

Parent Handbook



Lyndon Learning Childcare

1100 Lyndon Lane

(502) 365-4815

www.lyndonlearningchildcare.com

lyndonlearning@gmail.com

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Welcome

Here at Lyndon Learning Childcare, we would like to welcome your family and invite you to become a part of ours. We opened in March of 2017 as a new facility licensed by the State of Kentucky to care for children ranging in ages from 6 weeks through 5 years old. We are located at 1100 Lyndon Lane beside the Westport Village Shopping center.

This handbook covers much of the information you will need regarding our child care philosophies, our personalized and incremental learning programs for each age group, our unique approach to the development of social skills and self-esteem and our business policies. Our hope is that this handbook will facilitate a greater understanding between provider and parents/caregivers. Please read this handbook carefully and let us know if we can answer any questions.

Thank you.

Hours of Operation

Lyndon Learning Childcare is open Monday through Friday 6:30 am to 6 pm. Please see our Holidays Calendar for the days care will not be available.

Enrollment Policy

Enrollment includes the registration fee, deposit, and paper work. There are several forms that must be completed and provided to center management before we can assume the responsibility of caring for your child. No Exceptions. This is to ensure that your child will get the very best care possible. The following forms are required by the State of KY and must be completed prior to enrollment: Emergency Medical Authorization Form, Enrollment Forms, Immunization Forms, Allergy alert form, Contract for Care, New Child Enrollment Questionnaire.

We operate on a first come, first served basis. A child's place is confirmed/help only after enrollment. Everyone is welcome to join our waitlist. The waitlist gives current families, families with siblings and staff members priority.

Non-Discrimination

Lyndon Learning Childcare welcomes families of any race, color, sex, religion, nationality, creed, sexual orientation, marital status or age. All families will have equal rights, privileges and opportunities within the programs and activities available and within the policies that govern the center.

Philosophy

Lyndon Learning Childcare is a high quality, educational environment for children ages 6 weeks through prekindergarten. While here, you will find a safe, warm and caring environment which provides for the unique needs of each child, needs which we understand are ever growing and changing. Your child's teacher will diligently nurture their physical, emotional, educational and social development. How?

Lyndon Learning Childcare believes in the value of both structured and flexible activities. We provide a center wide curriculum and supplement this with the **Creative Curriculum** approach to learning which teachers use to create a cohesive learning environment throughout a child's the various developmental levels helping them to achieve their educational milestones as set by the **Kentucky Early Childhood Education Standards**. We want to track and celebrate these achievements with each child through assessment using the **Brigance** system. Lyndon Learning Childcare strives to exceed parent's expectations with daily, clear communication by your child's teacher and management with the help of **Brightwheel**. Our safety and security measures include open concept classrooms with security cameras and a secure coded front entry.

Curriculum

Lyndon Learning Childcare uses a center wide curriculum which teachers (for all age groups) use to create a cohesive learning environment. Each child will experience the current theme through lessons that are developmentally appropriate. Teachers will facilitate Hands-On Learning Experiences with a variety of engaging educational activities. In addition to our regular curriculum, we will celebrate all the regular holidays as well as your child's birthday! This can be found posted in our lobby. Teachers will post a more in-depth and differentiated lesson plan in their classroom each week so that parents may see the precise activities and skills that are the current focus.

Every student will focus on the same Weekly Theme as well as the current week's Letter, Number, Shape, and Color. You will find a well-rounded variety of activities where your child can learn their alphabet, recognize colors and shapes, count, learn sequencing and sorting patterns, practice writing their names and small words. They will develop language skills and learn to socialize with their peers in group situations.

Additionally, it is widely accepted that manners need to be taught and we believe that teaching your children manners gives them lifelong survival skills. In fact, children who don't have social graces are likely to have a more difficult time with friends, family and teachers. This is why we stress the importance of good manners in a variety of situations. "Please, Thank You, Yes/No Ma'am, Excuse Me" are just a few examples of etiquette that we will instill in your children. So, when children are polite, kind and honest, they develop character!

Lyndon Learning childcare features three distinct outdoor play areas: Toddler Playground, Preschool Playground & Garden/Sensory Play Area. Our two separate playgrounds offer age appropriate, safe play with specialize play times for each classroom. The Garden/Sensory Play Area features a creative space for students to garden and explore.

Beginning in 2018, we will implement a supplementary curriculum called, **Creative Curriculum**.

Assessment/ Brigance Policy

Lyndon Learning uses Brigance assessment system to record students' progress. Brigance begins at birth and will follow your child all the way to Kindergarten. After completing initial assessments in your child's first month in attendance, your child's teacher will do semi-formal assessment checks throughout the year. Semi-formal assessment checks may use the Brigance system, anecdotal observations, informal assessments during activities, time sampling, running accounts, or event sampling.

In the case of serious developmental delay and concern, teachers will report to the Director. After she analyzes the results and has a thorough discussion with the teacher about the child, she will decide whether or not to recommend First Steps (under 3 years) or the Jefferson county school system. First Steps is a Kentucky statewide early intervention system. If they decide intervention is necessary, they will provide you with appropriate information and services to help your child towards the path to success.

Each child will have an Assessment Folder that will contain any assessment related materials. Parents will have access at all times but this will stay in the classroom till your child's last day so our teachers can continue to add to it. This will include but not be limited to the Brigance assessment forms, a developmental checklist, and any additional notes, photos or pieces of child work related to the child's current developmental level.

Teachers may use Brightwheel to record students' progress. The teacher may record them using the "Observation" tool in Brightwheel or send you messages about children's' progress. This is an aspect of Brightwheel that is still in development by the application itself. We intent to use it as it is available. Special notes may be marked with "Kudos"!

Religion

Lyndon Learning Childcare respects the role of parents with regard to religious practices. We will not teach religious doctrine, however, we will celebrate Christmas and Easter according to the Christian tradition. Bible stories may be included in our curriculum. We understand that children sometimes have sensitive questions, such as inquiries about death. Be assured that we will respect your faith based explanations as you communicate them to us. If your child observes a particular holiday, let us know so that we can include that special day in our center.

Kentucky All STARS

Lyndon Learning Childcare participates in the Kentucky All STARS program. This program is used to recognize and support quality early care and education programs throughout the Commonwealth. Participating programs have made a commitment to continuous quality improvement and are supported through training, technical assistance, and coaching. You will see that Lyndon Learning Childcare continues to strive for higher STARS ratings as we grow.

Classroom Transitions

Due to being a smaller center, you will also find that transitions cannot always occur immediately but students will age together in their classes and move in large groups as our PreK students go off to Kindergarten. At Lyndon Learning Childcare, we go by a child's development, not by age. Example, there will be some potty trained, and mature 2 year olds who blossom in a Preschool room, and likewise, a not toilet trained 3 year olds who would do better remaining in our early preschool program. We found that it is best to move children between classrooms in a developmentally appropriate manor, which is not the same as age appropriate.

Nap/Rest Time

As per state regulations, each child is required to have a rest period. If your child no longer naps, he/she may engage in quiet activities on their nap cot, but must allow their classmates to have the opportunity to sleep. Parents may bring in sleep things such as blankets, pillows, lovies. It is the responsibility of the parent to remember to bring these home each week to be washed.

Animals

At Lyndon Learning Childcare, we want to provide your child with the best learning environment possible. Part of a well-rounded education is learning about animals, their needs and how to be responsible for them. Kentucky Child Care regulatory policy will allow the following enclosed or caged classroom animals with parental consent: fish, hamsters, gerbils, guinea pigs, hermit crabs, turtles, birds, non-poison amphibians, bearded dragons, rabbits, chinchillas as well as caterpillars and butterflies.

It is possible for your child to have a class pet brought in for learning purposes. You will be notified in advance via a classroom lesson plan. Animals in the classroom will always be kept in clean, child safe, animal appropriate cages (such as aquariums) at all times. Any contact with a student will be done with 100% teacher supervision. Students will wash hands immediately upon finishing touching the animal. It is the parents responsibility to notify a teacher or member of administration if they would not like their child to have contact with an animal.

Service Animals may be on the property as needed.

Staff

All Lyndon Learning team members have a unique experience in the care of children and bring these positive and enlightened experiences to our center. They are professionally trained in their specialty and will complete 15 additional hours of Continued Education Programs annually. All new employees will receive a comprehensive orientation in addition to two weeks of 'on the job' training. We will have staff who are trained in C.P.R., first aid and have Pediatric Head Trauma certification present at all times.

All staff members and volunteers will have Background Checks as required by state. Additionally, a Child Abuse/ Neglect screening record will be completed on every staff member, regardless of role. All staff will complete the required T.B. screening every two years.

Clothing/Attire

Children must be dressed for the day when brought to the center. Please dress your child in loose, comfortable and easily washable play clothes. Sometimes children's clothing will get soiled and could stain depending on the activities of the day. Shoes should be close-toed, have a strap around the heel and sturdy enough for outdoor play.

All children need to keep at least two spare change of clothing at the center in case of accidents. This should be packed in a gallon size zip lock bag and left in your child's classroom at all times. All clothing and belongings should be clearly marked with child's name to avoid loss and confusion. Please remember to mark coats also since many children have coats that look alike.

Lyndon Learning is not responsible to lost or damaged clothing. We do our best to keep everyone clean and their things organized. Please help your child's teacher by maintaining a clean, organized cubby for your child.

Potty Training

We are very happy to assist you in Toilet training your child when you feel they are ready and it is developmentally appropriate. The average age to begin Toilet training is 2 years old. We believe that a cooperative effort between parents and our teachers will make the process smoother. We also believe that Toilet training should be a positive experience for your child. We will never scold or reprimand the child for having an accident in their pants or not using the potty. Please ask for our Parent Potty Training Letter when you are ready as this will have all the details and ideas that we have found work!

Communication

Communication between parents, teachers, and center administration is vital to providing the best possible care for your child. We believe in providing daily information regarding your child's care at Lyndon Learning Childcare. We maintain an open door policy for parents. Parents are welcome in the center at all times. It is important that we share openly concerns or ideas that will have a positive outcome for the children.

Brightwheel Communication: If you need to reach your child's teacher about something directly related to your child's day then send a message. Attendance changes can be sent through brightwheel. Admin receive notifications for all Brightwheel communications coming in but will leave these for the teacher to communicate back with parents. If you need an admin for a more specific question or concern please use email. This is also the most secure, private form of communication.

We have several methods available for the sharing of information: Brightwheel, E-Newsletters, Blog Posts, Facebook and Instagram.

Brightwheel

Upon enrollment, parents will be invited to join Brightwheel which is a parent communication app that can be downloaded for free to be used by Lyndon Learning and the child's parents for Daily Updates, Administrative Data Entry, Calendar, Parent to Teacher Communication, Assessments, and Billing.

Each classroom is equipped with a Communication Station that has a touchpad for teachers to access Brightwheel. This is for teacher use only. Please keep in mind that Brightwheel comes second to insuring your child has the best, safest learning day possible. Often days can get busy but teachers will do their best to keep the app updated as moments come available.

Daily Arrival

Each child must be signed in and out daily using the app Brightwheel using the tablet located in each classroom. It is always your responsibility to accompany your child into the facility, assist them with washing their hands and see that they are received by a staff member. If there are any instructions or changes for your child's day, please let us know about them, either verbally or using the app Brightwheel upon arrival.

We recommend that children arrive in time for breakfast, which is served at 9:00am. If your child arrives afterwards please be sure to feed your child before they come.

All children are requested to be dropped off by 10:00 a.m. This is to ensure a smooth transition into the learning activities. Please contact us if you are unable to drop off by 10:00 a.m. so that we can plan lunches for the children and staff. We ask that children are not dropped off during nap time, unless prior arrangements are made with the director. Naptime is important for health and development and therefore we try to minimize disruptions. Please check with the director/admin to arrange alternate drop off times.

Authorized Pick up & Late Pick Up

When picking up your child from our Center, you should check with your child's teacher for a brief summary of your child's day, including any accidents or problems. No child will be allowed to leave with anyone other than their custodial parent and/or guardian that is authorized for pick up on the registration form. Additionally, this individual must present a state picture I.D. at time of pick up (NO EXCEPTIONS). Only then will we release the child and this authorized individual will then sign themselves and the child out along with the time they departed. You, the parent or guardian, may authorize additional individuals to pick up your child on your registration form. However, we will NOT release your child to them without verbal or written confirmation from you, the custodial parent and sign out with full signature and time.

Lyndon Learning Childcare is licensed to provide care from 6:30 a.m. till 6 p.m. thank you for ensuring we remain in compliance by picking up your child by 6 p.m. Occasionally situations arise that make lateness unavoidable but these should be infrequent occurrences. Continued failure to pick up can result in termination of care. A \$3 per minute late fee is charged for any child left past the closing time of 6:00 p.m. Late fees must be paid promptly by check.

Discipline

At Lyndon Learning Child Care, we treat all children with respect and, in turn, the children learn to respect each other. We achieve this through love, consistency, and firmness. The children learn the rules of the daycare as a part of their daily routine. Teachers may correct a child gently, but firmly and explain that a particular behavior is not acceptable. Once the child fully understands the rules and chooses to disobey them, the following developmentally appropriate guidance

techniques may be used. These techniques are: Redirection - Time Out - Removal of Privilege. We will NEVER use the word BAD to the children. They are NOT bad. However, as children grow and learn, some of their behaviors may be unacceptable and need correction. We always let the child know that we love them and are interested in them. If you would like to see our extended behavior plan please ask.

We do not use physical punishment on any child at any time. Yelling is not permitted in our learning center. Additionally, Parents / Guardians are not permitted to yell or physically punish their child at Lyndon Learning Childcare. When a child's behavior is continually upsetting or dangerous to the staff or others, a conference will be called with the Parents / Guardians. If the problems cannot be resolved, arrangements will need to be made for the child to receive care elsewhere.

Discipline: Biting

At Lyndon Learning Childcare, we understand that it is not uncommon for a child to bite due to teething or lack of ability to communicate leading to feelings of frustration. Our centers action plan for biting is as follows:

- First, we comfort the child receiving the bite while cleaning the wound and applying ice.
- Second, the child who has given the bite will be asked to sit out for one minute per year of their age. It will be explained that biting is not acceptable. You may hear us tell them "no bite" and if a child is too far from reach to stop the incident, they will understand when we calmly but firmly say "no bite".
- Third, an incident report will be written and will need to be signed by both child's parents upon pickup. This copy will stay at the center for documentation. If you would like a copy to take home please ask. Also, unless previously requested by parents, only bites that break the skin or need additional care will lead to a parent notification before the end of the school day.

If a bite breaks the skin, the parents of the child who gave the bite will be notified to come and pick up their child. Additionally, if a bite requires additional care or if a child has continued to bite multiple times in a single day, despite the best efforts of the staff to prevent it, parents will be notified to pick up their child. If the behavior does not change, a meeting will be set up with teacher/management to develop an action plan. . If after all attempts have been made and the child continues to bite, Lyndon Learning Childcare reserves the right to dismiss said child from the program.

Meals

Lunch, snacks, milk, juice, and water will be provided for your child. Meals and snacks will be nutritious and in accordance with the United States Department of Agriculture guidelines. Menus will be posted and emailed to parents monthly. If your child has special dietary needs, you will need to provide a medical statement. Please be sure you have specified any allergies and dietary restrictions. If a child has a special dietary need, substitute meals or snacks may be brought from home. Infants are always fed on demand. Written feeding instructions are required from Parents / Guardians of infants, including type of food and/or formula, amount of food and/or formula, and feeding times.

Parents / Guardians are responsible for feeding the child if he/she will arrive after a mealtime. Current mealtimes are 9:00 for AM Snack, 12:00 for lunch, and 3:00 for snack. We cannot accept outside food in our classroom or feed a child using food brought in outside of a meal time or without a doctor's note.

Birthdays are always special. We ask that parents make arrangements with their child's teacher to celebrate this special occasion. Due to health regulations, special treats must be either store bought or made in center by our chef. Cupcakes or Rice crispy Treats can be made in our center and can be arranged for a reasonable fee. Please see the Director two weeks before if you are interested.

Tuition

Tuition is payable in advance or by 6:00pm each Friday as payment for the upcoming weeks care. There will be a late payment fee of \$30 per day, for each child. Whenever a late payment occurs, the late payment plus current payment must be made prior to the child returning to the center.

Tuition varies by room in which care is being provided, not age. Lyndon Learning Childcare reserved the right to raise rates at any time with a 30 day notice.

The yearly registration fee is due based on enrollment date of each individual child.

Payment can be made via Brighwheel, check or money order. If a check is returned for insufficient funds, you will be required to pay a \$30 returned check fee. Lyndon Learning Childcare reserves the right to only accept money orders from any parent that has a history of returned checks.

A \$3 per minute late fee is charged for any child left past the closing time of 6:00 p.m. Late fees must be paid promptly by check.

In the event that Lyndon Learning Childcare is closed on the day tuition is due (weather, holidays, etc.) then tuition will be due the next scheduled attending day by 10am.

Brighwheel will be used for Billing and Invoices. Receipts will be given for tuition payments upon request. We will also keep track of your payments throughout the year for tax purposes.

Security

We have a fully secure front entry with a 'pass code' system for admittance, monitored by camera. Classrooms are designed with open concept allowing for accountability between teachers, and each is equipped by surveillance cameras with memory storage capability.

Holidays

Lyndon Learning Childcare will be closed on the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the day after, Christmas Eve and Christmas Day, and New Year's Eve and New Year's Day.

Lyndon Learning Center reserves the right to have up to 4 scheduled early dismissal days a year to be used at the owner's discretion. The reasons for using these may include but are not limited to teacher training, deep cleaning/ maintenance.

Parents will be asked to declare if they will be bringing their child around major holidays to anticipate staff need. For the above holidays and possible half days, full tuition is due, unless you are using a vacation day. Our employees are paid for these holidays. If the holiday falls on a weekend, the weekday closest to the holiday will be the day that we are closed (Ex: Fourth of July falling on a Saturday, the center would be closed on Friday to observe that holiday), (Ex: Christmas Eve and Christmas Day falling on a Saturday/Sunday, the center would be closed the Friday prior and the Monday after to observe the two holidays).

Vacation Time

Parent is entitled to receive one weeks of tuition free vacation time per year. Vacation time is earned and may be used after 6 consecutive months of paid enrollment, pending the Parents / Guardians account is not delinquent. Vacation time must be taken in full and cannot be carried over into a new program year. Vacation time may be used for illness, vacation or personal time. Parent must request the use of their vacation time at least two weeks in advance and may not use vacation time to pay for outstanding tuition balances.

Extended Leave/ Summer Leave

Parents may request a leave of absences for more than three weeks. You will be required to pay a part time rate of at least two days per week for up to 6 weeks. Your child may attend during this time on any two consistent days that work for both parties if this is the parents' choice. If a holiday falls on one of your days, you will be required to pay for that holiday. You may pay for additional days at the part time rate if space is available. After 6 weeks, Full Tuition is required.

Inclement Weather

Our Center will rarely close for inclement weather. However, if closing should become necessary there will be an announcement on Facebook, Instagram, Email and Brighwheel. You are also able to call the center at any time. Tuition payments are not prorated for weather related closings, except if the center was closed for an extended period of time. If weather causes early closing, then the director or owner will call you either on your cell phone or work phone to give you a time for pick-up. Please check your messages frequently during inclement weather situations.

Health

First Aid: Minor bumps and scratches are inevitable. Our staff makes every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid immediately. However, Lyndon Learning Childcare is legally limited in the scope of first aid that can be provided. For example, staff are limited to the use of soap, water, and Band-Aids and are not permitted to use any non-prescription medications.

Accident Report: An accident report will be recorded including a detailed explanation and signed by teacher, director and parent. A copy will then be kept on file. With no exceptions, Parents will be notified immediately of all signs and symptoms of illness or accidental happenings.

Immunization: State Regulations require that each child have a health statement, which includes a record of up-to-date immunization with a signature from the child's medical care giver. Each time your child receives a new immunization, we must receive a copy. Your child's health care summary must be complete at the time of enrollment. The Center must have on file for each child a signed Permission Slip for Health Care authorizing emergency care and transfer of medical records to the local hospital. Emergency numbers for reaching the parent or guardian and another authorized person must be on file and kept up to date.

Doctor's Appointments: Please try to schedule your child's appointment for vaccinations or any outpatient procedures later in the day. Children may not return to school the same day they receive a vaccination or have outpatient procedural care. Vaccinations or medications rarely produce severe reactions; however, when a reaction occurs, swift medical care is critical. Therefore we ask that you observe you child closely at home, following the medical directions given.

Communicable Disease: In the event a child contacts a communicable disease and exposes the other children, notices of such exposure will be posted, and parents will be notified as quickly as possible. The child will be isolated and made comfortable until the respective parents arrive. If your child becomes sick, or is diagnosed while at home we ask that you notify us immediately so we can post the disease. Your child's name will be kept private. Examples would be: Strep throat, measles, mumps, chicken pox, diarrhea, scarlet fever, pinworms, viral infections, impetigo, hand foot and mouth, RSV.

Emergency Care: If medical attention is required immediately, the staff will call 911, which will transport the child to the local hospital. Every effort will be made to contact the parents/guardians. The Director will be responsible for making decisions regarding care of a child until EMS and/or parent arrives. Parents / Guardians are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.

Sickness

Children are not admitted for care if they are exhibiting any of the following symptoms: Fever over 100 degrees, Runny noses, with green or yellow mucous, Red or pink eyes, with or without discharge, Recurring diarrhea or vomiting,

You will be called to pick up your child up if they begin to exhibit any of the following symptoms: Fever over 100 degrees without medication, Runny noses, with green or yellow mucus and not on medication, Red or pink eyes, with or without discharge, and not on medication, Upon the third occurrence of diarrhea (if not medication induced) or the first occurrence of vomiting, any accident that may require minor medical attention. Signs of infection may include green or yellow discharge and fever. If your child has these symptoms, they must be on medication and fever free without the use of fever reducing medication for at least 24 hours before returning to the Center.

Any combination of the above symptoms will prompt the care provider to call you to remove the child from the Center. Sick children want to be at home with their parents. Even on medication, they demand more of the teacher's attention than normal. If at all possible, keep your children home or make other arrangements when they are not feeling well.

Medication

Medication (prescription and non-prescription) will be given to a child only with the written, daily authorization of a parent or legal guardian. Medication authorization logs are located in the Director's office. The authorization log must be completed for EACH DAY medication is to be administered. We cannot give medication to your child without this daily information completed.

Medication must be clearly labeled and in original, dated containers. Medication prescribed by a physician must be in the original bottle and labeled with the child's name and dosage.

Non-Prescription medicines are not labeled for children under 2 years of age (some for children under 6 years). If a medicine is needed that does not provide dosage information for the age of your child your physician must provide instructions. Your physician note must state the specific brand and type of medication. Have them include generic brands of medicine as well.

After all medication has been logged on the Medication Authorization Log, it must be placed in the locked medication storage box located in the director's office. Parents must place all medication in this box, unless it requires refrigeration. In this case, the medication must be placed in the locked storage box in kitchen refrigerator. All medication storage boxes will be kept out of reach of children and will be locked at all times. Written records will be kept of all medications administered. Only the Director or Owner can administer medication.

Medicine must be taken home each day, only exception is medicine signed in on the form to be given periodically (ex. Diaper rash cream, sunscreen, etc.). Medication cannot be kept in a child's backpack, diaper bag or cubbie. If brought from home, teachers are responsible for collecting it and bringing it to the office for safe keeping till pickup time.

Hygiene

We maintain strict cleanliness and hygiene standards. Children's hands are washed upon arrival, before and after meals, entering new rooms, coming in from outside and after toilet training. We use paper towels for drying hands. Teachers and caregivers are provided gloves, antibacterial soap, and bathrooms/sinks with hot running water to use each time they care for a new little one. You will notice that the changing tables are wiped with a hard surface sanitizer after each diaper change.

Infants sleep in separate cribs with clean sheets used only by them. Beginning at toddler age, washable nap cots are used. Each child has a separate cot with sheet and blanket that are washed weekly or more frequently as needed. Cots are marked with the individual child's name to avoid sharing of germs.

Pest Control

Lyndon Learning Childcare may at some time need to arrange pest control. To comply with state regulations, we will give families and employees at least a 24-hour notice prior to any pest control applications planned for school property. This information will be made available to all parents and employees. As per protocol, Parents will receive an email and a notice will be posted on the main door of the lobby listing the specific application and the planned time for application. Pest control substances will never be applied close to school opening hours.

Termination of Contract

If the parent (or guardian) have a need to terminate care, a written notice is required two-weeks in advance. Withdrawing from the center without a two week notice in writing will mean you are responsible for payment of the full tuition for that two week period and Lyndon Learning Childcare reserves the right to keep your deposit.

If at any time Lyndon Learning Childcare feels that the care arrangements are not a good fit for a particular child, care can be terminated without notice. Lyndon Learning Childcare may terminate a contract at any time if the following circumstances arise with a Parent or Guardian:

- Disrespect to center staff, director, other parents / guardians or children
- Failure to make appropriate tuition payments in a timely manner
- Excessive personal legal matters that interfere with staff, Parents / Guardians, or a child's ability to enjoy the program.
- Engaging in disparaging remarks (written or verbal) about the provider, staff, program, other Parents / Guardians or children.
- Dissemination of solicitation pamphlets or other paraphernalia on school grounds.
- Engages in conduct that is aimed towards discrediting the provider, staff, program, other Parents / Guardians or children.
- Intoxication or being under the influence while on school grounds.

Acknowledgment of Consent

Please be sure to carefully read over the entire contract as it covers very important policies and procedures that govern our childcare contract agreement and help us provide the best care possible for your child. All Lyndon Learning Childcare's policies were created in full accordance with the Child Care Rules & Regulations of the state of Kentucky.

By signing below, I acknowledge that I have read and understand the policies and procedures of Lyndon Learning Child Care. I further acknowledge that I will abide by the terms and conditions set forth in this document with regards to payment of tuition.

Updated: 1/1/18

Sign:

Date:

Sign:

Date

By signing below, I have reviewed all the questions and concerns that this parent(s) might have on the policies and procedures at Lyndon Learning Childcare. The signatures on this document indicate that all parties are in agreement with the above policies and procedures.

Management:

Date