Introduction

The purpose of this handbook is to provide parents with information pertaining to Little Lambs Mother’s Day Out Program and policies. From time to time you will receive additional data to keep you well informed.
Welcome

Little Lambs is held four days a week; Tuesday through Friday from 9:00 a.m. until 2:00 p.m. 8:00 a.m. early drop off is available for an additional fee. No late pickups are allowed.

At Little Lambs, the director and staff strive to model Christ’s love. Little Lambs encourages children to enjoy God’s entire splendor through their own eyes and within their hearts.

Philosophy

“Our mission at Mother’s Day Out is to provide a safe and nurturing environment where children can develop the self-confidence they need in order to feel positive about school. We encourage our students to follow their natural curiosity as they explore the educational toys, arts and crafts materials, and books in their classrooms. We also engage students one and older in structured activities so that they can learn important socialization skills such as sharing, following directions, and working as a team. As they learn about the world around them through stories, songs, artwork, and dramatic play, our students are also learning about themselves and how they relate to others. These are lessons that shape children’s confidence and their “sense of self,” perhaps the most important element in which they will become as lifelong leaders.

Little Lambs Director

Kelly O’Reilly LaBry has been a member of St. Barnabas Episcopal Church for 20 years. She is married to Dr. Jacque LaBry, Sr. and has two children; Jacque, Jr. “Jet” and Emile. Kelly graduated from The University of Louisiana at Lafayette with a degree in Secondary Education. Kelly taught high school English in Metairie, LA for 2.5 years prior to opening Little Lambs in January 2014.

Little Lambs Teachers

Our Little Lambs Mother’s Day Out teachers are CPR certified and trained as well as trained by the Episcopal Church’s Safeguarding God’s Children program. All of our teachers have followed the protocol to work in the Episcopal Church. Our teachers understand that children are a gift and our Little Lambs are precious.
At Little Lambs, we want our children's' parents and guardians to trust that their children are getting the utmost care while in our hands. We feel blessed that parents and guardians choose us to share their children's time with and hope our children enjoy their experiences at Little Lambs. At Little Lambs, we will encourage your child(ren) to seek God's love in all places and people.

Little Lambs provides parents with this handbook in hopes that parents understand how our program works. If at any time, you have questions or concerns, please do not hesitate to call or e-mail us. We genuinely thank you for entrusting us with your precious treasures.

**Class Sizes**

Nursery (6-11 month olds): 6 children, 2 teachers  
12 - 18 month olds (early 1s): 8 children, 2 staff members  
18 - 24 month olds (late 1s): 9 children, 2 staff members  
24 - 30 month olds (early 2s): 9 children, 2 staff members  
30 - 36 month olds (late 2s): 9 children, 2 staff members  
36- 48 month olds (3s): 11 children, 2 staff members  
48 month olds and above (4s): 12 children, 2 staff members

**Helpful Hints for Parents/Guardians**

- Bring your child to Little Lambs no later than 9:10 a.m. in order to avoid disruptions to the schedule.  
- Label all of your child's belongings with their first and last name.  
- Drop your child off and then leave. Your child's teacher will make sure your child is busy in an activity as soon as he or she arrives.  
- **Children above 12 months should not arrive to Mother's Day Out with a pacifier in his/her mouth. Pacifiers are only allowed for nap time for some of the children above 12 months.**
• Drop your child off in the drive-thru (this makes for an easier transition for your child.)
  o Children are not allowed in the building until 9:00 a.m. unless enrolled in Early Drop Off.
  o Drive-thru service will not begin until 9:00 a.m. for children not enrolled in Early Drop Off.
• All children in Little Lambs must be picked up by 2:00 p.m. If you want to pick up your child early, please inform your child's teacher or any staff member at least 24 hours in advance in order to prevent any disruptions.
  o If your child is being picked up early for any reason, early pick up time is at 11:30 a.m. You must inform Kelly that your child will be picked up early.
  o $1.00 is charged (per child) for every minute after 2:00 p.m. that your child is not picked up. This fee is due the following program day at drop off.

2017-2018 TENTATIVE Little Lambs Calendar
(Little Lambs follows the same calendar as Lafayette Parish School System. Please view LPSS’ online calendar monthly and adhere to any changes. We do not take off for Parent-Teacher Conferences/In-services like LPSS does. We will update you as early as we can for unexpected school closures.)

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<tr>
<th>MONTH</th>
<th>DATE</th>
<th>DESCRIPTION / HOLIDAYS</th>
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<tbody>
<tr>
<td>August</td>
<td>9</td>
<td>First day of Little Lambs</td>
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<tr>
<td>November</td>
<td>20-24</td>
<td>Thanksgiving Holidays</td>
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If we need to close because of bad weather (hurricane, flooding, ice, etc.) we will do our best to notify you via e-mail, Facebook page, and or text message. If in doubt, please call Little Lambs or come by to pick up your child.

**Admission and Registration Policies**

During registration, the following criteria will be observed in the order of priority:

A. Children of members of Saint Barnabas Episcopal Church

B. Children currently enrolled in Little Lambs.

C. Siblings of children currently enrolled in Little Lambs.

C. All other children.

When vacancies occur, children will be accepted who are on the waiting list for their appropriate age group, in the order in which they applied.

We reserve the right to accept or reject any applicant and to determine a child’s continuing acceptability.

A child may be asked to leave the program if his/her behavior is deemed unacceptable, if he/she is constantly late (later than 9:30 a.m.), if he/she causes major disruptions to his/her classroom, or is violent towards classmates and or staff. If a child is asked to leave the program, the child’s parent(s) will not receive a refund on registration or tuition.
We welcome children of any race or religious belief. Children are divided into groups according to age and development. The teachers conduct activities that are appropriate for their age-specific group.

We do not discriminate on the basis of race, color, creed, sex, national origin, handicapping conditions or ancestry.

**Ages of Children in Mother's Day Out**

We accept children into the program from the age of 6 months to 3 years (3 year old classroom students (33 month olds and above) must be fully potty trained and bring spare underwear in case of accidents).

*Our 3 and 4 year old classrooms are not equipped with a diaper changing station nor will we change children out of/into diapers or Pull Ups. Children who do not display signs of being potty trained that are enrolled in these classes, will not be able to attend Mother’s Day Out. If you would like to hold your child’s spot in these classrooms but he/she is not potty trained, you will be required to pay for his/her spot until he/she is potty trained. There are no exceptions to this policy.*

**Registration Requirements**

1. All required immunizations

   A) DTP
   B) OPV
   C) MMR
   D) HIB Vaccine
   E) Chicken Pox Vaccine

2. Immunization record from child’s physician.

3. Registration is not complete until:
- The Registration fee has been paid. (A child’s “spot” will not be reserved until payment has been collected.)
- Immunization records have been received
4. A copy of the child’s insurance card has been received

(The registration fee is non-refundable. Under no circumstances will a refund be given.)

Payments and Late Fees

Registration and tuition fees for Little Lambs Mother’s Day Out are as follows:

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<th>PROGRAM</th>
<th>REGISTRATION</th>
<th>MONTHLY TUITION ($100.00 off/month per sibling unless nursery aged child. A total of $50.00/off a month if one sibling is in nursery).</th>
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<tbody>
<tr>
<td>Plan</td>
<td>Schedule</td>
<td>Fees</td>
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| Tuesday- Thursday 3 days | • $100.00 for St. B child  
• $150.00 for St. B family  
• $150.00 for non-St. B child  
• $200.00 for non-St. B family | • $310.00/month  
• $10.00 late fee if tuition not paid by the 1st program day of the month  
• $10.00 late fee if tuition is not paid by the 1st program day of the month at 9:00 a.m. |
| Tuesday-Friday 4 days | • $125.00 for St. B child  
• $175.00 for St. B family  
• $175.00 for non-St. B child  
• $225.00 for non-St. B family | • $340.00/month  
• $10.00 late fee if tuition is not paid by the 1st program day of the month at 9:00 a.m. |
| Early Drop Off 48- above month olds (4s) | • $85.00/month for 1 child  
• $42.50/month for additional child(ren) | • $60.00 supply fee is required. This fee will supply your child with personal workbooks, writing tools, etc. |
Payment is due on the 1st program day of each month AT DROP-OFF IN THE MORNING. A $10.00 LATE FEE WILL BE CHARGED FOR PAYMENTS RECEIVED AFTER THE 1st. A $25.00 fee will be charged for all returned NSF checks.

Full payment is due each month, regardless of the number of days expected to be in attendance. No adjustments will be made in the tuition for illness, vacation, transfer or holidays. Days cannot be exchanged or made-up. The reason for this policy is because we are a non-profit organization. Expenses are budgeted on a yearly basis and divided into monthly costs.

If your child is absent, you are still responsible for the month’s tuition, unless you want to give up your child’s place in the program. Once you have relinquished your child’s place, he/she may return only if there is an opening.

Please make checks payable to: **Saint Barnabas with Little Lambs written in the memo**
- Please include your driver’s license number and phone number on all checks.

**Early Drop Off**

Early Drop Off is offered for an additional fee. One child is $85.00/ month. 2 siblings (and so on) is an additional $42.50/ month.

**Withdrawal from Our Program**

You must notify us at least 30 days in advance if you plan to withdraw from our program. Payment must be paid until your child’s last day of Little Lambs. **Absolutely no tuition refunds will be given without a 30 day notification of withdrawal.**
Hours and Late Pick up Fees

Little Lambs Mother's Day Out program is open from 9:00 a.m. to 2:00 p.m. Monday through Friday during the months of August-May (unless child is enrolled in Early Drop Off). **Children are not allowed to enter the building before 9:00 a.m.** All children should be picked up by 2:00 p.m. **Children not picked up by 2:00 p.m. will go to the Little Lambs office and will be charged $1.00 for every minute the child is picked up late.** The late fee is due at the time of drop off the next program day.

The clock in the office will be the standard time in such cases. Please call Little Lambs if you are unavoidably delayed so that we can reassure your child that everything is okay. Children are usually frightened when they are not picked up on time. The Clergy/Director has the option to waive the fee when circumstances appear to be beyond the parent's control.

*Please have your child in his/her class no later than 9:15 in the mornings.* If you habitually bring your child late in the mornings, the Clergy/Director has the right to remove your child from the Little Lambs Mother's Day Out Program.

Drop In Fridays

Children are allowed to attend on a Friday if they are not enrolled in the 4 day program only if there is room. The cost per drop in is $35.00 for 8:00 a.m.-2:00 p.m. or $30.00 for 9:00 a.m.-2:00 p.m. Parent must speak to Kelly prior to dropping off child(ren).

Sign Out Sheet

Please sign your child out daily. No child will be released until his/her parent has properly signed him/her out. A staff member will have a sign out sheet available to you daily.

Emergency Card

An emergency card must be on file in the Little Lambs office with current phone numbers so that we can reach parents/guardians in case of an emergency. Please list work numbers, cell phone numbers, etc. Please update as needed.
Included on these cards are the names of persons that have permission to pick up your child/children. We will never release your child to someone who is not on the card. You must make proper arrangements with your child's teacher if someone other than those listed on the child's card is picking up your child. Written documentation of this permission must be presented 24 hours prior to pick up.

**Drop Off and Pickup Procedure**

Please drop your child off under the covered driveway at Saint Barnabas. If you insist on walking your child inside of the building, please hold his/her hand at all times. Please drive cautiously and slowly in the parking lot. Remember, small children are unpredictable. Watch for children coming from behind and in between cars.

When you drop off your child, a staff member will be waiting to take him/her and their bag. Please be patient in the drive-thru line as drop off and pick up can sometimes be a lengthy process.

**Do not get out of your car, or park your car, while in the drive-thru line.** Please be patient while in the line as we only have so many staff members available to help with drop off and pick up.

At pickup time, your child and his/her bag will be handed to you when you arrive at the hall or covered driveway. **In order to remain a safe and secure environment, no one except Mother's Day Out staff will be allowed to enter the Little Lambs Mother's Day Out rooms.** Parents are more than welcome to view their child's activities from the hallway.

**We ask that you leave promptly after dropping off your child in order to insure a smooth transition for your child and his/her classmates.** If your child was upset when you dropped him or her off, you are welcome to call later and check on him or her. If a child remains upset for any length of time, parents will be called and advised. You may call anytime during the day and speak to your child's teacher or staff member if you have any concerns or questions.
During stormy weather, all children will be escorted out to their parent’s/guardians vehicle under the covered driveway. We ask that you please remain in your car and be patient as this process may be lengthy. We will not bring your child to your car in inclement weather unless you are under the covered driveway.

**Pickup by People Other Than Parents**

For safety reasons, we require written permission 24 hours ahead of time if anyone except the child’s parent/guardian will be picking them up on any given day. You must list the names of everyone who is allowed to pick up your child on their information card in the office. If someone not listed on your child’s card arrives to pick up your child, we will not release your child to them. We cannot accept phone calls for this purpose unless you have authorized someone to pick up your child by listing his/her name on the information card.

**What to Bring (All items must be labeled)**

- Sack lunch including a beverage in a sippy cup (no boxed beverages are permitted because the children often spill them). Please do not send rice or food that needs to be heated/refrigerated (pack an ice pack in your child’s lunch for items that need to be kept cool). **FOOD WILL NOT BE HEATED FOR YOUR CHILD.**
  i. (A mid-morning snack and milk are provided by the program).
- **NO PEANUT BUTTER/PEANUT PRODUCTS ARE ALLOWED.**
- Empty, labeled “sippy” cup for milk at snack time.
- Finger foods are **required** in order for teachers to begin helping the children to feed themselves. If your child is capable of using utensils, please pack them in his/her lunch box (make sure utensils are labeled.) PLEASE DO NOT PACK FOOD THAT HAS TO BE FED WITH A UTENSIL IF YOUR CHILD CANNOT PROPERLY USE A UTENSIL.
- Disposable diapers or pull-ups/training pants and wipes/diapering essentials. (Bring a large box/bag of each (labeled) to stay at Little
Lambs. We will inform you, via progress report, when refills are needed.)

- Bib for lunch time
- Change of clothes including extra underwear and socks.
- For safety and sanitary reasons, children need to wear closed-toed shoes. (No sandals or flip flops are allowed).
- Nursery aged children must bring Rock n Play/bassinet/Pack n Play for nap time. It will be sent home weekly for cleaning by parent/guardian.
- Folder in backpack that serves as correspondence with teachers and parents.
- Nap mat/Kindermat for nap/quiet time.
  i. Pacifier (attached to a pacifier clip (NURSEY AND 12-18 MONTH OLD ROOM ONLY), blanket, stuffed animal, etc. to aid in nap time. (Please understand that we will never force a child to sleep but we do require each child to lie on their mat for the duration of nap/quiet time. If you do not want your child to nap at Little Lambs, please pick up your child no later than 11:45 a.m. and inform Kelly of this request.
  ii. After 2 weeks of program, your child will be expected to lie on his/her mat during nap time. If your child cannot do this, you will need to pick up your child before nap time (11:30 a.m.). Please speak with Kelly about this policy if you have questions. Once again, 11:30 a.m. is pick up time for children who do not nap at Mother's Day Out or for children who are picked up early for doctor's appts., etc.

Illness Policy

Please do not bring your child to Little Lambs if he or she exhibits any of the following symptoms of illness:

- fever in the last 24 hours
• a heavy nasal discharge/thick green or yellow snot is a sign of infection and children are not allowed at Little Lambs with an infection
• unusual rash or open sores
• head lice
• diarrhea, lose stools, or upset stomach
• red, runny eyes: "Pink eye"
  o Doctor’s notes are required if a child has been diagnosed with allergies of any kind.

Exceptions:
• clear nasal discharge due to allergies

No child who arrives at Mother's Day Out noticeably ill, with a rash, or with a fever will be admitted for that day. Should a child become ill during the day, the parent is notified immediately. The child is taken to the office and remains there under adult supervision until the parent or authorized person arrives to take the child home.

In the event a child contracts a communicable disease and exposes the other children, notice of such exposure will be posted, and parents will be notified when they pick up their children. The ill child will not be allowed to return to preschool until the period of contagions has passed.

Please remember, after an illness, resistance is low. Give your child a few extra days to fully recover. The parent should contact the teacher or director immediately if the child contracts a contagious disease. We require a doctor’s excuse stating that a child is no longer contagious when returning to Little Lambs.

Medication
Medications are not administered by staff at Little Lambs.

If your child must have medication ordered “as needed”, or 3 to 4 times daily, etc., you will be required to come to school to administer the medication.

*If your child requires an aid (PCA), we require your child’s aid to be present with your child at all times.*

Injuries

Accidents happen. Children fall while playing, climbing, etc. If a child is injured, the parent(s) will be notified immediately to determine which type of care is needed.

If the parent/those persons listed on the child’s emergency card are not able to be reached, the director will determine which type of care is needed for the child.

Soiled Clothing

Underwear and clothing that is soiled during “bathroom accidents” will be sealed in a plastic bag and sent home. We will not rinse clothing out at Little Lambs to help avoid spreading any contamination.

Milk Policy

We are required to serve milk each day. Please send a note from your child’s physician if your child cannot tolerate milk. We will provide water for your child if he/she has a milk allergy.

Breakfast

Children must eat breakfast before coming to Little Lambs Mother’s Day Out. The teachers are busy welcoming and comforting children, putting their bags away, sorting lunches, etc. and do not have the time to serve breakfast. For these
reasons we require that children be fed breakfast at home. No exceptions will be made to this policy.

**Snacks**

We provide one simple snack and milk (Puffs, Goldfish, graham crackers, fruit bars, etc.). Please advise us of any food allergies.

**Personal Toys**

Do not allow your child to bring personal toys, balls, books, etc. to Little Lambs. Toys brought to class will be picked up by the teacher at the start of the day and returned to the child when you pick them up. Toys from home cause unnecessary issues. The only time your child may bring a toy to Little Lambs is on a show and tell day or for nap time. The toy will be packed away until show and tell or nap time.

**Birthdays**

Birthdays may be observed by the class upon making arrangements with Kelly. We enjoy making their day really special. Please do not bring gifts. We require that you send cookies or small cupcakes, as they are much easier to handle than pieces of cake. Any treat with peanut butter in it will not be served. Treats must be store bought; no homemade treats will be given out.

**Discipline Policy**

We view discipline as careful, loving, firm training in the directions we want a child to go. It is a process which takes time.

We will at all times try to:

- Praise a child for being good
- Speak softly and respectfully to the child
- Take all aspects into consideration (is the child tired, hungry, etc.)
- Speak directly to the child
Steps Taken for Inappropriate Behavior

1. The child’s teacher will talk with the child and give guidance in correct behavior.

2. The teacher will give the child an opportunity to exhibit the appropriate behavior.

3. If the child is still unable to choose appropriate behavior, the teacher will sit the child away from the group for a specified amount of time (age appropriate).

4. If this procedure is not successful, the teacher will separate the child from the group by bringing the child to the Little Lambs office.

5. Mother Mitzi and/or Kelly LaBry, will listen to the child and then discuss appropriate behavior in a firm but loving manner. If this procedure is successful, the child may return to the group.

6. If the situation repeats itself, the parent will be notified and appropriate action will be taken.

Biting Policy

Children may bite to “experiment” or to relieve teething pain. Young children occasionally bite out of frustration and sometimes out of anger. Some children become “problem biters”. The teachers will try to determine the cause of biting. After administering First Aid care to the child that has been bitten, we will evaluate the situation and determine what discipline should be administered, if any. Parents of the child that bit and of the child that was bitten will be notified. If the bite breaks the skin, parents will be called within thirty minutes. The caregivers will closely monitor children that are biters. We will document every occurrence. If the biting behavior continues, parents will be called in for a conference.

*HITTING, BITING, AND HAIR PULLING ARE NOT TOLERATED.*
Parents and guardians:

Thank you for reading and reviewing our handbook for the 2017-2018 program year. We are excited to welcome you and your child to our program. Please sign, date, and turn in the below form to Kelly along with your child’s registration form, fee, insurance card, and immunization record. Thank you!

I, _________________________________, have read and reviewed the policies found in the St. Barnabas Little Lambs Mother’s Day Out handbook. I agree to abide by the above policies and procedures.

Signature _________________________________
Date _________________________________