

Operating Policies for Lakeland's Little Learners

240 E. Commerce Ct., Elkhorn, WI 53121

262-723-8391 Fax: 262-723-8381

Web site: www.lakelandlittlelearners.com

Administrator/Director: Tami Adams

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Hours of Operation - We are open Monday through Friday. For children 2 years of age and older, the hours of operation are 5:45 a.m. to 6:00 p.m.; for children under the age of two care is offered from 6:30 a.m. until 6:00 p.m. The center is closed on the following holidays when they fall between Monday and Friday: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving and Christmas. In addition, the office is closed on New Year's Eve, Good Friday, the day after Thanksgiving and Christmas Eve.

Ages & Licensed Capacity - Children are accepted between the ages of 2 weeks and 13 years with no more than 145.

Tours/Enrollment Forms - Tours may be given in person. The following forms must be completed and on file by your child's first day of attendance:

- Child Care Enrollment
- Immunization Record
- Child Health Report (not for School-age)
- Signed Contract
- Health History and Emergency Care Plan
- School-Age Agreement and/or Transportation Form
- Enrollment Agreement
- Intake for Child Under 2 Years

Additionally, a new health form must be obtained every 6 mos. for children under the age of 2 and every 2yrs. for children 2 and older, until school-age. Immunizations must be updated as they are received and remain up-to-date or have a plan to do so on file. All records are kept confidential.

Schedules and Fee Schedule - All hours must be scheduled and paid in advance. You are obligated to pay for hours you have scheduled throughout your entire contract, regardless of attendance, holidays or early closings due to weather. **Schedules are due on or before "Schedule Monday" (every other Monday) by 10:30 a.m.** If your schedule does not change, there is no need to hand in a new one; if a change is needed, and it is after 10:30 a.m. on "Schedule Monday", it will be honored if possible. Faxes will be accepted at 723-8381 provided that you call 723-8391 and check to be sure that they have been received. Schedules should be in writing.

Sign-In/Sign-Out - Every child should be dropped off with a Lakeland's Little Learner's staff person. The parent is additionally responsible for signing their child in and/or out on the Time Clock located near the entrance of the building. Children may not be dropped off outside and left to walk in on their own. Staff will sign your school-aged child(ren) in or out when they come from or go to school. All pick-ups must have id to show they are on the list. Children will not be released to anyone who appears under the influence.

Medications - Medications must be handed directly to the staff person at drop-off. They must be in the original container and labeled with the child's name. A medication sheet must be filled out completely by a parent and handed to the staff person on duty. Medications will be kept in our possession until the parent picks it up or if the Authorization to Administer Medication form is expired. Medications will be recorded in the center's medical log and medication sheets will be kept on file.

Absences and Additional Pick-Ups - Absences should be called into the Center's telephone number, for safety purposes and as a way to help us to keep track of illnesses. The center will attempt to call those parents who have not notified us of their child's absence and the center will record the child as absent on the daily attendance sheet in the room as well as in the office. Due to the short amount of time that they are here in the morning, the center will not call those parents of school-age children who do not show up in the early morning before school, but we appreciate the parents keeping the center posted as to their child's attendance.

A written, signed and dated note must be handed to a staff person by a parent in order to allow someone other than those listed on the enrollment form to pick up your child. If a pick-up is not recognized, he/she will be asked for identification.

Termination - Parents may terminate a child's enrollment at any time, provided a 2 week's written notice is given. You will then pre-pay for your last two weeks when you give notice. If proper notice is not given, you will be billed for 2 weeks. Vouchers may not be used for the two-week's notice. Failure to abide by the center's policies is cause for immediate termination.

Incident and Accident Reports - Incident and accident reports are filled out for your child if required. These are also recorded in the center's Accident/Incident Logs and reported to the parent. Any suspected child abuse is reported to Child Protective Services.

Breakfast & Snacks - Breakfast is not provided by the center but will be served to your child if you arrive before 7:30 and if you choose to send it along. Breakfast will be served between 6:45 and 7:30 a.m. Snacks will be provided in the morning and afternoon and menus posted.

Monitoring System and Pictures - We have a video system to monitor activities in the center. This is for internal use as an observation tool for supervisors to view the classroom without disrupting the routine or for staff to view class activity. It may also be used by parents to view their child's room live to see how their child is adjusting to the room. In addition, upon legal request, it may be viewed by law enforcement officials. The tapes are kept for 2 weeks and then recycled. Though it is our intent to have each day taped from opening until closing, there is always a potential for equipment malfunction. We take pictures periodically throughout the year, which may be posted on bulletin boards, submitted to the local paper, used in graduation videos, posted on the center's website or used for projects. If you are opposed to this, please indicate that in a letter addressed to the office.

Parent Info Area, Bulletin Board & Mail - A parent information shelf and a bulletin board are located in the entrance to the building for your convenience. Family mailboxes are along the entryway and mail for the office can be put in the basket at the office window.

Illnesses - Ill children belong at home. If your child has been ill during the night: vomiting, diarrhea, fever, etc., please do not bring your child to the center. We try very hard to prevent spreading germs. The center has a policy of a child not having a fever or vomited in the past 24 hours before returning to the center. Please abide by this regulation to help keep all children happy and healthy. (Fever free without medication.)

Nap-Time - Children in our infant and toddler programs nap on demand. Many of the toddlers are into a routine of napping after lunch with the group. All children 2 years of age and older, not yet in the school-age program will have a rest period after lunch for at least ½ hour. We require a crib-sized sheet and small blanket for napping/resting. Children are allowed to sleep until they awaken. Children, who have awoken, or after ½ hour have not fallen asleep, will be allowed up and will engage in activities not disturbing other children. Bedding must be taken home and laundered weekly, and returned the first day of attendance the next week. Please label all items.

Transportation - The center rents a bus during the summer to transport school-age children to and from local field trip areas such as the pools and parks. A CDL driver shall drive the bus and state ratios shall be maintained at all times. All rooms may participate in field trips throughout the year. Sometimes busses are rented for the trip and other times, parent drivers are used. If parents drive, they must submit a copy of their valid driver's license as well as a copy of their current insurance showing that their vehicle is fully covered. Attendance shall be taken before leaving and upon arrival for each trip. The teacher in the back of the bus shall follow the children off, checking each seat and the driver shall survey the bus or vehicles after children depart to be certain that there are no children left on the bus or in the vehicles. All vehicles must be equipped with a first aid kit in case of emergencies.

School-Age Summer Program - Our school-age summer program consists of 3 or 4 field trips as well as daily trips to the park and pool. These trips are a required part of our program. If you choose not to send your child on any one of these trips and want tuition credited, you may use a voucher for that day and not send your child to the center on that day. Unfortunately, we do not have space to keep your school-ager here at the center when all of the school-age staff are gone.

Postings/Licensing Book - All parent notices, license certificate, and results of most recent licensing inspection may be found on the parent bulletin board in the entrance way. The code book is just inside the office window near the fee basket.