

Lake Mills Area School District 4K Wrap Around Child Care Program



Lake Mills Area

SCHOOL DISTRICT

Lake Mills Elementary School
155 E. Pine Street
Lake Mills, WI 53551
Phone: 920-648-2338

<https://www.lakemills.k12.wi.us/>

Welcome to the LMASD 4K Wrap Around Child Care Program!

This program is sponsored by the Lake Mills Area School District.

We are pleased that you have selected our program for your child. Our goal is to create nurturing care for your child while creating an environment that compliments your child's school day.

The LMASD 4K Wrap Around Child Care Program (afterwards referred to as the program) is inclusive to students with differing abilities. If your child has special needs, please make sure to provide all pertinent information on the enrollment form. The staff will make every effort to provide a fun and safe experience for all. However, due to the nature of the program, staff cannot provide one-on-one support or individual care to a child. Students need to be potty trained and independent in the bathroom.

The 4K Wrap program provides convenient care for your child at school. The program encourages physical, emotional, social, and academic growth through play. Activities in the program include outdoor recess, free playtime, story/circle time, art and learning activities.

GENERAL INFORMATION

Child care services will be provided between the school hours that your child is not attending the 4K school program, Monday through Friday on all days that 4K is in session during the school year. At this time, wrap around is only offered in the afternoon between the hours of 10:50a.m.-3:10p.m. However, a morning session may be available if there is family need.

The program will maintain a current, accurate written record of daily attendance for all of the children.

All children's records are kept confidential. Law obligates all employees who have access to children's records, to neither discuss nor disclose personal information regarding any child or facts learned about a child and their relatives except with other staff who need to know in order to perform their duties.

Children will only be released to persons listed on the enrollment form. If anyone other than the child's parent or someone listed on the enrollment form is to pick up a child, the school will need to be notified in writing, email or by a telephone call in advance. The person picking up the child will need to show picture identification unless known by staff.

SCHOOL SITE

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155 E. Pine Street
Lake Mills, WI 53551
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ENROLLMENT

All families will review this handbook to review the policies and procedures of the program. Students must be enrolled in the 4K education program with the LMASD to qualify for wrap around child care. All medical information shared with the school district will be shared with the program.

All reasonable accommodation(s) for a child with disabilities as specified under the Americans with Disabilities Act will be made. The program will attempt to accommodate each child with special needs on an individual basis. The teacher, parents and coordinator will work together to best service each child if group care is the best environment. Due to the nature of the program, there is not one on one support available.

REGISTRATION

All families will be required to pay a non-refundable registration fee to reserve your spot in the program. The fee will be \$25 for each child. The program capacity is 18 students in either session. The first registrations will receive priority placement until full. If full, a lottery registration will be used to fill any remaining spots in the program, once priority registration has closed.

When registering, families will choose the days they are in need of care. This may be revised each semester. There are a minimum of two days weekly to be in the program. These days do not need to be consecutive, but do need to be consistent. The fee is \$35 a day and charged weekly. Payment will be made through the Family Portal in Skyward.

To register, please complete [this form](#) and pay the \$25 registration fee by cash or check to Lake Mills School District (Memo line: 4K Wrap Around). Turn in to the Lake Mills Area School District office, 120 East Lake Park Place, Lake Mills, WI 53551.

PAYMENTS, REFUNDS & FEES

A registration fee of \$25 must be paid when enrolling the child. If a decision is made to not enroll the child in the fall, the registration fees are non-refundable. To ensure your child's spot in the program, the annual registration fee must be submitted with registration by the priority enrollment date. This fee is non-refundable if your child does not attend within 30 days of the fee payment.

Fees are to be paid on the first day of child's attendance for the week. Fees should be paid through the family portal in Skyward. If payments are not made, then your child will not be able to attend until payment is received in full or a payment plan is established with the district business office.

There will be an extra fee assessed for late pick up of a child. There will be a \$5.00 charge for each 5 minute increment of being late in picking up children from the school after 3:20pm. These fees will be added to each child's bill.

CHANGES IN DAYS

At this time, the program is not able to accept drop in or additional days other than those that are registered. If a permanent change in days is needed, the family may inquire with LMASD Admin

Assistant Nicole Kelly regarding availability to change. Families may make changes at the semester in January or at the discretion of availability by talking with the administrator.

RECEIPT

Need a receipt or dollar amount for your flexible spending account or taxes?

Print Tax Receipts:

Sign in to Family Access. Locate the "Fee management" tab. Print reports can be found in the upper right hand corner of the page.

PARENT COMMUNICATION

Daily communication is important concerning the needs and interests of your child. If there are issues or concerns that need to be discussed, please work with us to arrange a convenient time to talk on the phone or in person so we can give the issue the attention it deserves. To foster communication on a regular basis, we will send messages via Seesaw.

Please feel free to speak with your child's child care provider on a regular basis. To ensure program quality and safety, it is important that you maintain open lines of communication with the staff in regards to your child. Please speak to the provider privately if information that you need to discuss is a confidential matter.

To protect each family's confidentiality, the program will not disclose personal information regarding a child or facts learned about a child or a child's family to anyone who is not authorized to receive this information. The staff will make every attempt within reason to find an individual to interpret or translate.

PHONE AND WRITTEN COMMUNICATION

If we are unable to speak with you in person, staff will notify parents by phone or by Seesaw messaging whenever a situation arises that we feel you should be aware of. We request that parents keep the staff informed of your needs, concerns and feelings as well. Be sure to update your child's school information when you change employment, phone number or emergency contact. Please provide a valid email address that is checked often for any notices and/or communications.

PARENT TERMINATION

Parents must give a 2 week written notice of their intent to withdraw the child(ren), and will be required to pay for those days whether or not the child(ren) continues to attend. All outstanding fees must be paid or will be sent to collections.

MUTUAL DECISION BETWEEN LMASD WRAP AROUND AND PARENT

In the event that the program and the parent/guardian agree that the placement of a child is not in the child's best interest, the written notification of 2 weeks will be waived.

TERMINATION

The program reserves the right to disenroll a child if his/her behavior is harmful to the other children, the staff, or to the child. Steps taken to help the child learn more appropriate behavior will be

documented, and parents will be informed, preferably during a parent-teacher conference that a child's enrollment is in danger of being discontinued if the behavior continues. Decisions regarding enrollment termination, and the time frame involved in making this decision, are based upon the severity of the behavior, the length of time the behavior has been occurring, and the family's willingness to work with staff to help the child. In the event that a parent/guardian and staff are unable to come to a mutually satisfying course of action after identifying and processing a problem, the program reserves the right to cancel the enrollment of the child for one or more of the following reasons:

1. The child has special needs of which the staff is unable to meet effectively.
2. A parent/guardian fails to observe the policies set forth by the program including but not limited to:
 - failure to pay fees on time
 - lack of parental cooperation
 - repeated failure to pick up the child at the scheduled time
 - failure to complete and return required forms
 - physical, emotional, or psychological abuse of staff and/or participants
 - hitting, kicking, spitting, inappropriate language and throwing object/items
 - If the child cannot adequately adjust to the program.

The program will give a 2 week written notice of intent to discharge a child, and try to inform parents of local resources that may be of help to them, except when the discharge is due to failure to keep current with fees owed or the child's behaviors are causing danger to him/herself or others in the program. Should the parent choose to remove the child during the notice period, fees will not be charged for the remaining unused days.

CHILD GUIDANCE

It is the staffs' responsibility to keep the children appropriately active and challenged throughout the day. However, at times behaviors may become an issue. Children's behavior will be guided by setting clear expectations of behavior for children. Children will be given the expected behaviors and staff will model those behaviors consistently for the children. Statements will be given in a positive way as to the expectations using specific terms. Undesirable behavior will be redirected to another activity. Children will be given a wide variety of age appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will be for the purpose of helping children develop self-control, self-esteem and respect for the rights of others.

There may be times when a child will become distraught or crying. During these times the staff will attempt to determine the cause of the distress. It may be related to a basic need or it may be that the child needs some extra time and attention. At these times, the staff will remain calm and will do whatever can be done to comfort and soothe the child. If a child is extremely fretful it may be necessary for the center to contact you for your advice or assistance. If conflict should occur, it is our goal to work with the child, listening to what he/she has to say and trying to help resolve the conflict through effective communication. A serious discipline problem is defined as one in which a child is:

- Hampering the smooth flow of the program by requiring constant one-on-one attention.

- Inflicting physical or emotional harm to other children.
- Physically abusing staff.
- Unable to conform to the rules and guidelines of the program.

Persistent discipline problems will result in parents/guardians being asked to attend a conference with the staff that will assist in working out an equitable solution to the problem. It is imperative that the program staff receive total cooperation from the family. A parent's/guardian's unwillingness to be cooperative may result in the dismissal of the child from our program.

The program does not tolerate the use of any abusive methods such as, but not limited to,, spanking, slapping, yelling, and withholding of food, ridicule, embarrassment or physical restraint. "Physical Restraint" means the use of physical force to restrict the free movement of all or part of a child's body. Physical restraint does not include:

- Briefly holding a child in order to calm or comfort the child;
- Holding a child's hand or arm to escort the child from one area to another;
- Moving a disruptive child who is putting him/herself/others in danger and is unwilling to leave the area when other methods such as talking to the child have been unsuccessful;
- Intervening or breaking up a fight.

Our discipline philosophy means setting limits and expectations, guiding behavior and helping to learn appropriate behavior. It is solution oriented and designed to help solve problems. We use the following forms of discipline techniques in our classrooms.

- Distraction: Changing the child's focus
- Redirection: Preventative in nature, this involves anticipating problems and intervening before they occur.
- Ignoring
- Talking it over: Resolving conflicts to help a child recognize when they are out of control.
- Breaks

BITING/SCRATCHING POLICY

Occasionally, there may be 4K children who will bite or scratch others. In the event this happens, our goal is to help children who are hurt feel better by giving them care, support and advice on handling themselves in a threatening situation. We also aim to teach children who bite/scratch the more appropriate behaviors. The safety and security of the children is our primary concern. Our biting/scratching policy addresses the actions the staff will take if a biting incident occurs and the consequences if the issue is not resolved.

The following steps will be taken if a biting(or scratching) incident occurs:

- The behavior will be interrupted with a firm, "No...we don't bite people!"
- Staff will stay calm and not overreact.
- The hurt child will be comforted.
- Staff will remove the biter/scratcher from the situation and separate the children.
- The wound will be assessed by the teacher and cleaned with soap and water. The child will be assessed by the school nurse if warranted.

- The child who bit/scratched will be spoken to on their level in a loving, but firm manner. We will explain that, “You cannot bite/scratch your friends because it hurts them. We do not hurt our friends.”
- The parents of both children will be notified of the biting/scratching incident. Appropriate forms will be filled out (Incident Report).

Classroom staff will work together with parents and try to reach the cause to deter future biting. Staff will pay close attention to children who indicate a tendency to bite/scratch in reoccurring circumstances, to head off harmful situations and reinforce appropriate behavior.

1. Parents will be notified of the biting/scratching incident and will be expected to begin their own research to assist staff in training their child to use appropriate behavior.
2. If the child inflicts three bites/scratches in a one month period, the child will be dismissed from the program for the day. The Director will meet with parents to go over a behavior improvement plan and offer resources for assistance. Staff will work closely with the child, in hopes to guide them past the stage quickly.
3. If the child again inflicts 3 bites/scratches in a one month period, the child will be suspended from the program for one month. Before the child returns, the administrator and parents will meet regarding developmental readiness and reintroduction.
4. If the biting/scratching occurs after the one month suspension, the Director will meet with parents to discuss the length of additional time needed for the child out of the program.

If a bite or scratch of a severe nature occurs, the child will be removed from the center for the safety of the other children/staff for a period of time determined by the administrator of the program. Parents may also be requested to consult a pediatrician or behavioral specialist. The steps above are subject to administrator discretion.

Just as any other behavior issue regarding a child is confidential, the name of the child that has bitten is also confidential, in order to ensure the privacy of the child and family. Staff will keep parents informed as to what steps are being taken.

PROBLEM SOLVING PROCEDURES

If concerns arise, we request parents first attempt to discuss the concern with the staff person involved. If the matter or concern cannot be satisfactorily resolved with the staff person involved, the parent(s) should immediately bring the written concern to the attention of the administrator to ensure the concern is addressed and dealt with appropriately. The administrator will review all elements of the concern for evaluation. The administrator, parents, and staff involved will work to come to a resolution.

EMERGENCY PROCEDURES

Fire and inclement weather drills are practiced with the children as part of the school safety plan. Completion of all practice drills will be documented. In the event of a tornado warning, the children will be taken to the designated area as displayed in the room. The attendance forms and emergency contact information will be taken to the designated area by a staff member. In the case of an

emergency that would require an evacuation, the center will follow the Lake Mills Area School District emergency plan.

MISSING CHILD

If a child is found to be missing; child care staff will follow these procedures:

- Alert administrator and staff that a child is missing.
- Immediately search the entire facility and surrounding area.
- If these attempts fail, parents and police will be notified.
- If the child is found within minutes of the search, parents will be notified by the administrator.

INCLEMENT WEATHER

The program will follow the Lake Mills Area School District schedule regarding any needs for closing or delays.

The LMASD Superintendent makes the decision to open, close, or delay opening the school based on a careful analysis of all relevant factors, including, but not limited to:

- Information on road conditions from various state, county, and local sources
- Amount of snow and/or ice accumulated
- The timing of the precipitation starting and ending
- Temperature and wind chill
- Weather forecasts
- Storm timing, trajectory, and projection
- Building conditions (such as electricity, heat, and water)
- Parking lot conditions
- Availability of food for breakfast, lunch, and snacks

Families will be notified of closures and delayed openings through the Lake Mills Area School District Emergency notification system. If it is deemed necessary to close, families who were on the schedule will be issued a credit for the missed time.

CHILD ABSENCES

If a child will not attend on a regularly scheduled day, please let the school office know before the child's scheduled arrival time. The program will require payment for all times that the child is scheduled to be in session. Staffing is determined by the number of children scheduled to be in attendance weeks in advance. There will not be refunds for missed days.

HEALTH

CHILD ILLNESS/INJURIES

The program will adhere to the same standards as the school district for identifying a sick child:

- a temperature of 100 degrees or more
- has or may have a contagious disease, vomiting or diarrhea has occurred more than once in the past 24 hours
- an unidentified rash
- has a constant, thick, colored nasal discharge

- has not been on a prescribed medication for at least 24 hours or continues to have symptoms of illness
- uncontrolled coughing

If a child becomes ill while at the program, parents will be contacted immediately. Sick children will be taken to the school health room and made as comfortable as possible. Children must be picked up within the hour. If the child is not picked up within the hour, the emergency contact person on the child's enrollment form will be called.

Children may return to the program when they are symptom free for 24 hours without medication, have been appropriately treated or have been given medical approval to return to child care. The program will follow personal cleanliness procedures and procedures for communicable diseases in accordance with the guidelines for exclusion that the Department of Health Services.

Our employees have received training in first aid. The program will follow the standard emergency medical procedures for treating injuries. A head injury will be treated as a serious injury, and parents will be notified as soon as possible.

Superficial injuries will be washed with soap and water and covered with a bandage or treated with ice. Parents will be told about the minor injury when the child is picked up at the center or delivered to the parent or other authorized person.

If there is a need for emergency medical treatment, 911 will be called and the child will be taken to the hospital listed on the enrollment/health form if possible. Should an ambulance be needed, parents will be responsible for costs. Parents will be contacted as soon as possible after contacting 911. All medication administered, accidents or injuries occurring during the time the child is in the program will be monitored using the school data systems.

ADMINISTERING MEDICATION

Our program staff members are not medical professionals, and are here to teach and nurture your child. We request that parents adjust the timing of their child's medication, so doses are given at home as much as possible. Please follow the district guidelines regarding medical administration:

NOTICE TO PARENTS REGARDING MEDICATION ADMINISTRATION AT SCHOOL

1. If possible, please arrange for your student to take medications outside of school hours. Physicians often prescribe medications in 3x/day dosing and can be given before, after school and bedtime.
2. The Wisconsin State Statute 118.29 states that no school employee except a healthcare professional (this does not include health aides) may be required to administer a drug or prescription drug to a student by any means other than ingestion.
3. The definition of a medication is: a drug used to diagnose, cure, treat, or prevent disease.
4. If your student must take medication during school hours, you must provide the following in accordance with the Lake Mills Area School District Medication Policy:

For a Prescription Medication:

√ Parent and the physician must complete: Authorization for Administration of Prescription and Non-Prescription Medication form and turn it in to the school office. If you did not have this form with you when the physician ordered the medication, you must provide some form of written orders from the physician including: name of medication, amount to be given, reason for taking medication, time of day to be administered, side effects of medication and physician signature approving administering medication in school.

√ Students in PreK-8 may not carry or self-administer medications at school with the following exceptions: asthma meds via inhaler, glucagon insulin, and Epinephrine autoinjectors.

√ Students in grades 9-12 who have proven their responsibility with medication administration, may carry and self-administer medications as long as it is not a controlled substance and have the written approval of the parent and physician for doing this (see portion on form regarding self administration).

√ Ask your pharmacist for a free, additional pharmacy labeled container to send the medication for school in. Do not send in a large amount of medication at one time. It is your responsibility, for safety reasons, to make sure the school has a safe delivery and an adequate supply of medication for your student. (Parent's are required to hand deliver medications to school.)

√ There is a special Emergency Health Care Plan for Severe Allergic Reactions, which must be completed annually by parent and physician for students who require Epinephrine auto-injectors in school.

√ If there is a change in a medication order, you must have a new Authorization for Administration of Prescription and NonPrescription Medication form filled out, with directions in writing from the prescriber.

√ When a medication is discontinued, please turn in written authorization for this from the physician. Also, at the end of the school year and/or when a medication is discontinued it is the responsibility of the parent to remove the medication from the school or it will be disposed of by school personnel. For a Non-Prescription Medication:

√ Parent must complete and turn in to office an: Authorization for Prescription and Non-Prescription Medication form √ All non-prescription or over the counter medication must be provided to the school by the parent, in the original manufacturer's container or package with the student's name on it. Doses may not exceed manufacturer's recommended daily dosing.

5. These policies exist to protect your student's health and safety, and your cooperation is greatly appreciated.

1. Designated school personnel shall administer non-prescription medications to students only when the parent has provided written instructions and consent for administration of these medications to be administered by filing an: Authorization for Non/Prescription Medication and Administration of Prescription form in the school office. If this form is not used, the following information must be provided.

√ Student name √ Name of medication √ Reason for or action of medication

√ Dosage

√ Route

√ Frequency (time to be given) or condition it is to be given for (i.e. a regularly scheduled medication or “as needed”)

√ Duration (how long med is to be given) √ Parent consent, release of liability, signature and date

2. NO medications will be administered at school without this information and signed consent on file.

3. Under no circumstances will the school district supply any over the counter medications to a student. It is the parent’s responsibility to provide all medications to be taken at school.

4. All non-prescription medication must be provided by the parent in the original manufacturer’s labeled container or packaging. Doses may not exceed manufacturer’s recommended daily dosing.

5. Self Administration: If a parent wishes a reliable 9-12 grade student to carry and self-administer a prescription (non-controlled substance) or non-prescription medication in school, written consent for this must be so indicated on the consent form. (See Authorization for Administration of Non-Prescription Medications During School Hours).

6. Emergency Medications: When emergency medications are administered at school, such as: glucagon, Diastat/midazolam/other emergency anti seizure medication, or opioid antagonists, school staff will immediately call 911 for further medical evaluation and

HAND WASHING AND CLEANING

The children should wash their hands after outdoor recess, before and after eating (face and hands), after using the toilet and after an art project involving paint, glue, etc. Staff will assist children when needed. Washing consists of soap and water on palms, in between fingers and back of hands. Wet or soiled clothes are changed promptly. Soiled clothes will be placed in a plastic bag and sent home with the parents. Parents are responsible for having a seasonal change of clothes at the program at all times.

TOILETING

Due to the nature of the child care program, all children must be able to independently use the toilet. Staff will take students to the restroom at regular intervals and students will be allowed to go as needed.

NUTRITION

The program provides healthy drinks and snacks each day that meet the USDA nutritional guidelines. Families can choose to bring lunch from home or purchase a school lunch.

If a child has special dietary needs (whether due to a medical condition or personal choice) or has food allergies, parents must notify the school in writing on the Health History Form. In addition, please discuss this with the lead teacher at your parent orientation. Any child with an Epi-pen, inhaler, and/or other medications for allergies shall have an Action Plan filled out and kept with the medication as well as a copy on his/her Emergency card. 17 A special diet based on a medical condition, excluding food allergies, but including nutrient concentrates and supplements, may be served only upon written authorization of a child’s physician and upon the written request of the parent. School-aged children will be offered an afternoon snack upon arrival.

NUT FREE POLICY

If there is any child enrolled in the program reporting the child is allergic to any kind of nut, the program will go nut free. In that case, the parents will be notified. When bringing food, including special treats, into the classroom, it must be brought in the original store-bought package so that the ingredients label may be reviewed for children with allergies. We will not be able to share homemade treats..

NON-DISCRIMINATION POLICY

The Lake Mills Area School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. If there are any concerns in this area, all correspondence should be directed to the District Administrator

STAFF

Potential candidates for program staff are required to complete an application, complete an interview(s), background checks and reference checks are completed. The program staff is made up of a group of caring individuals with specialized training in early childhood education. Their guidance and help will provide a relaxed, yet stimulating experience for your child. All our staff participate in first aid training.

All child care staff are mandated reporters of suspected child abuse or neglect. If a child care provider suspects a child has been abused or neglected, the provider is required to report the abuse or neglect to the proper authorities. Each child care provider and substitute will receive training in child abuse and neglect laws; how to identify children who have been abused or neglected; and the procedure for ensuring that all known or suspected cases of child abuse and neglect are immediately reported to the proper authorities.

HOLIDAY CELEBRATIONS

As part of our diverse curriculum, we learn about and enjoy a wide variety of holidays. We do not teach about religion, nor force children to celebrate holidays. If you have concerns about your child's participation in a holiday celebration, please speak with your child's care provider.

FIELD TRIPS

All children will occasionally take field trips, including walks around the neighborhood. Emergency information for each child will be taken whenever the children leave the premises. Parents will be notified if there will be activities off the school premises.

PLAYGROUND POLICY

Staff will be actively involved with children on the playground. Children do not leave the play area to come inside the building without staff supervision. This includes bathroom, injuries, and drinks of water. Staff ensures that the children are dressed properly for the weather conditions. Please send appropriate clothing for all weather.

DAILY ACTIVITIES FOR ALL CHILD CARE

Activities are planned to encourage children to explore, experiment, discover, learn, create, increase self-understanding, develop social, motor and language skills, and to acquire new skills. The day is organized to be predictable for the children. . In addition to the specific learning activities planned for the day, the children's day may also include:

Music: One of the liveliest times of day, music time may include action songs, playing rhythm instruments, dancing and movement to music.

Art: Art activities teach children to express their creativity through multi-use materials including paint, markers, glue, play dough, yarn and many other supplies. Art also helps to build small muscle control and develops eye/hand coordination.

Large Motor: Children stretch and challenge their growing muscles and bodies by climbing, running, exercising, balancing and moving. This may take place outside on our playground, in other areas such as the gym, or in the child's classroom. Weather permitting; children will play outside.

Fine Motor: Children develop the small muscles in their hands and fine motor skills through a variety of play activities such as using playdough, tweezers, sand, crafts and more.

Large Group/Circle Time: Specific themes are planned each week. During circle time, the care provider introduces and leads the children in activities about the theme, incorporating activities that develop language and listening skills, math/science concepts, and school readiness skills. We may talk about the calendar and weather, read books, sing songs, do flannel board stories, puppets, or finger plays, to name a few typical circle time activities.

Free Choice Time: This is one of the busiest times of the day. During free choice, children explore their learning environment, choosing from a variety of materials that interest them. They may choose from more active areas, like blocks/construction, to more quiet activities, like doing puzzles, or simply looking at a book.

Learning Centers: This is the time of day most associated with "preschool" activities. During this time, a wide variety of theme-related activities are available for the child to choose from. Children explore the various areas of the classroom, playing with learning materials and toys that teach specific concepts. Some learning centers they may choose from are blocks/construction, art media, science, dramatic play, sensory, manipulatives/math, and library/language.

Rest Time: Children are given the opportunity to rest every day following recess and lunch. For those children who do not nap, quiet activities in a moderately lit area will be provided after 30 minutes. Please provide your child with a rest mat to be left at the school. The rest mat should be the tri-fold type that has an exterior that can be wiped off with a disinfectant.

REVIEW OF PARENT/GUARDIAN RIGHTS AND RESPONSIBILITIES

Parents/Guardians have the right to:

- Know their child is well cared for in a safe environment, where they are free to select from a variety of learning materials and activities.
- Share concerns with staff about anything that is in the best interest of their child.
- Know about any changes in policies, procedures and fees.

Parents/Guardians are responsible for:

- Observing the policies of the LMASD 4K Wrap Around Child Care Program
 - Providing written consent to the teaching staff of administering medication, field trip permission, authorizing a pick-up person, etc.
 - Completing all enrollment forms and providing current medical reports, phone numbers and emergency contact information.
 - Keeping track of, along with their child, all personal belongings.
- Pay the child care fees weekly in the family portal on the first day of attendance.
- Giving a two-week written notice prior to the last day of attendance of their child.

Drop Off/Pick Up

Your child may be picked up at 3:10 in the car line on Birch Street with the young students. If your child has older siblings at LMES, they may go with the older sibling to be picked up in the front loop off of Pine Street. If your child qualifies for district transportation, your child may take the bus home.

AGREEMENT TO ITEMS IN THIS HANDBOOK

In the registration materials, parents have agreed to the contents of this handbook. If you have any questions, please contact the administration.