

# Policies

## ADMISSION & ☆†FE

Our program is open to children of all races, nationalities, and religions. The programs are developed especially for children ages two and a half to five years of age. Children not yet toilet trained are not exempt from admission.

**Medical Assessments:** All children shall have the appropriate immunizations against childhood disease **PRIOR** to starting our program at Miss Sue's Little Lambs. Other important medical information such as special problems or needs and prescribed medications must be on file.

## REGISTRATION

Registration for your child can begin June or when we have an opening. There is an annual non-refundable or transferable \$50.00 registration fee.

**This fee is to be paid at the time of registration.**

## TUITION FEE PAYMENT

Parents are required to pay fees in advance. Payments shall be made monthly. The child care tuition fees are subject to change at my discretion. A thirty-day (30) notice will be given before any changes in the tuition fees will occur.

## LATE PAYMENTS PENALTY \$

Late payment of fees will result in an additional **penalty fee of \$5.00 each day** that the fees are not paid. Payment in advance insures a space for your child.

## RETURNED PAYMENT CHECKS \$

All returned payment checks will result in the following penalty:

- Parent must re-pay in cash only.
- Parent must pay all bank service fees.
- Continued problems in the area will result in your child's removal from the program

## ARRIVAL AND DISMISSAL

Please notify me if there is to be schedule change, or of any car pool arrangements. To maintain an effective program, children must be brought and picked up at the designated times. Late pick up will result in a \$1.00 per minute fee. Continued tardiness in picking up your child could result in your child's removal from the program.

## WITHDRAWAL OR REMOVAL FROM PROGRAM

Miss Sue's Little Lambs requires **four weeks** notice if you withdraw your child from the program. Failure to notify me of this will result in your not receiving credit for paid fees. Miss Sue's Little lambs reserves the right to withdraw your child from the program if it has been found that we can no longer meet your child's needs or if there is a significant behavior problem that we are not trained to deal with. This will not be only in the best interest of your child, but also for the other children. We, of course, will work with you and your child in hopes that a withdrawal will not happen.

## **RECORDS**

The following forms must be on file with Miss Sue's Little Lambs on or before the first day of your child's enrollment.

- Emergency/Crisis Forms
- Current Immunization Record
- Medical Release Form
- Payment Of Fees Contract
- Parents Rights Receipt
- Health History
- Personal Rights

## **ACCIDENTS AND EMERGENCIES + 🚑**

We recognize that even in the safest of environments, accidents may still occur. We will do our part in taking preventative measures to insure your child's safety. If an accident does occur the following measures of action will be followed:

1. An attempt to contact either parent will be made by me.
2. If an attempt is unsuccessful, then I will contact people on your child's Emergency/Crisis Form.
3. I will assume full responsibility if a 911 contact is to be made.

## **FIRE SAFETY 🔥**

Miss Sue's Little Lambs follows strict Fire Marshall regulations in terms of fire safety and fire prevention. We are equipped with smoke alarms, fire extinguisher, and a manual alarm system. Monthly fire drills are practiced. Additionally, a field trip visit to our local Fire Station makes for a valuable fire prevention program.

## **CLOTHING 🧥**

Your child will be playing with many different types of materials such as paint, glue, and various other art materials. The children will also have ample outside playtime. It is important that children be **dressed in appropriate clothing to have a fun filled day**. We recommend that children not be dressed in their "Sunday Best" but comfortable play clothes. Please make sure that your child has a sweater or jacket available labeled with your child's name. Children must wear closed toe shoes. For the child not yet toilet trained, diapers and wipes are to be supplied by the parent.

## **SNACKS**

Snacks are provided by Miss Sue's Little Lambs. We are a peanut free school.

**IF YOUR CHILD HAS A SPECIFIC FOOD ALLERGY, PLEASE NOTIFY ME IMMEDIATELY.**

## **FIELD TRIPS** 🚌

There will be several trips scheduled throughout the year. We encourage your participation if it is convenient for you. Car seats or boosters are required according to the current California State Law. On field trip days, car seats or booster seats must be left at the facility. Your child's name must be on it.

## **DAILY ACTIVITIES**

- Welcome Time-Get acquainted time.
- Discovery Time-Free time, the child discovers skilled activities.
- Art-Hands on using a variety of unique materials. ✂️
- Outside Time-Climbing equipment, and plenty of space to explore by running, and jumping.
- Circle Time-Singing, finger plays, show and tell.
- Quiet activity Time-Board games, coloring, listening to 📖 music
- Outside Time-More free time to play with outside equipment.
- Snack Time-A.M. and P.M.

## **SHOW AND TELL**

We will have show and tell everyday. Pre-kindergarten children will have assigned days for show and tell. Preschool children will have gray buckets for show and tell when your child brings the bucket home that next school day will be their show and tell day.

**PLEASE NO WEAPON RELATED TOYS**

## **CURRICULUM**

A monthly calendar of curriculum and events will be given to parents at the beginning of each month. I subscribe to High Reach Learning Preschool Program to this we also add sign language, monthly calendars the children bring home, and monthly journal entries. If you have any questions please feel free to ask me.

## **HOLIDAY AND VACATION SCHEDULE:**

Independence Day	Labor Day
Veteran's Day	Thanksgiving Break
Christmas Break	New Years Day
Dr. Martin Luther King Jr.'s B.D.	Spring Break (Easter)
Lincoln's & Washington's B.D.	Memorial Day
Columbus Day	

**Fees will not be adjusted for holidays or vacations..**

## **NOTICE OF CHILD'S HOLIDAY AND VACATION:**

Please notify me two weeks in advance of vacations or leaves. This will help in scheduling activities and events.

## **PERSONAL PROPERTY**

Please no toys from home unless it is in the show and tell bucket. We have found it hard to keep track of these items and keeping them safe from accidental breaking.

Please no candy, gum, or money.

## **ILLNESS ☹️ ⚠️**

We want the very best for your child. We know you do to. In an effort to keep the children as free from illness and infections as we are able to, we ask that you keep your child home when your child is not feeling well. We will not accept your child for the following reasons:

- Vomiting
- Diarrhea
- High Temperature (100° and ↑)
- Unusual body rashes
- Contagious eye infections (Pink Eye, Conjunctivitis)

**Your child will not be allowed back into the program until they have been on medication for 24 hours or until all symptoms have disappeared.** If you are confused as to the symptoms of your child, please call your child's physician. (For example: your child's weeping red eyes could be Pink Eye or Conjunctivitis, a very contagious eye problem). Taking these precautions is for your child's health and safety.

If your child needs to be on medication, a Physicians order must be on file before we can administer the prescribed medication. The medicine must be in a container that is clearly read and must have the child's name on it as well as the dosage.

## **BIRTHDAYS AND SPECIAL HOLIDAYS: 🎂**

Miss Sue's Little Lambs will celebrate birthdays. On this day parents of the birthday child may bring a special snack for all the children.

Holidays will be celebrated with great excitement. Through the various art work and decor we will find significant meaning to each and every holiday. If there is a special holiday that you can share with us, we would encourage your ideas and involvement.

## **ANIMALS**

We have several pets, a dog, cats, guinea pigs, rat, and anything else we find or wonder into our yard. Pets and live visitors are a great learning experience. All our animals are vaccinated and have regular check-ups.

## **DAMAGE TO MISS SUE'S LITTLE LAMBS**

Parents will be required to pay for any damage caused by their child.

## **DISCIPLINE STATEMENT:**

If a child is misbehaving, the child will be asked what he/she could do to help correct his/her behavior. We may help the child answer this question by offering suggestions but primarily the answers will come from the child. The child will then be able to determine what needs to be done to correct the behavior. If this policy does not solve the behavior problem, then we may step in and decide what needs to be done (i.e., time spent away from the group, letting the child choose another activity or redirecting the child). When time out is necessary most of the time the child decides when its time to leave time out. While we will make every effort to work with all children and their parents children with serious behavior problems may be asked to withdraw from the program. Parents will be held financially responsible for any malicious damage caused by their child.