



Ladybug Landing  
Early Learning Center  
Parent Handbook

## Ladybug Landing General Daily Schedule

|                     |  |
|---------------------|--|
| 6:30 am – 8:00 am   | Arrival of Children<br>Free play   |
| 7:45 am – 8:30 am   | Prepare Breakfast<br>Wash hands<br>Serve Breakfast   |
| 8:30 am – 9:00 am   | Clean up from Breakfast<br>Change diaper/toileting<br>Wash hands   |
| 9:00 am – 11:15 am  | Preschool activities including educational and Biblical curriculum<br>Art projects<br>Circle/Group time (activities may include books, music, letter of the week, counting, flannel book stories, etc.)<br>Table activities (coloring, play dough, puzzles, science, discovery time, etc.) |
| 11:15 am – 11:30 am | Diapers/Toileting<br>Clean up time<br>Hand washing<br>Prepare for lunch  |
| 11:30 am – 12:30 pm | Lunch<br>Outdoor play (weather permitting)<br>Set up for quiet/nap time  |
| 12:30 pm – 2:30 pm  | Quiet/nap time<br>Prepare afternoon snack  |
| 2:30 pm – 3:00 pm   | Wake up time<br>Diapers/toileting<br>Hand washing<br>Afternoon snack   |
| 3:00 pm – 5:00 pm   | Outdoor play (weather permitting)<br>Afternoon lessons and activities<br>Reading time<br>Free play   |
| 5:00 pm – 6:00 pm   | Diapers/Toileting<br>Table activities<br>Clean up time<br>Free play<br>Time to go home!  |

Please note that this is a guide only and it can and will be modified to meet the needs of the children on any given day.

Welcome! We are so pleased that you have chosen to enroll your child in Ladybug Landing Early Learning Center. This handbook includes basic information that will be helpful for you and your children. Please read the entire handbook and ask any questions you may have. Communication between parents and the child care provider is essential to ensuring that your child has the best care possible.

### **Program Philosophy**

Ladybug Landing Early Learning Center was created to provide a safe, loving, and nurturing environment for children ages six weeks to five years old. The children will learn age-appropriate concepts that are not only educational, but Biblically based. Our goal is begin teaching children at the youngest possible age to prepare them for Kindergarten and also to help them learn about the Lord.

### **Licensing**

Ladybug Landing Early Learning Center is in the process of obtaining a license from the Oklahoma Department of Human Services. DHS requires every child care facility to make available a copy of the Licensing Compliance file that includes all of the child care monitoring reports and licensing correspondence. Our Licensing Compliance file is available in the front office for viewing during normal business hours.

### **Hours of Operation and Holidays**

Ladybug Landing is open from 6:30 am to 6:00 pm, Monday through Friday. The center will be closed on the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Thanksgiving Friday
- 2 days at Christmas

If your child remains at the center after 6:05 pm, \$1.00 per minute will be charged and due at the time that you pick up your child.

### **Non-Discrimination Policy**

Ladybug Landing admits students of any race, color national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

### **Inclement Weather**

It will be the discretion of the Executive Director as to when and if the center will close for inclement weather. If the center is closed due to inclement weather or a power outage, there will be no tuition reduction. The center will notify all major radio and television stations upon the center being closed.

### **Enrollment Requirements**

Please keep in mind that enrollment is on a first come first serve basis and there is no guarantee that a spot can be held open for your child who does not need immediate care or care within two weeks.

Before your child can be in our care, we require the following paperwork be done and complete prior to the

first day.

The following MUST BE COMPLETED PRIOR TO THE FIRST DAY OF CARE:

- Identification and Emergency Information
- Child's Preadmission Health History – Parent's Report
- Consent for Medical Treatment (2 copies)
- Initialed, signed and dated Parent and Provider Agreement
- Food Program Application
- Copy of the child's immunization card
- Parent and Provider Handbook Agreement form (located in the back of this book)

The following items are needed the first day in care:

- Two changes of clothes (appropriate for the season), including socks
- A bag of diapers or pull-ups, if needed
- Pre-made bottles or baby food, if needed
- Any security object (pacifier or stuffed animal) your child may need to rest at quiet time.
- A blanket for nap time

Please try to label everything with your child's name. These items may stay in your child's cubby if you do not want to take them home everyday. We will send home a reminder when your child is running low on diapers, formula or baby food. Ladybug Landing will supply the diaper wipes.

An on-site orientation visit is mandatory for both parent/guardian and child prior to enrollment. The length of the visit may vary depending upon the needs of the child and time restraints of the parent/guardian. The Executive Director may be contacted to schedule a time that is best for all parties.

### **Open-Door Policy**

Ladybug Landing has an open-door policy. You are more than welcome to show up unannounced during the day to see your child or to help out if you wish to. No appointment is needed to see your child! Also, I want to emphasize the need for open communication amongst us. You, the parent and us, the child care provider have one very important thing in common – your child's well-being. Please feel free to pick up the phone, stay a moment longer at drop-off or pick-up, or even send an e-mail to [Melissa@ladybuglanding.biz](mailto:Melissa@ladybuglanding.biz).

### **Tuition and Fees**

The enrollment fee is due at the time of enrollment. The amount due will be \$35.00 per family. A contract for payment will be required at the time of enrollment and will state the amount that will be due weekly for each child/family enrolled. The contract period will begin August 1<sup>st</sup> each year and end July 31<sup>st</sup>. A new contract for payment will be required each year and will state any changes in the tuition rates. You may withdraw your child at any time with a written two-week notice. Payment will be due for the two weeks regardless of whether you choose to bring your child.

Tuition is due each Friday for the next week. If payment is not made by Monday, your child will not be allowed to stay when brought in on Tuesday morning. Checks can be made payable to Ladybug Landing. If you are interested in paying by debit or credit card, please see the Director or Executive Director.

A late payment fee of \$20.00 will be charged if payment is not made within five days of the tuition due date.

\$25.00 will be charged for any check returned to us for non-sufficient funds.

## **Meals**

Ladybug Landing Early Learning Center will provide breakfast, lunch and an afternoon snack for each child enrolled. Breakfast will be served around 8:30 am, lunch will be served around 11:30 am, and the afternoon snack will be served around 3:00 pm.

## **Classroom Management**

The teachers provide a warm, nurturing environment for each child and guidance to teaching assistants. Each staff member is involved in an ongoing professional development program to enhance best practice quality care and remain sensitive to each child's needs. Our philosophy is to foster positive self-esteem throughout the center in order to encourage children to feel good about themselves, their classmates and their caregivers.

## **Discipline Policy**

Discipline is to guide and teach, and help the child develop the internal controls to behave appropriately. Our staff uses positive behavior management techniques to help children understand adult expectations for behavior, to anticipate possible conflict situations and to intervene in a timely manner to prevent problems from occurring or escalating. Teachers circulate, and strategically place themselves within full view of the room and outdoor areas, and use humor, imagination, redirection and consistency to assist children in developing self-control. The staff members do not use corporal punishment or frightening methods of control, isolation, humiliation or withholding food or sleep as punishment. Emphasis is placed on teaching alternative behaviors and giving each child situations to practice and establish new acceptable habits. Staff may utilize a "cooling off" time-out when a child is in danger of hurting himself or others. The brief period is intended as a time for the child to regain his/her self-control in order to better communicate and listen to the needs of all involved. When necessary a parent-teacher conference will be requested to employ future strategies for all involved. The center reserves the right to withdraw any child who endangers the welfare of the children, staff or program.

## **Nap/Rest Time**

The toddler and preschool children have a rest time after lunch. If a child does not sleep, he/she needs to rest their body and mind. Children should bring their own blanket to be kept at the center.

## **Toileting/Diapering**

The bathroom is always open to the children. Special attention is given to toileting during transition times such as going outside, before and after meals, rest time, etc. Children learn to respect each other's privacy and help model for other who may be learning to use the toilet. Self help skills and proper hygiene are emphasized. Children are encouraged to clean themselves, and never made to feel bad about accidents. Teachers assist the child in clean up and employing future strategies to mastering toilet skills. The bathroom is disinfected several times a day. Proper sanitation and diapering procedures are followed at all times. Teachers will work alongside parents in potty training skills.

## **Sick Child Policy**

If your child exhibits any of the symptoms below, he/she is required to remain out of the center until fully recovered. Please remember to be considerate of other families and staff members.

- A contagious or communicable disease
- A temperature of 100 degrees or higher
- Heavy nasal discharge, yellow or greenish in color
- A persistent cough
- Draining eyes, ears, nose or any open sore
- Diarrhea or vomiting
- Lack of proper immunizations
- Strep throat – child must be out of the center for a minimum of 48 hours and must be using prescription medication
- Unknown or questionable rashes and impetigo, measles, chicken pox, etc. Highly infectious conditions will require a physician's written approval before returning to the center.

If your child is sent home for vomiting or fever, he/she must be gone from the center at least 24 hours after the last fever or vomit occurs. If your child becomes ill at the center, we will call for you or a designated adult on your emergency card to pick up your child as soon as possible, within 30 minutes. The child will be provided a safe, quiet place to rest away from other children until you arrive.

### **Attendance/Absences**

If your child attends for any portion of the week, tuition for the whole week will be due. If your child is sick, tuition will still be due and will be required before your child will be allowed to stay in our care.

If your child is going to be absent for the day, we ask that you contact the center by 9:00 am. Children that are not in the center by 9:00 am will not be counted in the breakfast count. Also if you are going to bring your child after 10:00 am, please let us know so that we can make sure to count your child for lunch.

### **Vacations**

Ladybug Landing allows each family to take 10 days of unpaid vacation each year without losing your child's spot in their class. If more days are needed, then they must be paid for even if your child does not attend. This is necessary in order to allow us to ensure that we are able to provide quality staff members and care. Ladybug Landing must receive vacation notification in writing 30 days in advance of the vacation time taken.

### **Accidents/Incidents**

Children sometimes receive bumps and bruises as part of their daily routine. They may also be involved in various incidents worth documenting, such as disruptive or destructive behavior. You will be notified of these events through an Incident Report Form that will be attached to your child's daily report. The staff will use basic First Aid procedures to care for bumps and bruises. If more care is needed for the injury we will ask that the parent follow up with a physician's visit or we will seek emergency medical care. In the case of incidents, either party may request a conference to discuss further strategies in dealing with future incidents.

### **Allergies**

If your child has any allergies, please be sure to list them on the enrollment sheet. A list of allergies for each classroom will be posted for each staff member to be aware of. If your child has severe allergies or those that require medical attention, please be sure to speak directly to the Director so that all staff can be made aware of the situation.

## **Hand Washing**

It is important to teach children the importance of hand washing early in life to help them develop healthy habits. Children will be required to wash their hands before eating, after using the restroom, when returning from outdoors and other times as determined necessary by the staff. We ask that you encourage and reinforce this behavior to keep everyone as healthy as possible.

## **Security**

The safety of your child is one of our top priorities. In order to help us keep your child safe we ask that you follow the procedures that have been established for pick and drop off of your child.

- All children must be accompanied in and out of the center by an adult. Please do not let your child come in and out of the center by themselves.
- All children must be signed in and out at the front desk.
- When you enroll your child you will complete an emergency contact and pick up form. Please list only people who are allowed to take your child from our center. We will check their ID's before they will be allowed to take your child. We will ask you to update this form each year in the month of August. If you need to change the people on the list at any time, please let us know.
- If an emergency should arise during the day and someone not listed on the enrollment card needs to pick up your child, please call us immediately. On your enrollment form you will list a secret word and you will be required to tell us the word before we will allow anyone not listed on your enrollment card to take your child.

If you are divorced or have a custody arrangement that prevents one parent from picking up a child from our care, we **MUST** have a copy of the court papers that have been signed by a judge and filed before we will be able to prevent a parent from picking up a child. The Jenks Police will be called immediately if an unauthorized person attempts to pick up a child.

## **Medication**

If your child is on medication that needs to be administered during their time at Ladybug Landing Early Learning Center, please see the person at the front desk for a Request to Give Medication form. You will need to complete and sign the form and bring the medication in the original bottle that lists the prescription and dosage information. Medicine left in a diaper bag or backpack will be stored in the office and will not be administered to the child.

## **Babysitting**

If you would like a member of the staff to babysit for you outside of our hours of operation, you and the staff member will be required to sign a release form prior to the staff member performing the services. We will not be responsible for the service they provide outside of our hours of operation or any problems that may result from the arrangement.

## **Confidentiality**

All of the information that is provided to us is considered privileged and confidential. Anyone who is not directly involved with the care of your child or the Oklahoma Department of Human Services will not have access to the records without your written authorization or a court order. Parents and guardians may access their child's records upon request. If you withdraw your child from the center we will keep your records on file for three years. If you require a copy of your child's records after withdrawal, an administrative fee may

be charged for making copies.

### **Termination of Services**

The safety of the children in our care and our staff members is a top priority. Any time that a child or parent's behavior is a threat to secure environment that we maintain, we may temporarily or permanently suspend or remove a child or family from our care. We reserve the right to take action to provide protection for the children in our care or staff anytime it is deemed necessary, with or without advance notice.

### **Child Abuse Reporting**

It is the policy of Ladybug Landing Early Learning Center to provide for the protection of children under its care and, accordingly, to comply fully with all federal and state rules and regulations pertaining to reporting of child abuse.

In furtherance of this policy and in order to facilitate its compliance with the applicable provisions of Oklahoma and Federal laws, Ladybug Landing Early Learning Center requires as follows:

Any employee that (a) suspects or has reasonable cause to suspect that a child enrolled in Ladybug Landing Early Learning Center has been or may be subjected to abuse or neglect or (b) observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, shall immediately report the matter to the Director of Ladybug Landing Early Learning Center, who will report it to the Oklahoma Department of Human Services.

Abuse is defined as any physical injury, sexual abuse, or emotional abuse inflicted on a child other than by accidental means by those responsible for the child's care, custody, and control. Discipline, including spanking, administered in a reasonable manner, is not considered abuse under the applicable law.

Neglect is defined by the statutes as failure to provide, by those responsible for the care, custody, and control of the child, the proper or necessary support, education as required by law, nutrition or medical, surgical, or any other care necessary for the child's well-being.

## Acknowledgement

I, \_\_\_\_\_, have read and fully understand the guidelines and procedures set forth in the Ladybug Landing Early Learning Center Parent Handbook. I have a copy of this handbook for my personal reference.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Date