



Lilly Pad Childcare & Preschool

Parent Handbook & Terms of Service

July 1, 2021

Our Purpose

Lilly Pad Childcare will provide children with a safe, caring and learning environment for their cognitive, social, emotional and physical development through play.

Philosophy

Lilly Pad Childcare provides an educational experience in social, emotional, physical and cognitive development by promoting play as an opportunity for discovery and challenge. This experience allows freedom of choice, which enables children to be creative and self motivated. Lilly Pad Childcare provides staff who are facilitators to children's need and who encourage children with discoveries in their play. Our care givers follow the child's lead in their learning process and uphold the child's self-esteem.

Definition

Any reference to child can mean child or children. Any reference to director refers to Paula Hovious and/or Elaine Harlan.

GENERAL GUIDELINES

Arrival and pick up:

The Center is open from 7:00 a.m. to 5:00 p.m.. Children must be dropped off and inside the building by 9:30 a.m.. This time will be STRICTLY ENFORCED.

Escort your child into the vestibule. Someone will greet you and take your child's temperature. If your child's temperature is normal, you will leave the child with the adult assigned in the common area (play room), at which point, your child will be escorted to his or her room by said assigned adult.

If someone other than the parent or guardian is going to be the child's escort for departure from the Center, the Center must be notified by the parent in writing or by telephone (Child pick-up forms are available in the office) in advance and the escort must sign the child out and show their drivers license.

When picking your child up in the afternoon, enter the vestibule where you will be greeted and your child will be brought out to you by an assigned adult.

Remember, if there is no child care employee visible in the playroom, you may ring the doorbell on the outside of the building to alert someone to your presence.

For the protection of all children and parents, please do not exceed 5 mph in the parking lot.

When arriving or departing from the Center, please park in the parking spaces provided, and do not park in front of the door to run in and pick up or drop off your child.

The area in front of the door needs to remain clear at all times in the event of an emergency. Please shut off your engine for the safety of all the parking lot and/or building.

Attendance

If your child is going to be absent, please call the Center before arrival time, or if possible the day before. We need to make arrangements in advance to have ample personnel present to provide proper care and supervision for each child. Absences due to illness, holidays, snow closures, shall be paid as part of the weekly fee by parents.

Termination

When terminating enrollment from the Center, you must give a two week notice in writing. If no prior notice is given, you will be responsible for payment of those two weeks, just as if your child were still attending.

Health

Records: Every child must have a current immunization certificate from a physician. This is required by law.

Signs of illness

If your child shows signs of illness, or a temperature of 100.4 or greater, the Center cannot admit him or her.

If your child becomes ill during the day, parents will be notified and expected to come within an hour of notification. If the parent is unable to come, please make arrangements with an alternate person to pick up your child. If that person is not on your pick up list, please let us know who is picking up your child and we will ID them once they are here.

You will be required to pick up your child within an hour of notification if:

- he or she has had three or more diarrhea diapers
- has a rash
- has a temperature greater than 100.4
- is vomiting

Returning from illness

Children cannot return to the Center after an illness unless they have been free of fever, diarrhea, rashes, or any vomiting for 24 hours.

When visiting a physician, parents should make sure the physician is aware the child is enrolled in a child care program and should ask when it would be appropriate for the child to return. If your child visits the doctor due to illness, a doctors note is required to be able to return to the Center.

Administering medication

Prescription medication's will be given if you provide the medication in the original container showing the child's name, the medication instructions, and the need for refrigeration.

A Medicine Authorization Sheet can be obtained from your child's caregiver and must be filled out and completed daily with a parents signature before any medication can be administered.

Medication includes diaper rash cream, gas drops, over-the-counter medication of any type, and any and all lotions including sunscreen. An incomplete form will result in the care giver not being able to administer the medication.

The person administering the medication will initial the authorization sheet and indicate the time of each dosage.

Medication must be taken home at the end of each day. Medication's are to be kept in the office of the facility.

Make sure the assigned adult is given the medication that needs to be administered along with the medication authorization form.

Over the counter medication

As of August 1, 1992, any medication, such as Tylenol, that is not a prescription and does not state the dosage amount for the child's age listed on the label, must be accompanied by a medicine form, with the dosage instructions. Lilly Pad Childcare cannot administer medication without this information.

Discrimination policy

Lilly Pad Childcare does not discriminate against any race, religion, nationality, or sex.

Staff recommendation

We do not recommend Lilly Pad Childcare employees for personal babysitting services. We will not be responsible for that staff member during nonworking hours should you choose to use their services.

Holidays

We will be closed on the following holidays:

- New Year's Day
- Presidents' Day
- Memorial day
- Week of Fourth of July (as vacation week)
- Labor Day
- Thanksgiving day and the Friday after
- Christmas Eve and Christmas day
- New Year's Eve

If any of these holidays fall on a weekend, it will be observed either Friday or Monday.

The holiday list will be posted on the parent board as well as reminders posted on the front door.

If your child is attending on a part-time basis and a holiday falls on the designated day your child attends daycare you will be responsible for payment of the same number of days just as if your child attended his/her elected number of part-time days.

You will not be allowed to substitute another day in lieu of the holiday. If a substitution day is required in lieu of a holiday you will be expected to pay an extra days care.

There will be no substitution of days in any event without the prior consent of the directors.

If you wish to add an extra day to your part-time schedule for any particular week, obtain permission and you will be expected to pay for any additional days in advance.

Holidays do not change your rate or fees. You will be responsible for the Centers weekly rates.

Vacation time

Lily pad will be closed for a week that contains July 4th. This closure will constitute your child free vacation week. You will not be required to pay the above listed week of closure. The free vacation week will begin the Monday of the week containing July 4th, or if the 4th falls on Saturday or Sunday, the vacation week will begin the Monday following the Fourth of July weekend.

If you choose to take a vacation week other than the week the Center is closed, you will be responsible for payment during your child's absence.

Discipline

We will discipline your child in a manner which is not abusive or embarrassing to the child. Discipline will be in the form of a warning first and then separation from the other children for one minute per age of the child (time out). Any uncontrollable behavior problem will result on dismissal from the Center.

Nutrition

We will serve breakfast, lunch and a mid afternoon snack. Menus will be provided to parents each Friday for the following week.

- Breakfast is served at 7:30 a.m.
- Mid-morning snack is served at 9:30 a.m.
- Lunch is served 11:30 a.m.
- Mid-afternoon snack is served at 2:30 p.m.

If your child will be arriving at the Center after 8 a.m., please make sure he or she has had breakfast.

Please do not permit your child to bring food or chewing gum into the Center.

If your child has allergies to any food and cannot eat what is on our menu, we require a doctor statement for that child, and special provisions will be made.

On special occasions, such as birthdays or holidays, food may be brought in if cleared through the Center's office.

For infants we ask that you bring their baby food and formula. We want to make sure your infant can tolerate and enjoy their food.

Since there are so many different brands of baby food, we do not want to disrupt your infant eating routines.

Baby bottles will need to be pre-filled with water and the formula pre-measured in a 3-compartment container.

Breast milk must be in the bottles and they will be refrigerated until used. Any and all bottles will be sent home with the infant at the end of the day.

Infant car seats are permitted to be left but NO diaper bags.

Please place any items your infant will need in a clear ziploc bag with the exception of medicines. A daily infant log sheet will serve as your communication from the infant room.

Allergies

Substances to which your child is allergic needs to be in writing on the registration form. Please report any changes or new information in writing. Allergies will be posted in your child's room in a confidential manner.

Clothing

A change of clothing is required for each child. Please place the child's clothing in a plastic bag and clearly marked their name on the bag. We will not be responsible for, nor do we replace lost personal articles of any kind that your child may bring to the Center.

If your child is sent home in clothing provided by the Center, please launder the articles and return them to us as soon as possible.

If your child is in diapers, you will be required to bring a large package of disposable diapers and diaper wipes at the request of the staff person in your child's room. If your child runs out of diapers or wipes, we will send a staff person to the store to purchase some and will bill the parent for the purchase.

You will be asked to provide a blanket for your child to use during nap-time. Blankets should arrive in a ziploc bag (with the child's name) on the first day the child attends childcare for the week. Blankets will be placed in the ziploc bag daily after nap-time is completed. Blankets will go home on Fridays in the same ziploc bag.

Toys

Please do not let your child bring toys to the Center. If your child brings a toy, the assigned adult will ask you to take the toy with you as you leave. Lilly Pad Childcare will not be responsible for lost or broken toys.

Payment of fees

At the time of registration, the annual Enrollment/Registration fee will be due, and the first week of payment of childcare will be due.

All childcare fees will be paid, in advance, on Thursday by closing time at 5:00 p.m. for the following week.

If payment is not received by closing time on Friday, a late fee of \$20.00 will be assessed and will be due and payable with your weekly payment.

The payment bag is accessible every day and will be emptied Thursday evenings after 5:00 p.m.. **If not paid in full with a late fee by Monday afternoon, your child will not be allowed to return Tuesday or until the fees are paid.**

Your fees are due each week even if your child is not here. This is in order to keep your child's place at the Center.

Any check return to Lilly Pad Childcare will result in a \$25 service charge which will be added to your account.

Collection of non-payment fees

In the event your account is placed with a collection agency for collection due to nonpayment, you will be responsible for paying collection agency fees. In the event your account is referred to an attorney for collection, you will be responsible for paying all reasonable attorney fees for the collection of this account.

Late pick up

There will be a charge of \$5.00 per minute-per child for each minute your child is left in the Center after closing at 5:00 p.m. promptly. This Payment should be paid directly to the staff person in the Center at this time. This fee is due to personnel staying after Center closing. Late pick up will be considered as not inside the Center (building) before 5:00 p.m..

The keypad code will not work after 5 p.m.; therefore, if you can't enter the building using the keypad you are considered LATE.

You will be assessed a late charge based on the number of minutes from 5 p.m. until such time as your child is picked up and such charge shall be remitted immediately. Only exception to the late pick up rule: NONE.

DISASTER POLICIES

- **Natural disaster:** the following procedure will be followed in the event of a natural disaster such as a tornado, threatening wind, etc. the children will be moved to the hallway inside the Center. A battery operated radio shall be maintained on the premises and tune to station 84 WHAS for updates on threatening conditions. Flashlight shall be on hand for use as needed.
- **Snow emergency policy:** Lilly Pad Childcare follows the Bullitt County School closure for snow days. If Bullitt County Schools are closed or assigned NTI days due to inclement weather, Lilly Pad will be closed also. Lilly Pad Childcare reserves the right to close the Center or close early on days that there is a snow emergency and road conditions are dangerous. Emergency conditions cannot be predicted, so please be prepared for short notices on snow days. This does not change rate or fees. You will still be responsible for the Centers weekly rates. Closure information will be left on the answering machine as well as posted on our Facebook GROUP Page.
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- **Emergency medical procedures:** In the event that a child is injured at Lilly Pad Childcare, and requires emergency medical treatment, The child will be transported to the parent's designated hospital facility. Emergency medical treatment being defined as any treatment recommended by either the Director of the Center, an emergency medical technician, or any other certified medical person. Parent or legal guardian's will be notified as soon as possible and will be also be responsible for any and all medical expenses relating to the child's injury. This includes any medical transportation. Lilly Pad Childcare nor it's employees will be held responsible for medical or transportation expenses.
- **Fire drills:** fire drills will be practiced at least once monthly. Each room has an exit door. The children will be escorted by their teacher to a safe area outside the Center. All children will be accounted for by the sign in sheet.
- **Stranger drills:** stranger drills will be practiced at least quarterly. Each teacher will close the blinds in their room and lock the doors to the hallway. The children will be directed to group together and be as quiet as possible. This drill is not to alarm or panic your child, rather it is meant to prepare your child to act quickly and quietly in the event of such an emergency.
- **Earthquake drill:** earthquake drills will be practiced at least quarterly. Your child will be instructed to find shelter under a table or instructed to gather in the hall and position themselves on the floor with your heads covered.

Child abuse

We will comply with Kentucky state law in reporting any suspicious or evidence of child abuse. The Center will make contact and file a report with the child abuse 24 hour hotline (1-800-752-6200) Child Protective Service (502) 955-6591. The Center shall report to the police in the event the situation deems necessary to ensure the safety and well-being of the child.

CLOSURE ALERT! - REVISION

During inclement weather, Lilly Pad Childcare will have to close. The best way to find out if we are open or not is by joining and using our Facebook GROUP Page.

- Go to Facebook, and in the left section of your Home Page on Facebook, click “Groups”
- In the search field of the Groups section that opens, type “Lilly pad”
- Below the search field be sure to click “Groups” button
- Click on the result that has a picture of our building
- You will then have to click “Join Group”
- One of our administrators will then approve your request.

This Group Facebook Page is used mainly for notifying parents about school closures due to inclement weather, however we do follow Bullitt County Public Schools closures.

If you need any help finding this page, please let administration know.

If you are reading this from our digital versio of our Policy, you may also go directly to the Group Page to join by the link below:

<https://www.facebook.com/groups/204036576599750>

Parent Notification

REQUIRED FOOTWEAR

Parents:

In order to keep your child safe, we strongly urge your child to have sports/tennis shoes on each day. When we are able to go outside tennis shoes serve as a good protection from rocks, bees, random sticks and slipping issues.

Sports/tennis shoes also help support your child feet in a way that helps them be more sturdy in their ankles, . . . so here are the centers rule on types of shoes that are permitted:

Sports/tennis Shoes only. Baby hard sole walking shoes

- **No sandals** (offers no protection, hard to keep on feet)
- **No jellies** (offers no support or protection)
- **No boots** (accidental kicks or fingers stepped on)
- **No crocs** (no support or protection)
- **No open toed shoes** (no protection)

Thank you for your cooperation

— Lillypad administration