

Little Lights Child Development Center Parent Handbook



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Welcome Letter to Parents

Dear Parents,

We would like to welcome you and your child to the Little Lights Child Development Center at The First Baptist Church of Frederick. The mission of the Little Lights Child Development Center is to provide a faith based and academic program for your young child and to set the foundations of their spiritual growth as well as their academic success.

Little Lights uses Creative Curriculum and is geared toward theme based learning and hands on experiences. Children learn through the world around them and what interests them. Each classroom is set up so that children can explore various materials on their level in blocks, manipulatives, art, writing, science, library, dramatic play, computer, and the outdoors. Children are guided through a circle time experience and time to read stories each day. Materials, posters and work are at children's level. Art work is about the process not the product. Children are able to create in their own way and it should not matter what the final product looks like. All children create differently therefore their art work will turn out differently.

Little Lights will:

- Hire teachers in the field of child development/teaching and allows staff to continue training and work toward expanding their knowledge in child development and teaching.
- Provide children with a nurturing, caring, and developmentally appropriate environment.
- Accept and appreciate differences of every child and their family, primary languages and cultural background
- Provide a learning environment that provides children to grow in all areas- Physically, emotionally, and intellectually.
- Encourage children to discover their own ideas, ask questions and be curious about the world around them.
- Provide children with opportunities to learn through different materials.
- Create partnerships with families and encourage participation in the program.
- Create a positive and respectful environment that enhances each child's success.
- Provide time to learn about the Bible, share prayers and participate in missions.
- Provide a predictable and well-rounded routine that includes:
 - Child directed play and activities
 - Teacher directed activities
 - Indoor and outdoor play
 - Organized activities (games, stories and songs)
 - To practice self-help skills
 - Respectable and social atmosphere
 - Time to rest

Thank you for entrusting us with your child. We look forward to serving you and your child throughout your child's enrollment in our program.

Thank You!

*"This Little Light of Mine I am going to let it
Shine."*

ENROLLMENT AGREEMENT

TO THE PARENT:

Please read this Agreement carefully. If you do not understand any part of this Agreement, feel free to ask the Center Director about it. This Agreement establishes your legal rights and responsibilities, and those of the Center, regarding your child’s enrollment and participation at the Little Lights Child Development Center. Throughout this Agreement, the terms “you” and “parent” refer to the parent(s) or legal guardian(s) of the child enrolled in the Center, and the terms “Center” and “we” refer to the Little Lights Child Development Center and its staff members. The term “school day” means a day when the Center is open and operating.

You, _____ (*parent(s) or guardian(s)*), agree to enroll your child, _____ (*name of child*), in the Little Lights Child Development Center, and the Center agrees to accept your child’s enrollment, under the following terms and conditions.

Program and Hours of Care:

Beginning on _____, 20__, the Center will provide care for your child in the _____ *Infant, Toddler, 2 year old, 3 year old, 4 and 5 year old, school age* program according to the following schedule:

_____ Full time Hours and Days (7am-7pm)_____

_____ Half Day Hours and Days (7am-1pm)

_____ Before and After School Program 7:00am-8:15am and 3:45pm-7:00pm

_____ School Age Summer Program 7:00am-7:00pm

Payment:

Registration Fee: A non-refundable registration fee of \$125 and two weeks tuition per family is due and payable on the day this Agreement is made date _____ , before your child can attend the Little Lights Child Development center.

Tuition: Tuition for two weeks is due on or before the first day of your child’s enrollment date. You will pay the Little Lights Child Development on the 1st and 15th of each month. Your tuition amount is \$_____. If you enroll your child in the Center during the middle of a week, you will pay a portion of the weekly tuition fee, pro-rated on a daily basis for the period remaining in the week.

Hold Fee: If you need to take your child out of the center for a temporary extended period but would like to keep your spot, we require a month notice, and a 50% payment of the time they will be gone. The maximize amount of time that we will hold a spot is 8 weeks.

Methods of Payment:

Payment may be made by: ___ cash, ___ check, ___ credit card, or ___ money order. However, if any payment by check is returned unpaid, you will owe a service charge of \$25.00 in addition to other amounts due, and thereafter you must pay by cash or money order.

Credit card information will be kept in a secure file and ONLY charged if a family leaves the center and a tuition amount is owed.

Payment must be delivered to the center’s Director at The Little Lights Child Development Center. We **WILL NOT** accept payments by mail.

Intake Questions:

1. Does your child receive any outside special services? Yes _____ No _____ if yes please list: _____

2. Does your child have any special needs or developmental delays that we should know about to better serve your child?

3. Does your child have a IEP (Individualized Education Plan) or IFSP (Individualized Family Service Plan) already in place? Yes _____ No _____ if yes please provide us with a copy.

*Answering yes to any of the questions above does not affect your enrollment at Little Lights but will assist the staff in better serving your child’s needs.

Suspension and Termination for Late Payment:

If the Center has not received the full payment by the 2nd and the 16th day after tuition is due, the Center will refuse to admit your child to the Center until you pay the amount due. If the Little Lights Child Development Center has not received your tuition for your child 2 weeks past the due date the Center reserves the right to suspend or terminate your child's enrollment and your child's space will be filled unless other arrangements have been made between the parent/ guardian and the Little Lights Child Development Center Director. If arrangements are not made and your child is dis-enrolled due to non-payment the credit card on file will be charged.

Late Pick-Up Penalties:

If your child is picked up after the scheduled time, you will owe a late fee of \$5.00 for each 5-minute period, or portion thereof, after the scheduled time. This late pick-up fee is due immediately at the time of pick-up. If your child is picked up over 30 minutes late, your child will not be admitted to the Center the following day. If your child is picked up late more than 3 times in one calendar month, the Center will notify you of that fact, and your child's enrollment may be terminated immediately. If your child's enrollment is terminated due to late pick-ups, the Center will refund a portion of the weekly tuition fee, pro-rated on a daily basis for the portion of the week remaining after termination.

Changes in Tuition:

The monthly tuition rate is subject to change and you agree that you will pay the new rate after the Center Director has given you sixty days written notice of such change.

Absences:

You are responsible for paying the full tuition for each week your child is enrolled in the Center, even if your child is absent (due to illness or other cause) during the month, You must notify the Center by 9:30 a.m. if your child becomes sick and will be absent on a specific day. You should notify the center a week in advance if your child will be absent due to vacation. Little Lights will still collect tuition on days that we are closed due to inclement weather to help cover costs of snow removal.

Holiday Schedule and Weather Closings:

The Center will be closed on the following holidays; there will be no charge of tuition on these days.

Christmas Eve (close early at 1pm), Christmas Day to the first business day after New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving (revised 10/05/15), Martin Luther King Day, Presidents Day (revised 8/21/12), and 2 days for teacher workshop and training (These days will be held the last Friday in March and the last Friday in August each year. They will also be written on the LLCDC office calendar and posted around the center beforehand).

The center follows the cancellation policy of the Frederick County Government. If the Frederick County Government opens late, or closes early due to snow or inclement weather conditions, the Center will do the same. There will be no refund or credit against the monthly tuition fee for any such closing. In the event of any early closing due to inclement weather, you agree to make arrangements to pick up your child promptly. *The Center Director reserves the right to close the center if hazardous or major weather conditions are present even if the Frederick County Government does not close*

Meals and Snacks:

The Center will provide the following:

Mid- Morning Snack, Late-Afternoon Snack, and Milk.

You will provide food for the following:

Lunch/ If your child has any dietary restrictions or food allergies you must notify the Center immediately and fill out the necessary allergy form to keep on file. If your child has a milk allergy you must provide the Center with the Milk substitute for your child.

Clothing and Supplies:

All of your child's belongings should be labeled with your child's name. On the first day, you should bring two complete changes of clothes and one extra pair of shoes for your child. These clothes are to be left at the program in the event that your child should require a change of clothes. Soiled clothing will be bagged and sent home for washing; you should return the clothing freshly washed, or bring a replacement change of clothes, the following day. If your child is enrolled for full time care you will need to provide a sheet, pillow with pillow case, and a blanket (all labeled with your child's name) for nap/rest/quiet time. These bed items will be sent home weekly and will need to be laundered and returned the following week.

Medication:

A signed authorization form is required for the Little Lights Child Development Center to administer medication to your child. Should you wish the Center to provide medication to your child, you must provide the Center with the appropriate authorization form, with a doctor's order and with the medication stored in a clearly labeled container. The container should state your child's name, the name of the medicine, the dosage, and the name and telephone number of your child's doctor.

Adjustment and Trial Period

Your child is accepted for enrollment in the Little Lights Child Development Center for a trial period of one (1) month. If, at any time during the first month, the Center Director determines that your child is unable to adjust to the Center's program, the Center may terminate your child's enrollment immediately. We will make reasonable attempts to work with you and your child to help solve adjustment problems. If your child's enrollment is terminated under this section, the Center will refund a portion of the weekly tuition fee, pro-rated on a daily basis for the portion of the week remaining after your child's enrollment has been terminated.

Withdrawal by Parent:

After the adjustment period, you will continue to have the right to withdraw your child from the program. However, you must give the Center Director 30 days written notice of withdrawal. If you withdraw your child in the middle of the week, the Center will refund a portion of the weekly tuition fee, pro-rated on a daily basis for the portion of the week remaining after withdrawal.

Termination by Center:

Immediate: The Center may terminate your child's enrollment in the Center effective immediately, if any of the following conditions arise:

- (1) In the judgment of the Center Director, the child's behavior threatens the physical or mental health of other children in the Center and cannot be modified;
- (2) Your child brings a weapon to the Center;
- (3) Tuition or annual registration fees are not paid within 15 days after payment is due;

- (4) The child is picked up late more than 3 days in any 30-day period; or
- (5) The child is ill when brought to the Center more than 5 days within any 30-day period, or the parent fails to pick up a sick child promptly more than 5 times within any 30-day period.

If enrollment is terminated due to the child's behavior, you will receive a refund of the deposit and a portion of the weekly fee, pro-rated on a daily basis for the period remaining in the week. If enrollment is terminated immediately for any other cause, the Center will refund the appropriate portion of the weekly fee.

Two-Weeks Notice: The Center may terminate your child's enrollment upon two (2) weeks written notice to you if any of the following conditions arise:

- (1) Any of the conditions listed above, if the Center has not exercised its right to terminate enrollment immediately;
- (2) You fail to provide necessary items as requested by the Center;
- (3) You fail to abide by the terms of the Enrollment Agreement; or
- (4) For any other reason reasonably related to the health and safety of the program.

If enrollment is terminated upon two (2) weeks written notice, you will receive a refund of the deposit and a portion of the weekly fee, pro-rated on a daily basis for the period remaining in the week.

30 days: The Center may terminate your child's enrollment with 30 days written notice for any reason or no reason.

Miscellaneous Charges:

If any miscellaneous charges due to Center (for late pick-up, returned check, etc.) remain unpaid at the time of termination or withdrawal, such amounts will be withheld from any deposit to be refunded to you.

General Parent Permission:

Please answer Yes or No after each statement:

In the event of an incident requiring the administration of First Aid or CPR I give the Little Lights Child development Center permission to have a duty trained employee administer such first aid or CPR. I further give permission to obtain immediate medical attention for my child at the closest hospital or clinic. _____

I give permission for my child to ride a bus or van with advance parent permission. _____

I give permission for Little Lights Child Development Center employees to take my child on properly supervised local walking trips to nearby places. _____

I give permission for Little Lights Child Development Center to photograph and display images of my child engaged in school activities for internal use only. _____

I give permission for photographs or video of my child engaged in Little Lights Child development center activities to be displayed on the centers website or brochure and advertisements. _____

I will provide my child sunscreen and give Little Lights staff permission to apply sunscreen before going outside. _____

I give permission for my child to participate in water related play and activities including but not limited to sensory bins and sprinklers. _____* There will not be any water play in pools or deep water.

Indemnification and Liability Waiver:

ACTING ON BEHALF OF YOURSELF AND YOUR CHILD, YOU HEREBY WAIVE AND AGREE TO RELEASE ANY CLAIMS WHICH YOU, YOUR CHILD, OR YOUR CHILD'S HEIRS AND SUCCESSORS MAY HAVE AGAINST THE CENTER AND ITS OFFICERS, DIRECTORS, EMPLOYEES, OR AGENTS FOR ANY AND ALL INJURIES, LOSSES OR DAMAGES TO YOUR CHILD, YOUR CHILD'S PERSONAL PROPERTY AND YOUR PERSONAL PROPERTY. BY SIGNING THIS ENROLLMENT AGREEMENT, YOU SPECIFICALLY LIMIT THE CENTER'S LIABILITY TO THE AMOUNT COVERED BY THE CENTER'S INSURANCE POLICIES. YOU AGREE TO BE RESPONSIBLE FOR, INDEMNIFY, AND HOLD HARMLESS THE CENTER FROM AND AGAINST ANY CLAIMS, SUITS, JUDGMENTS, OR COSTS WHICH MAY BE BROUGHT AGAINST THE CENTER, ITS OFFICERS, DIRECTORS, EMPLOYEES OR AGENTS FOR THE ACTUAL OR ALLEGED ACTS OR OMISSIONS OF YOU OR YOUR CHILD.

Certification that All Information is Correct:

You agree to notify the Little Lights Child Development Center and provide any additional documentation if there are any changes in the information you have supplied on the forms listed below: Child's Health Inventory, Child's Information and Registration Form, Medication Form, Allergy Form, Child's Immunization Record, and Contact Information.

Waiver:

If the Center fails to require that you comply with any term of this Agreement, the Center will not be deemed to have waived its right to demand compliance, and the Center may later require that you comply with such terms after notifying you that it will require compliance.

Changes to the Terms of this Contract:

After providing at least 30 days of advance written notice to parents, the Center has the right to amend the terms of this agreement to reflect changes in its standard policies and procedures. Parents not agreeing to changes shall have the right to cancel their child’s participation within 30 days of such notice, effective on the day before the amendment goes into effect. Should parents fail to cancel their child’s participation with the 30 day period, the parent will be deemed to have accepted the change in the agreement’s terms.

In signing this agreement, I (we) hereby certify that I am (we are) the sole legal guardian(s) of the child.

Parent/Guardian Signature	Date
---------------------------	------

Parent/Guardian Signature	Date
---------------------------	------

Little Lights Child Development Center

By: _____

Center Director	Date
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A Parent's Guide to Regulated Care Notification Form

This information can be found at:

www.marylandpublicschools.org/MSDE/divisions/child_care/child_care.htm

I agree that the Little Lights Child Development Center has made the brochure A Parent's Guide to Regulated Care available to me.

Parent/Guardian

Date

Parent/Guardian

Date

After reading Little Lights Child Development Center Parent Handbook please sign and date the portion below.

I _____ have read and agree to the center policies. By signing below I understand and agree to follow all policies within this handbook.

Parent/Guardian Signature

Date

Home to School Transition Questions:

*These questions will be shared with your child's teacher and will not affect your enrollment at Little Lights but will assist the staff in better serving your child.

Child's Name: _____

Is your child potty trained? _____

Has your child been in a center/school setting before?: _____

What are your child's interests?

What does your child dislike?

What academic skills do you think your child excels with?

What academic skills do you think your child needs help with?

Is there any other information you would like to share about your child?

Hygiene Practice and Policies

Teaching and ministering to preschoolers and children includes providing clean and orderly environments where the child can explore, create, learn, and play.

General Procedures and Practices in Children's Classrooms:

- Both preschool and children's teachers, paid or volunteer, are required to attend an orientation and receive instructions in proper hand washing, uses of gloves, and diapering techniques applicable to their age group.
- Teachers will be instructed as to how to respond to emergency injuries and illnesses as well as how to clean and disinfect toys, equipment, and rooms.
- All teachers will wash their hands using the proper hand washing procedures when they enter the classroom.
- A bleach solution or an Office of Childcare Licensing approved cleaning solution will be used to disinfect toys, table tops, countertops, and equipment as needed.
- The bleach solution or comparable cleaning solution will be used to disinfect eating tables, areas where food is handled, toileting areas, toys, and teaching materials.
- All rooms are to be kept orderly and clean, disinfecting as needed throughout older age groups.
- The recipe for the bleach solution is as follows: 1:10 solution 1 part bleach to 10 parts water.
- Prepare bleach solution out of the presence of children. Always keep bleach and cleaning products out of reach or locked away from children.

Diapering and Toileting

- All diapers will be checked at 60 minute intervals.
- Change two year olds in the designated changing area.
- Disinfect changing tables with bleach spray after each use.
- All teachers are required to wear latex or non latex gloves when changing diapers or assisting with toileting needs.
- Teachers should wash their hands after removing gloves.

Diapering Procedures

Step 1- Collect sheet of paper, premoistened towelettes (check for allergies), clean diaper, disposable gloves, disposable bag, child's personal towelettes, and ointment (if provided by parents and with parent's authorization).

Step 2- Place paper on top of clean diaper and slide it under the child.

Step 3- Put on disposable gloves.

Step 4- Unfasten, remove, and roll soiled/wet diaper in paper.

Step 5- Clean child's diaper area with pre-moistened towelette and put used towelette in paper.

Step 6- Fasten clean diaper securely.

Step 7- Remove gloves trying to enclose wrapped soiled/wet diaper and used towelette.

Hold diaper in right hand. Pull the top of the right-handed glove down over the diaper so

that the glove covers most of the diaper. Hold the partly concealed diaper in the left hand. Pull the top of the left-handed glove down over the diaper concealing the remainder of the diaper.

Step 8- Drop the enclosed soiled/wet diaper in the paper disposal bag and dispose of it in a covered trash container that has been lined with a plastic trash bag.

Step 9- Wash the child's hands with soap and warm water use towel to dry hands.

Step 10- Invite the child to return to the activity area or classroom.

Step 11- Disinfect the changing table with bleach solution. Let the bleach solution sit for 10 minutes to ensure proper sanitizing.

Step 12- Wash your hands with soap and warm water and use a towel to dry hands.

Toileting Procedures

Step 1- When you assist a child in the bathroom make sure the door is partially open.

Step 2- Use gloves when assisting a child.

Step 3- Remove your gloves and assist the child in washing his/her hands.

Step 4- Wash your hands with warm soapy water after assisting a child in the bathroom.

Step 5- Instruct or assist older preschoolers and children in proper hand washing after they use the toilet.

Hand Washing Policy

Teachers and children should wash their hands after using the toilet, after wiping their eyes or nose, before and after cleaning an open wound, and before eating or serving food.

Hand Washing Procedures

Step 1- Use antibacterial soap and warm running water when washing hands.

Step 2- Wash all surfaces including backs of hands, wrists, between fingers, and under fingernails.

Step 3- Rinse soap from hands.

Step 4- Dry hands with disposable paper towel.

Step 5- Turn the water faucet off with the disposable paper towel then dispose of towel in the trash.

Food Policy

Little Lights encourages parents to send healthy choices in your child's lunch daily. We have microwaves available in each classroom to warm food. Please make sure food is in a resalable container that can be heated quickly. Healthy food will be served to your child first and then chips/treats/sweets after they have had the healthy items first. Please cut food into bites that your child is comfortable eating. Little Lights provides plates, utensils, cups (with no lids) and 1% milk at lunch every day. Bottles/ sippy cups will not be given to children in our twos classroom up to our Pre-K classroom. Children are encouraged to drink liquids from a regular cup at snacks and lunch. Please make sure your child's containers and lunch box are labeled with their name.

If you would like your child to be served a different type of Milk (ex: rice, almond, organic or different percent) please notify your child's teacher and send in a container labeled with your child's name.

Infants will need a new bottle of formula/breast milk per feeding labeled with their name and with tops. Sippy cups need to be labeled with your child's name. The toddlers will start working at 12 months to drink liquids from sippy cups and cups with no lids rather than bottles, to prepare them for the two year old classroom. Children will be served center snack starting at 12 months unless parent chooses otherwise

Little Lights serves a morning snack around 9am, and an afternoon snack at 3pm. Snack calendars are available outside each classroom. If your child can not have a food listed please notify the teacher and director immediately and an alternate snack can be provided. Little Lights will provide whole grains, fresh fruit and vegetables (served 3 to 4 times a week), limit fat, sugar, and salt that is served by our program.

Little Lights will supplement food in your child's lunch that you would find on the snack calendar to ensure that they are receiving a balanced meal. If a supplement occurs, we will let you know at the time of pick up. Ages 2 and up will be provided with additional food if the lunch that is packed does not contain enough food or the child still says or acts hungry. You will be made aware of any additions verbally from the teacher or by communication log at the time of pick up.

Safety Policies

Safety Policies in the Little Lights Child Development Center rooms:

Walls of all center rooms have non-toxic paint and are free of obstructions that could be hazardous.

Floors are covered with tile or low-pile carpet and cleaned after every use.

Ceilings are in good condition, in good repair and free of water damage or loose pieces.

Electrical lighting is properly installed and all electrical outlets are covered and wires are out of reach of children.

All equipment is age appropriate.

All equipment is in good condition or free of sharp edges, broken parts, or chipped paint.

Small items which could cause choking are not used in preschool rooms.

Cords of window shades are out of reach of children.

All doors in the Little Lights Child Development Center meet fire code requirements as well as have small windows in the door or are half doors to allow visibility.

Children may be left in center rooms only when appropriate and adequate staff are present.

There will always be at least two adults in every room. We will always keep the appropriate adult to child ratios according to age.

If a water source is available in the classroom the temperature will be set to avoid hot temperatures which could be harmful to children.

Restrooms are near or adjoining to the center rooms.

The Little Lights CDC Directors or other designated adult must be available to monitor the entrance and the center hallways.

All potentially poisonous substances will be kept out of children's reach in all center rooms such as cleaning products.

Safety Policies Continued:

An information sheet will be kept on each child, including names of the child's parents and any other allergies which the child may have in a binder in the classroom and will go with the class on all field trips.

Emergency evacuation plans for fire will be posted in every room.

Teachers will be given instructions on what to do in case of a fire, tornado, earthquake, and if a violent crime occurs such as gunfire.

All teachers will be educated on how to use a fire extinguisher

All emergency equipment will be available and in good working condition.

All paid nursery staff will be trained in Infant and Child CPR.

All teachers will have access to injury documentation forms and will fill out information on each illness/injury to be kept on file.

Parents will receive a copy of the illness/injury form.

Vehicle Requirements

These requirements pertain to paid staff as well as volunteers. Any vehicle used to transport children or preschoolers shall comply with the following requirements.

*If a booster seat or car seat is required to transport a child the parent/guardian will supply the center with the appropriate booster or car seat.

- A vehicle will not be used to transport children in excess of the maximum seating capacity.
- All passengers will be able to sit comfortably in a stationary padded seat with a back that is properly anchored to the vehicle.
- Vehicles used to transport children shall be maintained in a clean, safe operating condition, free of hazardous objects or other nonessential items that could injure children if thrown about as a result of a collision.
- Children shall not be transported in vehicles or parts of vehicles which were not designed for the purpose of transporting people, such as truck beds, campers, and trailers.
- Each vehicle operated by the Little Lights Child Development Center for transportation shall have door locks that are controlled solely by the driver. It is the driver's responsibility to keep all doors locked when the vehicle is moving.
- The transporting vehicle shall be covered by medical and liability insurance.
- A vehicle that is used to transport children shall have an operated heater, which is capable of maintaining a temperature of 50 degrees Fahrenheit inside the vehicle and an appropriate ventilation system.
- A fire extinguisher and first aid kit shall be taken on each field trip.
- When renting a 15 passenger vehicle the maximum capacity is 11 and nothing can occupy the back seat. This is per First Baptist Church's Automobile Insurance Coverage.

Driver Qualifications

Whenever there is transportation of minors, including field trips, is provided by paid staff or volunteers, all these requirements regarding transportation must be met.

- Any driver paid or volunteer must be at least 21 years old to drive a van and have a valid driver's license.
- Any driver paid or volunteer must be at least 25 years old to drive the church bus and have a valid driver's license.
- Any driver paid or volunteer must have a CDL license if transporting more than 15 passengers.
- Any driver must have no convictions of driving under the influence of alcohol or drugs or other impaired driving offense within the last three years.
- Any driver must not have major driving violations such as reckless driving, tickets for excessive speed, or DUI.
- Any driver can be subject to review by the Underwriting Department of Brotherhood Mutual*.

Transportation Procedures

- A schedule showing the accurate route and itinerary shall be planned and kept at the center to show approximately where the vehicle is at any given time.
- The leader of the field trip or event will have on file for every child a Parent Consent Form as well as an Authorization to Consent to Health Care for a Minor.
- The driver shall be provided with:
 - a. a copy of the scheduled route
 - b. the name, address, and telephone number of the center
 - c. names of children being transported
 - d. a method to contact the children's parents in case of emergency
- Safe conduct to and from all vehicles and safe off-street loading spaces will be provided so that the children are protected from backing vehicles, from walking between vehicles, and from all traffic hazards.
- Attendance will be taken and checked each time the children board and exit the vehicle.
- Children will not ride more than 60 minutes one way, except for field trips.
- Children will remain seated while vehicle is in motion.
- No part of a child's body may extend from windows.
- Vehicles containing children will never be left unattended. There will always be an adult present on the vehicle with the children.
- The use of tobacco products on or around the vehicle is prohibited while children are being transported.

*Brotherhood Mutual provides First Baptist Church of Frederick's car insurance policy.

Passenger Restraints

Whenever transportation is provided by a, paid staff or a volunteer, all these requirements must be met.

Children who are being transported in a passenger car, van, bus, or truck will be properly secured in a child passenger restraint system or car seat or a seat belt. However, buses with a capacity for 10 or more passengers that meet state and federal requirements for school buses are exempt from this requirement.

Children under the age of four will be secured in a car seat.

The car seat will be:

1. provided by the parents
2. meet federally approved regulations
3. Be installed to the manufacturer's instructions
4. properly maintained
5. Appropriate to height and weight and physical condition of the child

- Children under the age of four will be properly secured in the rear seat of the vehicle.
- Each seat belt will be properly anchored to the vehicle and fit snugly across the child's hips.
- All adult passengers, except those in a full size school bus, and driver will be properly secured by seat belts, unless the driver or passenger has written verification from a doctor licensed in their state who says that he/she is unable to use a seat belt for medical reasons.
- In addition to the driver, there is at least one adult present in the vehicle when more than eight children are being transported as a group to or from the center.
- Whenever more than one adult is required to be present in a vehicle, at least one adult must be currently certified in approved CPR and First Aid.

Playground Safety

Providing a safe and inviting area for preschoolers and children to play is important for their development. These policies help ensure the safety and well being of children while they are outside playing.

- The outdoor playground is adjacent to or safely accessible to the church.
- Children and Preschoolers do not play on outdoor equipment unless there is appropriate and adequate adult supervision.
- The playground area must have ample play area (75 square feet per child per MSDE Licensing requirements).
- The playground area must be free from hazards to children such as fencing in disrepair, broken playground equipment, unfenced bodies of water, and holes in the ground, glass, or poisonous plants such as poison ivy.
- The playground equipment must be checked and maintained monthly.
- There should be at least two teachers on the playground with the children at all times.
- In case of an injury there will be an illness/injury report filled out and filed as well a copy given to the parent.

Supervision Policies

- Two approved and screened employees of the Little Lights Child Development Center will be present at all times in the classrooms, on the playground, and on field trips.
- Proper Staffing for each age group will be ensured.
- A Little Lights Child Development Center Director will be present in the building at least 90% of the time the center is open.
- All interaction regarding discipline needs to carefully consider the child. Gentleness, respect, and understanding must guide all actions and words. Discipline will be carried out through instruction, training, and correction. Physical punishment is strictly forbidden. Please refer to the Discipline Policy for the center.
- At the beginning of each new school year parents will be required to complete or update their child's information and emergency form indicating any food allergies and special care instructions for those working with their child.
- Workers will keep these information forms in the rooms and will follow all written instructions of the parent, being especially sensitive to the child's allergies when serving food.
- All children will only be released into the care of the parent/guardian or an authorized adult that the parent/ guardian has given written permission for. The center staff reserve the right to ask for picture identification of any person before a child is released into their care.

Discipline Policy:

At Little Lights Child Development Center at The First Baptist Church of Frederick our goal is to aid a young child in making positive decisions during instruction and play times.

During instructional times each class will develop and use clear rules and expectations, a positive reinforcement model, redirection by providing choices, use reflection on what happened and how could you handle a situation, open ended questions and problem solving skills. All children will be encouraged to complete instructional tasks or activities and will work toward a specific goal. If a child is refusing to participate then they will be reminded that the instruction activity will first be completed and then they can have what the child has specified as their goal. For example, first we will have circle time and then we will play with play dough. The child is always working towards positive reinforcement goals and providing choices. If the child will not continue regardless of the attempts then they will be reminded of the classroom rules and expectations. After redirection, providing choices or help with problem solving does not work the child may be removed from the group to another area of the room until the child decides to join the group activity or the activity is over. The child will be encouraged to join the group, make good decisions, and then they can earn the reward.

During free times or play times a redirection discipline plan will be used. Using the strategy of redirection in an environment with young children would be used when it is observed or apparent by the teaching staff that an inappropriate behavior might be about to happen and adult intervention would be used promptly to diffuse a situation before it occurs. Teachers would then sit with the children whose redirection was needed and aide in problem solving skills to observe and ask questions during play. For example, if there are two dolls in the dramatic play area and a teacher sees three children attempting to play with the babies, the teacher would step in and help initiate the idea of sharing and taking turns. If the child becomes aggressive or combative then the child will be placed in a time out chair to calm down and discuss why they are in time out.

All classrooms will develop positive, clear and consistent classroom rules to follow. Teachers will redirect, provide realistic choices and use positive reinforcement and praise while working with children. Each classroom may set up and use their own positive rewards system such as (but are not limited to) verbal praise, tangible items, and special privileges.

Discipline Policy Continued:

We are implementing a new policy for any children ages 3 years and up.

In the past we have helped children by taking them by the hand or picking them up when they refused to follow directions or follow the rest of the group when moving from one area of the building or classroom to another. If a child is having a difficult time and they begin to get upset or act out, and the child is unable to follow directions and is unable to calm themselves down in a quiet place, then a teacher will remove the other children from the classroom or area while another teacher or director stays with the child having a difficult time. This will allow for the child to calm themselves down without the distraction of other children. The child will be asked if they are ready to return to the group every couple minutes, and will be encouraged to return to their daily activities. If a child will not rejoin the group and refuses to participate in activities after a significant amount of time (more than an hour) a phone call will be made for the child to be picked up.

If a child is exhibiting aggressive behaviors towards classmates or a teacher, such as trying to hit, scratch or go after them when upset, a phone call will be made to a parent and the child will need to be picked up for the day.

These policies help to ensure our teachers and other children in our care remain in a safe environment.

Biting Policy:

First Incident: Child will be removed from class and will have a time out time in the Directors office. The incident will be documented and the parents of the biter and the one who was bitten will be contacted immediately.

Second Incident: The child will be immediately removed from the class and will stay in the Directors office. The incident will be documented and the parents of the biter and the one who was bitten will be contacted immediately. The parents of the biter will be required to meet with the Director of the Child Development Center, the Lead Teacher, and any support staff to create a behavior plan to help the child use a more appropriate way of communicating. A warning will be given to the parents that if a 3rd incident occurs then the child will have to be temporarily removed or permanently removed. That choice will be a collective decision by the Director and the Lead Teacher in the child's class.

Third Incident: The child will be immediately removed from the class and will stay in the Director's office till the parents are notified and will be removed temporarily or permanently; this decision will be up to the discretion of the Director and the Lead teacher. The incident will be documented and the parents of the one who was bitten will be contacted immediately.

Transition Protocol

The intake form (age 2-Pre-K) and the family information form (age 6 weeks-24months) will be filled out by parents/guardian and used to help transition your child from home to our program. The information you provide will be shared with your child's teacher. Children will transition to the next age classroom around their birthday. Children may move up early into a classroom if space is needed in one classroom and there is enough space in the next classroom. Each child will have at least one week to visit the next classroom to get to know the new teachers, children, and routine to help adjust to the new classroom. Teachers will complete a transition form to give to the next teacher to describe the child's needs, strengths and any important information. Teachers will share any information on children with IEP, IFSP or special needs with the next classroom teacher. Copies of the paperwork will be provided and a meeting with the parent will occur to discuss the child's needs with the new teachers.

Children who enter our Educational Pre-K have to be entering Kindergarten the following school year. State law requires that a child must turn five years old by September 1st to enter Kindergarten. The teacher will complete a transition form as they exit Pre-K to continue onto Kindergarten. These transition forms will be shared with parents at end of the year conferences and can be sent on to the public school with parent signature.

Inclusion of children with Special Needs/ IFSP/ IEP

Children who enter the program with special needs/IFSP/IEP we ask that these documents be shared with the Directors so that we can work with your family and child to make them successful in our program.

Steps that Little Lights will take to meet your child's needs:

1. Share documents that are already in place
2. Meet with teacher to go over and discuss what works best for your child
3. Share when documents are changed or when a teacher thinks a change may need to be made.
4. Meet with teacher to go over and discuss the changes that are made

Steps that Little Lights will take if your child shows a need for outside resources:

1. The teacher and director will meet and discuss concerns with the parent
2. We will discuss and come up with a plan to put into place and implement in the classroom

3. The teacher, director and family will meet again to go over progress the child is making and will suggest any outside resources that may need to become involved.

Resources that may be possibly used:

Frederick County Public Schools Child Find

PERKS

Maryland Family Network

Maryland Infants and Toddlers Program

Maryland State Department of Education/Early Intervention

Policies for Medication /Medication Administration:

- If at all possible, we, at Little Lights Child Development Center, would like to encourage you to make every effort possible to administer your child's prescription and/or over-the-counter medication prior to or after attending the center for the day.
- However, if it is necessary for your child to take medication (prescription or over-the-counter) while in our care, a Medication Authorization Form must be completely filled out, including authorization from Parent(s) or Guardian(s) (Section A), and the Physician's section (B) requiring date, signature, and phone number of physician. Please see note * at end.
- Only staff that has taken a "Medication Administration Orientation" training workshop will receive and administer medications. Parents may request names of certified staff and we will make this information available to you.
- Prescription medicine must come to Little Lights Child Development Center in the pharmacy dispensed packaging with the prescription label attached and the doctor's instructions.
- Prescription medication must be actual dosage provided (i.e.: center is not responsible for cutting pills in half).

- We cannot accept “as needed” instructions. Dr.’s instructions need to have clear directives concerning: symptoms to look for, order of procedure, when, and how much medication to administer to the child.
- It is the parent or guardian’s responsibility to supply proper dispenser/dropper/cup with accurate dosage amounts clearly labeled for the medication to be given to child.
- Under no circumstances will a child be given medication with another child's name on it.
- Please keep your child home for 24 hours upon beginning medication to monitor child for any potential adverse reactions.
- Child must be on antibiotics for 48 hours before returning to the center even if symptoms are not present.
- **Over-the-counter** medications must be in the original, unopened manufacturer’s container clearly labeled with instructions for dosage and expiration date.
- Cough drops, herbal preparations, and rectal medications cannot be accepted at the center.

Policies for Medication /Medication Administration Continued:

- **Preventative** applications (non-medicated) such as diaper cream, sunscreen, or insect repellent, applied from the original container, supplied and given written permission by a child’s parent, are not required to have physician’s authorization.
- Medications will be returned to the child’s parent or guardian upon expiration or discontinuation. Exceptions are EpiPens and inhalers which will remain on site as long as they are not expired.
- Prescription medicine must come to Little Lights Child Development Center in the pharmacy dispensed packaging with the prescription label attached and the doctor’s instructions. For short term antibiotics, parents may request pharmacist to provide smaller bottle with appropriate labeling to distribute medication at center for their child.

*The qualified persons for the medication authorization, along with the center’s directors, reserve the right to be able to ask for Dr.’s authorization or clarification of medication and instructions.

Illness Prevention Policy

At the Little Lights Child Development Center we want to provide a safe and illness free environment for all children. We ask that you care for your children in the comfort and safety of your home if they have any of the following symptoms:

- Fever of 101 degrees or higher. *Child should be fever free for at least 24 hours without medication before returning.
 - Runny nose (colored discharge)
 - Colored discharge from eyes
 - Croupy, congested cough
- Diarrhea-child will be sent home after 2 loose /uncontrollable/uncontainable stool. *Child may not return to center for 24 hours after last loose stool.
- Vomiting- child will be sent home. *Child may not return until vomit free for 24 hours
- Contagious disease (i.e. Chicken Pox/ Pink eye/ Strep)
- Unexplained Rash (**Dr. note required to return**)
- If a child is sent home with symptoms of possible Hand, foot and mouth, a doctor's note is required stating that HFM was the diagnosis, as well as for them to return as it will fall under the unexplained rash category. In the event that a child has contracted HFM, it is per our policy that they may not return until all of their sores/blisters are scabbed over, and there are no sores/blisters in their mouths

If a child shows signs of any of these symptoms while in our care, the child will be isolated from the other children and the parent or guardian will be contacted immediately to pick up the child. Every effort should be made to pick up your child in a reasonable amount of time. If this is not possible other arrangements will need to be made for someone else to pick up your child. If we are unable to contact you after several attempts the next person on your child's emergency card will be contacted.

If your child is taking antibiotics, he/she should have received treatment for at least 48 hours prior to coming to center even if the symptoms are no longer present.

If your child contracts a childhood disease, illness, or lice the parent or guardian must contact the Little Lights Child Development Center Director.

The Little Lights Child Development Center Director reserves the right to request a doctor's note before the child can return to the center. If a child misses three consecutive days for an illness a doctor's note will be required for their return.

*** In the event that your child has allergies or rash and displays any of these symptoms a doctor's note will be required before the child can return to the center.***

Child Abuse Policies and Procedures

If abuse or neglect is suspected by a parent/guardian the following steps will be taken by the teacher or worker:

Call Child Protective Services (CPS)
Record all findings of suspected child abuse or neglect.

In case of an actual allegation of abuse against a paid or volunteer employee in the center the following steps must be made.

The parents/ guardian must be notified immediately.

The center director must document all efforts at handling the incident and contact the center's Office of Childcare's Licensing Agent.

Contact the proper civil authorities.

The Director must report the incident immediately to the church's insurance company, attorney, and notify the center's board of directors.

Temporary or permanent removal and/or suspension of the alleged abuser from the center until a resolution is made.

Breastfeeding Policy

Because breastfeeding has been shown to be the best form of infant nutrition, providing a multitude of health benefits to both infant and mother, and because breastfeeding employees need ongoing support from childcare providers to provide their milk for their babies. Little Lights Child Development Center subscribes to the following policy:

1. Breastfeeding mothers shall be provided a place to breastfeed or express their milk.

Breastfeeding mothers, including employees, shall be provided a private and sanitary place to breastfeed their babies or express milk. This area will have an electrical outlet, comfortable chair, and nearby access to running water.

2. A refrigerator will be made available for storage of expressed breastmilk.

Breastfeeding mothers and employees may store their expressed breast milk in the center refrigerator. Mothers should provide their own containers, clearly labeled with name and date.

3. Sensitivity will be shown to breastfeeding mothers and their babies.

The childcare center is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby in the morning and evening, and holding off giving a bottle, if possible, when mom is due to arrive. Artificial baby milks (formula) and solid foods will not be provided unless the mother has requested. Babies will be held closely when feeding and bottles will never be propped.

4. Staff shall be trained in handling human milk.

All childcare center staff will be trained in the proper storage and handling of human milk, as well as ways to support breastfeeding mothers. The center will follow guidelines from the American Academy of Pediatrics and Centers for Disease Control in ensuring that breastmilk is properly treated to avoid waste. Special precautions are *not* required in handling human milk.

Storage Guidelines for Human Milk:

http://www.cdc.gov/breastfeeding/recommendations/handling_breastmilk.htm

<http://www.healthychildren.org/English/ages-stages/baby/breastfeeding/pages/Storing-and-Preparing-Expressed-Breast-Milk.aspx>

5. Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression.

Breastfeeding employees shall be provided a flexible schedule for breastfeeding or pumping to provide breastmilk for their children. The time allowed would not exceed the normal time allowed to other employees for lunch and breaks. For time above and beyond normal lunch and breaks, sick/annual leave may be used, or the employee can come in a little earlier or leave a little late to make up the time.

6. Breastfeeding promotion information will be displayed.

The center will provide information on breastfeeding, including the names of area resources should questions or problems arise. In addition, positive promotion of breastfeeding will be on display in the center. Contact the Vermont Department of Health to obtain *Loving Support* posters showing breastfeeding mothers and their babies.

Emergency Communication

The following positions at the child care site are responsible for:

Task	Position Responsible	Task	Position Responsible
Declaring an emergency:	Director	Arranging transportation for children/staff:	Director
Calling for assistance:	Director/Teachers	Carrying needed medications:	Director
Contacting families:	Director/Teachers	Completing final building check after evacuation:	Director
Initiating contact with evacuation site:	Director	Determining when the emergency is over:	Director
Carrying Ready to go kit:	Director/Teachers	Conducting Fire drills:	Director
Carrying Disaster Supply kit:	Director	Media contact person:	Attorney

1. Children, Staff, and Program Records:
Ready to go files are in a folder /binder in a backpack and are to stay with the director and or Teachers of each class.
2. Local Emergency System (EAS) radio station is 93.0 AM and 99.9 FM
3. Location in the child care site where emergency telephone numbers are posted: By every phone
4. Local emergency service numbers:

Agency/Service	Telephone Number	Agency/Service	Telephone Number
Ambulance	911	Health Department	301-600-1029
Police	911	Hospital	240-566-3300
Fire Department	911	Local OCC	301-696-9766
Poison Control Center	1-800-222-1222		
Utilities	301-790-3400		
Office of Emergency Management	301-600-9000		

5. Emergency Communication:
Person responsible for communicating emergency information: Director
Alternate position responsible for communicating emergency information: Assistant Director
The items and methods used to communicate in an emergency are: Radio, Cell phone, Internet, e-mail.

Emergency Communication Continued

Items used for communication will be store/maintained: Cell phone of self, Radio in back pack

6. Disaster Supply Kit:

Items to be included in kit:

Extra blankets, 3 day supply of water, ready to go files, radio, cell phone, matches, duck tape, tools, bleach, gloves, hand sanitizer, toys, books, travel games, plastic bags, flash light, cash.

7. The sites that are evacuation locations for child care site are:

Name	Address	Telephone	Contact Person
Waverley Elementary	201 Waverley Dr. Frederick MD 21702	240-236-2900	Barb Nash
Rock Creek School	191 Waverley Dr Frederick MD 21702	240-236-8700	Mary Malone

The agreement will be reviewed and updated, if necessary by: Director

Description of how children and adults will be transported to evacuation site: Center bus, Teachers and Director Cars. Put into cribs with wheels and use strollers.

8. Accounting for children and adults after an emergency:

Position responsible to assure all children and adults are accounted for after an emergency: Director

Method used to account for all children and adults: Attendance or roll call sheets

9. Natural Emergency Situation:

Natural emergency situations that occur most often in the child care site's region:

Winter storms, Tornadoes, earth quakes.

10. Difficult Situations with Adults:

Procedures in place that deal with a parent, guardian or authorized person that arrives at the child care site to pick up a child on an "impaired" condition:

-Stall Parent / offer help

- Call 911

-Call someone else on the emergency card

- Follow up with Child services

12. Emergency Plan Review: Yearly by Director

Little Lights Board Members-

- Larry Eubanks- FBC Pastor
- Richard Kraus- FBC Pastor
- Jim Schrock- FBC Trustee
- Jennie Barnwell- FBC Church Member
- Rachel Pyles- LLCDC Program Director
- Randi Wenner- LLCDC Educational Director
- Kristie Tanner- LLCDC Parent
- Jackie Finley- LLCDC Parent
- Tammy Sander- LLCDC Parent

Decision making, grievance and problem solving process

Most decisions for Little Lights are made by the center directors. These decisions include but are not limited to staffing changes, new equipment purchases, fundraiser ideas, etc. The Little Lights board helps to make decision in regards to offering benefits to staff, tuition rates, or decisions that the center directors are not able to make.

If there are any grievances they should be addressed with the center directors, but in the event a solution cannot be agreed upon then the grievance will be taken to the Board of Directors.

The center directors will listen to any concerns that parents or staff may have, and then come up with a solution to the problem. These solutions include but are not limited to holding a mediation meeting with teachers or parents, removing of staff from classrooms, or the removal of a child from the program.

The directors of Little Lights will do everything in their power to ensure a fair and agreed upon solution is found. In the event that this is not something that can be done, the Board of Directors will then become involved.