

# Jesus' Little Lambs Childcare Center PARENT HANDBOOK



Good Shepherd Evangelical Lutheran Church  
855 Martin Avenue (at Pioneer Road)  
Fond du Lac, WI 54935

---

Phone: (920) 921-8500 • Fax: (920) 921-9065

Email: [jll@gshep.net](mailto:jll@gshep.net) • Website: [www.gshep.net](http://www.gshep.net)

## Contents

<b>JESUS' LITTLE LAMBS BOARD .....</b>	<b>3</b>
Jesus' Little Lambs Office Staff .....	3
<b>MISSION STATEMENT .....</b>	<b>4</b>
<b>CHILDCARE and EDUCATION PHILOSOPHY .....</b>	<b>4</b>
<b>ADMISSION .....</b>	<b>4</b>
Terms of License .....	4
Non-discrimination Statement .....	4
Limitations to Enrollment .....	5
Administrative Structure .....	5
Method of Enrollment .....	5
Attendance Definitions .....	6
Children's Records, Forms, and Timelines for Submission .....	6
Confidentiality .....	6
Use of Children's Photos .....	7
Items Provided by Parents .....	7
Items Provided by JLL .....	7
Pets .....	7
Days Closed and Procedure for Emergency Closing .....	7
Drop off/Pick up Methods .....	8
Parent Input and Access to the Center .....	8
Child Abuse and Neglect .....	8
Postings for Parent Review .....	8
Notices and Communications .....	8
<b>DISCHARGE of ENROLLED CHILDREN .....</b>	<b>9</b>
Center-Initiated Suspension or Expulsion .....	9
Parent-Initiated Withdrawal .....	10
<b>PAYMENT POLICIES .....</b>	<b>10</b>
Contracts and Schedules .....	10
When and How Payments Should Be Made .....	10
Extended Leave of Absence .....	10
<b>EDUCATION POLICIES .....</b>	<b>11</b>
Religious Training and Holiday Celebrations .....	11
Written Plan for Early Morning and Late Afternoon Care .....	11
Schedules .....	11
Transitions between Scheduled Activities .....	11
Cultural Diversity .....	11
Curriculum Plans .....	12
Water Play .....	13
Outdoor Activities .....	13
Developmentally Appropriate Programming for Infants and Toddlers .....	13
Developmentally Appropriate Programming for Preschool Children .....	14
Developmentally Appropriate Programming for School-age Children .....	14
Transitioning Into a New Classroom .....	14

**TRANSPORTATION POLICIES ..... 15**  
 Field Trips..... 15

**CHILD GUIDANCE POLICIES ..... 15**  
 Distraught Children ..... 15  
 Guidance Techniques..... 16  
 Procedures for Biting Incidents ..... 16  
 Prohibited Punishments ..... 17

**CONTINGENCY PLANS ..... 17**  
 Emergency Supplies..... 17  
 Special Evacuation Considerations ..... 17  
 Responding to a Fire, Tornado or Other Emergency..... 17  
 Inside Temperatures..... 18  
 Daily Attendance and Child Location ..... 18  
 Responding to a Missing Child ..... 18  
 Injury Procedures, On and Off Site ..... 18  
 Telephones and Emergency Contacts ..... 19  
 Procedure for Authorized and Unauthorized Pick-Up of a Child ..... 19  
 Custodial Disputes..... 20  
 Non-Release of Children to Persons Under the Influence..... 20

**HEALTH POLICIES ..... 20**  
 SIDS Risk Reduction ..... 20  
 Ill Child Definition, Care and Isolation ..... 20  
 Communicable Diseases ..... 21  
 Medical Logs ..... 21  
 Administration and Storage of Medication..... 22  
 Cleanliness and Handwashing ..... 22  
 Sanitation of Toys and Equipment ..... 23  
 Universal Precautions ..... 23  
 Diapering and Toileting..... 23  
 Rest Periods ..... 24

**MEALTIME and NUTRITION POLICIES ..... 24**  
 Meal/Snack requirements: ..... 24  
 Menu Requirements and Posting ..... 25  
 Infant and Toddler Meal Requirements..... 25  
 Breastfeeding and handling of milk..... 25  
 Food Allergies and Special Meal Requests ..... 26  
**Acknowledgement and Agreement to Handbook Policies..... 27**

**JESUS’ LITTLE LAMBS BOARD**  
 Michael Lowe, JLL Chairman .....(920) 242-7414  
 Steve Lehman, Parent Representative .....(920) 539-0271  
 Jill Enders, Parent Representative.....(920) 960-9549  
 John Rosenow, Treasurer.....(209) 679-6756  
 Pastor Adam Zimpelmann.....(414) 702-6717  
 Kendra Norris, Administrative Director .....(920) 979-3321

**Jesus’ Little Lambs Office Staff**  
 Pam Zauner, Office Manager .....(920) 923-5355

## **MISSION STATEMENT**

Jesus' Little Lambs' mission is to share the good news of God's love, to provide quality Christ-centered care, and to meet the spiritual, physical, emotional, social, and intellectual needs of all children.

## **CHILDCARE and EDUCATION PHILOSOPHY**

Good Shepherd Evangelical Lutheran Church directs Jesus' Little Lambs Child Care Center (JLL) to nurture children and their families in a relationship with our God and Savior. Our desire is to help parents achieve a Christian atmosphere in their homes, complementing it with a Christian atmosphere in our church and childcare center. Our goal is to help parents and children realize the incredible gift and tremendous privilege of being part of God's kingdom through faith in Jesus, God's Son, and our Savior. This message is clearly unfolded to the children in daily devotions, Bible lessons, and prayers. It is also shown to each individual child through the example of the Christian teacher. Everything taught at JLL will begin with this distinctively Christian point of view.

We believe that all children are given unique gifts and talents from God, and we respect that all children develop at different rates. Our programs are designed to aid children at their developmental levels in all domains: spiritual, social, emotional, intellectual, physical, and creative. Teachers educate the whole child, providing varied developmentally appropriate opportunities for learning while enhancing each child's unique gifts and talents as they progress. Teachers will look for opportunities to apply God's Word to the children's everyday lives as it is the focus of everything we do.

## **ADMISSION**

### **Terms of License**

JLL is a non-profit, state licensed childcare and preschool. We are currently licensed for a maximum of 100 children at one time. Licensure is restricted from 6:00 a.m. to 6:00 p.m. Monday through Friday, January through December. Children six weeks old through the age of 12 are admitted to our childcare and school-age programs. The Licensing Rules for Group Child Care Centers (Wisconsin Administrative Code, DCF 251) are a measure of the minimum requirements that we follow.

### **Non-discrimination Statement**

Good Shepherd Lutheran Church and Jesus' Little Lambs believe that Christian education should be open to boys and girls on an equal basis. We do not discriminate based on race, color, sex, handicap, political persuasion, national origin, or ancestry. Reasonable accommodation will be provided for qualified children with disabilities upon request, as specified under the Americans with Disabilities Act.

It is both logical and necessary to require all children to participate in Christian devotional activities, Bible stories, prayers, and songs as practiced and taught by Good Shepherd Lutheran Church and the Wisconsin Evangelical Lutheran Synod. Opportunities are offered throughout the year for family members to attend classes with a Pastor that instruct in the Biblical teachings at JLL. One-on-one meetings with a Pastor are provided upon request.

## **Limitations to Enrollment**

Children with special needs will be evaluated to determine if their needs can be met consistent with our program. Parents will be asked to meet to discuss individual needs and special considerations that may be necessary. Together, we will come up with an action plan prior to enrollment. Parents will be asked to update the teachers on a regular basis, as the child's needs change. Therapists and evaluators will be welcomed into JLL to work with the child with the parent's permission. Information will be shared with any staff members involved in the care of children with special needs. Other information that is brought to our attention will be given to the administrator and discussed with staff members as needed. Any needs that are nutrition-related will be noted on the allergic precaution list, if applicable, and posted in the kitchen and classroom(s).

During the school year, we do not have a program for the care of school-age children. We will not enroll children that are age 5 on or before September 1<sup>st</sup> into our program without prior board approval. School-age care is provided at JLL only during the summer months.

Children enrolled in or transitioning to the 4-5-year-old room must be fully toilet-trained, apart from occasional accidents, unless there is a medical reason that is described by the child's doctor.

## **Administrative Structure**

JLL is governed by the JLL Board. The chairman of the JLL Board also serves as a member of and reports to Good Shepherd's Church Council. Board meetings are held monthly. Dates and times can be found on the Good Shepherd website calendar. The chairman has the right to call additional meetings or cancel meetings that were previously scheduled. Any requests by parents to attend a JLL Board meeting must be made to the Board Chair at least 3 days prior to the meeting. Some topics discussed at board meetings are done in closed session, which will be noted on the agenda.

The delegation of authority at JLL is as follows:

- Good Shepherd Lutheran Church Council
- JLL Board
- JLL Board Chairman
- JLL Administrative Director
- JLL Program Director
- JLL Lead Teachers
- JLL Assistant Teachers/Float Staff

## **Method of Enrollment**

Any parent or guardian interested in enrolling their child(ren) should contact the JLL office. Information will be given regarding available space, and a tour can be scheduled. Parents or guardians will be provided with an information form to be added to JLL's waiting list, or applicable paperwork for enrollment if space allows.

Selection of new enrollees into JLL will be made by the administrative team, with priority given to members of Good Shepherd or St. Peter's Lutheran Church, families with siblings currently enrolled, and families needing full time care for their children. Each of these factors has equal precedence. Families on the waiting list will be kept up to date regarding their status in a timely manner as space becomes available.

When new families are selected for enrollment at JLL, they are contacted and invited to come to the center for a tour. At any time, they are welcome to bring forth questions for clarification about paperwork, classroom specifics, etc. Parents are encouraged to visit with the teachers and are welcome to accompany their child on visits prior to their child's first day. Parents may participate in or observe our program any time.

### **Attendance Definitions**

**Full-Time:** Half days (less than 5 hours per day) five days per week, or full days (5 -10 hours per day). For each day a child is in attendance for more than 10 hours, an overtime charge will be applied to the account.

**Part-Time:** Either full-days or half-days. A three-day minimum is required for children under 3, and a two-day minimum is required for children 3 and older.

**School-age Program:** We offer childcare for school-age children during the summer months. Children enrolled in this program must attend a minimum of two days per week.

### **Children's Records, Forms, and Timelines for Submission**

DCF will not allow children to attend if all forms are not up to date and in the child's file. All files and forms requested by JLL are available to parents upon request. With written parental permission, we may also share information contained within children's files, along with assessments, with early childhood professionals.

Completed forms that are required prior to the first day of attendance:

- Jesus' Little Lambs contract—renewed yearly
- Child Care Enrollment—updated yearly
- Health History and Emergency Care Plan—updated every 6 months for under age 2; then every 2 years
- Family Intake—renewed at each transition into a new classroom
- Intake for Child Under Two Years—renewed every 3 months until age 2
- Communication and Media Agreement
- Parent Handbook Receipt (last page of handbook)—updated as needed
- Miscellaneous permission forms

Completed forms that are required within 30 days of enrollment:

- Day Care Immunization Record, **or** an immunization form from the doctor, **or** a printout from the WI Immunization Registry website. (Parents must indicate if children are exempt from immunizations)
- Child Health Report – Child Care Centers, signed by a doctor—Not needed for school-age children

### **Confidentiality**

Persons having access to children's records do not discuss or disclose any information regarding the children or facts learned about the children and their relatives. This does not apply to:

- Parents and persons authorized in writing by parents to receive information.
- Any professional agency that provides aide for children (after written parental consent has been given)

- Representatives of the WI Department of Children and Families (DCF) licensing agency

### **Use of Children's Photos**

Photos are taken of all children for recognition and safety purposes. It is important to us that all staff members get to know children by name, and that they recognize all children in attendance. Photos are displayed in classrooms and may be shown in a slideshow in the entryway. Periodically, photos of children at JLL are used for advertising and publicity. All parents are asked to indicate on the Communication and Media agreement whether JLL is given permission to use their children's photos for promotional purposes.

### **Items Provided by Parents**

Parents are given a list of items to bring prior to their child's first day of enrollment and before transitioning into the next classroom. Supply lists also come out each fall. Children should not bring toys from home.

### **Items Provided by JLL**

All children at Jesus' Little Lambs will be provided with the following:

- A cot or other sleeping surface for children of napping age
- Tight fitting sheets that fully cover the sleeping surface, which are washed at JLL each week or immediately as needed if they are contaminated with bodily fluids.
- A swaddle or sleep sac for children under the age of 1 year
- Sunscreen as needed for children over 2 years of age

### **Pets**

Prior to any classroom having a pet, permission forms will be provided addressing possible allergies, fear of animals, and/or other concerns. Details regarding the involvement of children in the care of pets are outlined by the lead teacher in the appropriate classroom(s). There are postings outside of classrooms with pets.

### **Days Closed and Procedure for Emergency Closing**

Jesus' Little Lambs is closed on the following days:

- Labor Day
- Thanksgiving Day and the day after
- Christmas Eve through New Year's Day
- Good Friday
- Memorial Day
- Fourth of July

Jesus' Little Lambs remains open even when schools close due to inclement weather. On the very rare occasions that JLL would close, it will be broadcast on the following radio stations: KFIZ AM at 1450, KFIZ FM at 107.1, WFDL FM at 97.7, and WTCX FM at 96. It will also be sent by email through ProCare Connect.

### **Absence Without Prior Notification**

Parents are required to notify JLL as soon as possible prior to their contracted time when children going to be late or absent. Notification can be via phone call, email, ProCare Connect, "Request for Change in Childcare Hours" or "Vacation Credit Request" forms. Parents will be called if children haven't arrived 30 minutes after their contracted time.

## **Drop off/Pick up Methods**

Parents, caregivers, or guardians must:

- Sign children in and out daily using the ProCare system on the computer at the Parent Sign-in station. If ProCare is not accessible, a hard copy list will be used to sign children in/out. Full signatures are required in these instances. Attendance records are kept for the duration of children's enrollment.
- Not sign children in more than 10 minutes prior to contracted drop-off times without prior approval.
- Accompany children to their classrooms or play areas, supervising them in the hallways, and holding the hand or carrying young children in the parking lot.
- Pick up children promptly according to their contracted pick-up times.
- Accompany children from their classrooms/play areas upon pick-up, supervising them as stated above.

## **Parent Input and Access to the Center**

Parents are encouraged to complete a survey each spring which we use to gather input on the program's policies and procedures. All-center conferences are scheduled twice per year, which is an avenue for communication. Other conferences are welcomed as deemed necessary and should be scheduled in advance. Family members are welcome at JLL at any time, so long as there is no court order that says otherwise, to observe or interact with their children. Advanced notice is requested, but not required.

## **Child Abuse and Neglect**

Any employee or volunteer who has reasonable cause to suspect that a child has been abused or neglected, as defined in ss. 48.02(1) and 48.981(1), Stats., will immediately contact the county department of social services or a local law enforcement agency. Any reporting shall be communicated to a member of the administration immediately. Any suspected abuse or neglect by an employee or volunteer is reported to DCF within 24 hours.

## **Postings for Parent Review**

The following items are found at the Parent Sign-in station or welcome desk:

- The "Child Care Center License"
- The most recent "Compliance Statement" or "Noncompliance Statement & Correction Plan" from DCF
- A complete copy of Wisconsin's DCF 251 Licensing Rules for Group Child Care Centers
- A complete Parent Handbook (Notice of any changes in rules, policies, or procedures will be communicated to families at least two weeks prior taking effect.)
- "Request for Change in Childcare Hours" and "Vacation Credit Request" forms

## **Notices and Communications**

Parents are asked to complete a "Communication and Media Agreement" upon enrollment which indicates their preferred method of communication for non-emergency situations. Parents are responsible for notifying the office if multiple copies of print-materials are necessary.

Families will be notified in the following situations, among others:

- If children have been exposed to a reportable communicable disease. Communicable disease notices will be posted on the bulletin board above the sign in station.

- If children require professional medical treatment, for any type of head injury, seizures, consumption of incorrect breast milk, consumption of food or drink that may contain a child's allergen, consumption or contact with poisonous materials, administration of incorrect medication, notification will be given immediately.
- If a minor injury occurs, notification will be given upon pick-up.
- If there is an upcoming field trip, permission forms that contain specifics will be given in advance.

Ongoing communication will occur in the following forms:

- Child-portfolios—containing goals, assessments, communication notes & artifacts available through ProCare Connect
- Newsletters and/or memos containing information from the JLL office
- Newsletters from lead teachers that contain specific information relating to their classrooms
- Communication boards near the entrance of each classroom
- Electronic messages posted on the ProCare system
- Daily emails from teachers using ProCare Connect in all classrooms
- Forms/posters providing information about upcoming events, including parent conferences twice per year, field trips, and multiple family involvement opportunities offered throughout the year
- PowerPoint slideshow at the welcome desk notifying parents of upcoming events

## **DISCHARGE of ENROLLED CHILDREN**

### **Center-Initiated Suspension or Expulsion**

JLL has the right to suspend or expel children due to repeated conduct that is not consistent with the teachings of the WELS church, or unsafe behavior incidents. The following steps are followed:

- Staff members document behavior using confidential "Incident/Injury" forms. These forms are signed by a teacher and a parent and are kept on file for the duration of the child's enrollment at JLL.
- Each situation will be discussed with parents in a timely manner. Parents will be kept up to date regarding progress via verbal or written communication.
- If unacceptable behaviors continue, all Incident forms will be reviewed by the administration and a meeting set up with parents. At that time permission to make a referral to an outside agency may be requested, with the best interest of the child in mind. A list of expectations of behavior changes will be outlined, and notification of possible suspension will be discussed, if warranted.
- If behavior continues to negatively affect the classroom environment and no improvement is made, the administrative staff will meet with the JLL Board to discuss possible suspension or expulsion.
- If behavior puts any child(ren) or staff members in physical harm, parents will be notified immediately using their preferred method of communication and may be asked to pick up the child.

JLL reserves the right to suspend a child immediately under the following circumstances:

- Repeated late payments made to the account/having a continuous balance on the account
- Payments on the account are two weeks behind
- The child's needs cannot be met by staff members while following the DCF licensing rules

- The safety of other children or staff members is in jeopardy

Parents of suspended or expelled children may appeal to the Board within 10 working days. An appeal can be made in writing or by calling the JLL Board Chair. The Board may meet with parents and administrative staff to consider the possibility of re-enrollment.

### **Parent-Initiated Withdrawal**

Any family may choose to withdraw their child(ren) from JLL with a two-week written notice given to the Administrator. The family will be responsible to pay the current balance, in addition to tuition during the two-week notice period. Failure to provide two-week's notice will result in a two-week tuition charge added to the account regardless of attendance.

## **PAYMENT POLICIES**

All rates, fees, discounts, and credits are found on the current JLL rate sheet, except for additional fees for field trips. Field trip fees are noted on permission forms and are added to the billing for each applicable account on the week the trip occurs. A current rate sheet is included with the parent handbook, which is given to parents prior to enrollment. Rate sheets are always available in the office. Rates are reviewed annually. Any changes are announced in May and go into effect in September, when new rate sheets are distributed. Any exceptions to these policies will be dealt with on an individual basis by the JLL Board. All rates are based on full/part time and full/half days, previously described, as indicated on signed contracts.

### **Contracts and Schedules**

All parents are required to sign a schedule contract upon registration. Contracts are valid from September 1 - August 31. Families that contract for varied schedules will be subject to committing to a set number of days. Varied schedules must be turned in by the 23<sup>rd</sup> of the month for the upcoming month. Contracts must be kept up to date. Any changes in contracted schedules must be communicated with the administrative staff.

### **When and How Payments Should Be Made**

Billing is done each Thursday for the upcoming week. Payment is due by the end of the day on Monday. Payments can be made with credit card, cash, check, or money order. Instructions for electronic payment on the My ProCare app can be found at the Parent Sign-in station. Families who participate in the WI Shares Program are accountable for the full amount billed by JLL. Portions of the balance not covered by payments using the "My WI Shares" card can be made with credit card, cash, check, or money order.

### **Extended Leave of Absence**

Families that wish to hold their children's spot during an extended leave of absence from JLL will be responsible to pay 50% of their contracted amount. The maximum length of leave is 10 weeks, used consecutively, once per contract year. This arrangement must be cleared through the administrator, and a signed Extended Leave of Absence contract is required. While on leave, depending on child-to-staff ratios and

with advance scheduling noted on the contract, children may be able to attend on days equal to 50% of the contracted rate.

## **EDUCATION POLICIES**

### **Religious Training and Holiday Celebrations**

JLL provides Christian education for all enrolled children in keeping with the teachings of the Wisconsin Evangelical Lutheran Synod (WELS). God's Word is shared with the children during Jesus Time and is incorporated throughout the day. Children are taught to value themselves as saved and redeemed creatures of God as they grow in the knowledge and understanding of their Lord and Savior. All domains/areas of development are taught in light of God's Word, as are all holiday celebrations and observations.

### **Written Plan for Early Morning and Late Afternoon Care**

Children who arrive before 7:00 a.m. will be dropped off in either the two-year-old room or the 9–18-month toddler room, depending on age. Children present in late afternoon will also be combined into those rooms, depending on age. Proper staff-to-child ratios and maximum group sizes are maintained. Developmentally appropriate activities are done with each child in our care during these times.

### **Schedules**

Each room has a daily schedule posted. Families are given a copy of the schedule upon enrollment or transition into a new classroom. Each day includes time devoted to God's Word, and the integration of Christian attitudes and behaviors in all that we do. All activities and experiences flow from a love for our Savior and the blessings he has given us. As children are active learners, each day's activities provide developmentally appropriate opportunities to choose and implement their own play.

### **Transitions between Scheduled Activities**

Teachers strive to maintain a consistent schedule for the children in their room. Children are given notice prior to moving from one activity to another. Activities are arranged so children have minimum idle waiting-time during or after transitioning from one activity to another. Teachers engage children in songs, finger plays, and conversation, among other things during transition times.

### **Cultural Diversity**

We teach the children that "all have sinned and fall short of the glory of God," that all people need to be rescued from sin and hell, and that Jesus loved all people enough to die for their sins. In light of Christ's love for others, the children will realize that they too should show love to all people, regardless of personal or cultural differences.

Teachers use materials that have been specifically chosen to promote cultural awareness. Ethnic dolls, clothing, books, games, and Bible stories help children broaden their knowledge of the world around them. As children use these items, teachers share information regarding different cultures, thereby creating an understanding of cultural differences that make each of us a unique child of God.

Any family who is not proficient in English may request that materials be translated to form a more cohesive method of communication between the childcare setting and home. Upon request, we will do our best to provide translators for spoken communication during conferences if necessary.

### **Curriculum Plans**

Lesson plans are posted in each classroom. Plans are developed by lead teachers with the whole child in mind, based on goals for each individual child, as well as whole-group goals. Individual goals, assessments, and artifacts are kept in each child's portfolio on Procure and are updated on a regular basis. Parents are free to view their child's portfolio at any time as it is updated and available on the Procure app.

Our curriculum implements a play-based variety of one-on-one activities, along with opportunities for children to choose among developmentally appropriate small and large group experiences, and uninterrupted free play. Activities and materials relate to the current interests of each child, meet their varying developmental levels, and promote cultural diversity. Children gain confidence and decision-making skills, which are modeled and practiced while developing peer relationships as children learn to respect themselves, each other, and materials. Communication skills are developed and practiced, including sign language and verbal communication. Lead teachers and assistants follow the written plans, while supporting learning by playing with children, role-playing, and modeling appropriate behavior. Teachers also observe children to assess each area of development.

Children have opportunities for creative, cognitive, intellectual, social, and small-motor experiences primarily during free play/center time, which is scheduled in the morning and again in the afternoon. These times allow children opportunities to investigate, organize, create with various materials, and develop motor skills while practice sharing and taking turns as they learn intellectual concepts in areas of math, language arts, and artistic expression, among others. Classrooms are arranged so that children have enough room to play freely, while furniture provides boundaries between centers. Learning centers include, but are not limited to science, small-manipulatives, art, blocks, dramatic play, literacy, and quiet/safe-spaces. Classroom furniture is scaled to the developmental size of the children, with most classroom materials placed at children's levels.

Activities are planned in alignment with the Wisconsin Model Early Learning Standards (WMELS), developed by the Wisconsin Department of Public Instruction (DPI), which state appropriate skills and abilities for early learners in the following domains, in addition to Spiritual Development:

- Health and Physical Development
- Social and Emotional Development
- Language Development and Communication
- Approaches to Learning
- Cognition and General Knowledge

Each classroom also uses Ages-and-Stages Questionnaires (ASQ's). ASQ's are a series of questionnaires regarding children's development that have been used in the early-childhood profession for more than 20 years. There are 21 questionnaires for use with children from 1 month to 5½ years old. Areas of development such as speech, physical ability, social skills, and problem-solving skills are included. ASQ's help identify

children's strengths, along with any areas of development where more support may be needed. Parents and guardians are the primary sources of information about their children. Therefore, ASQ questionnaires are designed to be filled out by parents. Teachers send them home when appropriate, per children's ages. Upon completion, they should be returned for scoring and review, followed by lead teachers offering a conference. ASQ's are kept in children's portfolios and are used to help parents and teachers develop appropriate goals.

### **Water Play**

Children aged 2 and older experience water play in the classroom using a sensory table. Toddlers have water-play experiences with individual sensory tubs. Children wash hands before and after playing with the water and are not allowed to drink it. During the summer months, older children play in sprinklers and water tables in the outside play areas. At least one teacher is within arm's reach, during any type of water play for toddlers.

### **Outdoor Activities**

All children, including infants, experience outdoor play and activities daily, weather permitting. Outside time is scheduled in the morning and again in the afternoon. Outdoor play allows children opportunities to use their large muscles and increase their heart rates. Teachers plan developmentally appropriate large motor activities including crawling, running, jumping, hopping, skipping, walking on balance beams, climbing, and others aligned with the WMELS and developmentally appropriate for the children in their rooms. Children interact with peers while experiencing nature and enriching their senses while playing outside. JLL staff members maintain all outdoor equipment to ensure it is safe and in good working order.

Children need appropriate shoes and outerwear for outdoor play. Because outdoor activities are a required component of our curriculum, all children in attendance will participate during scheduled outside times. The following conditions will prohibit the children from going outdoors:

- Stormy weather
- Heavy rain
- Temperatures above 90° F (including the heat index)
- Wind chills of 0° F or below for children aged two and up; wind chills of 20° F or below for children under the age of two

### **Developmentally Appropriate Programming for Infants and Toddlers**

The needs of infants and toddlers are met per their own individual schedules. Parents are asked to help complete daily arrival information to aid in communicating what was done at home prior to drop off. Teachers complete daily information in ProCare throughout the day and discuss with parents at the time of pick up. For children ages 6 weeks – 18 months, lesson plans are posted monthly. Intake forms for children under age 2 are reviewed and discussed with parents, aiding in developing plans to meet the needs of the children.

Toddlers approaching the age of 2 are typically ready to adapt to a whole-room schedule, but individual needs are still considered. Infants and toddlers encounter a variety of experiences each day. Each infant will have tummy time, time to be cuddled, and time to move around the room to experience the different areas.

Classrooms are arranged to allow for floor time, quiet time, and active time. Teachers plan activities that motivate and intrigue children, thus creating interest and desire to participate. Teachers observe and recognize appropriate social behavior and communication skills throughout the day, while working with children to enhance skills as they promote positive behavior and age-appropriate self-control. Children under the age of 36 months will not have any screen time while in care.

### **Developmentally Appropriate Programming for Preschool Children**

Programs are designed to allow children to gain confidence and decision-making skills as they choose from a variety of hands-on learning activities. Materials are rotated in keeping with teachers' lessons, thereby giving children the opportunity for varied experiences on a regular basis. Classrooms are arranged into several different learning centers. A large portion of each day is spent in center time. During this time children are allowed to choose an activity as they pick the center in which they will work. Teachers will regulate center time and direct children to specific centers when needed; however, the goal is for children to learn a sense of responsibility and feel value in themselves as they make their own choices. Classroom teachers and assistants plan activities that motivate and intrigue children, thus creating interest and the desire to work at the different centers. Both active and quiet activities are available. During center time teachers observe and recognize appropriate social behavior and communication skills and work with children to enhance social and verbal skills as they promote positive behavior and age-appropriate self-control. Teachers work individually with a child, or a small group of children as needed. Preschool children will have occasional opportunities for screen time offered no more than one educational or theme-based video per month.

### **Developmentally Appropriate Programming for School-age Children**

The summer school-age program is designed to allow children opportunities to participate in activities that inspire appropriate social interactions and foster creativity while offering a summer routine. School-age children can relax with quiet activities such as books, puzzles, and coloring. Children may also choose from other stimulating activities as they work on science and art projects and play a variety of games. Teachers prepare and lead the children in large motor activities indoors and outdoors, weather permitting. School-age children take walks, play at area parks, and take a variety of field trips. Daily Bible lessons and devotions are scheduled, serving to teach God's Word and apply it to the lives of the children. School-aged children will be allowed the opportunity to see one Bible lesson related video and one theme based or educational video per week. Teachers foster social and communication skills as children interact in a variety of group and individual activities.

### **Transitioning Into a New Classroom**

When a child is developmentally ready to move to the next room, the transition is made gradually and as space allows. Parents are notified in advance when their child will be transitioning. The typical transition period lasts one week; however, upon parent request the timeframe may be adjusted. Parents are encouraged to meet with the child's new teacher to discuss the classroom schedule, upcoming activities, and anything specific to the child. Teachers from the child's current and new classroom also communicate. Parents are contacted by the lead teacher in the new classroom within a few weeks after the child has transitioned in. Parents are invited to schedule a conference with the new teacher.

## **TRANSPORTATION POLICIES**

### **Field Trips**

Field trips are part of the overall program and may enhance the curriculum at JLL. A completed "Field Trip Information" form is required prior to children being allowed to participate in any field trip. This form will notify parents of the date, time, and destination of any trip requiring the use of a vehicle. All field trip costs, including transportation, are added to the child's account.

Field trips requiring transportation will be no longer than 45 minutes one-way from the center. JLL uses the Nichols Bus service for any trips that require transportation. Busses will have been inspected by Nichols staff prior to being used at JLL. JLL staff will ride on the bus and carry all emergency information and a first aid kit. No seat belts will be used on the bus. Teachers ensure that all children are accounted for by taking a head count before they leave their classroom, once they have boarded the bus, and after they exit the bus. After the children exit the bus, a staff member will walk to the back of the bus checking each seat to ensure that all children have exited. This procedure will be followed upon return to the center, including a head count when the children have returned to their classroom.

When a child with special needs is transported, a plan will be in place to ensure that that child will be safe. The parents and center staff will meet and come up with a plan of transportation safety. This plan will be shared with all staff members that have regular contact with the child.

No one under age 5 participates in field trips to a pool or aquatic center. When school-age children go to an aquatic center or pool, state ratios for swimming pools are met. Children only attend aquatic centers that have lifeguards on duty. Children are expected to follow the rules stated by aquatic center or pool staff. Staff members wear appropriate clothing and are required to be in the pool with the children.

At various times during the year the children will go on walking field trips. Trips may include a brief walk around the neighborhood or walking to a nearby park or business. Upon enrollment parents designate if their child can participate in this type of field trip. Parents are required to sign a separate detailed permission form for each walk that includes an off-site destination point.

## **CHILD GUIDANCE POLICIES**

### **Distraught Children**

When children are distraught, teachers make every effort to ensure they are in a safe environment, while reassuring that they will be alright. Every effort will be made to comfort distraught children, including, but not limited to cuddling, quiet time alone in a soft area, providing comfort items, and other ways as noted by parents. Children who are distraught are welcomed into another room if staff-to-child ratios can be

maintained or the office if there is a need to take a break from the current environment. If a child can't be consoled, parents will be called, and a plan will be made on how to handle the matter. Any situations involving distraught children will be discussed with parents, including events that led up to the moment(s), and how to best move forward.

### **Guidance Techniques**

At JLL we are training children to look to their Savior, Jesus Christ, for the goodness, forgiveness, and acceptance that is needed in their lives. We believe that the root of God-pleasing behavior is found in God's love, God's Son, and God's Word. JLL staff members will shepherd the hearts of children to react to all situations in a God-pleasing fashion. Children will learn to react in this manner by following the example of their teachers who in turn through regular Bible study, prayer, and personal devotions seek to emulate and teach their Lord and Savior in all interactions. Children will be taught how they can show love to their Savior by obeying his commands through daily Bible stories, prayer, and Jesus Time. Children will be taught to look to the cross of Christ where they can always find the forgiveness, grace, strength and love they need to overcome all obstacles in every situation. Teachers assure each child that they are precious and respected.

When negative behavior is brought to the attention of a child, the behavior is explained, and he/she is taught to look to the cross of Christ for the assurance of forgiveness and love. Examples of pleasing behavior are taught and modeled. Children are encouraged to learn and practice proper behavior not to win approval, but to show their love and respect to God, their Creator and Redeemer, and their love for others. Such attitudes and behaviors will be of greatest benefit for them and for others.

There will be times when a disruption causes specific behaviors to be addressed. If physical injury appears imminent, a child will be calmly removed by the teacher to a quiet spot in the classroom away from other children to consider how his/her actions affect others and how he/she could react in a manner pleasing to Jesus. The teacher will explain why the behavior was unacceptable and the temporary loss of participation with other children. The time spent away from the other children shall be relevant to the child's age (3 - 5 years old), and the severity of the incident, but will not exceed three minutes. The teacher will also explain God's great love for the child and the forgiveness offered through Christ. If no immediate change is noticed, the child may be brought to the office to speak with the Administrator. Should unacceptable behavior continue without improvement, a meeting will take place between the parent, teacher, and Administrator to develop a plan that will be implemented and reviewed until behavior issues are resolved.

Children under the age of three require different techniques such as tone of voice, explanation of unacceptable behavior, modeling acceptable behavior, redirection, offering different choices, and acknowledging the child's feelings. Use of time-outs is prohibited for children under age three.

### **Procedures for Biting Incidents**

Be aware that it is common for young children to bite. Some children bite due to teething, others out of frustration. If a child is using biting as anger management, we will try to shadow the child, and if a bite occurs, we will tell him/her "biting hurts" and comfort the child who was bitten. Teachers will explain that teeth are for biting food, not people. If a child bites others on a regular basis, the lead teacher may request a meeting

with parents to discuss what the cause of the biting may be. The child may be always kept within arm's reach of a teacher until he/she ceases biting others.

When a child is bitten, the area will be washed with soap and water and ice applied as needed. The incident will be documented on incident reports and in the medical log. Confidentiality of the biter as well as the bitten child will be strictly enforced.

### **Prohibited Punishments**

A child may not be punished for lapses in toilet training. The following actions, even if requested by parents, are also prohibited:

- Withholding or forcing meals, snacks, or naps
- Making threats or derogatory remarks about the child or the child's family, or other verbal abuse
- Anything that may be psychologically, emotionally, or physically painful, discomforting, dangerous, or potentially injurious
- Spanking, hitting, slapping, pinching, twisting, shaking, or any other form of corporal punishment
- Physically restraining, binding, or tying to restrict movement, or enclosing in a confined space such as a closet, locked room, box, or similar cubicle
- Anything that is aversive, cruel, or humiliating

## **CONTINGENCY PLANS**

### **Emergency Supplies**

First Aid supplies, batteries, a flashlight, and a weather radio can be found in the office. First aid kits and flashlights are available in each classroom and are brought outside to the play yards and on field trips. Emergency supplies are also located in the basement storage area.

### **Special Evacuation Considerations**

If a child in our care has physical or mental disability which requires special considerations or changes to emergency or evacuation procedures, they are discussed at staff meetings and orientations, and are posted in applicable classrooms.

### **Responding to a Fire, Tornado or Other Emergency**

All staff is certified in CPR/AED, including infant/toddler CPR. Certification is renewed every two years. The Administrator is responsible for all emergency drills as directed by the state. Emergency evacuation plans are practiced with fire drills once a month and tornado/severe weather drills once a month from April - October. Floor plans are posted near the door in each room, displaying exits and the best evacuation routes. It is the responsibility of each lead teacher to ensure possession of the list of children currently in his/her care. In any emergency, children shall be accounted for at the meeting location and checked against the attendance record. Emergency cards and emergency supplies are brought to the site by the assistant teachers.

In the event of an actual emergency the Administrator will call 911 and indicate the need for assistance. All emergencies are reported to the state within 24 hours of their occurrence. In the event of an actual fire, flash

flood, or other catastrophe that disables our building, the children will be taken to the garage where parents will be contacted by cell phone and/or Procure message to pick up their children. If necessary, the church parsonage will be accessible.

In the event of a tornado, the teachers of children aged two and older will escort them to the bathrooms found in the Southeast corner of the church basement. The teachers of infants and toddlers will take children in evacuation cribs or by walking into the church bathrooms on the main floor.

In the event of an emergency due to some other hazard (lack of heat, water, electricity, plumbing, telephone, etc.), the children will either remain at the center or be moved to the parsonage, depending on the severity of the hazard, until parents are notified, and children are picked up. For any threats to the building or our occupants, we would implement policies as written in JLL's Safety Management Plan.

### **Inside Temperatures**

Inside building temperatures will not be less than 67° F. If the temperature exceeds 80° F, air conditioners will turn on and/or circulation will be provided by HVAC system. If fans are used in classrooms, they must have covers that keep children from getting fingers or other body parts in the blades.

### **Daily Attendance and Child Location**

Teachers are responsible for always knowing the location of every child in their care. At any time, teachers can tell how many children are in their care and can recite each child's name. Rollcall sheets, which show classroom attendance based on children's contracted times, are printed for each classroom weekly. If a change is made, teachers and office staff are notified, and rollcall sheets are updated. Rollcall sheets and emergency cards are always with the teachers, including when on field trips, walks, and when playing outside. Teachers document on the rollcall sheets the actual time children are dropped off and picked up each day, including when children leave for part of the day. Daily attendance is also done through the ProCare system when parents check their children in and out at the Parent Sign-in station.

### **Responding to a Missing Child**

All teachers are required to always know the whereabouts of the children in their care. If a child should go missing, the teacher and administration will:

- Double check daily attendance records against children present
- Ask fellow workers and children if they have seen the missing child
- Check the entire facility (bathrooms, closets, offices, anywhere a child could hide)
- Check outside facility (parking lot, around building, playground, etc.)
- Call parent or legal guardian
- Call police (911) for assistance
- Contact the Administrator, Administrative Pastor, or Board Chair
- Notify the state of the incident within 24 hours regardless of age of child or the length of the time the child was out of sight.

### **Injury Procedures, On and Off Site**

In the case of a minor injury of a child in our care, the injury will be inspected by staff and washed with soap and water. If necessary, ice and/or bandages will be applied. The injury will be recorded on an incident report and in the room's medical logbook. The attending staff person will inform the parents of the incident upon their arrival. Parents will be asked to sign the incident report stating that they have been made aware of the incident and the action that was taken by staff.

When an accident occurs that seems to require medical attention, the attending staff person will contact parents immediately. If parents choose to have the child seen by a health care provider, an "Incident Report – Regulated Child Care Centers" form will be completed by the attending staff person and Administrator. A copy of this report will be sent to DCF within 48 hours of any serious injury, condition that requires professional medical treatment, or death. The incident will also be reported to our insurance agency.

If a child in our care receives a serious injury, whether on site or on a field trip, the attending staff will call 911 before notifying parents and the child's doctor, if necessary. Cell phones are taken on all field trips. First Aid will be administered as is appropriate for the situation. After 911 is called, it is up to the paramedics to decide appropriate action. If a child needs to be transported to the hospital by ambulance, a staff member will accompany the child. The Administrator will be notified as soon as is feasible.

In the event of a severe accident or illness, St. Agnes Hospital, located at 430 East Division Street, is our designated Emergency Medical source. In most cases 911 will be called and an adult will accompany the child to the hospital. If a staff member transports a child, the following route will be taken:

Exit the Jesus' Little Lambs parking lot onto Martin Avenue. Turn right on Martin. Proceed to 9<sup>th</sup> Street. Turn right on to 9<sup>th</sup> and get into the left turn lane. Turn left onto Fond du Lac Avenue. Stay on Fond du Lac Avenue, which turns into Everett Street, to East Division Street. Turn right onto Division Street and enter the hospital parking lot. Proceed to the Emergency Department.

### **Telephones and Emergency Contacts**

In an extreme emergency 9-111 should be dialed from a JLL landline. Telephones for emergency use are in all classrooms, offices, the kitchen, and the staff lounge. Employees may use personal cell phones for work-related issues and must bring cell phones on all field trips. Each telephone at JLL has a list of emergency numbers and staff phone numbers nearby, as well as directions on how to dial an outside line. Adults who live five minutes away or less are noted on the lists, in addition to the following phone numbers:

- Police, Fire, Ambulance, Poison Control
- JLL Board Chairman
- Police, Fire, Ambulance – Non-emergency
- JLL Administrator
- Dept. of Social Services
- JLL Staff members
- St. Agnes Hospital

### **Procedure for Authorized and Unauthorized Pick-Up of a Child**

Upon enrollment, parents will designate on the Childcare Enrollment form and Emergency Card at least one emergency contact and anyone who is authorized to pick up their child. If at any time parents would like to add a new authorization, this may be done via handwritten, signed, and dated note that includes the name of the authorized person. That information will be added to the Childcare Enrollment form and Emergency Card.

If an emergency arises, verbal authorization will be accepted. Anyone unfamiliar to staff will be asked to show proper photo identification to ensure he/she is an authorized person. If a person attempts to pick up a child but is not authorized, parents will be called to ensure authorization before the child is released to him/her.

### **Custodial Disputes**

All children will be released to either parent unless there is a court order on file rebuking that privilege. It is the parent's responsibility to provide documentation of any custodial arrangements. In such instances, if a "non-custodial parent" tries to pick up a child, he/she will be asked to leave the premises immediately, and the custodial parent will be notified. If the "non-custodial parent" refuses, police will be called to assist.

### **Non-Release of Children to Persons Under the Influence**

We will not release children to adults that we feel may be a threat to their safety. If an authorized pick-up person appears to be under the influence of any type of drug or alcohol, whether legitimate or not, the attending staff person will intervene to protect the child by doing the following:

- Immediately bring to the adult's attention the fact that their behavior/smell/inability to speak clearly etc., appears to be a danger to the child.
- Assure the adult that we are not making any judgment. (Sometimes even prescription drugs can have unforeseen side effects, but there is still a danger or threat to the child).
- Ask the adult if other assistance is needed, or if we may call someone else to pick up the child.
- Let the adult know that we will keep the child in our care until another authorized adult arrives.
- Make sure the adult understands that if he/she attempts to remove the child from the center 911 will be called and police will be dispatched to ensure the child's safety.

## **HEALTH POLICIES**

### **SIDS Risk Reduction**

During orientation, all staff reviews these steps on SIDS risk reduction. All infants are placed on their backs to sleep. No exceptions will be made to this policy without the written consent of the child's doctor. Fitted sheets are used in all cribs, and blankets or soft toys are not allowed in cribs. If a child falls asleep in a car seat, swing, bouncy seat, etc. the child will be removed and placed to sleep in the assigned crib. Teachers provide non-walking infants with supervised "tummy time."

### **Ill Child Definition, Care and Isolation**

We are not licensed to provide care for ill children. Therefore, we will not allow children to stay at JLL if they are dropped off with any symptoms not limited to those described below, or if any symptoms occur when in our care, including having a fever (temperature above 100.4°F). Children may return after being free of any of the symptoms without the aid of medicine, other than prescribed, after 48 hours. If an antibiotic is prescribed the child may not return until being on the prescribed antibiotic for 24 hours. If symptoms persist a signed note from a doctor may be required before a child can return to our care. If a prescribed medication has potential side-effects, such as diarrhea, but the child is not contagious, he/she may return with a signed note

from a doctor if the frequency of episodes of diarrhea do not prevent staff members from providing care for other children or make sanitation overly challenging.

Examples of illnesses or conditions which may affect the health of other persons and would require a child to be sent home until medical evaluation allows inclusion include:

- Fever (temperature of 100.4° F)
- Vomiting
- Diarrhea (frequent loose or watery stools compared to child's normal pattern) not contained in diaper
- Unusual lethargy
- Uncontrolled coughing, wheezing, or difficulty breathing
- Persistent crying
- Other unusual signs, or lack of participation in planned activities

The following procedures shall apply when a child with an illness or condition having the potential to affect the health of other persons is observed:

- The child shall be isolated. (When possible, the child will be brought to the office to rest on a cot and be attended to. If that is not feasible, he/she will be isolated in the classroom, away from other children.)
- The child's parent or designated responsible person shall be contacted as soon as possible after the illness is discovered, and arrangements shall be made for removal of the child from the center.

### **Communicable Diseases**

The health and safety of children and staff are the primary consideration of communicable disease control. Staff is experienced in recognition of illness, including symptoms of communicable and non-communicable diseases. We may also utilize the expertise of local health agencies as resources to recognize and control communicable diseases. When a staff member is concerned about a possible communicable disease, a parent will be notified, and it is expected that appropriate medical care will be given. If medical care is not given, we may suspend the child until proof is given that the child does not have a communicable disease.

According to DCF, if a person is diagnosed with a communicable disease, he/she may return if there is a statement from a physician that the condition is no longer contagious or if the person has been absent for a period equal to the longest usual incubation period for the disease as specified by the department. Health notices, including the name of the disease, date of diagnosis, and classroom affected, are posted on the bulletin board leading to the childcare area. For confidentiality purposes, names are withheld.

Communicable disease charts can be found in the office, above the sign-in station, and in the staff lounge. Communicable diseases include but are not limited to: Chicken Pox, Strep Throat, Scarlet Fever, German measles, Impetigo, Infectious Hepatitis, Measles, Mumps, Poliomyelitis, Whooping Cough, Diphtheria, Meningitis, Ring Worm and Head Lice.

### **Medical Logs**

Medical logs in each classroom hold all entries of any minor or severe injuries or accidents that occur. Observations of children with bumps and bruises or other injuries, whether suspicious or not, are noted in the medical log. All medications given while at the center are also logged in the medical logbook. All medical logbooks have stitched binding with pages that are lined and numbered. All entries are made in ink and all lines are used to the end with no lines skipped. Each occurrence is dated and signed by the staff person making the entry. All Medical logs are reviewed by the administrator twice a year to ensure everything possible is being done to assure the safety of the children. They are held under the rules of confidentiality.

### **Administration and Storage of Medication**

Staff members may give prescription or non-prescription medication such as, but not limited to pain relievers, teething gels, diaper creams, or cough syrup to children in our care. A completed "Authorization to Administer Medication" must be dated and signed by the parent prior to medication being given. "Blanket authorizations" that exceed the length of time specified on the label are prohibited. A written record, including type of medication given, dosage, time, date and the name or initials of the person administering the medication, shall be made in the medical logbook on the same day that the medication is administered. Authorizations are reviewed every 6 months and updated, as necessary.

If a medication dosage is missed, parents will be notified immediately, and a plan of administration will be noted. Parents will sign the back of the authorization form stating that they were notified and that they authorized a new time for administration of the medication. If any other error is made, such as wrong dosage amount, parents and the Administrator will be notified immediately, and a plan of action will be taken such as first aid and/or a doctor visit. Each issue is documented in the medical log by the staff member in charge of administering the medication.

No medication may be kept at JLL without a current authorization from the parent. All medication must be in the original container and labeled with the child's name. The label must include the dosage and directions for administration. The prescription must be current to be administered as indicated on the label. Medication is stored so that it is not accessible to the children. Medication requiring refrigeration is kept in the refrigerator in a separate, covered container clearly labeled "medication".

It is the responsibility of each teacher to ensure that children are properly protected from the sun. Sunscreen will only be applied upon the written authorization of a parent. Each teacher knows which children do and do not get sunscreen applied. Authorizations shall include the brand and ingredient strength of the sunscreen. Any sunscreen that is not provided by JLL shall be labeled with the child's name. Sunscreen bottles are kept out of the reach of children in each classroom. Recording of the application of sunscreen is not required.

### **Cleanliness and Handwashing**

Handwashing procedures are found in the Staff Policies and Procedures book. The procedure is discussed at orientation, modeled for children, and reviewed as needed. Handwashing procedures are also posted near each sink. Hands are washed at the following times:

- Upon arrival into a classroom at any time of day
- Before and after:

- Preparing food or beverages
- Eating, handling food, or feeding children
- Giving medication or applying a medical ointment or cream
- Playing in water (including swimming) that is used by more than one person
- Diapering
- After:
  - Using the toilet or helping a child use a toilet
  - Handling bodily fluid (mucus, blood, vomit) from sneezing, wiping, and blowing noses, etc.
  - Handling animals or cleaning up animal waste
  - Playing in sand, or other “dry” sensory materials
  - Playing outdoors
  - Cleaning or handling the garbage

When running water is not available, wet wipes and waterless antibacterial cleaner will be provided. Hands will be washed with soap and running water as soon as they are available.

### **Sanitation of Toys and Equipment**

Bathrooms and classrooms are cleaned daily. Garbage is taken out at least twice each day as needed. Toys and equipment are cleaned on a rotating basis. Schedules are posted in each classroom to ensure everything is cleaned and sanitized regularly according to the frequency of use. It is the responsibility of the lead teacher to ensure that everything in the classroom is cleaned at least monthly. Toys used more frequently are cleaned and sanitized on a weekly basis. As new toys and equipment are added to classrooms, they are also added to the cleaning schedule. Every teacher ensures toys that become soiled (put into the mouth of a child, for example), are immediately set aside to be cleaned.

### **Universal Precautions**

If there is exposure to a bodily fluid, children are kept away from the area. A staff member will put on disposable gloves prior to cleaning up the effected person and the area around the incident. A cleaner and disinfectant will be used in the area affected. All disposable wipes and gloves used will be put into a plastic bag and disposed of in a covered waste receptacle. The staff member will then wash his/her hands. When supplies of gloves, bandages, etc., are running low, the Administrator is notified immediately.

Children are taught, and staff model how, to sneeze and/or cough away from others. After wiping a nose, the tissue/wipe is discarded in a covered trash container. Tissues are used only once before being discarded. The staff member and child will then immediately follow the handwashing procedure.

### **Diapering and Toileting**

Children develop the skill of using a toilet as they grow. We may start potty-training at JLL when a child is as young as 18 months if he/she is showing signs of readiness and parents are working at home on the skills needed to accomplish this developmental milestone. Signs of readiness include following simple instructions,

ability to communicate needs, ability to pull pants up and down, and staying dry for two hours or more. The procedure for changing a diaper is posted near each diaper-changing area.

Clothing and items used for hygiene are not shared from person to person. When clothing, blankets, coats etc., become soiled they are removed and put in a plastic bag for parents to take home. When bathroom accidents happen, soiled clothes are put in a plastic bag to be taken home and laundered. The child is washed and dressed in his/her extra clean clothes. The area where the accident occurred, and any areas touched by clothing etc. is thoroughly cleaned and sanitized immediately.

### **Rest Periods**

All children under the age of five will participate in rest time. During this time, each child is provided a covered cot to rest on. Cots are placed at least three feet apart for health reasons. Parents are asked to supply a blanket clearly labeled with the child's name. Blankets should be taken home weekly. Cots are cleaned and sanitized weekly as well. Lights are turned off, blinds are closed, and soft music is played. After 30 minutes, children who are awake may participate in quiet play. Other children can sleep until they awake naturally. After children turn five, parents will be asked to complete a form that indicates rest-time preferences. A teacher is within sight and sound of children during rest time.

## **MEALTIME and NUTRITION POLICIES**

### **Meal-Time Routines, Guidance, and Socialization**

The cook at JLL prepares all meals on site in the kitchen located next to the fellowship hall. Lunch and snacks are provided by the center and meet all state requirements for nutrition and diversity. **We do not serve breakfast at JLL, so please make sure your child eats a healthy meal prior to arrival.** Parents who would like to provide a snack for their child's birthday may talk with their child's teacher and discuss a suitable snack and date. We ask that all snacks meet the posted state requirements. Any "treats" that do not meet these requirements will be sent home with the children or eaten at a separate time.

Children and staff wash their hands and pray before meals. Children are served in their classrooms at appropriately sized tables and chairs. Mealtimes are not only a chance to eat but are also extended learning times when children can learn about good nutrition while practicing the use of manners. Teachers sit at the table with the children and encourage them to socialize and use good manners. Staff members are expected not to drink soda in front of children and may eat only when children are eating. Hot drinks such as coffee are kept out of children's reach in safe containers.

Children at JLL do not go without food for more than a three-hour period. Seconds helpings of vegetables, fruit, bread, and milk are available upon request. Children are encouraged to try all foods offered, but food is never forced or used as a punishment or reward.

### **Meal/Snack requirements:**

At least 2.5 but less than 4 hours	1 snack
At least 4 but less than 8 hours	1 snack and 1 meal

At least 8 but less than 10 hours

2 snacks and 1 meal

### **Menu Requirements and Posting**

Weekly menus are posted in the kitchen, in each classroom, and are sent to the families each week on the My Procure app. Paper copies can be found in the classrooms. Menus for the previous three months are kept on file for review by DCF. When there is a change to the menu it is marked in red. All meals and snacks meet the U.S. Department of Agriculture childcare food program minimum requirements. Nutritional guidelines for snacks and meals are posted in each classroom.

### **Infant and Toddler Meal Requirements**

Infants are fed on their own schedules as discussed between the teachers and parents. Toddlers are provided with more snacks and water throughout the day as needed. Parents of infants are required to provide breast milk or infant formula until the child turns one. All infant bottles must be labeled with the child's first and last name. At the end of the day any bottle will be sent home or discarded. Parents of children that eat baby food must provide their own until they can eat table food provided by JLL. Menus may be highlighted indicating which foods provided by JLL can be eaten. Once a child is eating table foods, the center will provide all foods and snacks. All food will be an appropriate size and portion for each age group.

### **Breastfeeding and handling of milk**

Because breastfeeding has been shown to be the superior form of infant nutrition, providing a multitude of health benefits to both infant and mother, and because breastfeeding employees need ongoing support from childcare providers to provide their milk for their babies, Jesus' Little Lambs Childcare subscribes to the following policy:

- **Breastfeeding mothers shall be provided a place to breastfeed or express their milk.**  
Breastfeeding mothers, including employees, shall be provided a private and sanitary place to breastfeed their babies or express milk. This area provides an electrical outlet, comfortable chair, and nearby access to running water.
- **A refrigerator will be made available for storage of expressed breastmilk.**  
Breastfeeding mothers may store their expressed breast milk in the center's refrigerator. Mothers should provide their own containers clearly labeled with name and date. The center will follow guidelines from the American Academy of Pediatrics and the Center for Disease Control in ensuring that breastmilk is properly treated to avoid waste. Universal precautions are not required in handling human milk.
- **Sensitivity will be shown to breastfeeding mothers and their babies.**  
JLL is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed babies in the morning and holding off giving a bottle, if possible, when a mother is due to arrive. Artificial baby milk (formula) and solid foods will not be provided unless the mother has requested. Babies will be held closely when feeding and bottles will never be propped.
- **Staff should be trained in handling human milk.**  
All childcare center staff who work in rooms where children are fed breastmilk will be trained in the proper storage and handling of human milk, as well as ways to support breastfeeding mothers.

- **Breastfeeding employees shall be provided breaks to accommodate breastfeeding or milk expression.** Breastfeeding employees shall be provided a schedule that includes time for breastfeeding or pumping to provide breastmilk for their children. The accrued time allowed may not exceed the normal time allowed for lunch and breaks. Employees must clock out during these times.
- **Breastfeeding promotion information will be displayed.** The center will provide information on breastfeeding, including the names of area resources, should questions or problems arise. In addition, positive promotion of breastfeeding will be on display.

### **Food Allergies and Special Meal Requests**

The number of children diagnosed with food allergies/intolerance seems to be increasing. Common foods such as milk, eggs, peanuts, tree nuts, soy, and wheat account for many of these allergies. Because of these national trends and the enrollment of children with food allergies/intolerances, JLL has implemented the following policy:

- JLL staff members will take reasonable steps to provide a safe environment for those children identified as having severe food allergies or anaphylaxis (severe allergic reaction).
- Parents/guardians of children with severe food allergies/anaphylaxis must provide a completed Emergency Care Plan form for their child, including a physician's certification of the child's condition and any needed accommodations in the nutrition program.
- JLL staff and parents will develop a food allergy plan for children identified as having a severe food allergy and will post the plan in the child's regular classroom and the kitchen.
- The JLL cook will take reasonable steps to make food substitutions or modifications for the child with severe allergies as outlined in the "Alternative Food Request" form
- Parents will be responsible for providing a current prescription EpiPen and/or allergy medication.
- JLL staff will be trained in common emergency responses such as administration of an EpiPen and CPR.
- Parents are welcome to assist in training the JLL Staff to avoid and manage allergic reactions and emergencies related to their child's situation.
- At each parent conference or transition, parents and teachers will review and update the food allergy plan for any child with severe food allergies.
- It is the parent's responsibility to inform us of any new allergies that develop.

For food substitution requests due to personal preference (i.e., kosher, vegetarian, etc.) that are not allergy-related, parents must provide an appropriate substitute of the same component per state guidelines. If a proper substitute is not provided, the child will be given the food posted on the menu.

## Acknowledgement and Agreement to Handbook Policies

I certify that I have received the August 2021 edition of Jesus' Little Lambs Child Care Parent Handbook. I have read and understand the policies and procedures included. I have contacted the Administrator to clarify any questions about any policy or procedure described in this handbook. I agree to adhere to the policies and procedures.

I understand the information in this Parent Handbook is subject to change. Advance notice will be given regarding any such changes which may supersede, modify, or eliminate the policies and procedures found within the August 2021 edition.

---

Printed name(s) of parent(s)

---

Printed name(s) of child(ren)

---

Parent's signature

---

Date Signed