

Little Steps Daycare Center

Welcome, to LSDC

My name is Deborah Lewis – Administrator and I have been providing care to families for over 8 years.

Our program provides care for children of varies ages. Selecting the right learning opportunity for your child is important. As you prepare to select childcare for your family, I encourage you to visit our program. **Where safety is first.** I would love to give you a tour of the program and meet with you to discuss your needs and share more information about the program.

If you are interested in enrolling your child, thoroughly go through the packet and complete every form to its entirety (then we can go through it together). To learn more about you and your family I have included the information form. This form is a way to share information and to make sure we are prepared for you and your family. After you have completed all the required documentation, bring your child or children to meet the staff and to observe their classroom environment. At this point if you find that the program meets your families need, we can sit up your enrollment date. **Please, feel free to contact us anytime.**

Transition into the program:

We will prepare for your child's transition into the program by labeling the cubbies, cots cribs and personal items that will be used for and while your child is here at the center. On your child's first day of enrollment. We will introduce them to the group and help them to connect to a friend. Please, bring your child bottles labeled, a change of clothes, an unopened pack of diapers and wipes, along with anything else your child may need in a Ziploc bag. You may also bring one item that help your child feel comfortable during the transition into the program like a stuffed animal or favorite toy.

Transition out of the program:

Upon leaving the program we would like for you share your plans for leaving and you must give us notice two weeks in advance. This will allow us time to prepare our child for the transition to a new setting and help them say good-bye. We will gather all your child's belongings and will have a small celebration to say goodbye. Infants will have their cups and personal care items; toddlers will have their personal care items and we will talk about the new location and count down the days until they leave. Per schoolers will discuss going to a new school, we will work on kindergarten readiness skills, and we will discuss the new location and will have a small celebration to say goodbye.

Thank You, for your interest in **Little Steps Daycare Center** (LSDC). You are Welcome to call and setup a time to visit or contact us at any time.

Sincerely, Management

Revised Aug. 1, 2023