



# 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*

2020 Parent Handbook

*Revised: 3/15/2020*

Dear LLLC Families,

This handbook has been developed to help answer questions regarding Little Lights Learning Center (LLLC) operations, policies, and procedures. It contains helpful information about each phase of our program. We encourage you to read it and keep it for future reference.

We are pleased you have chosen LLLC for your child. 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. We believe it is the calling of the church to nurture the children of our community.

We appreciate the confidence and trust you have placed in our program. We look forward to developing a nurturing relationship with you and your child.

Yours truly,

*Jacqui Poole Rice*

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Jacqui Rice, Little Lights Learning Center Director

*Theresa Kelley*

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Theresa Kelley, Little Lights Learning Center Assistant Director

*Karen Carter*

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Karen Carter, Chair of the LLLC Board at CUMC



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## Contact Information/Hours of Operation

### Our Address and Contact Information:

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

**DSS Licensing Number:** 18502

**Tax ID Number:** 57-0354649

**LLLC Office:** (864) 654-5506

**Church Office:** (864) 654-5547

**Church Fax:** 1(864) 654-6540

**Website:** <https://www.clemsonumc.org/little-lights-learning-center.html>

**Facebook Page:** <https://www.facebook.com/LLCCUMC/>

**REMIND 101 Text Alerts:** Text @littleligh to 81010

### Contacts:

**Jacqui Poole Rice**, Director of LLLC ([LLLCdirector@clemsonumc.org](mailto:LLLCdirector@clemsonumc.org))

**Theresa Kelley**, Assistant Director of LLLC ([theresa@clemsonumc.org](mailto:theresa@clemsonumc.org))

*LLLC Board of Directors contact email: [littlelightsboard@gmail.com](mailto:littlelightsboard@gmail.com)*

### Hours of Operation

LLLC will open at **7:00am** and will close at **5:30pm** Monday through Friday. LLLC is open year-round. Please see our annual calendar of special events and days closed at the end of this handbook.

Your child **MUST** be picked up by closing time. A **LATE PICK-UP FEE** of \$1.00 per minute, PER CHILD, past closing time of 5:30pm will be charged upon picking up your child(ren). If you are planning to bring your child to the center later than 9am, please notify LLLC so that we may better plan for teacher/student ratios.



## General Information

### Admission Policies

1. Children must be 6 weeks old to attend LLLC.
2. Immunization records are required for each child and must be up to date. A medical statement from your child's physician explaining the child's necessity to be **medically** exempt from immunizations may be given in place (i.e. food allergies, allergies, medical conditions).
3. LLLC reserves the right to dismiss a child whose needs cannot be adequately met at any time.
4. If you decide to withdraw your child from LLLC, please do so in writing 30 days in advance of your child's last day. This enables us to notify parents on our waiting list who may be interested in filling the vacated space.
5. LLLC currently has a waiting list. LLLC Staff Members, followed by CUMC Church Members, will have first priority on spots that become available throughout the school year in our classrooms.

### Parent and LLLC Relationship

We want to be a partner with you in the growth and development of your child. Your suggestions and concerns are very important to us. Please feel free to contact your child's teacher or the Director/Assistant Director with any questions, suggestions, and/or concerns.

We are excited to partner with the DAILY CONNECT application to provide feedback to you about your child's day. Once you have enrolled your child with us, we will send an email invitation for you to join the app. This is a great way to learn all about your child's day, important announcements & dates, and any notes from your child's teacher!

We do ask that parents use the Daily Connect app to contact teachers electronically, rather than through teacher's personal cell phone numbers. We want to remain professional and consistent across all settings. Teachers are asked not to use their cell phones while children are in their care at LLLC.

It is the responsibility of the parents to notify the Directors of any changes in address, telephone numbers, email address, employment, emergency contacts, and/or medical information.

### Legal Responsibility

- Liability Insurance: LLLC is covered by a childcare group accident insurance plan.
- Parent's responsibilities: Please sign the statement at the back of this handbook verifying that you have read and understand the LLLC Parent Handbook thereby agreeing to abide by the policies.
- Parents are required to sign children in and out daily on the computer at the desk located at the entrance of the center.



- After-hours staff arrangements: Any arrangements made between the parent and any employee of LLLC for transportation or care of a child before or after school hours is an agreement between private parties and LLLC assumes no responsibility.

### Tuition and Fees

LLLC is a non-profit ministry. 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 a weekly basis. You will be asked to choose your method of payment at the time of enrollment and will not be able to change your method until the next enrollment period (anniversary date of enrollment). LLLC accepts checks, exact cash, or online payment through the church website. Please make checks payable to LLLC at CUMC.

#### Online Payments

In order to pay tuition online, you will do so through the CUMC website. We have step-by-step instructions listed on our website. Please note that any payments made from CREDIT or DEBIT will accrue a 3.5% convenience fee. To avoid that fee, please select the CHECKING or SAVINGS options when paying online. Please see the Director with any questions!

#### Tuition

- For children in the Cuddlers, Wobblers, & Explorers' Classrooms, tuition will be \$575.00/month OR \$143.75/week.
- For children in the Tots, Freshmen, Sophomores, Juniors, & Seniors' Classrooms, tuition will be \$525.00/month OR \$131.25/week.

Tuition must be paid by 5:30pm 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.

Your child(ren) will no longer be enrolled if payment has not been received within two weeks of the due date. If extenuating circumstances arise causing financial hardships, please contact the Director to see if other arrangements can be made.

#### 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.
- ❖ **Returned Checks:** A \$35.00 returned check fee will be charged to your account for each returned check.



- ❖ **Supply Fee:** There is a \$25.00 supply fee due for *all children*, to be paid at the time of enrollment AND annually in August of each new school year.
- ❖ **Extended Absence/Summer Holding Fee:** Notify the Director at least one month in advance of the dates of absence. A holding fee of \$375.00 is required to hold a child's spot for a maximum of two months, minimum of one month, and must be paid no later than one week prior to absence. For those families with multiple children, spots may be held for \$325/child, and absence dates must be concurrent (i.e. summer months, vacation out of the country, etc.)
- ❖ **Multiple Children Discount:** Families with multiple children enrolled at LLLC will receive a discount of \$10.00 per child, per month, for regular priced 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 see the need arise. 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. Please see the Director with any questions.
- ❖ **Donations/Fundraisers:** LLLC will participate in occasional fundraisers to support our programming. More information will be sent out as those fundraisers are scheduled. Often, parents or grandparents will ask if they can donate to LLLC (monetary or items). We are always happy to accept items that would benefit our children, teachers, and center as a whole!

### Operation Schedule

LLLC will be closed for the following holidays and breaks:

- Rev. Dr. Martin Luther King Jr. Day (observed)
- A Monday in March for a Teacher Holiday
- A two-day spring break (Good Friday & Easter Monday)
- Friday before Memorial Day & Memorial Day
- Three consecutive days during the week of July 4<sup>th</sup>
- Labor Day
- Thanksgiving: Wednesday-Friday
- Day Before Christmas Eve through 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.

\*Please see our full calendar posted on our website for important dates and events.

\*LLLC will not offer any free days/weeks of tuition for holidays or days closed.



## Daily Procedures

### Drop off

Please be mindful that we have a busy parking lot and to keep a close eye on your children while in that area and all areas of the CUMC campus. Children's safety is our number one priority at LLLC. An authorized parent, guardian, or approved pick-up person must sign each child in/out every day. Parents must escort their child into LLLC and to their classroom door. A teacher will meet you at the door to escort the child into the room. Please give your child's belongings to the teacher and any instructions at the door. Your child will have an easier transition if this is done in a timely manner. LLLC will not be held liable for accidents, incidents, or injuries that may occur while children are not in the care of LLLC staff. When children are released from class to the parent/pick up person, they are no longer under the care of LLLC staff. Please make sure to hold your child's hand in the parking lot and be mindful of cars moving through the parking lots. Please close any gates behind you to prevent children from getting into the parking lot areas ahead of an adult.

### Arrival Time

Children should arrive by 9:00am each day. If your child will be attending on a given day and you plan on dropping him/her off after 9:00am, please notify your child's teacher and/or the Director the day before. This allows for the Director and teachers to plan accordingly. DSS requires strict children/teacher ratios at all times, and therefore, your child may have to wait to enter classroom until appropriate ratios may be arranged. We understand that unexpected late drop-offs happen; however, we ask that planned, late drop-offs be communicated to the center ahead of time.

### Nap Time

Please refrain from picking up or dropping off your child(ren) during naptime. If you have a doctor's appointment or other circumstance that causes you to need to pick up your child between the hours of 12:00pm - 2:30pm, please check in with the Director or Assistant Director in the office. They will go to the classroom to gather your child and their belongings so that the classmates will not be disturbed during their rest time. Please remain at the office and the Director will bring your child to you.

### Pick Up

Please notify your child's teacher before you leave with your child. An authorized parent, guardian, or parent appointed pick up person must sign each child in/out every day. Only those persons listed on the pick-up list will be allowed to pick up the child. You, or the pick-up person, may be asked for a driver's license to verify identity at any time.

If someone other than those on the list is picking up the child, please notify the Director/teacher as soon as possible with the person's name and relationship to the child. That person will need to have a driver's license available upon picking up the child(ren) in order for the staff to verify his/her identity.





If your child is not picked up within a reasonable amount of time after hours, and we are not able to reach you or the emergency contacts listed, the Clemson Police Department will be called and the care of your child will be turned over to them and DSS.

### Cell Phone Policy

Drop-off and Pick-up are important times for Parent/Teacher Communication. Please help us to maintain a NO CELL PHONE ZONE on the LLLC campus during these times. Cell phone usage while picking up/dropping off children can cause distractions and can interfere with the safety & supervision of children.

### Absences

Prior notice of absences would be greatly appreciated. In order to maintain a child's enrollment at LLLC, it is necessary that tuition be paid in full for any days the center is open, even if the child is not physically present at the center.

### Birthdays and Holidays

We look forward to celebrating these special days with your child and welcome snacks and treats from home. Because we have students with various allergies, we ask that you consult your child's teacher prior to sending in special treats. Celebrations are usually best when held during snack time in the afternoon. Please communicate with your child's teacher in order to plan your child's celebration. If you would like to send out invitations for an event outside of LLLC, we are more than happy to help pass them out.

### Moving Children Up

Typically, LLLC will only move children to the next classroom in August, and sometimes January if spots are available, of each school year. However, sometimes children are developmentally ready for the move earlier. LLLC reserves the right to move a child up to the next age group in this case as long as the Directors, teachers, and parents agree on the move.

### Outside Play

It is our philosophy that children require opportunities to be outside on a daily basis. Therefore, children and teachers will go outside twice a day, morning and afternoon, unless weather is inclement. On days when it is exceptionally cold or hot, we will only be outside for brief amounts of time. When weather does not permit for outdoor play, often the CUMC gym is available and our classes will make use of it in place of outdoor time.



### Student Tracking

Teachers are responsible for ensuring that an accurate daily record is maintained, accounting for the presence of each child in the group they are supervising at all times. The record(s) shall include the child's name and the times the child enters and exits the LLLC premises. The classroom teacher(s) will document the time when children arrive to their classroom at the beginning of the school day and the time when children are dismissed at the end of the school day and leave from his/her classroom. Teachers will constantly take head counts, especially at transition times, to assure that all children are accounted for.

### Media/Electronics

Screen time is not part of our daily schedule. Occasionally, teachers will request to show short clips for educational purposes (video of a caterpillar turning into a butterfly). On occasion, if the weather is inclement and the gym is not available, at the discretion of the Director, short videos may be approved for appropriate age groups.

### Classroom Ratios

SC DSS determines our classroom ratios of staff:child. LLLC will not exceed the following staff to child ratios:

Child's Age	Staff: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)

### Curriculum & Activities

Teachers at LLLC create weekly lesson plans that focus on the whole child. Lessons are age and developmentally appropriate. We supplement instruction from multiple sources to provide fun and engaging learning opportunities for all of our students. We use the [Read It Once Again](#) curriculum in most of our classrooms as a guide for instruction. Teachers will 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. We strive to provide a hands-on, multi-sensory approach in lessons. Our 3-5-year-old programs utilize the SC Early Learning Standards to drive instruction to best prepare our students for kindergarten.



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

- ❖ Children's Church (Free)
- ❖ Soccer Shots (Parent Funded)
- ❖ Melody Garden Music Class (LLLC Funded)
- ❖ Computer Pals (Parent Funded)
- ❖ Elevation Dance Classes (Parent Funded)

### Field Trips

Field trips present great opportunities in which we can enrich and expand our curriculum. Excursions on and off of our campus make content more relevant and broaden the learning experiences for our children. Special arrangements will be made for transportation on field trips such as vehicles of staff/chaperones/volunteers, church bus, charter bus, and/or walking. Parents/guardians are often invited to chaperone and drive on field trips, although limited space/tickets may restrict how many may chaperones will be accepted/allowed to participate in the field trip. *Parent's will need to inform the teacher/Director and indicate on the permission slip if your child WILL NOT be attending 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 each child with the Director/Chaperone. Medical conditions and allergies will be provided to chaperones prior to the field trip. Permission slips will be required to be signed for your child(ren) to participate in the field trip opportunity. Transportation information will be provided to families prior to the field trip, as well as, outlined in the permission slip. It is our mission to make sure families feel comfortable with every single detail of any educational field trips that LLLC participates in.

### Swimming/Water Activities

LLLC does not allow children to be transported and/or 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, a permission slip will be sent home and the following staff:child ratios will be followed: Birth to Two years 1:1; Two to Three years 1:2; Three to Four years 1:3; Four to Five years 1:6; and Five years and older 2:25.

### Food & Supplies

Parents are required to provide breakfast, lunch, snacks, and drinks for their child(ren) daily. Please label all of your child's food/drink items. Lunches that need to be warmed should be placed in a microwave safe container. Please let the teacher know if there is anything that needs to be refrigerated. Also, if a fork or spoon is needed, please send a reusable one with your child's lunch. Any items food/drink containers will be sent home at the end of the day to be washed.



Parents 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.

If sending in meals that need to be warmed, please be mindful to not send anything that needs more than three (3) minutes in the microwave due to teachers needing to get multiple meals ready at once.

Please remember that we are a **NUT-FREE CENTER**. Please do not send food/beverage items that contain nut products. They will be returned home at the end of the day.

### Bottles

Infant/baby bottles should be clearly labeled with the child's name on them. Parents can pre-mix bottles or send in the supplies for teachers to mix the bottles. If parents chose to have the teacher(s) mix the bottles, they will need to provide written and verbal instructions to the teachers on how to do so. Any leftover food or formula must be taken back home daily. LLLC is not responsible for washing bottles because we do not have a kitchen on site with an appropriate dishwasher for sanitization. We do not allow children to take bottles on the playground. We allow sippy cups to be taken on the playground only.

### Diapers/Wipes

Parents are required to provide diapers and wipes for their children at LLLC. LLLC does not provide diapers/wipes due to allergies and personal preferences. LLLC will label them and they will be used for your child only. We will let you know when your child needs more of either.

### Nap Supplies

For children two years and older, please send in a nap mat/sack, clearly labeled for your child to sleep on/in. If your child sleeps with a special toy or blanket, please send it clearly labeled with your child's name on it. The child will only be allowed to have these special items when he or she is taking a nap/resting. These items will be sent home on a weekly basis, usually Fridays, to be washed and returned each Monday. Infants will all be provided a personal crib, designated to them for use only, for sleeping. We will provide the crib and crib sheet. One-year old children will sleep on breathable, mesh cots. We will provide the cot and crib sheet. We will wash all sheets each week or as needed if more frequent washes are required.



### Sunscreen

Please send in sunscreen for your child that is clearly labeled with his/her name. See the “Health Policies” section for further health information.

### Clothes

We ask that every child brings in an extra outfit or two to have on hand should he/she need a change of clothes. Please be mindful of seasonal appropriate clothing when sending in extra clothing items as the children do go outside most days. Children’s play is active and sometimes messy. Please do not send children to LLLC in dressy clothing that could be ruined. If you have a need for your child to be in dressy clothing for an event after attending LLLC for the day, please send in the dressy clothes and inform their teacher. The teacher will help the child change at the end of the day.

## Health Policies & Medication

### Sunscreen Application

We spend a great deal of time outside, especially when the weather is nice. We take extra safety precautions by applying sunscreen to children daily prior to going outdoors. Please supply your child’s teacher with sunscreen for your child. We are only allowed to apply sunscreen to your child with sunscreen that you have sent in specifically for them. We cannot use other children’s sunscreen on them due to skin sensitivities and allergies. We discourage the use of aerosol cans of sunscreen on children due to risk of breathing in vapors.

### Health Policy

1. Immunizations: A South Carolina Certificate of Immunization (DHEC Form 1148) must be on file for each child, and immunizations must be kept up to date.
2. Health Statement: Each child must have a signed statement of health (DSS Form 2900) on file before admittance. This is included in the enrollment packet.
3. If your child becomes ill during the day, you will be called to pick up your child immediately. If we are unable to reach you, the emergency person(s) listed for the child will be called.
4. If your child is sent home sick at any part in the school day, the Director’s may provide you with a form stating when your child may return to school. The form will include a “return to school” date for your child based on his/her symptoms. If your child has an illness that is contagious, LLLC will require your child to be out of school for ***at least one (1) full school day*** before returning to LLLC. LLLC reserves the right to extend your child’s absence from LLLC based on his/her symptoms/illness.

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
- OR until the child has taken prescribed antibiotics for at least 24 hours

If your child comes down with any of the above and/or a 100 or higher temperature, you will be called to come pick up your child immediately. If you are unable to be reached or do not pick up the child in a timely manner, an emergency contact will be called. Any communicable disease must be reported immediately to the LLLC Director.

### **Your child may return to LLLC:**

- When his/her cold is over, with only clear nasal discharge
- When he/she is having nasal discharge due to allergies
- When he/she has taken antibiotics for at least 24 hours
- When he/she is fever free without the use of medications for at least 24 hours
- When he/she has had NO diarrhea or vomiting for at least 24 hours and has been out for at least one (1) full school day
- When your child is free of any live lice bugs AND nits (eggs)



### Medications

Before a child can be given medications, an **LLLC Medication Administration Form** must be filled out with the name of the medication, the time of day, dosage amounts to be given, and any storage instructions. The parent should supply an appropriate measuring device along with the medication to be given.

All medications are kept locked in the Director's office, unless it is a medication that is required to be given daily. Daily medications are kept in the classroom, locked and out of reach of children. Please notify staff of any medications your child has been given at home. This helps the staff to identify any side effects. LLLC will not issue the first dose of a new medication. Parents are asked to sign a release form giving LLLC the permission to issue an EpiPen, Tylenol or Benadryl if the need arises during an emergency situation, such as a bee sting or high fever. In the case that either medication is administered, you will be notified immediately through the Daily Connect App. Any medication that is administered at school needs to remain in the packaging/container that the pharmacist dispensed it in. Please do not put the medication in a different container.

Please notify the Directors and your child's teacher(s) of ANY severe, life-threatening allergies. An **Emergency Care Plan** may need to be filled out and signed by a physician.

Please notify the Directors and your child's teacher(s) of any potentially life-threatening medical conditions (asthma, seizures, etc.). It is the parent's responsibility to notify the preschool of any existing conditions. The staff will then work with you to develop a **Emergency Care Plan** if one is needed.

### Dress Code

- Children should wear clothing that is comfortable and easily managed by the child.
- Babies/toddlers should be dressed in clothing that allows for easy diaper changes.
- All children, excluding the infants, are required to wear shoes.
- It is recommended that all clothing be well marked with the child's full name. (Jackets, hats, etc.)
- A complete change of clothes (2+ for infants) should be available at all times. You may leave a set of clothes at LLLC in a Ziploc bag clearly labeled with the child's full name. The extra set of clothes should be changed periodically to allow for seasonal changes and growth.
- Due to risk of injury, it is recommended that all children wear shoes that have heel straps. Flip flops are discouraged, but allowed.
- Children with dresses on are strongly encouraged to wear leggings, shorts, or bloomers under their dresses to cover underwear.



### Potty Training

Parents/Guardians may choose when their child is ready to be potty trained. We will **assist** your child with potty training while at LLLC, but, please remember that we will rely on parents to guide this process from home. Potty Training will need to be streamlined from home to school to give children the best possible chance at being successful. We will aide children in learning the self-help skills involved with going to the restroom. Parent communication will be vital for developing a potty schedule, plan, and incentives.

Children will need to remain in diapers/pull-ups until they can consistently remain dry/clean. Please be sure to send your child with enough clothes and underwear or pull-ups daily. When you decide that it is time to start the potty-training process, please talk with your child's teacher to establish the best plan for your child. Children must be completely potty trained before entering the Sophomore class.

### Accident/Injury Policy

Even with close supervision, accidents may still occur. In the event of an accident, the teacher 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 your child to LLLC.

In the case of an emergency, which requires medical attention by a professional, we will notify the parent immediately. EMS may be called first if the case is serious enough. If we are unable to get in contact with the parent(s), the emergency contacts listed for the child will be called. The Director or Assistant Director will accompany the child to the emergency medical facility and will stay with him or her until a parent or caregiver arrives.

### Discipline Policy

Age-appropriate rules 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 (i.e. A two-year-old would be in time out for a maximum of two minutes only). Corporal punishment will not be used at LLLC. Severe discipline problems will be handled on an individual basis. The Director and parents will work together to find a resolution to the problem. If an adequate solution is not found, LLLC reserves the right to terminate services.





### Biting

In the instance of biting, the child bitten will receive first aid and the biter will be disciplined according to age-appropriate methods (outlined in discipline section). Both parents will be notified with an incident report, which they will need to sign. Caregivers are not allowed to identify to a parent who their child was bitten by. In an extreme case of continued, daily biting, a suspension of care by LLLC may be issued until the child is able to express him or herself without biting.

## Inclement Weather/Emergency Preparedness Plan

### Emergency Communication

If an emergency occurs during Center hours (7:00 am- 5:30 pm):

- ❖ Do not drive by the center unless it is safe to do so and/or you have been directed by the Director to pick up your child.
- ❖ Tune to the news media for emergency instructions (WYFF4).
- ❖ LLLC requests that parents do not call the center or church office during times of emergency as it is important to keep phone lines free for emergency communications. The Director will keep parents updated via text messages and/or calls.

### Inclement Weather

LLLC will follow the inclement weather plan of the School District of Pickens County with the following exceptions: if the school district opening is delayed in the morning by one or two hours, LLLC will open promptly at 8:30 am; if the school district dismisses early, LLLC will close one hour after elementary school dismissal. Watch for Remind 101 text messages, Facebook notifications, or News Channel 4 for closing information. Tuition will not be reimbursed.

### Emergency Evacuations

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

1. On-Site Evacuation: Students and staff are evacuated from their classrooms or other church buildings to a central safe location within the center/premises, typically the hallway or bathrooms without windows. For fire drills, staff and students will report to the main CUMC parking lot.
2. Off-Site Evacuation: Students and staff are 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 children and staff is our first priority. Our second priority is reunification of parents and children. Parents should check news media, social media, text messages, and the church website for information and status reports. Students will only be released to persons who are on the students' enrollment forms as authorized to pick up the child.

In the event that a major emergency or disaster occurs (such as major environmental hazards, tornados, hurricanes, earthquakes, 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 our child care staff while parents/guardians are contacted. When parents/guardians are contacted, they will be made aware of the situation and make arrangements to pick up their child.

In the event that a child is injured during an evacuation and medical attention is needed, your child will be transported via EMS to an area hospital. Parents/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 Barracuda door jam 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 Director 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 each child.

### 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**



2019-2020 LLLC CALENDAR

2019:

THURSDAY, OCTOBER 31 <sup>ST</sup>	LLLC TRICK-OR-TREAT AROUND CUMC CAMPUS (MORNING)
THURSDAY, NOVEMBER 7 <sup>TH</sup>	FALL PICTURES
FRIDAY, NOVEMBER 8 <sup>TH</sup>	FALL PICTURES
WEDNESDAY-FRIDAY NOVEMBER 27 <sup>TH</sup> -29 <sup>TH</sup>	THANKSGIVING HOLIDAY (LLLC CLOSED)
TUESDAY, DECEMBER 17 <sup>TH</sup>	LLLC CHRISTMAS PROGRAM 4:00-5:00 PM
DECEMBER 23 <sup>RD</sup> -JANUARY 1 <sup>ST</sup>	WINTER BREAK (LLLC CLOSED)

2020:

MONDAY, JANUARY 20 <sup>TH</sup>	MILK DAY (LLLC CLOSED)
MARCH 2 <sup>ND</sup> – MARCH 6 <sup>TH</sup>	DR. SEUSS SPIRIT WEEK
MONDAY, MARCH 16 <sup>TH</sup>	LLLC CLOSED (TEACHER HOLIDAY)
THURSDAY & FRIDAY, APRIL 2 <sup>ND</sup> & 3 <sup>RD</sup>	SPRING/GRADUATION PICTURE DAYS
THURSDAY, APRIL 9 <sup>TH</sup>	LLLC EASTER EGG HUNT 4:00-5:00 PM
FRIDAY & MONDAY, APRIL 10 <sup>TH</sup> & 13 <sup>TH</sup>	GOOD FRIDAY & EASTER MONDAY (LLLC CLOSED)
WEEK OF MAY 4 <sup>TH</sup> – MAY 8 <sup>TH</sup>	TEACHER APPRECIATION WEEK
WEDNESDAY, MAY 6 <sup>TH</sup>	MOTHER’S DAY EVENT 4:00-5:00 PM
THURSDAY, MAY 14 <sup>TH</sup>	SENIOR’S GRADUATION 4:00-5:00 PM
WEEK OF MAY 18 <sup>TH</sup> – MAY 21 <sup>ST</sup>	PARENT/TEACHER/DIRECTOR CONFERENCES
FRIDAY & MONDAY, MAY 22 <sup>ND</sup> & 25 <sup>TH</sup>	FRIDAY & MONDAY OF MEMORIAL DAY (LLLC CLOSED)
FRIDAY, MAY 29 <sup>TH</sup>	LAST DAY FOR STUDENTS NOT ATTENDING OVER THE SUMMER
JUNE 1 <sup>ST</sup> – JULY 30 <sup>TH</sup>	DURATION OF <u>PART-TIME</u> SUMMER CARE/HOLDING FEE (OPTIONAL)
THURSDAY, JUNE 18 <sup>TH</sup>	FATHER’S DAY FLING 4:00-5:00 PM
WEDNESDAY-FRIDAY JULY 1 <sup>ST</sup> - JULY 3 <sup>RD</sup>	SUMMER BREAK (LLLC CLOSED)
THURSDAY, JULY 30 <sup>TH</sup>	½ DAY STAFF DEVELOPMENT (LLLC CLOSES AT 12:00 PM)
	<b>*LAST DAY FOR STUDENTS GOING TO KINDERGARTEN/PART-TIME SUMMER CARE/HOLDING FEE</b>
FRIDAY, JULY 31 <sup>ST</sup>	FULL DAY STAFF DEVELOPMENT (LLLC CLOSED ALL DAY)
MONDAY, AUGUST 3 <sup>RD</sup>	LLLC PROMOTION DAY- STUDENTS MOVE TO NEW CLASSES





Please initial beside the appropriate responses below. Please sign and return to the Director prior to your child's first day of attendance at LLLC.

**Photo Release:**

\_\_\_\_\_ I give permission for photographs that include my child 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 child 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 child 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 LLLC teachers/Directors and other parents in the class. 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 child to participate in any field trips off-site of LLLC and CUMC.

**Swimming Activities Release:**

\_\_\_\_\_ I give permission for my child to participate in swimming activities (swimming, wading, or floating in water) when the activity has been previously announced (parent permission slip required) and when the following staff:child ratios are followed: Birth to Two years 1:1; Two to Three years 1:2; Three to Four years 1:3; Four to Five years 1:6; and Five years and older 2:25.

\_\_\_\_\_ I do not give permission for my child to participate in any swimming activities under any circumstances.

**Supervised Water Activities Release:**

\_\_\_\_\_ I give permission for my child to participate in supervised water activities that are not swimming activities. I understand that my child 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 child to participate in any supervised water activities.

**Application Release:**

\_\_\_\_\_ I give permission for my child's teacher to apply diaper cream, ointment for cuts and scrapes, sunscreen and insect sting spray, as needed.

\_\_\_\_\_ I do not give permission for my child's teacher to apply diaper cream, ointment for cuts and scrapes, sunscreen and insect sting spray, as needed.

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### Parent Handbook Acknowledgement:

- I acknowledge that I have received and read the Parent 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 Parent Handbook; and
- I understand that procedures and/or policies will occasionally need to be updated, revised, added, or deleted from the LLLC Parent 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.
- Neither I, nor anyone authorized by me to pick up or drop off my child, will allow him/her to enter or leave the school without an escort. I understand that the school will not allow my child to enter or leave the school property without an escort.
- In case of emergency, I hereby give permission to LLLC staff to give first aid or take my child 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 accepted by me.
- I understand that I must sign a separate medication authorization form that allows my child to receive medication while in LLLC's care.
- I acknowledge that it is my responsibility to keep my child's records current to reflect any significant changes as they occur, i.e. address, telephone numbers, work locations, emergency contacts, physician information, health status, infant feeding plans, and immunization records, etc. I understand LLLC will keep this information confidential at all times.
- I understand that I am responsible for notifying the center of any significant changes in enrollment information such as phone numbers, work location, emergency contacts, and persons authorized to pick up child, 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 child.

*Signature of Parent/Guardian:* \_\_\_\_\_ *Date:* \_\_\_\_\_

