



# **Parent Handbook**

**Meeting the needs of families,  
One child at a time**



# TABLE OF CONTENTS



[Welcome Message](#)

[Philosophy, Confidentiality](#)

[Enrollment Process](#)

[Safety Information, Traffic Pattern](#)

[Daily Communication, Brightwheel](#)

[Communication, Children's Records, Car Seats](#)

[Classroom Teachers, Labeling, Daily Schedules](#)

[Clothing](#)

[Enrollment and Tuition](#)

[Enrollment Reservation Fees](#)

[Tuition and Fees](#)

[Additional Fees, Withdrawal and Dismissal Policy](#)

[School and Camp Form, Photography](#)

[Child Guidance](#)

[Behavior Management](#)

[Referral Services](#)

[Mandated Reporting](#)

[Custody Orders, Building Security, Drop Off & Pick Up Policy](#)

[Holidays, Professional Development, Summer ,Vacations, Field Trips](#)

[Treasures & Possessions, Bodies \\* Boundaries, Transitions](#)

[Emergency Plan](#)

[Unexpected Closings](#)

[Diapers and Toilet Training](#)

[Meals, Snacks and Food Allergies](#)

[Birthday Celebrations, Healthy Foods, Sunblock](#)



# TABLE OF CONTENTS



[Wellness Policy](#)

[Return to Child Care, Prescription Medication](#)

[OTC Medication, Topical Ointments, Pandemics](#)

[Medication Administration, Injuries and Accidents, IHCP](#)

[Infants](#)

[Infant Supplies](#)

[Safe Sleep Policy, Sleep Sacks & Pacifiers](#)

[Parent Teacher Partnership](#)

[Approximate Infant Schedule](#)

[Toddlers](#)

[Toddler Biting](#)

[Approximate Toddler Schedule](#)

[Preschool and Pre-K](#)

[Approximate Preschool & Pre-K Schedule](#)

[Changes in Policy, Compliance History, Organizational Structure](#)

[Contact Information](#)



# WELCOME MESSAGE

Welcome to Celebration International Church, Inc. Little Lamb Preschool & Childcare's Parent Handbook. Little Lamb has been serving the community since 1992. Whether you are a part of our Little Lamb family already or just becoming acquainted, we are pleased and proud to welcome you to Little Lamb! We understand that choosing a childcare center for your child is one of the most important decisions you will ever make, and we are grateful you have chosen Little Lamb. Your child's safety and happiness come before all else at Little Lamb. We provide a warm, secure, loving and nurturing environment for all children from Infants to Pre-K. You and your child will be going through a period of becoming comfortable with your new routine at Little Lamb. Therefore, we encourage you to call and visit any time during the day while your child is present.

We hope this handbook will provide you with helpful information about our program. We look forward to getting to know you better! As your child grows and moves into other classrooms, please refer back to this booklet for information on the new room.

This handbook is intended to be viewed on a computer, as there are links and shortcuts embedded in all underlined text. Clicking on the Home icon on any page will take you to the Table of Contents.



**Gina Ceruti**  
*Center Director*



# OUR PHILOSOPHY

Little Lamb welcomes children from four weeks of age up to Pre-kindergarten without regard to the family's race, religion, cultural heritage, national origin, political belief, marital status, sexual orientation, disability or toilet training status.

We welcome children with disabilities to apply to the program, and after reviewing the information compiled during the initial application process, the director will determine if Little Lamb is able to accommodate the needs of the child.

We offer a developmentally appropriate program featuring a combination of structured team-teaching, and child centered activities. Our main goal is to provide a sound foundation for future learning through a variety of worthwhile experiences. We seek to accomplish this from a Christian perspective. We celebrate Christian Holidays and Birthdays. We pray with the children at meal times, sing Bible songs and teach Bible stories at an age appropriate level.

Our program is designed to support and enhance children's social, emotional, physical, intellectual and language development. Our qualified staff is interested in meeting and addressing the needs of the children in our program and carefully observes each child, with his or her specific needs provided for by individualized planning.

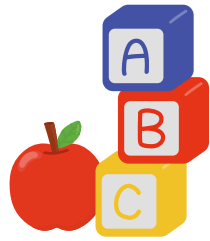
At Little Lamb Preschool and Childcare, we look forward to providing an individualized approach to the development of each child entrusted to our care.

# CONFIDENTIALITY

Each family has the right to confidentiality. Little Lamb keeps certain information on file regarding children and families that may be considered personal in nature. We maintain this information in confidence and do not discuss or release it to persons outside of Little Lamb unless written permission has been obtained from the parent(s). Files are kept for seven years.



# ENROLLMENT PROCESS



## **Inquiry Form**

A family interested in Little Lamb will fill out an [inquiry form](#) on our website. The director will reach out to you, informing you of a current vacancy. If there are no vacancies, you may be placed on our waitlist, free of charge. If there is a current vacancy, a tour will be offered.

## **Tour**

Tours take place in the morning hours, and are in group form. At the tour, you will learn about Little Lamb, and have an opportunity to view our facility. At the end of the tour, the vacancy will be reserved for you for 24 hours. If you decide to enroll your child, email the director within 24 hours. After 24 hours, the spot is no longer reserved. If you decide to enroll after this time period, please check with the director to confirm if the spot is still available.

## **Brightwheel Account**

Upon enrollment confirmation, you will receive an email from Brightwheel to create a parent account. using that email address to connect to your child's profile. Navigate to the billing tab to set up banking information. All transactions are done on Brightwheel. Cash and check are not accepted. You must pay the deposit and registration fee by the due date to guarantee placement. Fill out all information on your child's profile. Parent phone numbers, emergency contacts, approved pick ups, home address, doctor information, a current photo, etc.

## **Enrollment Packet**

[This packet](#) must be filled out in entirety before a child starts school. It is an editable PDF. Please fill out online, and email a saved copy to the office.

## **School and Camp Form**

A current School and Camp form from the pediatrician must be emailed to the office before a child starts. This form has the date of child's physical, a record of vaccinations, and Lead testing. This must be submitted annually, or more frequently for our younger students, after each well visit appointment. More info found on [School and Camp Form](#) page.

## **Medical Requirements**

If your child has medical needs, this information needs to be on file. Please see [INDIVIDUAL HEALTH CARE PLAN](#) for details. Medication provided must be in original packaging, and unexpired.



# SAFETY INFORMATION

## Building Entrance

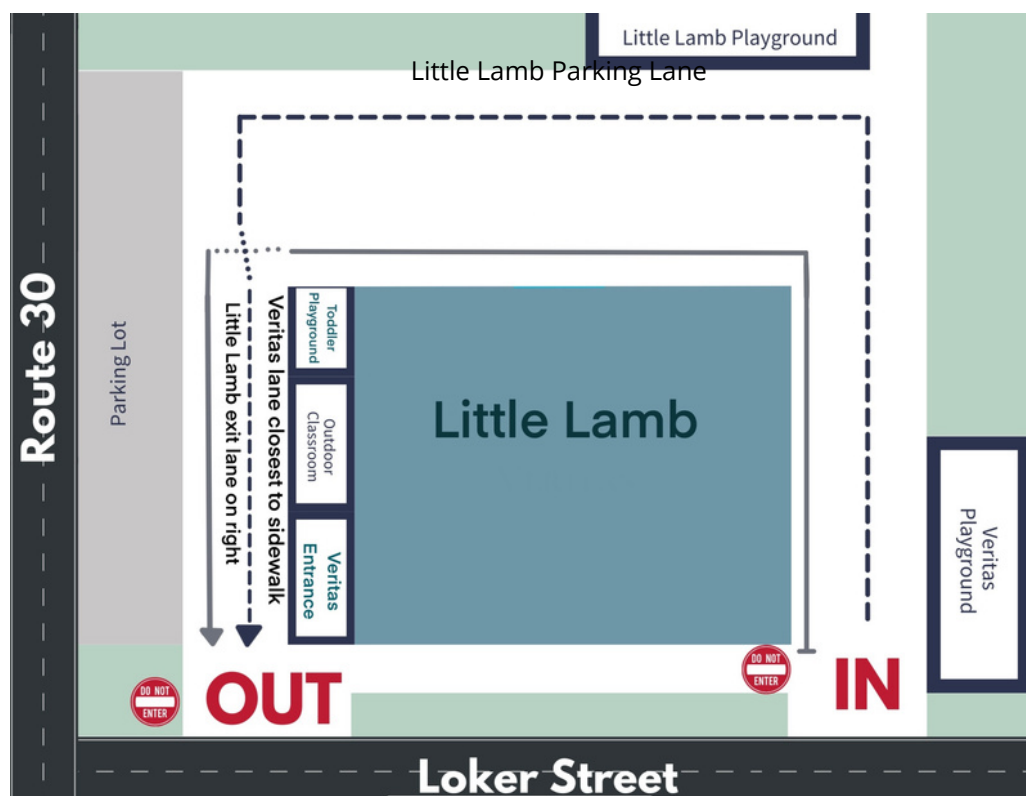
Entrance to building is gained by use of a key fob. Doors remain locked at all times during school hours. Each family is given two fobs. These are name sensitive. If a fob is lost, or you would like an additional fob, please alert the director. A \$10 charge for an additional or replacement fob will be added to your child's account. See [Building Security and Access](#) for information. Please do not hold the door open for anyone you do not know. If a parent forgets a fob, they must ring the bell. This is for the safety of our students and staff.

## Security Cameras

Security cameras are in all classroom and common areas of our building. The feed is viewable to Little Lamb admin and CIC staff only.

## Traffic Pattern

To ensure safety of the children and families, we have a traffic pattern that must be followed. Please enter the lot using the ENTRANCE lane, the second entrance from Route 30. Drive around to the back of the building, staying on the paved lot. Little Lamb uses the back lane for pick up and drop off. Please park in the lane against the curb, and walk to the entrance door. Exit the parking lot using the EXIT lane. DO NOT PARK in the Veritas Lane at any time.





# COMMUNICATION



## **Brightwheel**

As a part of making the transition from home to school smooth for parents, Little Lamb uses the childcare management program, Brightwheel, for parent and teacher communication. Non-urgent messages can be sent by both parties. Additionally, you will receive photos, reminders, and information about your child's day. If it is an urgent matter, your child's classroom has a direct phone line into their classroom. If you wish to speak with administration regarding a non-classroom item, you can send an ADMIN message through brightwheel.

## **Daily Log**

In the Infant program, you will send a morning message regarding your child's wake up time, last diaper change, and last bottle/meal prior to drop off. Throughout the day, the infant and toddler teachers will log the times of your child's nap(s), bottles, snacks, meals, and diaper changes. You may choose to see notifications immediately, or as an end of day summary. Note that the staff may not enter the actions in the moment, but at a later time that allows them to prioritize the care of the children. Preschool and Pre-K families will receive a log as well, noting the curriculum and activities for that day as well as any special notes or information specific to the classroom.

## **Phone Calls**

Teachers may call if there is a time sensitive question for the parents. If you wish to speak with one of the teachers, we ask you to send a message through Brightwheel. A teacher will get back to you when the daily schedule allows.

Little Lamb 508-653-7285

Extensions: Director (0) Pioneers (1) Explorers (2) Trailblazers (3)

Preschool (4) Pre-K (5)

## **Parent Input**

We encourage you to become involved in the education and care of your child. We urge you to visit, observe, and offer suggestion ideas for Little Lamb. We are always eager to receive feedback in how we can fully meet your needs. We will solicit parental input in the development of program policies through surveys. You are also at any time welcome to submit a suggestion to us via email or brightwheel at anytime.





# COMMUNICATION

## Translation

Little Lamb has a diverse staff with over seven languages spoken by our team. If your primary language is not English or you require alternative communication methods, please let us know, and we will assist you in this.

## Brightwheel Messaging

Please send a message on brightwheel if there are any changes to your child's schedule, including an alternative pick up person, an absence, if you are running late in the morning, etc. If you are running late in the afternoon, please let us know ASAP. The late pick up fee is \$25 plus \$2 per minute per child.

## Home - School Connection

We value open and honest communication with you to ensure the best care for your child. If you are traveling, having houseguests, experiencing changes within a family, moving or anything that could affect your child, please let us know. In turn, please tell us if there is any specific information that you would like to know about the classroom and our role as your child's weekday caregivers.

# CHILDREN'S RECORDS

## Requirements

All children must have on file a completed enrollment packet and a current health report (School and Camp form) dated within the last year. Any child with an Individual Health Care Plan (IHP) or who has an Allergy or Asthma, must have the IHP or the Action Plan on file.

# CAR SEATS

We have limited storage space for car seats. Per Wayland Fire Department regulations, nothing can be stored in the entrance vestibule, this includes car seats. We have space for infant car seats only. If you need infant car seat storage, the infant staff will direct you to the storage location.



# CLASSROOM TEACHERS

Your child's primary classroom teachers are the staff members who will assume primary responsibility for the care of your child and communication with you throughout the day. This relationship is not exclusive, but one in which all staff work as a team to support one another in caring for your child. Other team members may share caregiving tasks, but your child's classroom teacher will be the one in the room who is most aware of your child's routine, scheduling, temperament, developmental level and preferences. This information is shared with other team members. It is important for you to communicate regularly with your child's classroom teacher to share information about your child's individual needs and preferences.

You may see your child's classroom teacher only once a day, either at drop off or pick up time. This is a time you can speak personally to your child's teacher. Your child's teachers will record information about your child's day on brightwheel and will also share additional information with other team members in the room, who will be able to speak with you about your child's day. During the day you can also call to speak directly to your teacher.

## LABELING

ALL of your child's belongings must clearly labeled with their name. This includes clothing, shoes, lunch box, backpack, etc. Infant bottles and all student water bottles MUST be labeled with a Quality name label or silicone name band. Companies such as [Name Bubbles](#) and [Mabel's Labels](#) offer labels in a multitude of colors and designs for your preference. The [Inchbug Orbit 2.0](#) is an excellent bottle band. If any water bottle is found without a quality label, a \$25 charge will be added to your brightwheel account, and a pack of two silicone bottle bands will be ordered for your child.

## DAILY SCHEDULES

Every classroom has its daily schedule posted on the parent information board and can be found in this handbook. [Infants](#) do not have a set schedule for activities as their care is based on each child's individual schedule. [Toddler](#) and [Preschool](#) days are scheduled, but can vary slightly depending on the needs of the children.



# CLOTHING



## Extra Clothing Supply

Students spend their days inside and outside. They play with different materials that can get them either wet or dirty throughout the day. All children should have a supply of extra clothes at school. Please have two of each item in supply: weather appropriate shirts, pants/shorts, underwear, socks. Soiled item will be sent home in a Wet Bag. Please be sure to send in a clean replacement the next school day.

## Choking Hazards

Hooded jackets, sweatshirts and shirts with drawstrings present a major safety hazard for children. The cord can become caught while the child is climbing, sliding or engaged in other active play and result in choking or other serious injury. While hooded clothing with drawstrings is no longer manufactured or distributed in the United States, they are still available and worn. The same risk is associated with necklaces, lockets, keys or any other article hung around the neck. All items that pose a risk will be removed and returned with a note requesting an alternative be sent to school. It is the parent's responsibility to ensure compliance with the policy by sending children to the school with the appropriate clothing.

## Jewelry

EEC regulates that Jewelry of any kind must be removed prior to placing a child to sleep, unless the child's parent has given the program consent in the enrollment packet to leave jewelry on during sleep. Necklaces, earrings, bracelets, and anklets, including those used to help with teething or those worn for cultural or aesthetic purposes, are not encouraged for sleeping or resting children.

## Seasonal Weather Gear

At Little Lamb, we go outside daily as long as it is safe to do so. We use the Child Care Weather Watch chart to determine safety. If the "Feels Like" temp is 13 degrees or higher, we will plan to go outside for at least 15 minutes. Be sure to send your child to school with a coat, hat and gloves or mittens. As a reminder, your child must be able to participate in ALL daily activities every day. In snow season, children should wear their boots outside and bring an extra pair of shoes for indoor play. In the summer there is an option of playing in the sprinkler outside. Children come to school dressed in a bathing suit and wearing a pair of closed toe shoes that can get wet (Crocs, Natives, Keens, etc). Children will bring in a towel and change of clothes for after water play.



# ENROLLMENT + TUITION



Children between the ages of 4 weeks and Pre-Kindergarten age are eligible for enrollment at Little Lamb.

## Hours of Operation

Monday through Friday from 7:00 am to 5:00 pm.

Little Lamb Tax ID Number: 042-531-577

## Tax Season Reporting

To obtain your tuition payment information for end of year tax reporting, follow these [instructions on Brightwheel](#).

To enroll your child at Little Lamb, we begin with a scheduled tour. This tour includes details of the daily activities of the classroom a family would be part of. Once it is determined that Little Lamb could work for your family, the following actions will occur:

- Director will create a Brightwheel profile for your child.
- A Parent account link will be emailed to you. This email must be used to create your brightwheel account.
- You must create a login ID and password, and complete all requested information on child's profile, including payment information.
- You must complete the Enrollment packet online, save a copy, and email that to the office.
- You will find a deposit and registration invoice in the Payments tab. Once this invoice is paid, your placement is reserved. You will have 24 hours from the initial enrollment request to guarantee enrollment. If the 24 hours pass, please check with the director to confirm availability.

To secure placement for your child, a \$150 registration fee along with the following deposit is required:

- Preschool and Pre-K \$500.00 deposit
- Toddler \$800 deposit
- Infant \$1000 deposit

The deposit will be credited toward the first month's tuition fee. These fees are non-refundable.



# ENROLLMENT RESERVATION FEES



To reserve a future placement, the following payment is required.

Unborn baby to 3 months old:

\$1000 deposit and \$150 registration fee.

Deposit credited to first month of care.

Infant 3 months old to 15 months old:

\$1000 deposit and \$150 registration fee.

September Start: Deposit credited to account in September.

Post September Start: 50% of current 8 hour rate due monthly from September of enrolled school year until first month of care.

Deposit credited to first month of care.

Toddler 15 months to 2.9 years old:

\$800 deposit and \$150 registration fee.

September Start: Deposit credited to account in September.

Post September Start: 50% of current 8 hour rate due monthly from September of enrolled school year until first month of care.

Deposit credited to first month of care.

Preschool: 2.9 years to Pre-Kindergarten Age

\$500 deposit and \$150 registration fee

September Start: Deposit credited to account in September.

Post September Start: 50% of current 8 hour rate due monthly from September of enrolled school year until first month of care.

Deposit credited to first month of care.

Deposit, Registration, and monthly holding fees are non-refundable.

Monthly Holding Fees are not applied to future tuition payments.



# TUITION AND FEES

Tuition is due on the first of the month. It is based on a yearly fee broken up into monthly payments. Tuition is not attendance based, therefore, you are responsible to pay for the whole month including holidays, vacations, emergency closures or illness. All payments are made through Brightwheel, cash and checks are not accepted.

## Registration Fee

Due upon registering your child \$150.00

Annual Registration\* \$150.00

(\*Due in January to reserve spot for next school year)

The months of July and August are set up in 4-week increments. We are closed one week every year for our Staff Professional Training & Work Week, the week just before Labor Day.

## Late Payment Fee

\$10.00 is charged on the fifth of the month. If not paid by the tenth of the month, a Late Fee of \$20.00 will be charged. Termination from the program will be made if payment is not made by the 14th of the month.

## Late Pick Up

If you arrive late to pick up your child, the fee is \$25 plus \$2.00 per minute per child.

- 5 pm pickups: The center closes promptly at 5 pm. This means every family must be out of the building by (and not after) 5 pm. Even if a pickup is on time (before 5 pm), if the family is still in the school by 5 pm, late fees may occur. To ensure an on time departure, plan on giving at least 5 minutes to collect your child's belongings.
- If you anticipate you will be late, please message us on Brightwheel!
- If you need to speak to a teacher about your child or a specific situation, please set up a phone call with your child's teacher, as to not delay our end of day departure process.
- Early Drop Off and Late Pick Up rates may be available with advanced notice.

## Change of Schedule

There will be a \$30 fee charged for each schedule reduction. Increasing hours and/or days to your child's schedule does not result in the additional change fee. Parents may occasionally request an additional day or extended hours. We will check our schedule and will let you know if an opening is available. Switching days and/or hours is not permitted.



# ADDITIONAL FEES

## Required

- \$40 will be charged for new infants for Four Graco Crib Sheets upon admission. (EEC required crib sheets and quantity)
- \$25 will be charged for new toddlers and preschool students for a rollee pollee and storage bag upon admission.

## As needed

- \$25 will be charged for any unlabeled water bottle, and a 2 pack of bottle bands will be ordered for you.
- \$10 Replacement or Additional Door Fob as needed

## Items available for purchase

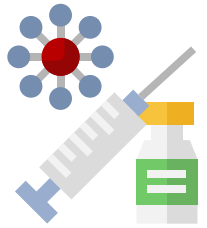
- \$25 Contigo Kids water bottle
- \$30 BentGo kids lunchbox
- \$7 Wet Bag

# WITHDRAWAL & DISMISSAL POLICY

A one month notice is required to withdraw a child from our center.

The director reserves the right to cancel the enrollment of a child at his/her discretion, or for the following possible reasons:

- Non-payment or excessive late payments of tuition and fees.
- Not observing the rules of the center as outlined in the parent agreement.
- Child has special needs that we cannot adequately meet with our current staffing patterns.
- Physical and/or verbal abuse of staff or children by parent or child.
- Expired annual physical or non-immunizations without documented exemption.



# SCHOOL AND CAMP FORM

- Upon admission, all children will be required to have a written statement from a doctor, which indicates that the child has had a complete physical examination within one year of enrollment. The physical examination shall be valid for one year and shall be repeated annually.
- Upon admission to Little Lamb, all staff and children must provide documentation that they have been successfully immunized in accordance with the current Department of Public Health's recommended schedules as per EEC regulations. With each new immunization, please email a copy of the school and camp form for our records. This form is valid for one year.
- No student whose parent or guardian states in writing that vaccination or immunization conflicts with his sincere religious beliefs shall be required to present said physician's certificate in order to be admitted to school. MGL c.76, § 15
- All children over one year of age attending Little Lamb must have documentation of a Lead Test. Lead Testing is a state requirement for children at the time of their first, second, and third year physicals.

## PHOTOGRAPHS AND PUBLICITY

Photographs of the children in our programs may be taken from time to time and may appear in newspapers, magazines, brochures, publicity materials, and/or educational training. Your permission for photographs of your child, to be used without compensation, is part of this agreement. Your child's photo will also be displayed on their classroom's brightwheel profile. We ask that parents not share photos on social media of other student's faces.







# CHILD GUIDANCE

At Little Lamb we strive to treat all children with love and respect and work with you and your child using positive guidance to help children reach goals of self-control, coping with problems, and developing independence and self-sufficiency. We teach the children to identify and express their feelings, gain self-esteem, and how to resolve conflicts with their peers.

Positive and consistent guidance is provided to children based the diverse developmental needs of each child. These needs are learned through observations and evaluations. We want to provide a nurturing and safe setting in which children may grow as individuals while learning to become members of a community and forming strong relationships with others.

We use positive reinforcement when implementing clearly communicated rules as part of our behavior management policy. These help support development and are not a means of punishment. We make sure that staff is kept up to date with training in best early childhood practices.

## **Routine Practices**

Routine child guidance practices at Little Lamb include, but are not limited to, the following:

- Staff having the foundation of a sound understanding of the principles of child growth and development.
- Planning for appropriate behavior with respect to the environment by arranging furniture and other materials to encourage active learning and independence.
- Planning daily scheduling that prevents boredom, waiting or hurriedness, with time to relax and enjoy activities.
- Having a daily routine with ample opportunity for children to select activities and move between them at their own pace that also gives ample notice of transitions ahead of time. Transitions between activities must be safe, predictable, unhurried and flexible.
- Providing children with expectations that are clear, age-appropriate and applied in a consistent way. Allowing children to participate in the establishment of rules, policies and procedures where appropriate and feasible.



# CHILD GUIDANCE



## Routine Practices Continued

- Reinforcing positive behavior by recognizing children's positive actions.
- Helping children learn about natural consequences because appropriate natural consequences appeal to their sense of logic, "When I do this, this is what happens."
- Adults modeling appropriate behavior by treating everyone in the classroom with respect and kindness and being consistent with the program's expectations for children.
- Redirecting children toward positive activities by interrupting a child's negative behavior and steering the child toward an acceptable substitute activity.
- Teaching children new skills and encouraging them to discuss and resolve their conflicts on their own or with staff's assistance when necessary rather than imposing an adult's solution on them. Encourage children to express their feelings in words and to resolve problems peacefully.

## Prohibited Practices

Food is never withheld from children at snack or mealtimes as a form of punishment or consequences, nor is a child ever forced to eat. Toilet training and toileting practices are done with respect to children. They are never treated negatively for wetting or soiling and are changed immediately. Likewise, any form of rough treatment, such as shaking, humiliation, or derogatory remarks, are strictly prohibited. Children are never spoken about in front of them, as if they aren't there.



# BEHAVIOR MANAGEMENT AND PLAN FOR AVOIDING SUSPENSION AND TERMINATION

## Procedure

Respect is a key word at Little Lamb. In the event that a child's behavior does get extreme, we will take all measures possible to help your child gain control of their behavior. The teachers and director will meet with you to help devise a plan to help your child manage his or her own actions, and we will closely monitor and report back to you on the progress. If a child's behavior poses a danger to their own safety or someone else's or is extremely and continuously disruptive, you will be called and asked to take your child home for the day. Before this happens, all efforts will be made to give the child the opportunity to gain self-control and safe actions. Children will never be sent home as a punishment.

Little Lamb will collaborate with the family to establish a comprehensive plan of action that prioritizes the child's safety and educational advancement, both at home and in school. If it is determined that a child may require supportive services, Little Lamb will assist and inform the parents about the availability of these services.

## Situations and behaviors that may result in termination of care:

- The child is unable to participate fully in the program activities.
- The child requires greater care/attention than the staff can provide without compromising the health or safety of the other children or staff.
- The amount of care needed is disruptive to ongoing programming, or the child requires one-on-one care in or outside of the classroom that prevents a staff member from fulfilling the full role and responsibilities of their position.
- Aggressive behaviors or behaviors that result in injury to others such as biting, hitting, kicking, throwing hard objects.
- Spitting intentionally at someone.
- Causing damage to environment: intentional breaking of school property.



### Criteria for suspension and or termination of a student

1. Should a student become abusive in any physical or verbal capacity, the student's parent(s) will be contacted. In the meantime, incident reports will be completed by personnel involved. Parent will be notified of incident report and requested to sign off.
2. Teachers and director will meet to discuss the circumstances pertaining to the incident(s)
3. Teacher will devise a plan of action, including referrals, to help student cope with frustrations and prevent continued unacceptable behavior, in the hopes of developing success for the student.
4. A plan will be put in place and teachers will monitor and document the effect of the plan for the child. Parent will be notified daily as to how the plan is working. Parent is expected to work with the teachers and child to keep continuity between school and home. If at the end of two weeks, the child is not responsive to the plan, documentation will be reviewed, and the director along with teachers and parent will try to amend the plan to incorporate new strategies. Parents will be made aware that this is now a probation period. Also, at this point if they have declined to take advantage of Little Lamb's referrals, they are in jeopardy of termination.
5. After an additional two weeks of the plan, should the child's behavior not make noticeable improvement, a meeting will be called to address the issues with parents and teachers. In addition, should the child be continuing to become out of control emotionally or physically, causing undue stress or trauma to others, the child will be released from Little Lamb's care.
6. Teachers will explain to student in an age appropriate manner, kindly, why child is to leave.

## REFERRAL SERVICES

Staff will inform director of any child concerns. Observation and recording of behavior are to be on record. Parents will be made aware of any concerns before making any referrals. As deemed necessary, parents will be directed to Early Intervention for children under three years old. Criterion Child Enrichment (508) 620-1442. For children over three years old, the family will be directed to contact their hometown school district.

The director is to be made aware by parents in writing, if a child is receiving support services. We welcome support services to be provided in our center.



# MANDATED REPORTING



All teachers and staff at Little Lamb are mandated by law to report abuse or neglect to the Department of Children and Families and receive training annually on how to recognize signs of abuse. The staff of Little Lamb has a continuing duty under law to report incidents of possible neglect or abuse, including physical, sexual and psychological abuse, to the Department of Children and Families (DCF), and to cooperate in any investigation of possible neglect or abuse (Massachusetts General Law chapter 119, section 51A).

- By law, we must make such referrals whenever we have reasonable cause to believe that a child might have been harmed by anyone, including non-family members. We may be subject to criminal penalties if we fail to report such possible harm.
- Reasonable cause includes but is not limited to: Direct accusation by the child or visible marks on the child's body.
- Moreover, in grievous cases, we may refer the matter directly to the police or consult with the District Attorney as well.
- Any educator accused of abuse or neglect of a child in a 51A report to DCF will not be permitted to work with children until the DCF report is completed and for such additional time as EEC requires

## Protecting Children

Little Lamb acts to protect the children in our care and custody from abuse and neglect in the following ways:

- By training staff to be sensitive and perceptive.
- By building a trusting, sharing relationship with parents.
- By making families aware of community agencies that provide needed support services:
  - Department of Children and Families - 63 Fountain St., Framingham 1-800-445-6020 or 508- 424- 0100
  - Children at Risk Hotline 800-792-5200
  - Toll free Parental Stress Hotline - 800-632-8188
  - Parents Helping Parents, formerly Parents Anonymous (info. on support groups) - 800-882-1250
- By sharing information about child development and child rearing techniques with families.
- By letting parents know if signs of stress are recognizable in their children.
- By encouraging mutual sharing of concerns about children between staff and parents.
- By teaching children about their right to say "No".
- By teaching children that a trusted adult can and should be told about an abusive experience.



# CUSTODY ORDERS

Until custody has been established by a court action, one parent may not limit the other from picking up a child in our care. The center must be notified immediately of any changes in custody orders. Certified custody orders must be given to the center director.

# BUILDING SECURITY AND ACCESS

Our building is open for business from 7 am to 5 pm. We use an enhanced security system at Little Lamb that gives access with a key fob. Only staff members and parents/guardians are able to gain entry to the building. Parents must enter using the main entrance. Two fobs are given to each family upon enrollment. Due to security reasons, we ask that this fob remains with the guardian it is assigned to, as they are name sensitive. If someone is picking up your child that doesn't normally pick up, but who is listed as an approve pick up, please have them ring the bell to gain entry. We will check ID for anyone we are not familiar with. For your child's safety please do not allow your child to open any classroom or exterior doors. Please do not hold the door open for a person you do not know. If a parent forgets their fob, they will need to ring the bell to gain entry.

Little Lamb uses internal security cameras in classrooms and common areas. Feed is visible only to Little Lamb and CIC staff.

# DROP-OFF AND PICK-UP POLICY

Parents are expected to accompany their children into the center. The teachers are glad to assist you and your child at your drop-off time. Teachers will assume direct responsibility for your child when you are ready to leave the classroom. It is important for the teacher to keep a watchful eye on all the children in his or her care. If you have more than one child with you, both children must remain with you when you drop off the first child.

It is important that you give your child your full attention when saying goodbye in the morning, and when picking up in the afternoon. Please refrain from using your cell phone during these times.

All students must arrive by 9:00 am. Late drop offs are permitted in the event of a morning medical or educational appointment, including IEP preschool programs.



# HOLIDAYS

Little Lamb will be closed on the following holidays:

New Year's Day, Martin Luther King Jr Day, Presidents Day, Good Friday, Patriots Day, Memorial Day, Independence Day, Juneteenth, Labor Day, Columbus Day, Veterans Day, Thanksgiving Break, Christmas Eve Day, and Christmas Day (and Monday Dec 22 on a Wednesday Christmas). If any of the above holidays fall on a weekend, the closest Friday or Monday will be selected. Holidays are built into tuition, and our teachers are paid for these days.

# PROFESSIONAL DEVELOPMENT

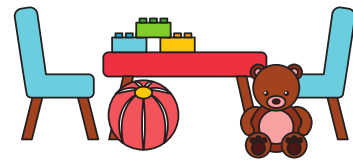
Monthly staff meetings are required by EEC, and it is important for staff to have time to meet as a team. The last Wednesday of every month, with the exception of June and August, are Professional Development Days. On these dates, our center will close at 3:00 pm. All children must be picked up by 3:00 pm. Late pick up fees will apply to all students picked up after 3:00.

# SUMMER AND VACATIONS

Our Summer program is optional, and attendance is not required for continued enrollment into the next school year. In Late Winter, families will be asked to complete a Summer Vacation Form. Summer is broken into two 4-week increments. If you plan to attend all Summer, no changes will be made to your tuition. If you plan to take off a week, a few weeks, a month or even the whole Summer, you can participate in our Pay By The Week program. To be eligible for Pay By The Week, AND to guarantee a spot in our Summer program, you must submit the form by the due date. Schedule changes after the due date are not guaranteed, and subject to \$30 schedule change fee. Vacation any other time of the year does not effect tuition.

# FIELD TRIPS

Little Lamb does not provide transportation or conduct field trips. At times, teachers may suggest a classroom Meet Up outside of school hours. This is where families can meet at a local destination, ex: Farm, Zoo, Park. Families will be responsible for admission fees and supervision of their own child. Attendance is optional, and is not an official Little Lamb event, rather an informal way for families to meet the classmates and families other their children's peers.



# TREASURES AND POSSESSIONS

Our classrooms have many engaging toys and manipulatives that encourage children to explore their environment and that give them opportunities to learn in the process of play. To avoid breakage or loss of personal items, as well as avoiding behavioral situations, all home toys need to stay at home or in the car.

# BODIES AND BOUNDARIES

There is a natural curiosity among children with regards to their bodies. When situations arise where we have to speak to children about body parts, we use the anatomically correct terms. We also teach children that every person has boundaries and that our bodies are private and should be respected. Parents will be notified if situations occur in the classroom that directly affects their child(ren).

# TRANSITIONS

Once your child is enrolled in Little Lamb, it is important to make the transition as easy as possible on both you and your child. We encourage you to visit with your child to help your child get to know the teacher and other children.

We roster classrooms on a School Year schedule, with the new year starting in September. In some instances, a child will advance to the next age group mid-year. Teachers will discuss the upcoming move with you and you will have an opportunity to visit the new classroom. This will allow you to get them acquainted with the teachers, children and routine. The teachers from both classrooms and parents together, will share any information about the child that they feel is pertinent.

Upon graduation from Pre-K to Kindergarten, your town's public school system will send a form for Little Lamb to fill out. Sometimes they also request progress reports from the previous year. The director will consult the parents; if consent is given, Little Lamb will send this information to the school requesting it.





# EMERGENCY PLAN

## Fire Drills

Evacuation/Fire Drills are practiced at Little Lamb every month at different times of the day, using different exits to ensure that all children and staff are sufficiently practiced in evacuating the facility quickly. The teachers will count the children, and escort them out of the building. Once the children and staff reach the meeting place outside, all children will once again be accounted for by the teachers and director in accordance with the attendance record.

## Emergency Bags

The teachers will have first aid kits, cell phones, and the children's emergency information with them any time they exit the building. (The children's emergency contacts information must always be kept up to date in brightwheel. Please be sure to keep this info current. The director will check the building to make sure that everyone is out. She will bring the Evacuation Readiness Bag containing all supplies needed and emergency parent contacts outside in case children need to move to the evacuation locations.

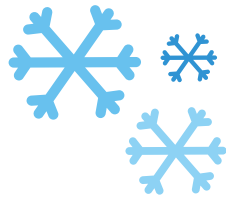
## Loss of Power and Heat and Hot Water

In the event of loss of power, heat or hot water, the director will evaluate the immediate needs, and collaborate with the CIC church staff and local authorities to determine the extent of the loss. In the case of loss of power, the building has generators for back up power. If there is a loss of generators, and the time of loss is determined to be temporary, the center will remain open, using battery operated lights, and utilizing natural light from windows until the power is restored. If it is determined that the loss of power will result in temperatures dropping below 65 degrees F, and/or the time of loss will be extensive, parents will be called to pick up their children within the hour.

## Emergency Evacuation

In the event of a real emergency, when evacuation is indicated in cases such as fire or a natural disaster, the director and the designated helper will both check each attendance roster to assure that all children are present and accounted for.

The director will divide the groups with a classroom teachers and they will walk the children to the Goddard School (367 Commonwealth Rd.) One teacher will take an evacuation bag with necessary supplies and information. Included in this will be a report of all children in the program, snacks, water and nonperishables. The infant teachers will include formula and food for their class in a separate bag. Each group and the director will have an Evacuation Requirements sheet that indicates what group each child is in. Each group leader will be responsible for calling the parents upon arrival at the evacuation sight. They will record who picked up each child and at what time. Attendance rosters will be updated.



### **Plan for Missing Children**

Teachers have access to Brightwheel at all times, which includes live attendance numbers. Children are counted frequently during the day to be sure all who should be present in a group are, in fact, with the group. The moment a child is determined to not be where he/she is expected to be, a teacher reports the missing child to the Director in person, or by phone if outside or in the gym. The Director will go without delay to the classroom involved. If the child is not immediately found in the vicinity of the classroom the Director will have the support of not in ratio staff members who will go right away to help in the search. The other teaching staff will stay with their group. Teachers will fan out across the school and the rest of the building, checking in nooks, behind doors and in other spaces a child might think to hide. The director will call 911 and then the child's parents if the child is not immediately found.

### **Escape Routes**

Every classroom has escape routes posted at all classroom doors.

## **UNEXPECTED CLOSINGS**

Little Lamb will relay weather related closures via a Brightwheel alert. This will include a text message sent to the cell phone connected with the account. The decision to close will be made no later than 6 AM on the day of a storm. For any mid-day closure, you will be called to pick up your child. There is no tuition reduction for any time that the center is closed.



# DIAPERS & TOILET TRAINING



## Diapers

Parents supply diapers and wipes. We ask that you bring in 2 packages of wipes, and one small sleeve of diapers to be stored in the classroom. Teachers will send a message on brightwheel when the supply is running low. Cloth diapering is permissible with all-in-one diapers, and a large wet bag.

## Toilet Training

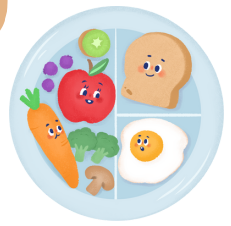
Toilet training is not a requirement for preschool. We maintain a diaper-changing schedule for the children who need it. Children often usually indicate a readiness to try toileting at approximately two and a half years of age, although timing will be unique and individual for every child. Signs of readiness are showing interest in the toilet, being willing to sit on the toilet, having better control of bladder and bowels, indicating the need to use the toilet, and staying dry for longer periods of time. At two and a half, we will begin to work with your child on toileting. We will seat them on the toilet at diaper change times. If you begin the process sooner, please let us know and we will work with your child at school. Some training tips are as follows:

- Follow your child's lead. Begin toilet training when he/she is ready.
- Stay positive: don't indicate your own frustrations. This could lead to a power struggle.
- Encourage your child's self-help skills, such as removing his/her own clothing, to give your child control over the situation.
- Talk with your child's teacher to maintain consistency at home and at the school.
- Schedule your toileting routine at consistent times each day.
- Velcro sided diapers or cloth training pants are needed at the center rather than Pull Ups.

We ask that you use training pants for toilet training. Plastic pants over trainers or training pants that have cloth on the outside are fine to keep outside clothing protected. Training pants acquaint the child with the awareness of being wet or soiled. We ask that if you are using pull ups, you provide the kind that fasten on the side, not the underwear style. Training is as individual as your child. Please speak to your child's classroom teacher to develop a plan you and your child feel comfortable with. Most potty-training success stories come from children who have successfully completed a weekend at home in their underwear, and then come to school the following Monday in their underwear. If your child is potty training, please pack at least four to six sets of clothing. Please label these! We recommend sweatpants, elastic waist pants, dresses or any other easy on/off clothing. This type of clothing will support your child's access with toilet learning and help them be successful with toileting. This helps the teachers and the children in the potty-training process.



# MEALS, SNACKS AND FOOD ALLERGIES



## Lunch

Independence, self-help skills and language are encouraged in everything your child participates in and chooses to do. Your child will learn to open his/her own lunch box. The Bentgo Kids lunch box is highly preferred for all ages. This lunch box encourages these self help skills, as well as minimizing lost containers and lids. If your child's food needs refrigeration, please include an ice pack in his or her lunchbox. Do not send any items in glass containers for safety purposes. All meals must be ready to eat at room temperature of packed in a thermos. We do not microwave foods. Uneaten food will remain in the lunch box to be brought home. We will supply utensils.

## Hot Lunch Program

We offer a hot lunch program on Mondays, Wednesdays and Fridays. This is an optional program for an additional cost. Enrollment in the Hot Lunch program is paid for the year in a lump sum.

## Snacks

Little Lamb provides toddlers and preschool age students with two snacks per day. Each snack consists of two components: grain, dairy/protein, fruit/vegetable. At snack, older children are encouraged to pour their own milk and will locate any other utensils they need.

## Water Bottle

Please send your child to school with a filled water bottle daily. Our preferred water bottle is a stainless steel Contigo Kids. The children may go to their cubby at anytime to get a drink, and the bottles are brought outside, to ensure proper hydration, especially in the hot summer months. Teachers will refill as needed.

## Nut Policy

Little Lamb is a **PEANUT FREE** school. Please read ingredient labels carefully. Please do not send peanuts or peanut products with your child. All other nut products are allowed. If a peanut food is sent to school, it will be sent home, and an alternative food will be provided. If your child has dietary needs or allergies, it is the parent's responsibility to notify both the center director and the classroom teacher. If there is ever an instance of another highly allergenic food allergy in a classroom, the teacher will reach out to families, asking to restrict that food item to be brought in.



# BIRTHDAY CELEBRATIONS

Parents are welcome to send in a treat to share with their child's classmates on birthdays or special occasions. Some classrooms have strict allergy guidelines. Inform your child's teacher in advance about what kind of treat you plan on bringing. This is for the safety of all of the children. Ask your child's teacher for suggestions. Parents are welcome at their child's birthday celebration. If a birthday is to be celebrated away from school and the entire class is not invited, please mail the invitations. If the entire class is invited, you may distribute the invitations into the cubbies. Class directories are available on Brightwheel. Parents can choose to share their contact information.



# HEALTHY CHOICES

While the occasional donut, chocolate milk, juice and fruit snacks make for a good treat they do not necessarily make a healthy meal. We ask that parents reserve these items for special occasions. Bringing in these items on a daily basis for their child does not encourage healthy eating patterns. The following are suggestions of nutritious food suggestions for all ages:

**Breakfast Items** Pancakes, Waffles, French Toast, Muffins, Cereal, Bagel, Bread, Eggs, Granola Bars

**All Fruits and Vegetables** Try sending in dressing, hummus, yogurt, cottage cheese or sauce for your child to dip their fruits and veggies in

**Sandwiches** Grilled Cheese, Almond Butter and Jelly, Quesadilla, Cold Cuts

**Pasta** Mac & Cheese, Lasagna, Ravioli, Tortellini

**Other Ideas** Rice Cakes, Pirates Booty, Meatballs, Chicken, Spring Rolls, Cheese Sticks

**\*No Peanut Products at Little Lamb\***

# SUNBLOCK AND INSECT REPELLENT

In the Summer months, Children must have sunblock applied before arrival to school in the morning. Little Lamb staff will apply sunblock to your child before heading outdoors in the afternoon. Sunblock must be a lotion (No sprays allowed) provided by the parents, and labeled. Insect repellent must be in the form of "bug and sun" a sunblock lotion with insect repellent added.



# WELLNESS POLICY



You are the best judge of your child's health and we trust you will not bring a sick child to the center. However, if your child becomes ill at Little Lamb, displays an unknown rash, or acts out-of-character, your child's teacher will consult the director and you may be called to come to take your child home. When called, you (or an alternate emergency person) are expected to come within the hour. If parents cannot be reached, we will contact the emergency contacts that have been given to us. The child may be transported to the area hospital by ambulance if necessary, in which case the director will accompany the child. If an illness persists (ex. rash, watery stool, infant/toddler fever) Little Lamb reserves the right to require a doctor's note for a child's return to program. This is to protect the health of your child and his/her classmates. Your cooperation is greatly appreciated. A moderately ill child will be separated from the classroom, as feasible, to limit the spread of illness.

**If a child in our program has a communicable disease, you will be informed via brightwheel message.**

## **Children cannot attend the center when:**

- The child has a fever of 100.0 or higher.
- The child has taken fever reducing medicine in the past 24 hours.
- The child has a communicable disease.
- The child has moderate to severe Diarrhea.
- The child has continuous goop in his/her eyes. After it is wiped away, it returns.
- The child is in the first 24 hours of starting an antibiotic medicine, unless a doctor's note indicates so.
- The child has Head Lice—this must be treated, and all head lice and nits be removed before the child can return. Chronic head lice may require a doctor's note.
- The child is unable to take solid and liquid food.
- The child shows little ability to play.
- The child looks poor in general appearance and behavior.
- Crying and irritable for a long time, or not eating or drinking normally. Anytime a child is not themselves, cannot be soothed by a teacher, requires one-on-one care, is in excessive discomfort, or not interacting with the class is a reason to take a Wellness Day and spend time in the comfort of their own parent(s) arms.



# RETURN TO CHILD CARE



A child must be fever free, without the use of fever reducing medication, and symptom free, for 24 hours before returning to Little Lamb. Additionally, the child must be able to hold down 2 solid food meals (apart from infants).

Depending on the illness, we reserve the right to ask for a doctor's note before a child returns to the center. A child who is absent for health reasons for 5 days or more must return with a doctor's note indicating the child may return to a group setting. For example, If a child is sent home due to suspected conjunctivitis, he/she must be cleared by a doctor before returning to Little Lamb. If the child was not diagnosed with conjunctivitis, Little Lamb must have a copy of the doctor's note that clears them for school. If the child was diagnosed with conjunctivitis, they may return after 3 doses of medication.

## PRESCRIPTION MEDICATION

Little Lamb administers medication prescribed by a doctor. All teachers at Little Lamb are required to receive medication administration training. No teacher will be allowed to administer medication until this has been done. They will be tested for their competency in this annually.

Parents must supply the child's medicine in the original container or prescription bottle with all original labels clear and intact. It is suggested that you ask the pharmacist for a bottle for the center with all information included. The label on the medication must contain:

- Child's full name
- Name of medicine
- Pharmacy name and phone number
- Dosage amount
- Times and /or schedule medicine is to be dispensed
- Name and phone number of physician

The medication may be kept at the school for administration period. We cannot give your child the first dose of medicine unless it is an emergency medication.

Emergency Medication will be stored in the First Aid bag in the child's classroom. All prescription medication will be returned to you when the required time of administration is over with. A Medical Consent authorization form is required for medication to be administered at school. It must be signed by the doctor and a parent. This Form is available on our website on the SCHOOL FORMS page as well as a QR code link on our parent board. The first dose of medication must be given at home. Little Lamb may not administer the first dose.



# OVER-THE-COUNTER MEDICATION

Little Lamb requires a completed Medical Consent authorization form for administering over-the-counter (OTC) medication, such as teething gel, or eczema cream. It must be signed by the doctor and a parent. This Form is available on our website on the SCHOOL FORMS page as well as a QR code link on our parent board. The first dose of medication must be given at home. Little Lamb may not administer the first dose.

# TOPICAL OVER-THE-COUNTER OINTMENT AND MEDICATION

In order to apply over-the-counter (OTC) topical ointment (Desitin, Aquaphor, etc.) we must have consent given on enrollment packet listing the specific topical OTC ointments to be administered and the criteria for administration (valid for 1 yr. from the date it was signed.)

Any topical medication applied to open wounds does require a doctor or health care practitioner to authorize administration. The medicine must be in the original container and have the child's name affixed to it. In addition, the staff will log administration of the medicine with the name of the child, date, time and signature of the staff applying it. The doctor/health care practitioner's authorization needs to be renewed every year if the child still needs the medicine. Medication will be stored out of the reach of children.

Any OTC ointment will be discarded when it expires with a note to you stating it needs to be replaced.

# PANDEMICS

Little lamb follows the Center for Disease Control, Department of Health and/or EEC Rules regarding a pandemic. There are no current Pandemic regulations in place.





# MEDICATION ADMINISTRATION



Medication given at school will be documented using EEC's Medication Administration Record. This record includes the name of medication, the dosage, the time and method of administration, and the name of the person giving the medication.

# INJURIES AND ACCIDENTS

Little Lamb staff will notify you via Brightwheel whenever a child sustains an injury. Depending on the extent of the injury a parent may get a phone call from a staff member as well. Copies of these Injury Reports are placed in the child's medical folder, which is located in the child's records. You will receive a copy of this injury report as well. When a child sustains a minor injury that does not require first aid, the parent will receive an incident notification on Brightwheel only.

In cases where the injury is of questionable seriousness, the parent will be notified by phone to give them the option of coming to see the child at the center or taking the child for medical attention. If the child sustains an injury requiring emergency care, the transported to the area hospital by ambulance if necessary, in which case the director will accompany the child. Any injury that requires medical treatment by a doctor or health care facility will be reported by the director to the Department of Early Education and Care.

# INDIVIDUAL HEALTH CARE PLAN

Any child with an allergy or medical condition must have an individual health care plan (IHCP) from the doctor explaining the condition, what symptoms to look for and what treatment and the potential consequences to the child's health if the treatment is not administered. The plan also needs to authorize you (parent) or Little Lamb's health care consultant to train the staff on the child's medical condition. This needs to be signed by the doctor. In addition, we will provide you with a form to fill out and sign giving us permission for information exchange. That way, if we have any questions, we can ask the doctor directly.



# INFANTS



At Little Lamb, we provide a safe, comfortable and healthy environment for infants. Our infant teachers develop a secure, trusting relationship with each infant. We establish a supportive and positive relationship with parents. We are responsive to each infant's temperament, schedule and needs. We provide a developmentally appropriate environment that challenges and stimulates each infant. We provide experiences that help infants explore, discover, and learn about their world. We provide ongoing opportunities to support motor skill development. We provide experiences that enhances an infant's sense of self-worth and self-esteem. We expose infants to frequent positive language interactions which result in the development of receptive language and later expressive language.

## Color System

As you look around the room you will notice that the color of your child's cubby label is the same as the label on their crib and on their diaper slot. To ensure that children are receiving the correct foods we have incorporated a color-coding system when labeling children's items. Your child will receive a color upon enrollment, and you will be given a roll of tape in your child's color to begin labeling at home. You are also welcome to order name labels in this color for ease of use. Please label ALL your child's bottles, food containers, sippy cups and containers of food with this one color. It is very important to be sure that all your child's food containers and bottles are labeled. Teachers will not be able to serve food if the containers/bottles are not labeled. We must ensure that children are receiving the food provided by their families and that there is no question as to which child it belongs to. Licensing requires that names also be on the color labeling.

## Labeling

In conjunction with labeling in your child's designated color and name, it is necessary to date all the food containers (with food for that day), bottles and any other food products that are brought into the school. This will help prevent food spoilage and in keeping track of when bottles expire, which according to the state licensing regulations, is 24 hours after the bottle has been made. If your child is eating commercial baby food, you do not need to date the container unless you bring it in opened. No glass is allowed. Any opened foods or bottles that are not dated must be discarded. Open containers of formula are only good for one month. Be sure to see your caregivers or the director with any questions. Any foods supplied must be served at home first to check for allergies. No peanuts/peanut products will be served at Little Lamb.



# INFANT SUPPLIES



## What to Bring When Starting

- Two sleeves of Diapers
- Three packages of Wipes
- Diaper Cream
- Four Crib Sheets (\$40 will be charged to brightwheel account)
- Three complete sets of weather appropriate clothing
- Boppy & Cover (if desired for infants learning to sit alone)
- Five Absorbent bibs for bottles/drool
- One silicone bib for solid feedings
- Sunblock (6 months and older)
- Extra bags of breast milk to store in freezer
- Family Photo for crib
- Wet Bag (available for purchase \$7)

## What to Bring in Every Day

Bottles pre-filled with water AND Pre-Filled Formula Dispenser

\*or\*

Empty bottles for breastmilk AND Breastmilk in bags (preferably not frozen)

Solid Foods in BentGo Kids Lunch Box **PEANUT FREE**

Nuk Learner Cup (under 12 months)

Contigo Kids Stainless water bottle (12 months +)

Wet Bag (appx 12" x 14") (\$7, available for purchase)

No Utensils (we will supply) or Glass Please!!

## Supply Replenishment

Your child's teacher will let you know when you are running low on supplies (diapers, wipes, extra clothes etc.). Also, please make sure ALL of your child's belongings are clearly labeled with their name. Be sure to use the color tape that is assigned to your child for identifying their belongings.



# SAFE SLEEP POLICY

Little Lamb follows the Safe Sleep Policies as recommended by the department of Early Education and Care. All staff have completed SIDS training. Your baby will always be put to sleep on his/her back in an EEC approved crib. A physician's authorization is required for alternative sleep positions. Little Lamb does not allow sleep monitoring devices.

A graco playard sheet is required for the center to meet licensing regulations. There will not be toys, bumper pads, stuffed animals, weighted sleep sacks, sound machines, wubbanubs or pacifier clips in the crib. The length of sleep will be appropriate to the child's needs. When a child chooses not to sleep or awakens early, he will be offered a nap at a later time. Separate sleeping materials, individually marked, clean and in good repair, are present for the child. Materials are stored in a sanitary manner. Appropriate lighting for caregivers and those not sleeping will be provided. Children are in direct line of supervision at all times. Each child will be required to have four crib sheets in supply, to ensure a clean sleep surface for each nap.

## SLEEP SACKS AND PACIFIERS

Infants are not permitted to use blankets in the cribs. Your infant may sleep in a sleeveless sleep sack. Swaddles are not allowed. Once your infant is able to roll over, the sleep sack will no longer be used.

You may send in a pacifier for your child. Pacifiers must be labeled, and not attached to a wubbanub (stuffed animal attachment) or pacifier clip. These items are not allowed at Little Lamb. Staff will make every effort to keep track of these items but will not be held responsible if lost. When you are ready to wean your child, please communicate with your child's teacher so a consistent strategy between home and our center may be established.



# PARENT TEACHER PARTNERSHIP



## Brightwheel Log

Regular daily written and verbal communication between you and your child's teachers, is important in establishing quality care for your child. This helps your child's teachers to learn more about your infant and to better meet his or her needs. We use brightwheel to log daily activities. In the morning, please send a message with the times of your baby's wake up, diaper change and last feed. At the end of the day, you will be able to view all bottles, meals, naps and diapers given throughout the day. This regular communication helps you and your child's teachers develop a positive relationship.

## Progress Reports

Along with the daily reports, every three months your child's teacher will complete an evaluation of your child which highlights different areas of your child's development. You will receive a copy of the evaluation and you will be given the opportunity to meet with your child's teachers to discuss it. As always feel free to set up a meeting with your child's teachers at any time.



# APPROXIMATE INFANT SCHEDULE

Infants days are guided by their individual schedule. A typical days consists of the following:

## Arrival

Upon arrival, parents will put their children's food/bottles in the refrigerator and cabinet, and hang backpack under their cubby. Infant car seats may be stored in our storage closet.

## Breakfast

As needed, children are fed breakfast according to personal schedules with food provided by the parents.

## Diapers

Infant diapers are changed every two hours and after every bowel movement. Sanitary and safety procedures are followed to ensure the health and well-being of your infant. Detailed diapering procedures are posted by every changing table.

## Morning Naps

The children are all on their own sleep schedule as much as is possible. Morning naps generally fall between 9:30 and 11:30 a.m. Older infants will nap later. Graco Playard Sheets are EEC acceptable.

## Activities

A variety of activities are offered. We work to include Gross Motor Activities, Fine Motor Activities, Language, Cognitive and Beginning Self-help Skills that occur throughout the day.

## Lunch & Afternoon Naps

Children are fed on their own individual schedule typically falling between 11:30 and 1:00. Afternoon naps fall between 12:00 and 3:00 p.m. based on their individual needs (as much as possible).

## Afternoon Snacks

Older infants eat snacks between 2:30 and 3:30 p.m. Snacks can be provided from home or we will provide an appropriate infant snack (fruit, cheerios or crackers).

## Departure

Parents will check the fridge and cabinet for any unused food/bottles. Please arrive a few minute before your allotted pick up time to allow time to speak with caregivers if needed.



# TODDLERS



Your toddler is entering an exciting time of growth and discovery. In the coming months you will find that your toddler will be more actively exploring his or her environment. Your child will become more independent as this emerging individual begins to assert him/herself.

## What to Bring When Starting

- Lunch in a LABELED lunchbox. (Use an ice pack if it must be kept cool.) [BentGo Kids lunch boxes](#) are highly recommended. Nothing glass. No microwaving of foods.
- Water daily in a LABELED water bottle. [Contigo Kids Insulated](#) work best!
- Small Sleeve of diapers, 2 packs of wipes
- [Wet Bag](#) (appx 12" x 14") (\$7, available for purchase)
- Rollee Pollee and Bag (\$25 will be charged to account)
- Extra clothing, list found in [CLOTHING](#)
- Sunscreen in Summer (No Sprays)

## What to Bring in Daily

Filled water bottle and lunchbox. Please refrain from pureed baby foods as toddlers are now able to feed themselves. See [Meals, Snacks and Food Allergies](#) for detailed information.

## Clothing

Toddlers love to make messes! They are also learning to use the toilet. Because of this we ask that you provide us with three complete changes of clothes: shirts, pants, socks, and underwear. Please also make sure that these clothes are seasonally appropriate. Any soiled clothes will be returned to you in a plastic bag in your child's cubby. Please replace whatever clothing that is sent home the next school day so that your child is ready for the next day.

## Diapers and Wipes

Please be sure to include a supply of diapers and wipes for your child to use while here. Each child is provided a cubby space specifically for diapering supplies and staff will inform you using brightwheel when the supply is running low. Please also bring any diaper creams and rash ointments or you normally use. Consent is needed on file with for application of these topical creams. When toilet training, please do not send in underwear style pullups, but rather Velcro sided diapers, pullups, or cloth underpants.



# TODDLERS



## Transitions

We see many transitions in the toddler program. The children are changing from infants to toddlers. Some of the toddlers have moved from the infant program to the toddler program and some are spending time away from their parents for the first time. Each child reacts differently to these transitions. Some things you may observe your child doing as he/she experiences transitioning are as follows:

- Different sleep patterns
- Renewed clinginess
- Regression to some earlier, infant behaviors
- Changes in appetite
- Weepy, tearful emotions

Not all toddlers experience these behaviors, which are all temporary. The toddler staff is equipped to handle these behaviors. Please share any of your concerns with them and seek their help when needed.

## Daily Log

Our toddler staff will use brightwheel to log your child's daily info. This includes, meals, diapers, rest times, and photos. Logs are updated throughout the day when time allows.

## Bottles and Pacifiers

If your child is still using a bottle, we ask that you start to transition them to a cup before admission. Toddlers are best in using sippy cups in the classroom setting. If your child is using a pacifier, we will work with them to limit use to rest time.

## Rest Time

Toddlers nap on raised cots with a rollee pollee sleep system. Our rest time is between 1:00 pm and 2:30 pm. State regulations require that bedding be laundered once a week. Please remember to bring your child's bedding home at the end of every week. A favorite soft animal or blanket are welcomed at rest time.

## Meals and Water Bottles

Refer to [Meals, Snack and Food Allergies](#) for Snack, Lunch and Water Bottle information.





# TODDLERS



## Bumps and Scrapes

Your toddler is becoming more physically active, but not always accomplished in his or her climbing and balancing skills. Often toddlers seem to have no fear as they explore a new place. This mobility means that your toddler will have more bumps and scrapes than previously. You will be notified of any accidents through a written accident report, and or through Brightwheel . In all instances, children will be cared for and comforted should an accident occur. Even though our environment is set up with a toddler's safety in mind, bumps and scrapes are inevitable with these active explorers.

## Progress Reports

Every six months your child's teacher will complete an evaluation of your child which highlights different areas of your child's development (unless the child has special needs of any kind, then it will be every three months.) You will receive a copy of the evaluation and you will be given the opportunity to meet with your child's classroom teachers to discuss it. As always, feel free to set up a meeting with your child's teachers at any time.

## Toddler Eating Habits

Your child will enjoy a great variety of finger foods. We ask that food be pre-cut at home into manageable pieces for your child to eat. Please refrain from sending in pureed baby foods, as toddlers are practicing independence and fine motor skills by feeding him/herself. Some foods such as hot dogs, string cheese and grapes should be cut into smaller pieces to avoid choking. Please also refrain from sending raisins, gummy fruit snacks and rolls as they are choking hazards. Toddlers will often go through periods when they will only eat one food or will not eat at all. Always offer nutritious foods and snacks low in sugar for your child to choose. This is a good age to introduce new foods to children. Little Lamb is PEANUT FREE.

## Food Suggestions

- Cut up fresh fruits and vegetables (firmer vegetables will need to be steamed first)
- Quartered sandwiches: tuna, chicken salad, cheese or any other creative combination
- Cubes of meat, cheese or tofu
- Yogurt, applesauce for working on self feeding with a spoon
- Pasta/rice/beans, small cubes of tender meat



# TODDLER BITING



Biting is typically seen during the toddler years. It occurs at this age for a variety of reasons including:

- Teething
- Lack of awareness that biting hurts
- Frustration: inability to express oneself verbally
- Hunger or tiredness
- Mimicking behavior
- Territorial or possessive behavior

We use preventative measures to minimize the occurrence of biting in our toddler classrooms. However, because this can be a common toddler behavior, you may experience your child biting others, or get bitten. The toddler staff follow procedures to tend to the bitten child and to monitor the child who bit. Our procedures are as follows:

- Tend first to the child who has been bitten, comforting him or her and caring for the bite.
- Say a firm “No, biting hurts!” to the toddler who bit.
- Model empathy toward the hurt child.
- Encourage the child who bit to comfort the child who was bitten.
- Help the children involved to express themselves verbally by modeling simple words for them to use.
- When possible, encourage resolution of the problem.
- Help the child who was bitten to express him/herself (“No biting!”).
- Help the child who bit to find other ways to express feelings (“Mine!”) or ask a teacher for help.
- If possible, find a way to involve both children in creative play afterward.



# APPROXIMATE TODDLER SCHEDULE



7:00 – 9:00 a.m.	Arrival/Free Choice
9:00	AM Snack
9:30	Diapers/Toileting
10:00	Circle
10:30	Projects/Centers
11:00	Outside/Gross Motor
12:00	Lunch
12:30	Diapers/Toileting/Winding Down
1:00	Nap
2:30	Wake Up/Diapers/Toileting
3:00	PM Snack
3:30	Free Choice
4:00 – 5:00 p.m.	Outside/Gross Motor until Departure

Infant and toddler classrooms will combine in early and late hours for ratio purposes.



# PRESCHOOL AND PRE-K



The goal in preschool is to encourage and provide opportunities for each child to develop independence and self-help skills. This is continued in Pre-K but with more emphasis placed on preparing your child for kindergarten. Each day, the children are introduced to the structured and free choice activities made available in the various learning centers. These activities will be illustrated throughout the room and the children freely choose areas to engage in. Each area is limited to a certain number of children. The children are encouraged and reminded to take notice of this upon entering the area for play. We have come to appreciate the skills needed to successfully negotiate these choices and the preschool staff is available to assist, play and learn right alongside your preschooler.

## What to Bring When Starting

- Lunch in a LABELED lunchbox. (Use an ice pack if it must be kept cool.) [BentGo Kids lunch boxes](#) are highly recommended. Nothing glass. No microwaving of foods.
- Water daily in a LABELED water bottle. [Contigo Kids Insulated](#) work best!
- [Wet Bag](#) (appx 12" x 14") (\$7, available for purchase)
- Rollee Pollee and Bag (will be charged to account)
- Extra clothing, list found in [CLOTHING](#)
- Sunscreen in Summer (No Sprays)

## Cubbies

Your child has a cubby to store belongings in and will learn to hang up up his/her own coat and store his/her own lunch box. Your child will have access to his/her belongings and will be encouraged to retrieve these belongings when needed. Projects and certain notices will be placed in your child's cubby, so it is important to check your child's cubby daily.

## Combining

There will be parts of your child's day where he or she is interacting with the children in the other classroom. In the early and late hours, the Preschool and PreK will combine for ratio purposes.



# PRESCHOOL AND PRE-K



## Progress Reports

Teachers will do an evaluation of your child's development every six months for Preschool/Pre-K, and every three months for children with special needs of any kind. You will have the opportunity to meet with your child's Primary Caregiver as well.

## Rest Time

Toddlers nap on raised cots with a rollee pollee sleep system. Our rest time is between 1:00 pm and 2:30 pm. State regulations require that bedding be laundered once a week or when soiled. Please remember to bring your child's bedding home at the end of every week, and return the following week. A favorite soft animal or blanket are welcomed at rest time. Children are not required to sleep at rest time. We ask these children to be respectful of the children who do sleep. These children are given quiet activities during rest time.

# APPROXIMATE SCHEDULE

7:00 – 9:00 a.m.	Arrival/Free Choice
9:00	AM Snack
9:30	Toileting
10:00	Circle
10:30	Projects/Centers
11:00	Outside/Gross Motor
12:00	Lunch
12:30	Toileting/Winding Down
1:00	Nap
2:30	Wake Up/Toileting
3:00	PM Snack
3:30	Free Choice
4:00 – 5:00 p.m.	Outside/Gross Motor until Departure

Preschool and Pre-K classrooms will combine in early and late hours for ratio purposes.



# CHANGES IN POLICIES



The fees, procedures, and policies stated in this handbook are subject to be changed at the discretion of the center director and/or Pastor of Celebration International Church. Any changes made will be shared with parents, with a minimum of seven days notice.

# COMPLIANCE HISTORY

To inquire about our program's compliance history, contact the Department of Early Education and Care (EEC) at 508-798-5180.

They are located at 10 Austin Street, Worcester, MA 01609

# ORGANIZATIONAL STRUCTURE

## **Licensing Authority**

Department of Early Education and Care

## **Licensee**

Brian Faria

Pastor of Celebration International Church

## **Director**

Gina Ceruti



# CONTACT INFORMATION



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