

A Lil One's Learning Center, Inc.

"A Person is a Person No Matter How Small"

Serving the families of EBR and Livingston Parish Since 1981

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Dear Parents,

Thank you for visiting our center. We hope that you enjoyed your tour. We have prepared this handbook especially for you. We know how important it is that you feel secure that your child is being properly cared for. We want to do all we can to give you that security. You can be assured that everything we do at A Lil One's Learning Center, Inc. is done with your child's best interest in our hearts and minds.

Our goal in writing this is to inform you of our policies and procedures in hopes that they will answer any questions you may have. Please read it carefully, sign our agreement; and should you have any further questions, please feel free to call. We encourage open communication between our parents and teachers.

We love your children and look forward to working with them. Thank you for giving us the opportunity to share in their development.

Sincerely,

Teri Gomez, Lydia Mouton and Grace Breaux

A Lil' One's Learning Center, Inc.

Non-Compliance Policy

In accordance with Federal law and U.S. Department of Agriculture policy, A Lil' One's does not discriminate against any person(s) because of race, color, national origin, sex, age, or disability. Any person(s) alleging discrimination has a right to file a complaint within 180 days of the alleged discriminatory action. All civil rights complaints, written or verbal should be forwarded immediately to:

USDA
DIRECTOR; OFFICE OF CIVIL RIGHTS
Room 326-W; Whitten Bldg.
14th and Independence Avenue SW
Washington, D.C. 20250-9410
Or call (202) 720-5964 (voice and TDD)

The complaint should contain the name, address, and telephone number of person filing complaint, the specific location and name of the entity for whom complaint is against, the nature of the incident or action that led the complainant to feel discrimination was a factor, the basis on which the complainant feels discrimination exists, and the date, names, titles, and business addresses of persons who may have knowledge of the discriminatory action. "USDA is an equal opportunity provider and employer".

Hours of Operation

The center is open from 6:30 A.M. to 6:00 P.M. Monday thru Friday. Children should arrive at school no later than 9:30 A.M. unless they have a doctor's excuse and we are notified that they will be late. Additionally, our latest time for drop off is 11:00 am even with a doctor's excuse. All children upon arrival at the center must be fully dressed, including shoes once they are walking. The children should wear close-toed shoes. Tennis shoes are preferred. No open toe sandals are allowed.

Holidays

New Year's Day	Labor Day
Martin Luther King Jr. Day	Thanksgiving
Mardi Gras	Friday after Thanksgiving
Good Friday	Christmas Eve
Memorial Day	Christmas
July 4 th	Day After Christmas/NYE (swing)

If the holiday falls on a Saturday or a Sunday, we will either take the holiday the week before or the week after.

Registration Fees

A registration fee of \$150.00 per child is due and payable at the time of enrollment. Registration fees are non-refundable.

A curriculum fee of \$150.00 is due and payable each year on September 1st.

We use Frog Street Curriculum, which is a Tier 1 curriculum as designated by the Department of Education for the state of Louisiana.

Tier 1 is the highest level of curriculum available for preschools.

Weekly Tuition Fee Schedule

Infants	\$245.00 per Week
One Year Old	\$235.00 per Week
Two Year Old	\$235.00 per Week
Three Year Old	\$225.00 per Week
Four Year Old	\$225.00 per Week
Five Year Old	\$225.00 per Week

Our rates are based on a ten-hour day. Your child is not allowed to stay longer than 10 hours each day.

Rates do not drop to the Three Year old class rate until your child is fully potty-trained.

No discount is allowed for illness or holidays. Full weekly tuition is due as long as the child remains enrolled.

All accounts must be set to auto pay in Brightwheel. Tuition will be drafted every Monday for the current week of service.

Returned Payments

A \$25.00 charge will be applied to all returned payments.

Late Payments

A Late fee of \$15.00 will be charged to all accounts that are not paid by Wednesday morning 9:00 am.

Multiple Children Discount

Multiple Children Full Time

- The First Child Is at Regular Price
- The Second and Third Child receive a \$10 Discount.

Discounts are only available to families whose accounts are current and private pay.

Childcare Assistance Subsidy Payments

A Lil One's accepts subsidy payments through the **Childcare Assistance Program** to help eligible families with tuition costs. If you're using this program, please keep the following in mind:

1. Paying the Difference

The Childcare Assistance Program might not cover the full cost of tuition. Any amount not covered by the subsidy is your responsibility and must be paid according to A Lil One's regular payment schedule.

2. Keeping Your Account Active

It's up to you to keep your Childcare Assistance account active. This means turning in paperwork on time, completing any renewals, and staying in touch with your caseworker or the subsidy agency as needed.

3. Changes in Coverage

If your subsidy is paused, ends, or changes for any reason, you're responsible for paying the full tuition out of pocket. Please let us know right away if anything changes with your coverage.

Vacation Week

After twelve (12) consecutive months with A Lil' One's, each child is allowed a free tuition week for vacations, etc. each year. Request for this free week must be turned into the office in writing two (2) weeks prior to the time it is to be taken. The free tuition week does not carry over from anniversary year to anniversary year.

Pick up requirements

A picture ID will be required for anyone picking a child up from the center. Children will only be released to people listed on the pick-up list. To add people to your pick-up list, it must be done in person and in writing.

After Hour Charges

Children are not allowed to stay at the nursery longer than 10 hours per day. The closing hour is promptly at 6:00 p.m. A late charge of \$1.00 per minute will be assessed for a child who remains in the center after 6:00 p.m.

Proper authorities will be contacted for any child not picked up within 30 minutes of closing.

Habitual after hours pick-ups, can result in termination of care from the center.

Receipts

Payments are required to be made through our Brightwheel App. Acceptable forms of payment include credit card or debit card (2.43% fee incurred) or bank draft (no fee incurred).

Requirements for Entrance

The Center provides care for children between the ages of 8 weeks and 12 years. The following forms must be completed and returned to the director before entrance of a child:

1. Master Enrollment
2. Shot Record
3. Third Party Agreement Form (authorization to release your child to someone other than yourself)
4. A Permission Form for Emergency Medical Care

Withdrawal from Center

A minimum of two (2) weeks' written notice is required when you plan to withdraw your child from enrollment in the center. If written notice is not given, you are responsible for the tuition charges for two weeks after the child's last day of attendance.

Dismissal from Center

Should consistent discipline problems such as but not limited to erratic and/or abusive behavior, such as biting, kicking or any other behavior that would put themselves or another child in danger; the director will notify the parents. It is the parent's responsibility to offer complete cooperation with the center to resolve these issues. After parent conference, if behavior does not improve, parents must complete an Early Steps evaluation and behavior improvement plan in order to stay enrolled. Consistent misbehavior of a child and/or parental lack of involvement after the above protocol, this center will no longer be able to care for your child.

Biting Policy

If a child bites during the day, the policy is as follows:

If the child who is bitten has an open wound from a bite it will be cleaned with soap and water and the parent will be notified immediately.

For the child who bites:

First Incident in a day-	Child will be isolated from group (time-out)
Second Incident in a day-	Child will be brought to the director and parent will be notified.
Third Incident in a day-	Parent notified and child suspended from Center for 1 day and parent must come pick up child.

The child will be suspended for 3 days from the center if they continue to bite when returning.

If biting continues after 3 days suspension, the child will be terminated from the center

Behavior Management- Discipline Policy

Discipline is a form of guidance and shall be constructive, its purpose being to help the child learn acceptable behavior through understanding rather than forcing him to conform to adult standards. The child's age, intelligence, emotional makeup, and his past experiences should be considered when re-directing and guiding the child's behavior.

Children need patience and understanding if they are to establish habits, which make for good citizenship. Discipline should be fair and consistent, and every effort should be made to help the child see it as such. Encouragement and praise of good behavior is more effective than punishment. The child's acceptance of discipline and his ability to profit by it depend largely upon his feelings that he is liked and accepted.

The behavior management policy shall prohibit children from being subject to any of the following:

1. Physical or corporal punishment which included but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise or placing a child in an uncomfortable position.
2. Verbal abuse, which included but is not limited to using offensive or profane language, telling a child to "shut up", or making derogatory remarks about children or family members of children in the presence of children;
3. The threat of a prohibited action even if there is no intent to follow through with the threat;
4. Being disciplined by another child;
5. Being bullied by another child;
6. Being deprived of food or beverages;
7. Being restrained by devices such as high chairs or feeding tables for disciplinary purposes; and
8. Having active play time withheld for disciplinary purposes, except timeout may be used during active play time for an infraction incurred during the playtime.

If the parents have specific desires concerning discipline, they should consult the child's teacher and/or the director.

Abuse & Neglect Policy

As mandated reporters, all staff and owners shall report any suspected abuse or neglect of a child to the Louisiana Child Protection Statewide Hotline 1-855-4LA-KIDS (1-855-452-5437). This includes physical abuse, emotional abuse, sexual abuse and neglect.

Our center shall not delay the reporting of suspected abuse or neglect to the Child Protection Statewide Hotline in order to conduct an internal investigation to verify the abuse or neglect allegations; and

Our center shall not require staff to report suspected abuse or neglect to the center or management prior to reporting it to the Child Protection Statewide Hotline.

Medicine

Most medication can be administered once or twice daily which can be done at home. If medication must be taken during the time your child is at the center, (prescribed 3 or more times per day) we will administer medicine once per day at a specified time. We must have a copy of the prescription from the doctor's office or pharmacy that includes the frequency, duration and dose of the prescribed medication.

Please see the director for the form that is required when any medication is given.

Illnesses

The center is a place for well children, so please do not send your child when he/she is sick or has signs of a contagious illness. Children with the following illnesses or symptoms shall be excluded from the center based on potential communicability of the disease.

If a child becomes ill during the day, they shall be placed in isolation until a parent or designated person has been consulted. The parent will have to make arrangements to pick up the child **within 30 minutes**.

If your child has an illness that is contagious, a doctor's note must be provided in order to return to school. However we reserve the right to override the doctor's note if the child is not eating, sleeping, playing or behaving normal.

The child must stay at home the next day when they are sent home sick unless we receive a doctor's clearance stating that the child is not contagious. Parents are requested to report any illness immediately to the director or assistant director for the protection of the other children.

ILLNESS/SYMPTOMS	EXCLUDE UNTIL
Flu	Mandatory quarantine for 3 days following flu diagnosis. Must be fever free for 24 hours without the aid of medication and returned to normal behavior
RSV	Mandatory quarantine of 5 days. Child may return to school when they are symptom free for 24 hours and have returned to normal behavior.
Excessive runny noses with green mucus	Runny nose can be contained to a reasonable amount to avoid a sanitation issue.
Covid- Your child or a member of your household tests positive	Mandatory quarantine of 5 days. Child may return to school when they are symptom free for 24 hours and have returned to normal behavior.
Vomit- two or more episodes of vomiting -Or 1 episode of vomiting with accompanying symptoms of illness	Mandatory quarantine of a minimum of 24 hours and remain home until they are symptom free for 24 hours.
Diarrhea -two or more loose stools or over and above what is normal for that child -OR 1 uncontained loose stool that exits the diaper with accompanying symptoms of illness	Mandatory quarantine of a minimum of 24 hours and diarrhea resolved or is controlled (Contained in diaper or toilet) for 24 hours
Fever of unknown origin (100.4 degrees F oral) some behavioral signs of illness	Fever free for 24 hours without the aid of medication
Hand, Foot and Mouth	Fever free for 24 hours without the aid of medication and no active open blisters. This typically takes 7 calendar days
Chicken pox	Skin lesions (blisters) scabbed over completely
Hepatitis A	One week after illness started and fever is gone
AIDS (or HIV infection)	Until child's healthy, neurologic development, behavior and immune status is deemed appropriate (on a case-by-case basis) by qualified persons **, including the child's physician, chosen by the child's parent or guardian and the Director.
Undiagnosed generalized rash	Well or cleared by child's physician.
Any child with a sudden onset of irritability or excessive sleepiness	Evaluated and cleared by child's physician.
Head Lice	Treated per pharmacist's recommendation and <u>ALL</u> nits removed. Child to be checked and cleared by the director.
Meningococcal Disease (Neisseria Meningitis)	Well with proof of noncarriage*
Hib Disease (hemophilus influenza)	Well with proof of noncarriage*

* Proof of no carriage. Either by completion of appropriate drug regimen of Rifampin or by a negative throat culture obtained after completion of treatment for meningitis.

**These persons should include the child's physician and other qualified individuals such as the Director, a representative of the state's Office of Public Health, and a child development specialist and should be able to evaluate whether the child will receive optimal care in the specific program being considered and whether HIV-infected child poses a potential threat to others.

Accidents

In case of an accident, a child's parent will be notified immediately so the parent can take the child to his/her own doctor. If we cannot locate either parent, we will call 911; or in severe cases, the child will be taken to the Emergency Room.

Emergency Closures

In the event we encounter an emergency situation such as bad weather conditions (Hurricanes, Tornadoes, Tropical Storms, etc.), power outages, hazardous road conditions, etc., we will close the center for the safety of the children and teachers. We will alert parents in the event of closure. If we close the center, we will alert families through Brightwheel.

Please be advised that our center will follow the East Baton Rouge Parish School System's decisions regarding emergency closures, including weather-related events, unless you are notified otherwise by our administration.

If we need to close during regular hours of operation, we will notify parents as soon as possible in Brightwheel. The decision to close the center will be done to protect the children and the staff.

Emergency Plans

A written plan is provided to all employees at the beginning of employment.

Fire Plan – The Fire Plan is activated by the automatic fire alarm system.

Each teacher will bring the clipboard with roll and master records. They shall follow the fire escape plan posted in his or her room, bringing the children to the backyard fence near the gate for easy access. The teacher will take roll. The director will call 911 and check all rooms.

Building Evacuation Plan – The Building Evacuation Plan is activated by the fire alarm or verbal communication by the office staff from room to room. Everyone proceeds as quickly as possible away from the building.

Tornado Plan – The Tornado Plan is activated verbally. The words "Teachers, move to your safe place" will be used to signal the onset of the plan. Employees will quickly gather children into hallways or bathrooms avoiding outside walls and windows. The teacher will take roll

Children will be instructed to crouch down and put their heads between their legs, covering their head with their hands. The director will listen to the radio for weather updates.

Hurricane Plan – Employees will listen to the radio for the latest weather news. If time permits, we will contact parents to pick up the children. Flashlights and batteries will be available. The staff will use the same procedures as they use for tornadoes, if necessary. (Hurricanes spawn tornadoes)

Chemical Spill – The staff will close all windows and doors. They will cover and tape all cracks around the windows and doors and turn off the air conditioner and/or heaters so there is no outside ventilation. If necessary, the staff will cover the children's mouth and nose with wet cloths. We will listen to the radio for instructions and will not go outside until otherwise told to do so. If ordered to evacuate, they will cover the children's mouths as previously described.

Flood – The staff will listen to the weather reports. If time permits, we will contact parents to pick up the children. If severe flooding occurs, we will get the children to the highest point possible using tabletops or roofs if necessary.

Feeding Schedule

We serve breakfast from 8:00 until 8:30 a.m. If your child arrives after 8:30 a.m. we will be unable to serve them breakfast.

The children will be served lunch at approximately 11:00 a.m. Any child arriving after 9:30 a.m. (due to a doctor's appointment) will not be served lunch unless prior arrangements have been made with the center. This is to ensure enough food is cooked to serve the children accounted for when preparing lunch. The afternoon snack will begin at 2:00 P.M.

Since we follow the federal food program, we are not allowed to have any outside food or drinks brought into the center. This is a sanitization issue as well as a potential allergy issue. You are welcome to sit in your car and allow you child to finish any food.

Personal Belongings

Please mark all belongings with your child's first and last name. This includes coats, jackets, extra change of clothes. The Center is not responsible for lost clothing.

All preschool children will rest on cots that are provided by A Lil Ones. Parents may bring a blanket, pillow and crib sheet for your child at rest time. These will be sent home every Friday to be laundered. Please label these items before you bring them in to the center.

Please do not allow your child to bring food, gum, money or toys to the center.

Birthday Parties

If your child wishes to celebrate his/her birthday here at the Center and you wish to bring cake, ice cream, favors, etc., we will be delighted. The birthday child, as well as the other children, enjoys these celebrations. Please check the number of children in your child's class and bring STORE BOUGHT refreshments for that number. All children will celebrate their parties at 2:30 p.m.

Visitors

We request that all visiting times to the Center be coordinated with our supervised program. We prefer that the children are not disturbed during their lunch and naptime. However, parents are welcome at all times. We have an open-door policy. Consultations are available upon request.

Third Party Release

A Lil' One's must have written notice from the parents authorizing the release of your child to someone other than yourself. If we do not have written notice from you, your child will not be released. We are unable to release a child through verbal authorization.

Water Activities

All water activities that children participate in meet the guidelines of the Type III Regulations for our center. The type of water activity that the center participates in is posted at the center.

Parental Compliance Procedure

At A Lil' One's we strive to provide the best possible care for your child while they are with us. If you ever have any questions or concerns, please feel free to discuss your concerns with the director. If necessary, please call the owner, Teri Gomez, at 225-936-0830. It is our desire that you feel comfortable and secure about your child's care and we will attend to your needs.

Our Center is governed by the Louisiana Department of Education. Their number is 1-877-453-2721/ (225)342-9905. They are available to answer questions or concerns if we have failed to satisfy you.

A Lil' One's has an open-door policy. You may visit your child at the center during opening hours.

Transportation Policy

1. A Lil' One's provides transportation to and from schools. The schools served and the times of departure from the center and arrival back to the center are posted at the center.
2. A Lil' One's provides transportation on field trips taken by the center.
3. A Lil' One's does not charge for transportation.
4. Transportation arrangements conform to State Laws, including seat belts and child restraints.
NOTE: For additional information regarding state laws, contact Office of Public Safety.
5. A Lil' One's provides a cellular phone on the van.
6. The driver of the vehicle shall be currently certified in CPR and trained in pediatric first aid.
7. Children are under the direct supervision of staff at all times. The driver or attendant shall not leave the children unattended in the vehicle at any time while transporting the children.
8. Each child shall board or leave the vehicle from the curbside of the street and/or shall be safely escorted across the street.
9. A Lil' One's does not provide for or arrange transportation for children to or from home.
10. Each child is delivered to a responsible person authorized in writing by the parent.
11. Designated staff person shall be present when the child is delivered to the center.
12. Good order shall be maintained on the van.
13. The driver shall check the van at the completion of each trip to ensure that no child is left on the vehicle and all children were picked up and dropped off at the correct locations.
14. The van shall be maintained in good repair.
15. The use of tobacco in any form, use of alcohol and possession of illegal substances or unauthorized potentially toxic substances, firearms, pellet or BB guns (loaded or unloaded) in the van while transporting children is prohibited.
16. Children shall not be transported in the back of a pickup truck.
17. The number of persons in the van shall not exceed the manufacturers recommended capacity.

Confidentiality

The center shall maintain the confidentiality of all children's records. Children's records will not be released without your written informed consent. Pictures of the children are often used in our preschool program for instructional as well as decorative purposes. We will not release your child's photograph without your written informed consent

Parental Involvement Policy

Throughout the year we will be offering parental involvement opportunities which may include but are not limited to,

1. Breakfast with mom
2. Donuts with dad
3. Thanksgiving
4. Christmas Feasts
5. Graduation program
6. Toy drive

Background Check Policy

In accordance with state licensing regulations and our commitment to maintaining a safe and secure environment for all children, all staff members are required to undergo a criminal background check prior to employment.

On occasion, a staff member may be cleared to work under a **provisional background check** while awaiting final clearance. Provisional background checks are permitted only when allowed by state regulations and are monitored closely by administration to ensure compliance and safety at all times.

Our center maintains strict adherence to all state guidelines regarding employee background screening to protect the well-being of every child in our care.

Electronic Device Policy

Our Electronic Device policy provides that all activities involving electronic devices, including but not limited to television, movies, games, videos, computers and handheld electronic devices, shall adhere to the following limitations:

- a. Electronic device activities for children under age two are prohibited;
- b. Time allowed for electronic device activities for children ages 2 and above shall not exceed 2 hours per day.

Computer Practices Policy

It is required that all computers that allow internet access to children must be equipped with monitoring or filtering software that limits access by the children to inappropriate web sites, e-mail, and instant messaging.

Programs, Movies and Video Games Policy

- a. Programs, movies, and video games with violent or adult content, including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, shall not be permitted in the presence of children.
- b. All television, video, DVD, or other programming shall be suitable for the youngest child present.
- c. "PG" programming or its television equivalent shall not be shown to children under age 5.
- d. "PG" programming shall only be viewed by children age 5 and above and shall require written parental authorization.
- e. Any programming with a rating more restrictive than "PG" is prohibited.
- f. All video games shall be suitable for the youngest child with access to the games.
 - i. "E10+" rated games shall be permitted for children ages 10 years and older.
 - ii. "T" and "M" rated games are prohibited.

OFF-SITE ACTIVITIES POLICY

During the school year your child/children may have to take a field trip from the center. This may or may not be associated with the curriculum. You will be notified at least one week in advance of the scheduled field trip. When taking field trips the children are transported in the daycare vans. A cell phone is carried in the vans at all times in case of emergencies.

****Child/staff ratios are enforced in or out of the center.**

Note: Our school agers will be given a schedule of field trips for the summer.

IF your child misbehaves on any field trip, you will be notified. Depending on the severity of the conduct, your child may not be able to attend the next scheduled field trip.

If a field trip requires a fee payment, the parent will be notified and the fee must be paid by the due date. Also, a permission form must be signed by the parent. If payment is not made or a permission slip is not signed, then we must assume that your child will not be attending the field trip.

COMMUNITY RESOURCES

LaChip (health insurance)	1-877-252-2447 (2lachip) www.lachip.org
Childcare Assistance Provider Directory	1-800-690-9098 www.dss.state.la.us
Baton Rouge	225-219-1500
Livingston	225-686-2261
Medicaid	1-800-772-1213
East Baton Rouge Housing Authority	225-923-8100
Livingston Parish Housing Authority	225-664-3301
Food Stamp Program	1-888-524-3578 (lahelpu)
Child's Medical Home	1-504-568-5055

Health and Safety Memo

Updated January 2023

Medication Administration: Most medication can be administered once or twice daily, which can be done at home. If medication must be taken during the time your child is at the center, (prescribed 3 or more times per day) We will administer medicine once per day at a specified time. We must have a copy of the prescription from the doctor's office or pharmacy that includes the frequency, duration and dosage of the prescribed medication. This medication must be brought home each day. We cannot store medication at the center. This is to be handled by the director or assistant director and not given to your child's teacher.

Important to remember- If you are called to say that your child is ill, you **MUST** arrange for yourself or someone else to pick up your child **WITHIN 30 MINUTES**.

Updated Illness Quarantine Protocols

Hand Foot and Mouth- Mandatory quarantine of 7 calendar days. Additionally, the child must be fever free for 24 hours without the aid of medication and have no active blisters.

Flu- Mandatory quarantine of 3 calendar days. Additionally, the child must be fever free for 24 hours without the aid of medication and return to normal behavior.

RSV- If your child tests positive for RSV, there will be a mandatory quarantine of 5 calendar days. Your child must also be fever free for 24 hours without the aid of medication and also return normal behavior (eating, sleeping, playing etc.)

Vomit/ Diarrhea- If your child has 2 or more episodes of either vomit or diarrhea, there is a mandatory quarantine of 24 hours, and they must remain home until they are symptom free for 24 hours. Additionally, if your child has one episode of diarrhea or vomiting, and has other illness symptoms, the above parameters will be enforced.

Fever- If your child has a fever of 100.4 or higher, they must remain home for a minimum of 24 hours. They may return once they are fever free for 24 hours without the aid of medication.

COVID- If your child, or a member of your household, tests positive for COVID, there will be a mandatory quarantine of 5 calendar days. Your child must also be fever free for 24 hours without the aid of medication and also return normal behavior (eating, sleeping, playing etc.)

Runny Noses with green mucus- Every effort must be taken to remedy excessive runny noses. If allergies are to blame, we will give the parent 5 days to introduce some kind of intervention to help clear up the outward side effects of allergies (i.e., child is put on a daily antihistamine, environmental changes are made, etc) If after 5 days, the child still has an excessive runny nose, they will need to stay home until symptoms clear or we must have a doctor's note.

Doctor's Notes: Please ensure that the doctor's note explicitly notates the illness the child was sent home for.

As a Reminder: Outside food is not allowed to be brought into the center. You are welcome to let your child sit in your car until it is finished, however, children will not be allowed to bring food with them into the center. This is a sanitation issue as well as a potential allergen issue for other children. Additionally, it is not allowed by the food program without excessive documentation and paperwork.