



Little Lights

Learning Center
—A Ministry of Clemson UMC—

“Therefore, whoever humbles himself like this child is the greatest in the kingdom of heaven. And whoever welcomes a little child like this in my name welcomes me.” --Matthew 18:4-5

2023-2024 Family Handbook

Revised: 7/14/2023

Dear LLLC Families,

This handbook has been developed to help answer any questions regarding Little Lights Learning Center (LLLC) operations, policies, and procedures. This document contains helpful information about each phase of the LLLC program. LLLC encourages families to read this document in its entirety and keep it for future reference. The use of the term "family" throughout this handbook is to include parents, grandparents, foster parents, or whomever the primary caregivers may be. If assistance with reading this handbook is desired, please reach out to the director.

The mission of LLLC is to demonstrate God's love for children by providing a quality, loving, and nurturing environment that enables infants and young children to develop physically, cognitively, emotionally, and spiritually. LLLC believes it is the calling of the church to nurture the children of this community.

LLLC appreciates the confidence and trust that families have placed into this program. LLLC looks forward to developing a nurturing relationship with the families and children.

Sincerely,

Jacqui Poole Rice

Director of Little Lights Learning Center

Theresa Kelley

Assistant Director of Little Lights Learning Center

Jill Shelnut

Chair of the LLLC Board of Directors

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Little Lights Learning Center Contact Information

LLLC Address and Contact Numbers:

Little Lights Learning Center
300 Frontage Road
Clemson, South Carolina 29631

LLLC Office: (864) 654-5506

Church Office: (864) 654-5547

Church Fax: 1(864) 654-6540 (must dial 1)

DSS Licensing Number: 18502

Tax ID Number: 57-0354649

Director and Assistant Director:

Jacqui Poole Rice, Director LLLCdirector@clemsnumc.org

Theresa Kelley, Assistant Director theresa@clemsnumc.org

LLLC Board of Directors:

Little Lights Learning Center is governed by a Board of Directors appointed by Clemson United Methodist Church. The board's overall purpose is to develop and maintain the operational policies of Little Lights Learning Center.

Board Email Address: littlelightsboard@gmail.com.

Important Links:

1. **LLLC Website:** <https://www.clemsnumc.org/little-lights-learning-center.html>
2. **LLLC Facebook Page:** @LLLCCUMC or <https://www.facebook.com/LLLCCUMC/>
3. **LLLC Instagram:** @LLLCCUMC
4. **REMIND 101 Text Alerts:** Text @littleligh to 81010
5. **Daily Connect App:** Families will receive an invitation to join the Daily Connect App once children are enrolled to LLLC.
6. **Procure Parent Portal:** Existing families can view tuition account information and update contact/medical information- <https://www.myprocare.com/>
7. **CUMC Online Giving:** This link is where families can pay tuition online- https://www.eservicepayments.com/cgi-bin/Vanco_ver3.vps?appver3=Fi1giPL8kwX_Oe1AO50jRjmqWKpj7tuQCJE7j0Qi5thfcDUR8Pm2EuvGLceWdCNK2EvWAEjqa_wDomKT1pboufN9sLtoeQx6-Ni9grn2KBE=&ver=3

Hours of Operation

LLLC will open for care at **7:00 am** each morning and will close at **5:30 pm** each evening, Monday through Friday. LLLC is open year-round. Please see the annual operation calendar at the end of this handbook.

General Information

Admission Policies

1. Children must be at least 6 weeks old to attend LLLC.
2. Immunization records (on the SC DHEC form) are required for children and must be up to date. A medical statement from a child's physician explaining their need to be medically exempt from immunizations may be given in place (examples: food allergies, allergies, medical conditions).
3. LLLC reserves the right to unenroll children/families whose needs cannot be adequately met at any time.
4. *LLLC reserves the right to unenroll families who do not adhere to LLLC's Avenues for Reporting (see below).
5. If families decide to withdraw their children from LLLC, they should do so in writing 30 days prior to their children's last day. This enables LLLC to notify families on the waiting list who may be interested in filling the vacated spot.
6. LLLC currently has a waiting list. LLLC teachers, followed by verified CUMC church members and current LLLC families, will have first priority on spots that become available throughout the school year.

Methods of Communication

LLLC will utilize multiple methods of communication with families. These methods are outlined below:

1. **Email:** Emails will be sent out regularly with extensive information, announcements and reminders for families.
2. **Daily Connect App:** Families and teachers will utilize this app for primary daily communications regarding children.
3. **Remind 101 Text Messages:** Text alerts will be used for urgent announcements and reminders.
4. **Social Media:** LLLC will post exciting events and pictures on Facebook and Instagram throughout the year.
5. **Procure Login:** Families can view tuition balances and payments, as well as update contact and medical information.
6. **Smore Newsletter:** This electronic newsletter will be sent out monthly to all families.

Parent and LLLC Relationship

LLLC families, teachers and the Board of Directors are partners in the growth and development of LLLC children. LLLC is excited to utilize the Daily Connect application to provide detailed information regarding children's day. Once LLLC has enrolled a family, an email invitation to join the app will be sent to the families. The app will feature important information regarding children's day, important announcements & dates, and any notes from LLLC teachers. LLLC asks that families engage with and view the app daily to be well-informed with their children's day and any needs from the classroom. LLLC requests that families use the Daily Connect app to contact teachers electronically, rather than through teachers' personal cell phones. In order to keep the lines of communication open so that LLLC can best serve families and children, please use the outlined avenues for communication that LLLC has adopted below.

**Avenues for Communication:*

LLLC has established the following avenues for communication to best answer any questions or concerns that may arise while children are in the care of LLLC. In order for LLLC to continue operating at maximum efficiency, it is vital that all parties have clear

and consistent communication. Failure to follow these avenues of communication may result in termination of care from Little Lights Learning Center.

1. The first points of contact should be the classroom teachers and/or the directors.
2. If further dialogue is requested after speaking with the classroom teachers and the directors first, families may reach out to the Board of Directors at *littlelightsboard@gmail.com*. This email is checked on a weekly basis.
3. If child abuse or neglect is suspected at LLLC, the LLLC director should be notified first. The director and reporter, together, can then pursue a call to a state agency for further notification.

It is the responsibility of families to notify the directors of any changes, including but not limited to, the following: home address, telephone numbers, email addressed, emergency contacts, allergies, and/or medical information.

Legal Responsibility

- Liability Insurance: LLLC is covered by a childcare group accident insurance plan.
- Family responsibilities: The two-page document located at the end of this handbook is a part of the enrollment packet that families fill out when their children are enrolled at LLLC. When families sign this document, they are agreeing that they have read and understand this handbook in its entirety, thereby agreeing to abide by the outlined policies.
- After-hours employee/family arrangements: Any arrangements made by LLLC families and any LLLC employees for transportation or care of children before or after operating hours is an agreement between private parties and LLLC assumes no responsibility. Neither LLLC or the church carries any insurance coverage for such private arrangements.
- When children are with a family member/caregiver on the LLLC/CUMC premises, either before being checked in or after being checked out of LLLC care, children are 100% in the care of the accompanying caregiver.

Classroom Volunteers

LLLC is excited to have classroom volunteers each school year to assist with various tasks. Classroom volunteers will play a key role in helping LLLC teachers plan special occasions/events in their classrooms (Christmas parties, Dr. Seuss spirit week, etc.) as well as planning gifts for teacher's birthdays, Christmas, and teacher appreciation week. Each year, LLLC will ask for parent volunteers to take on this role. LLLC welcomes multiple families joining forces for this role, too. The directors will send out a file with all of the teacher's favorite things for reference each year. Many times, classroom volunteers will collect money from the other classroom families using Venmo or cash, and purchase items from the whole class. Occasionally, teachers or families may be going through a hard time. The classroom volunteers may reach out to families for assistance in doing something nice for them during their hardship. For classroom parties, the teachers will contact the classroom volunteers regarding details and a date/time for the party. Usually, the classroom volunteers will then send out an electronic sign-up sheet to the classroom families via email. If a family is interested in becoming a classroom volunteer, they should reach out to the directors for further information.

Tuition and Fees

LLLC is a non-profit ministry of Clemson United Methodist Church. Any funds above the operating expenses will go into the school fund to be used to improve facilities and instruction. Tuition is payable on a monthly or weekly basis. Families will be asked to choose their method of payment at the time of enrollment. LLLC accepts checks, exact cash, or online payment through the church website. Please make checks payable to LLLC at CUMC.

Online Giving Payments

In order to pay tuition online, families can do so through the CUMC website (link on page 4). There are step-by-step instructions listed on the LLLC website. Please note that any payments made from credit/debit will accrue a 3.5% convenience fee. To avoid that fee, please select the checking/savings option when paying online. Please see the directors with any questions.

Tuition Fees

- Infants, Wobblers, & Explorers' Classrooms (under 2 years old): \$625.00/month OR \$156.25/week
- Tots, Freshmen, Sophomores, Juniors, & Seniors' Classrooms (ages 2-5 years old): \$575.00/month OR \$143.75/week

Tuition must be paid by 5:30 pm on the first Monday of every month if paying monthly or each Monday if paying weekly. Failure to pay on time will result in a \$5/day late fee until payment is received. Children may be unenrolled from LLLC if payment has not been received within two weeks of the due date. If extenuating circumstances arise causing financial hardship, please contact the directors to see if other arrangements can be made. LLLC will not offer any free days of tuition for holidays or days closed. In order to maintain enrollment at LLLC, it is necessary that tuition be paid in full for any days the center is open, even if children are not physically present at the center. In the event that LLLC must close early, close completely, or open late due to weather or other extenuating circumstances, tuition will not be reimbursed.

LLLC Fees, Discounts and Donations

- ❖ **Enrollment Fee**: There is a one-time enrollment fee, per child, of \$100.00 to be paid at the time of acceptance into LLLC. This fee is non-refundable.
- ❖ **Annual Supply Fee**: There is a \$50.00 supply fee due for all children, to be paid at the time of enrollment and annually in August of each new school year. This fee is non-refundable.
- ❖ **Late Pick-Up Fee**: LLLC will charge a \$1.00 per minute late fee, per child, if children are picked up the past closing time of 5:30pm. It is very important that all parties respect the teachers time with their loved ones each evening. In the event that an extenuating circumstance arises causing an unexpected late pick-up, please call the center immediately and send a message in the Daily Connect app. If children are not picked up within a reasonable amount of time after hours, and LLLC is not able to reach the family or the emergency contacts listed, the Clemson Police Department will be called and the care of the children will be turned over to them and DSS.
- ❖ **Extended Absence/Summer Holding Fee**: Families should notify the directors at least one month in advance of the dates of absence. A holding fee of \$400.00 is required (per child) for a maximum of two months, minimum of one month, and must

be paid no later than one week prior to absence. The absence dates must be concurrent (i.e. June and July, vacation out of the country, etc.). There will not be a sibling discount applied when one or more children in the family utilize this option.

- ❖ **Multiple Children Discount:** Families with multiple children enrolled at LLLC will receive a discount of \$10.00 per child, per month, for regular priced monthly tuition.
- ❖ **Summer Part-Time Care Option:** LLLC may offer part-time summer care to its current families for June and July if the Board of Directors agree there is a need. That decision will be made by the Board of Directors each year, usually in the spring. Part-time care over the summer can either be two days a week (T/TH) or three days a week (MWF). The plan and pricing for part-time summer care will be announced prior to the beginning of summer each year.
- ❖ **Donations/Fundraisers:** LLLC will participate in occasional fundraisers to support programming. More information will be sent out as those fundraisers are scheduled. Often, families will ask if they can donate money or items to LLLC. LLLC is happy to accept funds or items that would benefit the children, classrooms, teachers, and center as a whole.
- ❖ **Returned Checks/Insufficient Funds:** A \$35.00 returned check/insufficient funds fee will be charged for each returned check or failed ACH transaction.

Operation Schedule

LLLC is open year-round with scheduled holidays and breaks throughout the school year. Please see the annual calendar posted on the website for important dates and events. This document is also listed at the end of this handbook.

LLLC will be closed for the following holidays and breaks:

- Rev. Dr. Martin Luther King Jr. Day
- One (1) Monday in February or March for a teacher holiday
- Good Friday & Easter Monday
- Memorial Day & Friday before Memorial Day
- Three consecutive days during the week of July 4th
- Labor Day
- Thanksgiving break: Wednesday-Friday
- Three (3) days before Christmas Eve through the day after New Year's Day
- There will also be 1.5 days of staff development, occurring in late July or early August to get the center ready for the new school year.

Daily Procedures

Arrival Time/Drop-off

Daily drop-off times are based on each family's individual needs. Most of the academic components of the school day begin around 9:00 am each morning. LLLC encourages families to have their children at LLLC by 9:00 am each day so that they do not miss these important lessons and parts of the school day. If families plan to bring their children to LLLC later than 9:00 am on a given day, they should notify LLLC (through the Daily Connect app) so that LLLC may better plan for teacher:child ratios. *Families*

should refrain from dropping children off during or after naptime, as LLLC will have already made a plan for teacher:child ratios at that time. DSS requires strict teacher:child ratios at all times, and therefore, children may have to wait to enter classrooms until appropriate ratios may be arranged. LLLC understands that unexpected late drop-offs happen; however, LLLC asks that planned late drop-offs be communicated to the LLLC ahead of time.

Clemson United Methodist Church often has a busy parking lot. Families should keep a close eye on children while in and around all areas of the CUMC campus. Safety is the number one priority at LLLC. Families should escort their children to the designed classroom door each morning. Teachers will meet the families at the door to escort children into the classroom. Families should pass children's belongings to the teachers at the door. Any instructions or important information for the day should be verbally communicated at drop-off, as well as, in the daily connect app. Children will have an easier transition into the classroom if drop-off is done in a timely manner.

Departure Time/Pick-Up

Families should pick-up children outside on the playgrounds on most days, usually after 2:30 pm, as not to disrupt nap time. Children's belongings will be lined up in a designated location outside each day. In the event of inclement weather, pick-ups will either be in the classrooms, breezeways or the CUMC gym. Only authorized families, guardians, or family appointed pick-up persons will be allowed to pick-up children each day. LLLC reserves the right to request to see an individual's driver's license for identification purposes at any time. Only those persons listed on a family's pick-up list will be allowed to pick-up unless previously cleared by the directors. If a family requests for someone other than a designated pick-up person to pick-up their child, prior notification and approval must be given by the directors. The family will also need to note the change in the daily connect app for documentation purposes.

Families should make sure verbal or visual contact is made when their children are removed from care at LLLC. Teachers are required to sign children in/out in the daily connect app each day. In the event that a family notes in the enrollment paperwork that a person is not allowed to have contact with their child, further communication is needed with the directors to ensure the daily connect app has this information flagged. Families are responsible for verbally notifying the directors and any teachers that work with their children about the no-contact person listed on the paperwork.

LLLC will not be held liable for accidents, incidents, or injuries that may occur while children are not in the care of LLLC teachers. When children are released to appointed caregivers, they are no longer under the care of LLLC teachers. Families should hold children's hands or remain in close proximity to their children while also paying close attention to parking lot traffic. Families are asked to close any gates behind them to prevent children from getting into the parking lot areas ahead of an adult.

Nap Time

Children are encouraged to take daily naps or rest times in a relaxed and calming atmosphere with soft music playing. If older children are unable to fall asleep, they may be given books while quietly resting on their mats. Teachers are required to actively supervise children while they are sleeping, checking for adequate breathing and proper placement of blankets away from their head, neck and face. DSS provides strict procedures and protocols for safe sleeping in a child care facility.

- Children in the infant classroom will sleep on LLLC issued cribs each day. Cribs will be labeled with children's names. LLLC will provide the mattress and crib sheet for daily use. Crib sheets will be laundered weekly. Families are asked to send in a detailed sleep schedule for the infant classroom teachers to follow.
- Children under the age of two years old will sleep on LLLC issued mesh cots. Cots will be labeled with the child's name. LLLC will provide the sheet for the cots for daily use. Sheets will be laundered weekly.
- Children two years of age and older will sleep on nap mats sent from home. These will be sent home each Friday for laundering over the weekend and should be brought back the following Monday. Families should make sure to label children's nap mats.

Additional information about safe sleep practices at LLLC can be found at the end of this manual in the safe sleep addendum on page 22 of this handbook.

Classroom Ratios

SC DSS determines classroom ratios of teacher:child. LLLC will not exceed the following ratios at any time:

Child's Age	Teacher:Child Ratio
birth to one year	1:5
one to two years	1:6
two to three years	1:8 (nap 1:16)
three to four years	1:12 (nap 1:24)
four to five years	1:17 (nap 1:34)

Cell Phone Policy

LLLC requests that families use the daily connect app for any communications with classroom teachers. In the event that a family needs to speak with the directors, the family is asked to call the office or send an email. LLLC strives to remain professional and consistent through communications across all settings. Families are asked not to reach out to LLLC teachers through their personal cell phones. Teachers are asked not to use their personal cell phones while children are in their care. Drop-offs and pick-ups are important times for family/teacher communication. Cell phone usage while picking up/dropping off children can cause distractions and can interfere with the safety and supervision of children.

Absences

Prior notice of planned or unplanned absences would be greatly appreciated. If children become ill or will unexpectedly be absent due to other circumstances, families are asked to send a message in the daily connect app so that teachers are aware and can plan for teacher:child ratios. LLLC asks that families notify the directors of any illnesses so that they may track any potential spread of illness in the classrooms.

Birthdays and Holidays

LLLC looks forward to celebrating special occasions and events with families and children. LLLC welcomes snacks and treats from home. Some children that attend LLLC have various allergies; therefore, please consult with the classroom teachers prior to sending in special treats. LLLC requests that any celebrations be held during snack time in the afternoons. Please communicate with the classroom teachers in order to plan these special celebrations. If families would like to send out invitations for an event outside of LLLC, LLLC is more than happy to help distribute those, but requests that all children in the class be included. If a family prefers to be selective with invitation distribution, LLLC asks that the distribution of those invitations be done outside of LLLC.

Transitions: Children Moving Up

LLLC routinely transitions children to the next classroom each August to begin the new school year. Occasionally, spots may become available in January, meaning that some children can move up after New Year's if they are developmentally ready. LLLC reserves the right to move children up to the next classroom as long as the directors, teachers, and families are all made aware of the transition. The directors will provide detailed information regarding the transition in advance.

Outside Play

It is the philosophy of LLLC that children require opportunities to be outside on a daily basis. Children and teachers will go outside twice a day, morning and afternoon, unless there is inclement weather. On days when it is exceptionally cold or hot, LLLC classes may only go outside for brief increments of time. When weather does not permit for outdoor play, classes will make use of other CUMC campus offerings such as church rooms or breezeways. LLLC utilizes a child care weather chart to make decisions on appropriate time spent outdoors in the mornings and afternoons. This chart can be found at the end of this handbook on page 26.

Student Tracking

Teachers are responsible for ensuring that an accurate daily attendance record is maintained in the daily connect app, accounting for the presence of children in the group they are supervising at all times. The classroom teachers are required to sign children in and out of their classroom through the daily connect app. Taking head counts during any and all transitions, as well as documenting arrival and departure times in the app, are the two main forms of student tracking that teachers utilize throughout the day.

Media/Electronics

Screen time is not part LLLC's daily schedule. Occasionally, teachers will request to show short clips for educational purposes (example: video of a caterpillar turning into a butterfly). Teachers may use media sources for movement breaks or background music. Additionally, if the weather is inclement and other spaces on campus are not available, at the discretion of the directors, short videos for dance/movement breaks may be approved.

Curriculum and Activities

LLLC creates weekly lesson plans that focus on whole-child learning. Lessons are age and developmentally appropriate. Teachers supplement instruction from multiple sources to provide fun and engaging learning opportunities for all children. LLLC uses the *Read It Once Again* curriculum in most classrooms as a guide for instruction. Teachers use a multitude of activities to engage children, such as free play, guided play, learning centers, STEAM activities, social stories, dramatic play, and teacher-led activities. LLLC strives to provide a hands-on, multi-sensory approach in daily lessons. Classrooms with children three years and older utilize the SC Early Learning Standards to guide instruction to best prepare LLLC children for kindergarten.

A daily children's devotional will be shared in all classrooms. The devotionals LLLC has chosen to share are *The One Year Devotions for Preschoolers* (Version 1 & 2) by Crystal Bowman.

In addition to daily lessons, activities, and curriculum, LLLC is excited to provide many other weekly {optional} enrichment opportunities during operating hours such as:

- Music Mondays with Mrs. Christy Williamson
- Children's Church (children 2 years+ will attend children's church led by the CUMC pastoral team)
- Amazing Athletes (family funded/link on website)
- Elevation Dance Classes (family funded/link on website)

Field Trips

Field trips present great opportunities in which LLLC can enrich and expand its curriculum. Excursions on and off the LLLC campus make content more relevant and broaden the learning experiences for LLLC children. Signed permission slips will be required for child(ren) to participate in any field trip opportunity. Transportation information and permission slips will be provided to families prior to the field trip. Special arrangements will be made for transportation on field trips such as vehicles of teachers/directors/chaperones/volunteers, church bus, charter bus, and/or walking. Families may be invited to chaperone and/or drive on field trips, although limited space or tickets may restrict how many chaperones will be allowed to participate. Families will need to inform the directors, and indicate on the permission slip, if children are not allowed to attend a field trip. LLLC will make alternate arrangements for care for children that do not attend the field trip. There will be a first aid kit and emergency information for children with the directors and chaperones while on the field trip. Information regarding medical

conditions and allergies should be noted on permission slips. It is LLLC's goal to help families feel comfortable with the details of all field trips.

Swimming and Water Activities

LLLC does not allow children to attend swimming pools or other bodies of water (lake, ocean, water parks, etc.) away from the center. In the event that LLLC hosts a water day, and a kiddie pool is present, the following teacher:child ratios will be followed:

Child's Age	Teacher:Child Ratio
birth to two years	1:1
two to three years	1:2
three to four years	1:3
four to five years	1:6
five years and older	2:25

Food and Supplies

Meals

Families are required to provide breakfast, lunch, snacks, and drinks for their child(ren) daily. Please label all food and drink containers and supplies. If sending in meals that need to be warmed, please be mindful not to send anything that needs more than three (3) minutes in the microwave due to teachers needing to get multiple meals ready at once. Meals that need to be warmed should be placed in a microwave safe container. Bentgo boxes are a great option for meals as opposed to multiple containers. Families should let teachers know if any items in children's lunchboxes need to go in refrigerators. LLLC requests that families send all meals in a lunchbox with an ice pack to preserve food safe temperatures until all items can be placed in classroom refrigerators. Families should send in utensils for any meals. LLLC does not provide utensils or dishes of any kind. Any food/drink containers, and the leftover contents, will be sent home at the end of the day to be washed. Families are encouraged to pack nutritious meals. Please do not send sodas or items high in sugar or salt content. Please also be cautious of choking hazards when sending in certain foods such as: hot dogs, grapes, hard candies, popcorn, raw carrots, raw cherries with pits, and raw celery. LLLC teachers are not responsible for cutting up foods to prevent choking.

LLLC is a **NUT-FREE CENTER**. Please do not send any food/beverage items that contain nut products.

Bottles and Cups

Families should send water cups or water bottles daily. These will be taken outside so that children remain properly hydrated while outdoors. Families are welcome to send in a separate milk cup; however, children are not allowed to take milk cups outside due to temperature variations. All bottles, cups, and water bottles should be clearly labeled with the child's name (not initials since many children share the same initials).

With regards to infant bottles, families can pre-mix bottles or send in the supplies for teachers to mix the bottles. If families choose to have the teachers mix the bottles, families will need to provide written and verbal instructions to the teachers on how to do so. Any leftover milk or formula will be sent back home each day.

Diapers/Wipes

Families are required to provide diapers and wipes for their children at LLLC. LLLC does not provide diapers/wipes due to allergies and personal preferences. Families are required to label diapers and wipes containers. Children will not share diapers and wipes. Teachers will let families know when children need more of either in the daily connect app.

Nap Supplies

Infant classroom children will sleep on LLLC provided cribs with a mattress and sheet specific to them. One year old children will sleep on LLLC provided mesh cots with a sheet specific to them. LLLC will launder crib sheets weekly. Children two years and older will use a nap mat from home, clearly labeled with their name. Children will not share cots, cribs, or mats at any time. Families are welcome to send in lovies or blankets for children to sleep with, but please make sure the items are clearly labeled. LLLC requests that blankets be a thin, breathable material such as muslin, for safety purposes. Children will only be allowed to have these special items when they are taking a nap or resting. These items will be sent home on a weekly basis, usually Fridays, to be washed and returned each Monday. Please see more detailed information about naptime supplies in the Safe Sleep Addendum at the end of this handbook.

Clothing

LLLC asks that families send in a couple of extra outfits for children in the event that they need a change of clothes. Families can keep the extra clothing in their child's bag or the clothing can be left at school in a ziplock bag labeled with the child's name. Please be mindful of seasonal appropriate clothing when sending in extra clothing items as the children do go outside most days. Outdoor/indoor play is active and sometimes messy. Please do not send children to LLLC in dressy clothing that could be ruined. If families have a need for their children to be in dressy clothing for an event after attending LLLC for the day, please send in the dressy clothes and inform the classroom teachers.

Dress Code Recommendations:

- Children should wear clothing that is comfortable and easily managed by the child.
- Infants/toddlers should be dressed in clothing that allows for easy diaper changes.
- All children, excluding infants, are required to wear hard soled shoes, such as tennis shoes, throughout the school day. Due to risk of injury, it is recommended that all children wear shoes that have heel straps. Flip flops are discouraged, but allowed.
- It is recommended that all clothing be marked with the child's full name (examples: jackets and hats).
- Children with dresses on are strongly encouraged to wear leggings, shorts, or bloomers under their dresses.

Health and Medication Policies

Sunscreen Application

Children spend a great deal of time outside at LLLC, especially when the weather is nice. LLLC takes extra safety precautions by applying sunscreen to children prior to going outdoors. Families are asked to send in sunscreen, labeled, for their child. Teachers will only apply sunscreen sent in by that child's family. LLLC discourages the use of aerosol cans of sunscreen for children due to risk of breathing in vapors.

CPR/First Aid

Little Lights Learning Center strives to have at least 75% of its employees trained in Infant/Child/Adult CPR at all times. The directors will facilitate training/renewals on an annual basis for all employees.

Health Policy

If children present with any illnesses listed below and/or a 100.0 or higher temperature, families will be called to come pick-up the children immediately. If LLLC is unable to reach the families or the families do not pick-up the children in a timely manner, an emergency contact will be called. Any communicable disease must be reported immediately to the directors. LLLC may require children to be out of school for at least one (1) full school day before returning to LLLC. LLLC reserves the right to extend a child's absence from LLLC based on their symptoms and illness. The most recent SC DHEC School Exclusion List is on our LinkTree for your reference.

The following forms may be required by LLLC:

1. Immunization Form: A South Carolina Certificate of Immunization (DHEC Form 1148) must be on file for children, and immunizations must be kept up to date.
2. Health Statement: Children must have a signed statement of health (DSS Form 2900) on file before admittance. This is included in the enrollment packet.
3. Medication Administration Form: Anytime a medication needs to be administered to children while in the care of LLLC, a medication administration form will be required for the families to complete. More information is in the "Medication" section of this handbook.
4. Emergency Action Plan: Any time children present with a medical condition that could be dangerous or life-threatening, an emergency action plan may be needed from the family and/or physician. Please reach out to the directors regarding a serious medical condition.

Children may not attend LLLC if they have:

- Fever of 99.4 (auxiliary) within the last 24 hours
- Heavy nasal discharge that is green or yellow
- An ear infection (until 24 hrs. after initial treatment)
- Constant cough

- Pink eye (must have doctor's statement to return)
- Open and/or draining sores
- Skin or eye irritation (must have doctor's statement to return)
- Vomiting or diarrhea (2 or more loose BMs) within the last 24 hours/must be out a full school day
- Scabies
- Head lice/nits (must provide proof of treatment)
- Other communicable disorders
- Impetigo (until 24 hrs. after initial treatment, with a doctor's statement)
- Strep throat (until 24 hrs. after initial treatment, with a doctor's statement)
- Pinworm or ringworm infection (until after 24 hrs. initial treatment)
- Unidentified rash
- Chicken pox (until all lesions have dried and crusted)
- Contagious or infectious diseases and viruses (including but not limited to COVID-19)
- OR until the children have taken prescribed antibiotics for at least 24 hours

Children may return to LLLC:

- When their cold is over, with only clear nasal discharge
- When nasal discharge only due to allergies
- When antibiotics have been taken for at least 24 hours
- When they are fever free without the use of medications for at least 24 hours
- When they have had NO diarrhea or vomiting for at least 24 hours AND have been out for at least one (1) full school day
- When they are free of any live lice bugs AND nits (eggs)
- When symptoms have greatly improved

Public Health Emergency

In the event of a global health crisis, the LLLC Board of Directors may hold an emergency board meeting to discuss protocols moving forward specific to the health crisis. Any and all protocols, policies, and procedures will be communicated to all teachers and families before they are instituted. The Board of Directors have the authority to close the center at any time during a global health crisis. The Board of Directors may require full tuition payments while closed in order to pay LLLC operation expenses and teacher's paychecks.

Medications/Medical Conditions

At any given time, children may require administration of a prescription medication or a non-prescription medication while at LLLC. LLLC requires families to fill out a medication administration form before any type of medications or applications can be provided to children, excluding diaper creams and sunscreen. The medication administration form is located as an attachment in

the daily connect app and at the end of this handbook on page 23. LLLC is required to place the medication form, along with any medication and supplies, in a ziplock bag labeled with the child's name.

If children require the use of an as-needed medication while at LLLC, families are required to inform the directors so that the appropriate medication plan can be established for children, including decisions on medication storage and dosing information. The directors will also need to document the need for these specific medications in the child's daily connect profile so that safe care can always be provided by any LLLC teachers at any time. The directors will make individual decisions on how medication will be stored in an effort to keep the medication readily accessible for all teachers at LLLC, but always out of reach of children. In most cases, any as-needed medications may be kept in the director's office for accessibility when needed throughout the school year (example: Tylenol, Benadryl, Inhaler, etc.). Any medications that are required to be provided daily (example: 10-day antibiotic or asthma inhaler) may be kept in the child's backpack or in their cubby, both locations keeping the medication out of reach of children.

1. Medications should be administered only when there is a written, signed, and dated medication administration form from the family.
2. Medications should remain in the original containers and placed in a ziplock bag labeled with the child's full name. A measuring device for proper dosage should also be placed in the ziplock bag.
3. The time and dosage of all medications administered to children at LLLC shall be recorded by teachers on the medication administration form.

If any children present with a medical condition, families are required to contact the directors with any pertinent information regarding the children's specific needs. Directors will make a note in each child's daily connect profile regarding the medical condition so that any LLLC has access to the information at any time. In the event that any children have a medical condition that could be dangerous or life-threatening, an emergency action plan may be necessary. Families are required to consult with the directors prior to the children's enrollment date to determine whether an emergency action plan is necessary. Any severe or life-threatening medical conditions should be noted in the daily connect app. In the event that any children have a severe allergy requiring an EPI pen to be located in the center, it is the responsibility of the families to inform the directors and teachers caring for those children. A medication administration form is required for the use of an EPI pen.

Potty Training

Children learn the potty-training process at different stages throughout their time at LLLC. LLLC teachers will assist in the potty-training process, but LLLC will rely on families to guide this process from home, first and foremost. Potty training will need to be streamlined from home to school to give children the best possible chance at being successful across all settings. Communication between families and LLLC teachers will be vital for developing a potty schedule, plan, and incentives. When families decide that it is time to start the potty-training process, they should have appropriate conversations with the teachers and directors to make sure a plan of action is established. Occasionally, teachers will notice that children are ready to begin the potty-training process, and

may request that the families begin at home, too. Children will need to remain in diapers/pull-ups until they can consistently remain dry/clean. Families are responsible for sending children with enough clothes and underwear or pull-ups daily. Children must be completely potty trained before entering the Sophomore class as this classroom does not have a changing table station and there is only one teacher in the classroom. Potty training will be a collaborative effort amongst LLLC teachers and families.

Accident/Injury Policy

Even with close supervision, accidents may still occur. In the event of an accident, teachers will record the details in the daily connect app. State law requires all childcare facilities to report any signs of child abuse or neglect to the proper authorities. Please notify teachers of any pre-existing injuries when bringing children to LLLC each day. In the case of an emergency which requires medical attention by a professional, LLLC will notify the parent immediately. EMS may be called first if the case is serious enough. If LLLC teachers are unable to get in contact with families, the emergency contacts listed for the children will be called. A director or another appointed employee will accompany any children to the emergency medical facility and will stay with them until a family member or caregiver arrives.

Discipline Policy

Age-appropriate rules and expectations will be maintained through positive techniques of guidance such as redirection and positive reinforcement. Should the need arise for further intervention, it will be in the form of time-out from the group or activities for an age-appropriate time (example: a two-year-old would be placed in time out for a maximum of two minutes). Corporal punishment will not be used at LLLC. Severe discipline issues will be handled on an individual basis. The directors and families will work together to find a resolution to the problem. If an adequate solution is not found, LLLC reserves the right to end services of care for any families/children whose needs cannot be adequately met.

Biting

Depending on age, biting can be considered a form of communication used by children. Biting can also be a result of needed sensory input. When an instance of biting occurs, it is important that all parties collaborate to identify the problem and solution. LLLC asks that all families remain understanding as LLLC tries to help the biter express themselves more appropriately, while also making sure that the other children in the classroom feel safe. In the instance of biting, children who are bitten will receive first aid and the biter will be disciplined according to age-appropriate methods (outlined in discipline section). Both families will be notified with an incident report in the daily connect app. Caregivers are not allowed to identify who bit whom. In an extreme case of continued, daily biting, a conference and/or suspension of care by LLLC may be issued until the children are able to express themselves without biting.

Inclement Weather/Emergency Preparedness Plan

Emergency Communication

If an emergency occurs during Center hours (7:00 am- 5:30 pm), families are asked to:

- ❖ Not to drive to LLLC unless it is safe to do so and/or they have been directed to pick-up their children.
- ❖ Check all LLLC communication methods for updates OR tune to the news media for emergency instructions (WYFF4).
- ❖ Not to call LLLC/CUMC during times of emergency as it is important to keep phone lines free for emergency communications. The directors will keep families updated via Remind 101 text messages, Daily Connect app, and/or email.

Inclement Weather

LLLC will follow the inclement weather plan of the School District of Pickens County in most scenarios. Due to the increase of eLearning days related to COVID-19, there may be instances where LLLC decides to operate differently than SDPC. The directors reserve the right to make independent decisions for LLLC to remain open, open on a delay, release early, or close completely based on each individual weather situation that arises. LLLC will always weigh the risks/benefits while keeping everyone's safety as the top priority. LLLC will strive to remain open for care as much as possible to support working families. Weather closings or delays will be communicated to families via Remind 101 text messages and/or email. Tuition will not be reimbursed for any weather-related closings.

Emergency Evacuations

There are two primary types of evacuations used by Little Lights Learning Center:

1. On-Site Evacuation: Children and teachers will be evacuated from their classrooms or other church buildings to a central, safer location within the LLLC/CUMC premises, typically the hallway or bathrooms without windows. For fire drills, teachers and children will report to the main CUMC parking lot.
2. Off-Site Evacuation: Children and teachers will be moved out of LLLC facilities to other buildings off campus. Examples include, but are not limited to: natural disasters, nuclear plant evacuation, etc. If children are evacuated from the LLLC/CUMC campus, they will be relocated to Peeps Preschool at Pendleton United Methodist Church (217 South Broad Street, Pendleton, SC 29670).

The safety of all children and teachers is LLLC's first priority. The second priority is reunification of families and children. Families should check email, daily connect app, Remind 101 text messages, and/or social media platforms for information and status reports. Children will only be released to persons who are on the students' enrollment forms as authorized to pick-up.

In the event that a major emergency or disaster occurs (such as major environmental hazard, tornado, hurricane, earthquake, etc.) and/or a mandatory evacuation is ordered, children will be transported to a Red Cross designated mass shelter by teachers at LLLC. The children will remain at the Red Cross shelter under the care and supervision of LLLC teachers while families/guardians

are contacted. In the event that any children are injured during an evacuation and medical attention is needed, children will be transported via EMS to an area hospital. Families/guardians will be informed accordingly.

Lock Downs

In the event of a lock down emergency, the entire center will be directed to a safe area within the building. All classrooms have door jamb mechanisms to be used in the event of a lockdown. All external classroom doors will remain locked as they are on a daily basis. No one will open any external doors for anyone at any time during a lock down. Emergency officials will enter the building on their own or the directors will open the door for them once instructed to do so. Drills will be conducted on an annual basis. Dates of drills will be provided to all parties prior to the event.

Confidentiality Policy

All personal information pertaining to children in the care of LLLC and their families will be kept confidential at all times, including but not limited to: addresses, phone numbers, names, medical information, family information, financial information, and other information as it pertains to children.

Child Abuse & Neglect

Any person who has reason to believe that a child through the age of seventeen has been subjected to physical abuse or neglect is required by law to report such incidents to the Department of Social Services for evaluation.

Pickens County Daytime Number **864-898-5810**

After Hours Number **864-239-8655**

2023-2024 School Year Calendar

2023: _____

Monday, July 31 st	NEW SCHOOL YEAR BEGINS!
Monday, September 4 th	Labor Day Holiday (LLLC Closed)
Tues/Wed, November 14 th & 15 th	FALL PICTURE DAYS
Wed-Fri, November 22 nd -24 th	Thanksgiving Holiday (LLLC Closed)
December 21 st - January 2 nd	Winter Break (LLLC Closed)

2024: _____

Monday, January 15 th	MLK Day (LLLC Closed)
Monday, February 12 th	LLLC Closed (Teacher HOLIDAY)
Week of March 4 th -8 th	Dr. Seuss Spirit Week
Fri/Mon, March 29 th & April 1 st	Good Friday & Easter Monday (LLLC Closed)
TBD	Spring picture days
Week of April 29 th -May 3 rd	Family/teacher/director conferences
Week of May 6 th -10 th	Teacher Appreciation Week
Thursday, May 16 th	Senior's Graduation 4:00-5:00 pm
Thursday, May 23 rd	Last day for students <u>not</u> attending over the summer
Fri/Mon, May 24 th & 27 th	Friday & Monday of Memorial Day (LLLC Closed)
May 28 th - August 1 st	Part-time summer care/holding fee (optional)
July 3 rd - 5 th (W-F)	Summer Break (LLLC Closed)
Thursday, August 1 st	$\frac{1}{2}$ Day Staff Development (LLLC Closes at 12:00 pm)
Friday, August 2 nd	*Last day for graduates & anyone not attending for Fall
Monday, August 5 th	Full Day Staff Development (LLLC Closed All Day)
	New School Year (2024-2025) Begins

Safe Sleeping at LLLC

Sleep surfaces (cribs/cots/sleep mats) should:

- Be firm (no mattress cushions or pillow tops) and free of any positional devices (Boppy, wedge, etc.)
- Be flat (even for reflux babies, an elevated position is not safe for sleep)
- Be labeled with no sharing
- Be more than an arm's length away from windows, furniture, cords and other children

Cribs should:

- Not have gaps around the edges of the mattress
- Be free of all loose bedding, blankets, stuffed animals, and pillows
- Not have bumpers
- Have crib sheets on the mattress
- Have slats no more than 2 3/8 inch apart and no drop-down sides
- Have a crib mattress that is at the lowest level at all times

Swaddling should be:

- Carried out only if families request, demonstrate, and send in the personal swaddle
- Snug around the chest, but still allow for a hand to slide inside
- Loose around the hips
- Secure (swaddles that velcro or zip ensure that babies are secure)
- Discontinued when baby begins to roll from back to belly

Infants and one-year-old children should:

- Be placed on their back for sleep
- Be allowed to sleep on tummy if he/she rolls there independently
- Be offered a pacifier or lovie at naptime if families request it
- Be dressed for temperature comfort (no jackets or coats)
- Never have blankets/swaddles placed above their shoulders covering their head/neck/face
- Not sleep with loose bows, clips, extra clothing, mittens, socks or anything else that could be a choking/strangulation hazard

Other important information:

- No restraints of any kind should ever be used to force children to lie still or go to sleep
- Sleep sacks will be discontinued after children move out of the infant classroom
- All children should have clean faces, hands, diapers and clothing before being laid down to sleep
- Shoes should be worn at all times in the event of an emergency evacuation

Permission to Administer Medication at LLC

I, _____ (family member name), give permission for the teachers of Little Lights Learning Center (LLC) to administer the following medication(s) to my child.

Child's Name: _____ D.O.B. _____

Name of Medication: _____

Reason for Medication: _____

Doctor Prescribing Medication: _____

Dosage Amount: _____ Times to Be Given: _____ AM _____ PM

Refrigerate Medication? (*circle one*) **YES** **No**

Please list any other special instructions for administering this medication:

I understand that LLC teachers cannot be held responsible for any allergic reactions or complications resulting from this medication if given according to directions.

Family Member Signature: _____ Date: _____

Teachers Receiving Medication: _____

Record of Administration:

Date	Time	Amount	Teacher's Initials

LLC Family Handbook Agreement

This form has already been provided in the enrollment packet that families fill out when children are enrolled at LLC. Please also find it below for reference when needed.

Photo Release:

_____ I *give* permission for photographs that include my children to be used by Little Lights Learning Center for purposes of center/classroom displays, center website, center Facebook page, and articles/advertisements.

_____ I *do not give* permission for photographs that include my children to be used by Little Lights Learning Center for purposes of center/classroom displays, center website, center Facebook page, and articles/advertisements.

Field Trip Release:

_____ I *give* permission for my children to participate in excursions on church property and to participate in announced field trips. I understand excursions on the church property are a part of the scheduled activities of Little Lights Learning Center. I understand that off-site, ANNOUNCED, field trips will be taken. Transportation will be provided by LLC teachers, directors and/or other family members. Additional forms and permission slips will be provided regarding each field trip before children are permitted to attend.

_____ I *do not give* permission for my children to participate in any field trips off-site of LLC and CUMC.

Swimming Activities Release:

_____ I *give* permission for my children to participate in swimming activities (swimming, wading, or floating in water) when the activity has been previously announced and when the DSS teacher:child ratios are enforced.

_____ I *do not give* permission for my children to participate in any swimming activities under any circumstances.

Supervised Water Activities Release:

_____ I *give* permission for my children to participate in supervised water activities. I understand that my children may participate in water activities such as play at the sensory table with water, playing in a water sprinkler outside, playing with water balloons, or other water related toys.

_____ I *do not give* permission for my children to participate in any supervised water activities.

Application Release:

_____ I *give* permission for teachers to apply diaper cream, ointment for cuts and scrapes, sunscreen, and insect sting spray, as needed.

_____ I *do not give* permission for teachers to apply diaper cream, ointment for cuts and scrapes, sunscreen, and insect sting spray, as needed.

Family Handbook Acknowledgement of Policies and Procedures:

- I acknowledge that I have received and read the Family Handbook regarding policies and procedures of Little Lights Learning Center;
- I agree to adhere to the policies and procedures that are listed in the LLLC Family Handbook; and
- I understand that procedures and/or policies will occasionally need to be updated, revised, added, or deleted from the LLLC Family Handbook. I understand that I will be notified of any changes made to the handbook through email, newsletter, and/or letter sent home;
- I understand the payment schedule and payment obligation and agree to fully comply and adhere to LLLC Policies and Procedures;
- I agree to check the Daily Connect app daily for important information and announcements regarding my children;
- I agree to communicate with LLLC teachers throughout the day through the Daily Connect app, NOT the teachers' personal cell phones;
- Neither I, nor anyone authorized by me to pick-up or drop-off my children, will allow him/her to enter or leave the school without an escort. I understand that the school will not allow my children to enter or leave the school property without an escort;
- In case of emergency, I hereby give permission to LLLC employees to give first aid or take my children to a physician for medical or surgical care. I understand that an effort will be made to contact me or my spouse, if possible, before any action will be taken. I understand that any expense incurred will be my responsibility alone;
- I understand that I must sign a separate medication administration form that allows my children to receive medication while in LLLC's care;
- I acknowledge that it is my responsibility to keep my children's records current to reflect any significant changes as they occur, i.e. address, telephone numbers, family contact information, work locations, emergency contacts, physician information, health status, infant feeding plans, medical conditions, allergies, emergency action plans, and immunization records, etc. I understand LLLC will keep this information confidential at all times;
- LLLC agrees to keep me informed of any incidents, including illnesses, injuries, adverse reactions to medications, etc., which include my children; and
- I understand that in the event of a public health emergency these policies/procedures/protocols may be altered in some way. I understand that if any of the information in this handbook is altered, I will be notified beforehand. I understand that I may be responsible for full tuition payments, in the event of a closure, in order for the center to keep paying employees and monthly operations costs.
- I understand that forfeiting the avenues of communication outlined in this handbook may result in termination of care from LLLC.

Signature of Family Member/Guardian: _____ **Date:** _____