on the wall & above the black mailbox is a **parent bulletin board**. You will find the following on it:
 - Lead staff contact information
 - Yearly Calendar of dates we are closed
 - Tuition rates
 - Dates of when all paperwork is due
 - Health Alerts
 - Other important information
5. There is a black tuition mailbox hanging on the wall across from my office. This is where you can put personal paperwork, checks for extra events etc.
6. Outside my office door, on the wall, is a **three-tiered metal file holder**. You may place paperwork in the folder marked **“parents only.”**
7. **Please do not leave paperwork on my desk.** I am afraid I will lose it.
8. My favorite and preferred method of collecting your paperwork is when you scan it and email it to me. This creates less of a paper trail and less of a chance for things to get lost.

9. I keep in contact with parents through a group email list serve “constant contact”. I do send out a lot of emails so if you notice you are NOT getting weekly emails from me, let me know. You may have to check your spam or promotional folders and change your settings to get my emails.
10. **If you are a new family, please ask me if I have added you to the list serve.**



WELCOME CONTINUED

11. Our hours are 7:30am – 5:30pm. Please be prompt as many of my staff has obligations right after work. If you have issues at arrival with staff not being on time, the only way I can fix that is if you **let me know**. Please just shoot me a quick email or call and I will take care of it.
12. Please **DO NOT** arrive INTO the classrooms **before** 7:30am. Some of my teachers arrive early to set the room up and prepare mentally for the day. They need this time to adjust and prepare for the day so please honor this. You can wait in the lobby or the jungle gym.
13. LALC will pull tuition directly from your account the third of each month. LALC reserves the right to change this date and will give you 30 days’ notice if a change needs to be made.
14. Please watch all signs that are posted around the building. If an important event, day off etc. is to happen I will often remind you by email and posted signs. Any extra fees: key fab= \$8 each, crib sheets, cot sheets & blankets varies. See your lead. Infant labels=\$5 each
15. Transitions at LALC: We can have a meeting with your new classroom shortly before your child is ready to move up. Just simply request that meeting through your director.

Thank you for joining our LALC family. We are honored to care for your little one; please let us know if you have any questions, concerns, or comments. Communication is a priority for us.

Cathy Stange

Director, LALC

Addendum 2

Access Policy (from DHS manual)

Centers are responsible for ensuring the safety of children at the center and preventing harm by being proactive and diligent in supervising not only the children, but other people present at the facility.

1. Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a record check and approval to be involved with childcare **shall not** have **“unrestricted access”** to children for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio.
 - ***“Unrestricted access”** means that a person has contact with a child alone or is directly responsible for childcare.
 - ***It is imperative that centers not allow people who have not had a record check assume childcare responsibilities or be alone with children. This directly relates both to child safety and liability to the center.**
2. Persons who do not have unrestricted access will be under the direct **“supervision”** and **“monitoring”** of a paid staff member at all times and will not be allowed to assume any childcare responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the teacher unless he/she delegates it to the teacher assistant due to a conflict of interest with the person.
 - ***“Supervision”** means to be in charge of an individual engaged with children in an activity or task and ensure that they perform it correctly.
 - ***“Monitoring”** means to be in charge of ensuring proper conduct of others.
3. Center staff will approach anyone who is on the property of the center without their knowledge to ask what their purpose is. If staff is unsure about the reason, they will contact their Site Manager or another management staff to get approval for the person to be on site. If it becomes a dangerous situation staff will follow the “intruder in the center” procedures. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with the children on premise.
4. A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is the parent, guardian, or custodian) who is required to register with the Iowa sex offender registry (Iowa Code 692A):
 - a. Shall not operate, manage, be employed by, or act as a contractor or volunteer at the childcare center.

- b. Shall not be on the property of the childcare center without the written permission of the center director, except for the time reasonably necessary to transport the offender's own minor child or ward to and from the center.
 - i. The center director is not obligated to provide written permission and must consult with their DHS licensing consultant first.
 - ii. If written permission is granted it shall include the conditions under which the sex offender may be present, including:
 - 1. The precise location in the center where the sex offender may be present.
 - 2. The reason for the sex offender's presence at the facility.
 - 3. The duration of the sex offender's presence.
 - 4. Description of how the center staff will supervise the sex offender to ensure that the sex offender is not left alone with a child.
 - 5. The written permission shall be signed and dated by the director and sex offender and kept on file for review by the center

Addendum 3

Access to children while at LALC

One of our primary goals is to provide a safe, loving, learning environments for all our children. Our center does not allow any person in the classrooms that is not an owner, staff member, substitute, or volunteer who has had a record check and approval to be involved with childcare to have "unrestricted access" to children for whom that person is not the parent, guardian, or custodian. "Unrestricted access" means that a person has contact with a child alone or is directly responsible for childcare.

Staff members will limit to the best of their knowledge and ability the people allowed on the property when children are present. It will be limited to authorized persons who include director, assistant director, food service manager, kitchen assistant, teachers, teacher assistants, teacher aides, custodian, authorized church staff members, and parents/custodians of the children enrolled. Any other person on the property will be closely supervised and monitored by one or more of the authorized persons depending upon the reason the person is on the property. "Supervision" will require one or more staff members to remain with the person at all times and "monitoring" will entail watching what the person is doing and controlling their access to the area where the children are present. The director or assistant director will be responsible for the supervising and monitoring unless another staff member is requested by the director or assistant director to fulfill this responsibility. If there is a conflict of interest the director, assistant director, or authorized church staff member will fulfill this responsibility.

Any persons who are listed on the sex offender registry shall only have access with written permission from the director relating to their own minor child coming to and leaving the childcare center. They must stop by the office to obtain assistance from the director or assistant director to take their child to the classroom or locate their child and will remain at the center only for the time reasonably necessary to drop off and/or pick up their own minor child with supervision.

Updated 5/25/17

Addendum 4

What you want to know about transitions: “Cheat Sheet” For parents and staff

LALC moves children to the next classroom by the date of their next birthday. (The one exception is the PK rooms. They move in June, July or August and sometimes January because we move them with the group of children they will go off to school with)

Due to various reasons sometimes, a child is moved early and sometime a child is moved a bit later. We always ask for parent input when this happens, but the overall decision is made by the director with the best interest of the center and children in mind.

We also like to transition children before they move to the next classroom. Transitions basically mean giving the child some time to visit in the next room before we move them. Transitions look different for each classroom and each child. Sometimes the child will have the opportunity to visit the next classroom several times, some over a period of a month and some go cold turkey w/out any transition. Transitions are not required by DHS regulation however LALC does think it is good for the child overall if we can make it happen. However, maintaining classroom ratio is always the priority.

Keep in mind the following regarding transitioning a child

1. For some children transitions make it harder on the child. These children need to move “cold turkey”. The director and lead teacher will make the decision that they believe to be in the best interest of your child while also considering the parents’ feedback.
2. Rooms must always maintain classroom ratio. Therefore, if a One yr. old visits the Two-year-old room then we need to add a third teacher to the Two yr. old room. This is rarely feasible.
3. All three PK rooms do not really need to do transitions. These children often interact together and at that age they children are typically ready to move up without transition time. The lead teacher and I

will make acceptations if we feel it is in the best interest of the child and the center. Remember that ratio must be maintained every time a younger child is moved up.

4. Because we must maintain ratio it is possible that your child may not get to transition to a room until a child from the next room has left early for the day, come late for the day or is gone for the day which leaves an open spot.
5. All our lead teachers do the best they can to bond with a child before they move to their room. They go out of their way to have person to person contact and warm interactions so that your child is somewhat familiar with the teacher. Luckily LALC is small compared to other centers and thus our teacher's faces are familiar to the kiddos.
6. The only room we have parent "transition meetings" is for the infant room moving to the ones. If a parent wants a transition meeting, we suggest you contact your director to set up a time.
7. Sometimes due to staffing emergencies (sick teacher etc.) we must move children to a different room so that we can maintain state staff / classroom ratios. Moving children is always our last resort but it does happen and will likely happen with your child at some point. We may not have time to tell you when it immediately happens, but you should be notified as soon as we can. (Usually over nap or perhaps at the end of the day if the move occurred shortly before you arrived.

Normally expected behaviors or situations that can occur with any age at any transition:

1. Sometimes children are fussier at drop off or pick up.
2. Sometimes they are more tired at the end of the day because of the extra stimulation or change.
3. Sometimes they may be more thirsty or hungry at pick up.
4. Sometimes they may back slide with potty. This is normal and to be expected even if your child isn't one that normally has accidents. Accidents happen and we do not make a big deal out of them at LALC. We do the best we can to share the details with you but if you are not getting the details, you need then please text your director ASAP and she will likely be able to get you the answers you need by the end of the night.
5. Sometimes they may have accidents.
6. It is also normal for children aged 2.5 to 3 yrs. old to complain that they "don't like school anymore" and have hissy fits about having to come to school. It is not likely that they really don't enjoy school. It is more that they are getting old enough to realize what the separation from you means during the day and are simply telling you they will miss you. Plus, in general separation anxiety can be harder for some kiddos.
7. It is also common for children to complain about a certain child. Please know that the frequency of which your child mentions the other child's name is most likely not accurate. A child's sense of time and space is not accurate at this age. If a child hit them yesterday, they may report that it happens every day etc. With that being said, we do like to know if your child is reporting issues with children or a teacher so that we can monitor it.
8. We realize that if your child must be moved for the day to do staffing emergencies that this can be disruptive to your normal routine. We ask that you trust our judgement about which children to move to which room. We know your children well and know where they would fit best. In all honestly the

children usually handle the change much better than the parents do. It really runs smoothly for the children when we must make these moves. If possible, we will attempt to notify you ahead of time if we know we will be moving your child. That is not always possible. If you do not know where the room is that your child is being moved to ask your lead teacher or your director, then please. However, in general: infants through 2 yrs. old's are downstairs. Preschool Prep is upstairs through the double doors and to the left. Preschool is upstairs, through the double doors, first right and then next left. Kindergarten Prep is upstairs through the double doors, make a right all the way to end of hallway and last door on the right. ALL CLASSROOMS HAVE THE NAMES OF THE CLASSROOMS ON THE DOOR.

9. You should expect communication from your teacher about how your child did in their room that day. If this does not occur to your satisfaction or to your detail needs, then please let your director know ASAP so she can immediately follow up. It is imperative that all the teachers use a "teacher communication log" daily. This is a form that they use to communicate to each other between shifts about how the day went. If you notice this did not happen then I want to know. You deserve quality communication and care at LALC and sometimes I must keep on top of staff to be sure they are using the form appropriately.
10. To aid with transitions and knowing where your children are if they are NOT in the classroom: My staff is supposed to be marking on a wipey board outside the double doors that lead to my office. For instance, if they go outside then they have to mark on this board where they are so you know where to pick them up at the end of the day. Sometimes it is like heading cows and my teachers can forget to write on the board. If this happens more than once or twice, please let me know so I can remind them. The last thing you need at the end of the day is to have to run all over the center to find your child. That is NOT ok, and I don't want you in this position.
11. During transitions it can be easy to lose coats, blankets; loveys etc. so please label everything.
12. Your child will have lots of fun things to share with you about their new day. Fun questions to ask: What did you do at circle time? Did you learn a new song today? Who did you play with today? Did you do art and what did you make? What did you like about your new room today? What was your teachers name today?

How can you help us with transitions?

- Lastly, we are not perfect. We will make mistakes. Anytime there is a transition at a center there is a chance for mistakes, so we try hard to be consistent in all that we do. If you have a child with allergies and you notice a change in staff don't be hesitant to remind the teacher of your child's allergies. We have good protocols in place for this, but it still never hurts to be reminded.
- If you have something important you want the staff to know, put it in writing and ask them to hang it where all staff will see it or ask them to add it to the teacher communication sheet.
- If it is important Text Cathy as well

- Sending your child positive vibes about the transitions is always a great help. The message we want them to hear from you and all of us is that “you have this” and will do great! If a problem does occur be careful to guard your worries from them. A simple “oh, I am sorry to hear that. I will visit with Cathy about that” or “It sounds like you handled that just fine” or “Oh, sorry. Here is what you can do next time if that happens.” We want them to feel heard and validated but we also want it to be a teachable moment for everyone involved. Validating their feelings is always a positive step to take and again, I love it when you keep me informed.
- Lastly, please let Cathy know if you have any concerns or problems. My goal is always to make things run as smoothly as possible for my families, staff, and children. However, it is your honest feedback and input that helps me to think of things from your perspective. This little “cheat sheet” idea came out of a parent meeting, and I love it. We are so intertwined in what we do on a daily basis that sometimes just hearing another’s perspective can put a whole new twist or understanding to things, so we really welcome your feedback.

Addendum 5

Little Angels Learning Center Covid Policy **Edited: 8/16/22 12:30 pm**

In communities with **HIGH transmission level**, CDC continues to recommend that everyone wear a mask when indoors for those over the age of 2. Children and staff currently do not have to mask. With a high or moderate transmission level you may be asked to mask. If a child or a staff member has a contagious cough, they may be asked to mask.

What are the changing of rules to Exposure?

Definition of close contact exposure: anyone is w/in 6 ft for 15 min or more of an individual who tested positive. It does not matter if the close contact is from your home, school etc.

- **Quarantine** is now called taking precautions.
- **If you wear a mask=** Everyone who has a **close contact exposure** is now recommended to **wear a mask for 10 days when in public**. There is no longer differentiation between vaccinated, up-to-date, or unvaccinated persons. There is no longer a recommendation for masked individuals to stay home for the first 5 days.
- **No Mask=**if a **mask cannot or will not be worn then** everyone, regardless of vaccination status, should **remain at home for 5 days** following an exposure. Must **test negative the morning of day 6 to come back**. The results of the test must be **sent to the director before the child can come back**.
- If a child has even one symptom between day 1 of exposure and day 10, you will be asked to come get your child and retest.

Rational: On an average, Children and adults are getting covid between day 2 to day 5. Yes, it is possible to get covid later, but it is not extremely likely.

Are there any changes to testing positive?

- **TEST POSITIVE=Isolation** remains the same, 5 days at home and then you can release, **wearing a mask**, if fever free and feeling better.
- A mask must be worn for an additional 5 days when in public.
- **Infants and Ones:** If a mask cannot or will not be worn in public, then the JCHD recommends that a person must remain at home for 10 days. However, LALC will allow a child, to come back after 6 days at home without a mask if they have 2 negative tests in row, 48 hrs. apart. Testing early day **4** and testing the morning of the 6th is best.
- If symptoms recur or worsen isolation must restart.

Rational: On an average, Children and adults are getting covid between day 2 to day 5. Yes, it is possible to get covid later, but it is not extremely likely. We have seen people test positive all the way up to day 10 and we have seen people test negative on day 5. It varies with everyone. We want to shorten your time at home as much as possible and we believe that if you test negative two days in a row, 48 hrs. apart, we are keeping everyone safe. (Including our infants under 6 months who have not had a chance to be vaccinated yet.)

What is an outbreak and what does that mean?

If an individual daycare room or age cohort has 3 or more cases of infectious illness within a 2-week period, this will meet the definition of an outbreak and should be reported via phone or email to JCPH. LALC may change Covid policy based on outbreaks. They will make the decision at that time given the information we have. Please understand that covid rules are complicated. If we are concerned about an outbreak, we may need to close for 48 hrs to get advice from JCHD.

Reminder of our illness policy

Illness

Staff and children should stay home if they have signs of illness. If they have symptoms consistent with Covid but are medically evaluated or tested and found **not** to have Covid, they should follow public health and medical guidance regarding recovery to return. Generally, one must be fever free for 24 hours without medication, no diarrhea for 24 hrs., and other symptoms significantly improving to return to the facility.

We currently follow the JCHD guidelines for illness. While we realize that no one likes the testing process, it is our only current way to be sure your child will not be infected with Covid, and we will not have an outbreak in the center. This is the guidance we have been following since 2020. It is the only way to know the difference between Covid and a cold especially since the symptoms are so similar.

If a child has 1 of the following symptoms, they must see/talk with a doctor to determine if a Covid test is necessary.

- New cough, shortness of breath or difficulty breathing, new loss of taste or smell.

If a child has 2 of these symptoms, they must see/talk with a doctor to determine if a Covid test is necessary.

- Fever, headache, muscle and body aches, fatigue, sore throat, runny nose, congestion, nausea, vomiting, diarrhea.

Tuition and Covid

Currently there is no tuition reimbursement for quarantine days. LALC still must pay its staff, so tuition reimbursement to families is not a current option.

In the case of back-to-back quarantines:

The director will have some discretion on how many days is needed to quarantine. This decision will be based on current health department facts and recommendations as well as this director's best judgment at the time.