

**Precious Lambs Childcare/Preschool**  
**A Ministry of Good Shepherd Baptist Church**

**Statement of Purpose-** Precious Lambs will endeavor to create a loving environment where children will thrive and become the best they can be through Christian principles.

**Objectives-**

1. To assure parents that their child will be taught to be respectful of others and themselves.
2. To care for the whole child, including social and emotional development.
3. To educate using games, activities, and music to show learning is fun.
4. To provide healthy meals and snacks.
5. To create an environment where parents and children feel safe and protected.

**Centers-**

**Nursery-** Infant to walking age

**Toddler-** One-Two year olds

**Preschool-** Three-Four year olds

## **Fee Policies and Financial Agreements**

Registration fee- \$50 due upon enrollment

Infants-\$220 weekly

2 years to 3 years-\$210 weekly

4 years-\$200

Tuition is due on Friday of the prior week.

Late fees will be applied on Thursday of that week.

We accept Block Grant/Child Care-Assistance clients for full time slots.

Tuition includes all meals and snacks.

We serve morning and afternoon snacks as well as a well-balanced nutritious lunch. We follow the meal guidelines for the child nutrition program.

## **Enrollment and Discharge**

A registration form must be completed and signed by both the parent and the director to enroll. Each registering family will receive an emergency form that must be filled out prior to the first day of attendance. Also, each child will be required to have a physical examination report to be submitted 30 days from the date of admission, signed by a licensed medical doctor or registered nurse practitioner. The written report must include past health history, status of present health including allergies, medications, and acute or chronic conditions and recommendations for the continued care when necessary. Annually, thereafter a statement of health conditions, signed by a licensed medical doctor, or nurse practitioner shall be submitted that includes any change in functioning, allergies, medications or acute chronic conditions.

At any time a family may choose to withdraw from Precious Lambs Daycare, by giving a two week notice to the Director in writing. If a family chooses to withdraw without a two week notice they will be obligated to pay tuition for those two weeks.

If for any reason a child becomes a threat to any staff member or enrolled children an immediate termination will be made. The director will give both verbal and written termination notice to the family. If for any reason a

parent becomes a threat to staff members or to enrolled children an immediate termination will also be made.

If in the event the Director feels the school can no longer care for a child due to specific parental behaviors such as failure to obey school policies, use of profanity, rude or disrespectful behavior to the people of our school, the director will give a termination notice.

## **Discipline**

Research has shown that children who are emotionally well-adjusted have a much greater chance of early school success. In fact, competence in social skills has been shown to have an even greater positive impact than family background on children's cognitive skills.

Precious Lambs utilizes a positive approach to discipline. The director and staff are prepared to teach all children what is acceptable behavior through both word and deed. The childcare program is designed to encourage and guide children lovingly and consistently to success with positive reinforcement. If in the event further discipline is needed beyond redirection and verbal communication between the child and staff, we will use a time-out method.

If a serious and repetitive discipline problem should occur, a meeting between parents, teacher, and director will be scheduled. If the problem persists without progress or resolution, a family may be asked to withdraw their child from our daycare.

## **Biting Policy**

First aid response to a biting incident:

1. Wear gloves to cleanse the wound. Use soap and water to clean the area.
2. Apply a cool compress to the area.
3. Bandage as necessary.
4. Write up an incident report on both the biter and the one bitten.

Teacher response should be to remove the children involved from the area. Talk to the biter to explain that biting is forbidden. Find out why the child bit

someone. Explain better ways to handle the aggression. Watch the child to attempt to prevent any further incidents.

### **Access to the center**

Parents will have access to drop off and pick up their child. If they are unable to do that they will need to have someone approved to do that for them. The person needs to be on the list to have permission to pick up the child. They will be asked to show identification.

The center will be locked to the public. If there is someone coming to do construction work (air conditioning, etc) they will be shown and watched by a vetted employee. If a known child molester is seen on the property, we will call the police.

Parents will have access to the center at all times. There will be a nursing room set up for nursing mothers.

### **Fire, Structural damage, etc**

Children will be evacuated as shown on the evacuation map found at each entrance to the classrooms. Parents will be notified.

All other emergency evacuation procedures are listed by the front door. Monthly fire and tornado drills will be held to make sure children know what to do in case of emergency.

### **Nutrition**

At Precious Lambs we pride ourselves in encouraging and providing healthy foods. We believe healthy habits start at a young age. It is our intention to provide our children with the knowledge to make good food choices. The school will provide two healthy snacks a day as well as a nutritious healthy lunch in compliance with the Department of Health Services.

### **Field Trips and Transportation**

At this time we have no plans to transport children to off site areas due to the fact we don't have a vehicle. When we do we will make sure the driver has the CDL license.

## **Medications**

Medications will be stored in the director's office unless they need to be refrigerated, in which case they will be stored in the kitchen.

## **Injury**

Each staff member is trained in CPR, and first aid. They will take the following steps:

1. Assess the injury
2. First aid will be administered
3. Staff members will complete an incident report about the injury and the care given.
4. In the event of a dental injury the child's dentist and parents will be notified immediately. Emergency medical may also be called.

Accident reports will not be filled out unless the injury has the potential to leave a mark on the child's skin.

## **Health and Safety policies**

Illnesses such as chicken pox, flu, fever, etc. will be posted to notify parents of possible exposure. Head lice, or any outbreak of communicable illnesses will be logged and the Health Department will be notified.

If a child becomes ill at the center a parent will be notified and expected to pick up their child immediately (within one hour of notification). An ill child will be kept separately in the office area with a qualified staff member until the parent arrives. For the well being of all children and staff members, children who are sick with fever, diarrhea, bad cough, upset stomach or vomiting, diagnosed with a bacterial infection and placed on antibiotics may not attend for 24 hours after the fever or symptoms have subsided. We appreciate all your efforts to keep our school a healthy environment.

Staff will assist children in washing their hands immediately before eating, after using the restroom, and after outdoor playtime and/or holding an animal.

I have read the parent handbook and agree to abide by the policies.

Parent Signature \_\_\_\_\_

Director Signature \_\_\_\_\_

Date of enrollment \_\_\_\_\_