

Little Lamb Preschool-Keener Kids, Inc.



Summer

2021

June 30– August 13
7:30 am - 4:45 pm

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Follow us on Facebook!

Mike & Ruth Piatt

TOGETHER BUILDING UP A KEENER GENERATION!

Policies & Procedures

The following selected policies and procedures govern conditions that effect your child's welfare in the school. For more information on these and other policies that may relate to the care of your child, parents are encouraged to consult with the Central Office of Little Lamb Preschool. All policies are in accord with the *Manual of Requirements for Child Care Centers*, as published by the *State of New Jersey Department of Human Services Division of Youth and Family Services*. Some of the policies below only apply to children who are in our full day program, but take the time to read them all and familiarize yourself with all that Little Lamb has to offer.

1. State Licensed

Little Lamb Preschool is licensed by the State of New Jersey, displayed in the school foyer for your convenience. We are periodically inspected by the regulatory agencies to ensure the best for your child in the areas of health, safety and specific requirements mandated by state standards. We value our partnership with state regulatory agencies and support their commitment to quality childcare.

2. Summer Hours

Little Lamb's hours of operation are 7:30am to 4:45 pm, Monday - Friday. **Drop off: 7:30-9:15 am & Pick Up: 3:00-4:45 pm.** Times are earliest & latest a child may be dropped off or picked up. **No Summer busing, parents will have to transport child.** Busing will resume, for those approved, in the fall.

3. Attendance of Children on Quality Care/Grant:

In accordance with the state, as part of the Abbott program children must keep up an 80% attendance rate. Failure to do so, could result in your child losing their slot at Little Lamb. **Your child may only miss 3 days a month, unless they are sick. Must note on e-machine that they were sick if on Rutgers Quality Care. Please call school 692-5390 if your child is sick.**

4. Late Pick Up Fee:

Little Lamb closes at 4:45 pm sharp. If your child is NOT picked up by that time a late pick up fee of \$15 will be assessed.

5. Returned Checks:

If a check deposited comes back "Insufficient Funds" the school will charge a fee of \$35 will be added to the parent's bill. At this point the parent will be required to pay in cash.

6. Equal Opportunity

Our school is an equal opportunity provider. Applications for enrollment are accepted without regard to race, religion, sex or national origin. We accept children on a first come, first serve basis.

7. Open Door Policy/Security Measures

When entering the foyers please wear a mask or face shield. Due to COVID 19 regulations, parents are not permitted beyond the foyer. Classrooms, hallways and

bathrooms are closed to all parents and visitors for the health safety of all.

In the foyer, we will be doing a health safety check as the guardian/parent drops off the child. If the child is sick or does not pass the health survey, your child will need to go home with you.

As a security measure, we ask that you **bring your child into the school, please expect a 3- 6 min. wait as we do our health checks. Do not allow the child to walk him/herself into the school and do not leave them in the foyer. Your child can only be released to an adults, so please do not send in a brother or sister that is not yet 18.**

1. Release Of Children

As stated prior to this, Little Lamb will only release children to an adult & **ONLY** to an adult that is listed on your child's enrollment form. If you need someone other than those people listed, please send a note in with your child, stating the name of the person picking them up and the date. All people entering Little Lamb will be required to show some form of identification, please let anyone you send to pick up your child know this. This is for your child's safety. Also, we understand that sometimes you are in a hurry to get out of here in the afternoon, for whatever reason, but please do not get upset with any staff member who may ask you for ID, they are only following policy & have your child's safety in mind.

2. Fire Drills & Security Drills

Little Lamb has well defined plans for fire drill, lockdown drills, and evacuation drills. Drills are held regularly. Should an emergency requiring evacuation of the school occur, you will be notified immediately.

3. Special Summer Activities

Special activities we do at summer camp: bike and trike days, water days, ice cream day, etc. A monthly calendar will be passed out in the beginning of July and August.

4. Medicine

Little Lamb will only administer medication that is provided by the parent and signed in on the **Medicine Form**. See our Family Workers/Parent Educators, Mrs. Lisa for the form. All prescribed medications need to be dated, labeled and have the dosage stated on the label.

5. Sunscreen

During the summer we recommend that you send sunscreen to school with your child since the children will be playing outdoors often. Be sure to put your child's name on the bottle. **Please apply sunscreen prior to your child coming to school.**

6. Communicable Diseases

Little Lamb has developed a written policy on the management of communicable diseases & is posted

in the school foyer. The policy includes a list of illnesses and/or symptoms for which a child will be separated from the group and possibly sent home. Also, the policy includes the list of diseases for which a child will not be readmitted to the center unless they have a statement from the physician. Finally, you have our assurance that during any outbreak of an excludable disease (e.g. Chicken Pox) at the center, you will be notified by a written notice of the outbreak, in case your child may have been exposed. **Lice: we have a nit free policy. Child must be nit free.**

7. ***Returning After An Illness** - If your child was sent home with a fever, make sure your child is fever free, without medication, **for 24 hours** before returning to school. If your child was sent home for diarrhea or throwing up, make sure they can eat normally and are symptom free for 12 hours without medication. If YOUR CHILD HAS BEEN EXPOSED AND /OR TEST POSITIVE FOR COVID, THEY WILL NEED STAY HOME FOR A CERTAIN AMOUNT OF DAYS STATED BY THE CDC GUIDELINES. **A child may need a doctor's note to reenter.**

IF YOUR CHILD IS SICK NOT FEELING WELL, PLEASE KEEP THEM HOME. WE DO DAILY HEALTH CHECKS FOR THE SAFETY OF ALL.

Allergies

Allergies are common among young children. If your child has an allergy please state it on their application. We will take all appropriate precautions.

Clothing

Masks will be a clothing requirement. We ask that each child include an extra mask in their clothes bag. Your child will be active, both indoors & out. It is important for your child to be dressed in comfortable, season appropriate, washable, play clothes. **We ask that each child brings in and keeps in their bin a change of clothing, to be used in case of spills, accidents, or messy play.** Send the clothing to school in a bag with your child's name on it. If your child does happen to need a change of clothing and none is available, Little Lamb has the right to call and request that you bring clothing to your child.

Shoes

Child should wear sneakers or closed toe shoes to school at all times. NO FLIP FLOPS ALLOWED. Sturdy sandals only if they have a back strap. Children do a lot of running around and climbing and need to have on shoes/ sturdy sandals that will stay on their feet and support their ankles. **We have occasional "Water Day Games" in which flip flops or water shoes are allowed.**

Lunch/Snacks In Summer

Little Lamb provides a breakfast, lunch and PM snack per day. **No soda or candy are given for lunch or snack.** Menus go out at the beginning of each month. If your child is not on the lunch program, the breakfast, lunch and snack need to be healthy. No donuts, candy, sodas etc.. for breakfast, lunch or snack.

Toys and Personal Belongings

Little Lamb has many toys and items for your child to play with. Therefore, we request your child **refrain** from bringing toys & treasures from home. Little Lamb will not be held responsible for any lost, damaged or destroyed personal items. One exception is if your child needs to bring a stuffed animal for nap time. They are allowed to sleep with a stuffed animal as long as it is small, does not make any noise, & your child's name is on it. Little Lamb will not be responsible for any lost or damaged items. All nap items for

preschoolers will need to go home daily and washed per state rules.

1. **Water Days**

On these days your child may wear their bathing suit to school & bring in a towel and a change of clothes to change into when they are done in the water. Make sure your child's name in on the towel and bag. If your child needs sunscreen, apply prior to coming to school. We use sprinklers, super soakers, water balloons and water games. No pool.

2. **Birthdays**

Birthdays are a special event in a child's life. Contact your child's teacher, if you would like to bring in cupcakes. **Cupcakes must be store bought**. The state does not allow us to accept home goods. Staff will celebrate your child's birthday. We can not have any visitors in the classrooms per state.

3. **First Aid**

In each building, we have SEVERAL trained in CPR and First Aid. A first aid kit is provided in each room. The Family Workers/Parent Educators are trained on how to give medication properly.

4. **Medical Insurance**

It is the parents' responsibility to provide the appropriate medical insurance for their child. In the event that emergency medical treatment is required, when the child is in school, the parents' insurance will be the primary coverage. Little Lamb provides accident & health insurance only as a backup for expenses not covered by the primary plan.

5. **Outdoor Play**

As long as the temperature is 93° or below children will go outside to play everyday. Children will only be periodically excused from outdoor play if they have a doctor's note saying that playing outside is detrimental to their health. Children are encouraged to run, jump, bend and be active daily. **We are cautious to keep them outside briefly to prevent heatstroke. They will have their water bottles outside at all times.**

6. **What to Bring on the First Day:**

1. Crib sheet & light blanket for nap (preschoolers)
2. **No** stuff animals/toys due to Covid 19
3. Extra set of clothes & masks in a labeled bag.
4. All forms required from this application & food program (if applies).
5. Have first week paid at AM drop off, if it has not been paid. Bring in cash or check.
6. Have your child enter with a mask or face shield. Have an extra one in your child's bag. We will encourage children to wear them.
7. Communal Water fountains are closed due to Covid 19, please provide a water bottle with your child's name on it. We will refill their water bottle as needed through out the day.

10. You will receive separately our policies on social media, discipline, and parent rights. Note: No electronic devices from home is allowed this summer. If a child enters with one, it will be put in the child's cubby for the remainder of the day.



Summer Themes

June 30- July 2	Down on the Farm & Independence Day Parade July 2Camp is done at 3:00PM.
July 5 - July 9	Ocean Discovery & Water Games Lots of crafts, books, and indoor games around this theme!
July 12-- July 16	Movie Fun: Moana & Toy Story, Star Wars Crafts & more!
July 19-July 23	Drama Fun: Dr. Seuss & Eric Carle Skits and Crafts Friday, July 23- Camp is done at 3:00PM.
July 26- July 27	Monday and Tuesday, camp is closed.
July 28-July 30	Camping Adventures
Aug 9-Aug 13	Holiday Fun, Birthday Bash and Games
Additional Activities:	Volleyball Fun, Goofy Golf, Obstacle Courses, "Cookie Cooking Wars," 2 Playgrounds, & more! Note: all rooms are air conditioned.

Other Special Events:

Bi Weekly Ice Cream Sundae that children make.

Water Day Game

Moana Luo Day Hula Skirts/Shorts Party

Firetruck Visit

Bike and Trike Days!

Nature Walks on Property

Scavenger Hunt

Obstacle Course

Water misters on back playground to keep our children cool on hot days.

Sign & Return

1. Child's Name: _____ DOB: _____
2. Child's Name: _____ DOB: _____

Parent(s) Name(s): Parent 1 _____ Parent 2 _____
Home Number: _____
Cell Number: _____
Email: _____
WORK number: _____
T-Shirt Size: 4 _____, 6 _____, 8 _____, 10 _____ 12: _____ Children receive a free Camp Shirt

Joint Information: Please provide a copy of any court document if non-custodial parent can not pick up.

Emergency Contact (other than parent/guardian)-Must be able to pick up camper within 30 min. if called.

1. Name: _____ Relationship: _____
Relationship: _____ Cell Phone #: _____
Cell Phone #: _____ Work #: _____
Work #: _____

Medical Information Required Per State: On the first two week, please return Universal Form and a copy of your child's immunization if we do not have one here on file.

To provide the best possible care, please circle any of the following conditions:

Asthma, Allergies: _____, Food texture issues, Seizures, Spectrum Disorder
ADD/ADHD Learning Disability: _____ Other: _____

Drop Off Time is very important and Pick Up Time: We schedule our staff hours with what is stated on this form. **Approximate pick up & drop off time** (Please write in **average time of drop off/pick up**):
Dropped off (7:30– 9:15 am): _____ Picked up (2:45-4:45 pm): _____

What to Bring:

- Full set of extra clothes: underwear, socks, shorts, masks and shirt. Items stay at school. This summer include extra masks.
- Crib sheet & light small blanket for children under 5 and under. No stuff animals or toys from home due to COVID regulations.
- **Sun screen if needed, please apply on child prior to coming to school.**
- **Provide a water bottle with your child's name on it.**
- Label everything with your child's name on it.
- This form and food program form (if applies)-*new students must return lunch form.*
- Immunization form and Universal Form if our school does not have one on your child.
- Please return \$30. deposit with forms as soon as possible.
- First weeks payment, please mail in or drop off by Thursday, June 16th .

NEW STUDENTS OR RETURNING STUDENTS: RETURN LUNCH FORM, IMMUNIZATIONS RECORD AND UNIVERSAL FORM

Payments are due on Friday the Week Prior

June 30:	camp payment due before June 19*:	Amount \$110. * Mail in or call with credit card
July 5:	camp payment due on July 2:	Amount \$182.
July 12:	camp payment due on July 9:	Amount \$182.
July 19:	camp payment due on the July 16:	Amount \$182.
July 28:	camp payment due on July 23:	Amount \$110.
August 2:	camp payment due on July 30	Amount \$182.
August 9:	camp payments due on August 6	Amount \$182.

Note: 10% sibling discount on the weekly camp fee.

A \$5 dollar late fee will be assessed if paid after the designated dates above.

Financial Assistance is available through Rutgers Southern Regional Child Care Resource & Referral (856 462-6800). Tuition help is based on family income.

If a Rutgers Co-Pay is assessed that will need to be paid Friday the week prior.

In House Credit will be considered for medical reasons up to 5 days only (if not taking a week off this summer). Credit request must be accompanied by a doctor's note. The doctor may fax us the sick note to (856) 507-9700 or the parent/guardian can hand it in on the day the child returns.

Our Summer Goals:

Provide a safe, trusting, FUN atmosphere for your camper!

A camp where kids can be kids and enjoy self selected play and organized play!

A camp where children will be active and do crafts through out the day!

A camp where the camp staff will send pictures through the REMIND app so you can see what your camper participated in!

A camp where your child will try new skills in obstacle courses, crazy golf, and challenges!

A camp where we will encourage campers, smile at campers and treat them with kindness!!

