



## *Early Learning Centers*

*Leading, Changing, Shaping Future Generations*

# Parent Handbook

# LifeChangers Academy

## Statement of Commitment

As an individual who works with young children, I commit myself to furthering the values of early childhood education as they are reflected in the ideals and principles of LifeChangers Academy and the NAEYC Code of Ethical Conduct.

To the best of my ability, I will:

- Never harm children.
- Ensure that programs for young children are based on current knowledge, research of child development, and early childhood education.
- Respect and support families in their task of nurturing children.
- Respect colleagues in early childhood care and education and support them in maintaining the LifeChangers Academy Handbook and NAEYC Code of Ethical Conduct.
- Serve as an advocate for children, their families, and their teachers in community and society.
- Stay informed of and maintain high standards of moral and professional conduct.
- Engage in an ongoing process of self-reflection, realizing that personal characteristics, biases, and beliefs have an impact on children and families.
- Be open to new ideas and be willing to learn from the suggestions of others.
- Continue to learn, grow, and contribute as a professional.
- Honor the ideals and principles of LifeChangers Academy and the NAEYC Code of Ethical Conduct.

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## **WELCOME!**

We welcome you to the LifeChangers Academy (LCA), a multi-center program for children and families. We believe in the idea of a child care center being a community where staff, children, parents, and visitors from the community feel a sense of connectedness and belonging. One of our goals is to provide a true high-quality program for children and families as evidenced by compliance with state and national standards of excellence. Another major goal of ours is to provide a place where employee turnover is minimized because people enjoy coming to work. We accomplish this by providing an environment where communication is encouraged and supported, and staff members see themselves as part of a team with a mission to serve. We are delighted that you have chosen to be part of this exciting program and we welcome you to our LifeChangers Academy family!

## **Our Organization**

**LifeChangers Academy Centers** are governed by the Regulatory Statutes for Licensed Childcare Centers for the State of Nebraska. The centers have met all the qualifications and requirements set by the State of Nebraska and have a management team that handles the operations of these programs. The facilities are dedicated to the care and concern of all children of the community, including those of limited economic means.

## **Management**

**Davida Anderson – President/CEO**  
**Marissa Douglas – Administrative Director/ LCA Bellevue Director**  
**Jenae Hines – LCA 33<sup>rd</sup> Street Director**  
**Shanita Shine – Curriculum Specialist/ LCA Northampton Director**  
**Tambu Phiri Ndashe – LCA Program Coordinator**

Each LCA center has contact information posted throughout the facility. It is regularly updated when changes are necessary. Please view these postings at any time.

The Director of each LCA center is responsible for the day-to-day operations of this program. If you have any questions, concerns, or input for the development of the program and the children, the Director is available to you.

## **Philosophy**

Our philosophy of **LifeChangers Academy** is based on the belief that all children are unique and learn in different ways. We utilize age-appropriate practices, and we promote child-initiated activities in a stimulating environment.

## **Mission and Goals**

Our mission is to provide developmentally appropriate curriculum through well-trained program staff and educators in an environment that respects and supports family and diversity.

Our primary goal is the communication of every child's worth as a child of God, by means of rendering attentive childcare and quality attention to education and developmental tasks.

### **Our other goals include:**

- Providing a safe and caring childcare environment.

- Promoting positive relationships among all children and adults to encourage each child's sense of individual worth and belonging as part of a community.
- Implementing a curriculum that is consistent with its goals for children and promoting learning and development in each of the following areas: social, emotional, physical, language and cognitive.
- Utilizing developmentally, culturally, and linguistically appropriate and effective teaching approaches.
- Promoting the nutrition and health of children and protecting children and staff from illness and injury.
- Employing and supporting a teaching staff that has the educational qualifications, knowledge and professional commitment necessary to promote children's learning and development and to support families, diverse needs and interests.
- Establishing and maintaining collaborative relationships with each child's family to foster children's development in all settings.
- Establishing relationships within the community and using the available resources to support the achievement of all center goals.

At ***LifeChangers Academy***, all children are respected as individuals, and we value their feelings and thoughts. We believe choice gives children the opportunity to develop their identity, expand their creativity, and become independent.

This handbook is meant to set policy and is to be used only as a guideline and is not intended to imply any contractual rights. The management of ***LifeChangers Academy*** reserves the right to change or modify the contents of this handbook at any time without prior notice.

## **WHO WILL BE CARING FOR YOUR CHILD?**

### **Teachers:**

The administration of LifeChangers Academy seeks to hire and retain staff members who not only enjoy children, but who also have experience and education for working with them. New staff members are required to provide information for a criminal background check and a check with the Central Registry of Child Protection Services. LCA teachers are encouraged to attain Early Childhood Professional Credentials and the center supports continued training and college credits to meet ever-increasing teacher qualifications.

### **Volunteers:**

Our center will periodically use volunteers who wish to give time to our children. These volunteers will be supervised and given background checks as directed by Nebraska licensing regulations. They will also receive the same orientation to the program as regular staff members.

### **Parents:**

Parents are encouraged to assist in their child's classroom when they have time. Please be aware that in doing so, you will be expected to interact with children in a friendly and appropriate manner and allow the classroom teachers to take care of behavior issues.

### **Training and Retention:**

LCA strives to provide a positive work environment that encourages people to remain with our program. We are aware that staff turnover is a major concern in child care, and we do as much as possible to minimize changes for your child. Training and time together allows LCA to build a sense of community among the staff members and work toward enhancing their skills with children. According to the research, ongoing training for teachers is one of the most critical factors in providing a quality early childhood program.

## **SERVICES PROVIDED AT LCA**

### **LifeChangers Academy Northampton**

Children ages 6 weeks through 13 years will be served.

The license capacity of the building is 100.

### **LifeChangers Academy 33<sup>rd</sup> Street**

Children ages 6 weeks through 13 years will be served.

The license capacity of the building is 100.

### **LifeChangers Academy Bellevue**

Children ages 6 weeks through 13 years will be served.

The license capacity of the building is 21.

## **LCA Locations and Hours of Operation**

<b>LCA II</b>	<b>LCA Northampton</b>	<b>LCA Bellevue</b>
1624 North 33 <sup>rd</sup> Street Omaha, NE 68111	5829 Northampton Blvd. Omaha, NE 68104	3025 Kansas Drive Bellevue, NE 68005
Phone: (402) 551-4214 Fax: (402) 551-4213	Phone: (402) 571-1473 Fax: (402) 573-9138	Phone: (402) 932-8100 Fax: (402) 933-7979

<b>LCA II</b>	<b>LCA Northampton</b>	<b>LCA Bellevue</b>
7:00 AM – 6:00 PM	6:30 AM – 7:00 PM	7:30 AM – 5:30 PM

### **Holiday Closings:**

We will be closed for the following holidays and events:

New Year's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

### **Inclement Weather Closings**

Because we understand the need for parents to be on the job whenever possible, LCA will make every attempt to be open even on snowy days.

**In the wake of a heavier storm, LCA will notify parents via all major television stations and the Child Pilot App Messaging system.**

## **ENROLLMENT AND FEES**

### **Enrollment Procedures:**

Children will be enrolled and assigned to a classroom based on his/her age and developmental level. The following steps will be included in the enrollment process:

- a. Initial contact via phone or on-site visit
- b. Determination of space available for child/ren
- c. Tour of facility
- d. Documentation of approval of Title XX authorization, if applicable
- e. Enrollment (The following must also be turned in at enrollment):
  - i. Registration Fee
  - ii. Enrollment Application
  - iii. Record of immunizations – if immunizations are not up to date, the series must have been started, and the anticipated completion date provided.
- f. If possible, gradual orientation to program through short, parent-accompanied visits and/or a home visit.

All enrollment paperwork will be placed in the child's file and kept confidential in the Director's office.

### **Withdrawal from Center:**

Because we need to maintain full enrollment in order to operate, we ask if you are planning to remove your child from the program, that you notify us at least two weeks prior to your last day in the program.

### **Discharge Policy:**

The LifeChangers Academy's director reserves the right to cancel the enrollment of a child for:

- Non-payment of fee or parent co-payment if on Title XX.
- Excessive late pick-ups ("Excessive" will be based upon frequency and degree of lateness – a determination will be made by the director).
- Excessive abuse of transportation policy and procedures.
- A child with special needs that cannot be met within our current staffing patterns.
- Chronic verbal or physical abuse of staff or children by either a child or a parent/guardian.
- Failure of parents to follow center policies.

### **Schedule**

You will be asked to complete a schedule for your child. If you need childcare outside of the hours you've provided, you must call the center first, and ask if we can accommodate your extra hours. If changing your child's hours would put us outside of the state mandated staffing ratios, we may not be able to accommodate your request. Our teachers' schedules are based on the children's schedules.

### **Vacation**

If you will be gone one week or longer, a two-week advance notice for vacation time is required. Vacation days must be used consecutively. With advance written notice we will not charge you for one week of vacation time. If you will be gone longer than one week, prepayment of agreed services, included in your contract is required to hold your child(ren)s active status at LifeChangers Academy.

### **Reserving Your Slot:**

If for some reason you need to have your child out of the program for an extended period (more than two weeks), you can request that we hold the slot for you and pay ½ the regular weekly tuition for us to do so. Our demand for space will not allow us to hold the slot without this fee being paid.

### **Title XX Authorization:**

If your childcare is being paid for by Title XX or other funding source, we must receive written authorization before the child(ren) can start attending.

**Fees for Services:**

A statement of our fees is provided to you with your enrollment packet.

Weekly fees are determined based on the program budget but are also intended to reflect similar rates in our area. ***Except for the days that the center is closed between Christmas and New Year, you will be billed the same amount each week, regardless of attendance or closings for holidays.***

***Weekly Tuition Rates and Fees (As of January 1, 2023)***

<b>Infants</b> (6wks - 17 months)	Hourly	\$7.50	Weekly \$ 285.00
			Daily \$ 60.00
<b>Toddlers</b> (18 - 24 months)	Hourly	\$8.75	Weekly \$ 260.00
			Daily \$ 55.00
<b>Preschool</b> (3 - 5 years)	Hourly	\$8.00	Weekly \$ 235.00
			Daily \$ 47.00
<b>School age</b> (5 - 13 years)	Hourly	\$8.00	Weekly \$ 185.00
			Daily \$ 41.00
<b>Transportation</b>			\$3.00 (one way)
<b>Registration Fee</b>			\$50.00
<b>Family Registration Fee (two or more children)</b>			\$100.00
<b>Activity Fee (Summer Activities)</b>			\$75.00
			\$25.00 Per Month

**Payment Schedule & Late Payment Fee:**

Please refer to your Private Payment Contract or Title XX Payment Contract for details on your payment schedule or late payment fees.

**Late Child Pick-up Fee**

All child(ren) picked up after the scheduled time without prior notice will be charged at the rate of \$1.00 dollar per minute, per child. The late fee must be paid upon the next day of arrival. If your child is not picked up by 6:45 PM, the staff will call all contact numbers provided on your child's enrollment sheet. If we are unable to reach someone to pick up our child(ren) we will notify the authorities. Remember, our centers are only licensed to operate until closing, by the State of Nebraska.

**Late to Center after Closed:**

If a child is picked up after the center is closed an automatic \$25.00 fee will be assessed per child. Payment is due before the child can return to the center.

**Fee Payments:**

Payments can be made by: Cash, Check, Cash App, PayPal, ACH, and Money Order. Tuition fees are due in advance on Monday of each week. Accounts that are more than two weeks past due may result in the suspension of the child(ren) from the program.

**Checks should be made out to LifeChangers Academy.** They may be placed in the payment drop box. There will be a \$25.00 returned check fee, for returned checks and the center reserves the right to refuse any further payment by check for childcare services.

You will be issued a cash receipt if paying by cash or money order. Tuition should always be paid separately from other payments such as field trips, fund-raisers or book orders, etc. It is preferable for these types of fees to be paid in cash.

An annual tax statement will be provided by January 31<sup>st</sup>, for the previous year's tuition payments, provided your account is **CURRENT!**

## **PROGRAM INFORMATION**

LifeChangers Academy goes beyond simply providing basic care by including a Christian based, educational program which is designed to prepare children for success in school and throughout their lives. Teaching with the intent of building cognitive and social skills begins in the infant classrooms and continues sequentially through the age groups until the children enter kindergarten.

### **Age Groups**

#### **Infants – Newborn to 17 Months**

Every infant is unique. That is why we do not expect your child to fit into a rigid schedule. We follow your infant's individual rhythms for feeding, sleeping and playful interaction to mirror your patterns at home.

Each infant's personal schedules are honored. Feeding and sleeping occurs as needed. Diaper changing occurs every 1 ½ - 2 hours or as needed.

#### **Toddlers – Ages 18 to 24 Months**

Much of our toddler program is based on real-world sensory experiences. They spend much of the day singing, dancing, and laughing, playing and exploring-indoors and out. They also begin to learn basic words, numbers, play simple games, and develop relationships with each other.

#### **FEATURES**

- Your child receives a balance of nurturing, playtime and learning throughout the day.
- Your child's young mind will stay stimulated with monthly themes, providing a rich array of daily activities and a variety of experiences.
- Your child will gain confidence, self-esteem, and a love of learning.
- You will enjoy regular communication with teachers, including daily notes, so that you are informed about your child's day.

#### **Pre-Schoolers – Ages 3 to 5 Years**

This is an important time in a child's life to prepare for school and to develop a love of learning. LifeChangers Academy promotes independence while preparing your child for the next exciting phase—kindergarten! We make the transition smoother by helping children become more familiar with an organized environment. Plus, we focus more on group play to develop social skills, such as listening, sharing and cooperation. Our teachers have a passion for what they do and consider it a privilege to partner with you during this special time in your child's life.

#### **FEATURES**

- The program prepares your child for kindergarten.
- Whole-group activities develop social skills, such as sharing, listening, and cooperation.
- Your child will continue learning vocabulary, letters and words.
- Your child will further develop independent learning skills with our hands-on experiences.
- You will enjoy regular communication with teachers so that you are informed about every facet of your child's day.

#### **School-agers – Ages 6 to 13 Years**

Finding a safe, enriching place around school hours is easy when parents look to LifeChangers Academy. We have created an engaging environment where children can spend time with friends before and after school. To make it convenient for you, our center also provides transportation to and from neighborhood schools. Our center also aligns with year-round school calendars. Our school-age program acknowledges each child as an individual with a variety of interests and needs. Each month focuses on a unique theme relevant to school-age interests. These theme-related activities are more than fun—they also help children practice critical thinking skills, giving them confidence, creativity, and self-expression.

- **Activity Areas**

Children play games, participate in science experiments, enjoy music, create arts and crafts, and play outdoors and more.

- **Quiet Areas**

We provide the perfect place to indulge in downtime. Children can choose to have a snack, read a book, do homework, or explore their interests.

- **Homework Help**

Our teachers provide homework assistance so you can enjoy more free time with your child in the evenings.

- **Scheduled Activities**

We provide organized activities to fine-tune critical literacy skills, such as reading aloud or writing stories.

### **Preschool Program:**

We expect all children in this age group to **arrive** at the center **by 8:30 or earlier**. This not only assures that they will receive the maximum benefit from the program, but it also prevents disruption of the program when children come in during the middle of activities.

**For the toddlers' program, we request that your child arrive at least by 9:00 a.m.** Coming in later than this can be disruptive to the regular routine of the class. If you must come in later due to an appointment, please let the staff in your child's classroom know in advance.

### **IEP's or ISFP:**

Please inform the director if your child has an IFSP (Individual Family Service Plan) or IEP (Individual Education Plan) as the result of having been evaluated by the public school system. We will be glad to work with you and school personnel to help implement this plan. We also ask that you provide a copy of the document for your child's file.

### **Special Needs:**

In accordance with the Americans with Disabilities Act, LCA will make every effort to work with children having special needs in our childcare setting. We will ultimately base decisions on working with these children on whether we can adequately care for them as well as the other children with current staffing patterns. When there is a question about whether we will be able to meet the child's needs, we will provide a two-week trial period during which time we will explore what might be necessary to make the situation workable for all. If we find that we cannot meet the needs of the child as well as those of the other children within our current staffing patterns, we will give the family two additional weeks, if needed, to find alternative care.

### **Meals and Snacks:**

LifeChangers Academy will serve breakfast, lunch, and an afternoon snack. We are regulated by the Department of Health and Human Services and serve foods that meet USDA guidelines for nutritional requirements and portion size for your child's age. Menus are posted weekly on the bulletin board in the reception area.

### **Meal Service**

Times that meals are served will be posted on the schedule in your child's classroom. If you wish your child to be served this meal, please make sure that the child arrives in time to eat with the other children. Breakfast is served each morning from **7:00 AM – 9:30 AM.** **Children must arrive no later than 9:15 to be served breakfast.**

We believe in eliminating control battles with children over food, they will not be forced to eat, but rather encouraged to try everything. In keeping with our philosophy of building a healthy attitude toward eating, and our intent to meet state licensing regulations, **food will never be used as a reward or punishment.**

**No food or drink, other than those provided for a birthday celebration, may be brought into the center from the outside. However, these foods must have been prepared in a professional kitchen, such as a restaurant or grocery store which is inspected by the Douglas County Health Department.**

### **Food Allergies:**

If your child has an allergy to any foods, we will follow the information you have provided on your child's health form. If your child has a food allergy, you may bring a sack lunch. Special diets can be served only upon written request by the child's physician and parent. Due to allergies and health reasons, children will not be allowed to share meals/snacks.

### **Infant/Toddler Feeding:**

Infant feeding instructions are to be included on the Infant Care Sheet that is included in enrollment packet. The center has chosen one formula that it will provide. You will be given a choice about whether you want your child to have this formula. If you choose an alternative formula, you will need to provide it unless we have a signed note for a physician that your child requires a special diet. **Breast feeding is encouraged and supported at LCA.**

Children under the age of 2 will be given whole milk or breast milk. Other types of milk can be given at this age under a physician's orders.

### **Nap/Rest Time:**

We provide a quiet, rest time for all children during the early afternoon. Each toddler and preschooler have his/her own mat. Your child may bring a favorite toy and/or blanket from home if doing so will help him/her rest easier. Most children will fall asleep if provided quiet time.

Children who do not sleep will be expected to lay and rest for a short time. They will then be allowed to play with quiet toys or books either on their mat or at a table in their room.

### **Television and Video Viewing:**

Under all circumstances, the following policy will be in place for television/video viewing:

- Programming must be appropriate for the children viewing it.
- The video/program must have been previewed by a teacher prior to use.
- Children are not required to watch, and alternative activities are available for those who do not wish to participate.
- The program/video is discussed with the children once it is over to develop critical viewing skills.
- Viewing of television or videos must be approved by the director in advance.

***Please do not send commercially produced videos for routine group viewing at the center.***

### **Clothing and Personal Articles:**

We request that you send your child to our program in clothing that is comfortable, simple and has fasteners that are easy for the child to use. Our goal is for children to be able to dress themselves with as little help as possible. Since many of our activities will include materials that could be considered “messy,” we recommend clothes that can be easily cleaned and dried. We will provide smocks or protective covering for such activities.

Children should wear shoes or sandals that stay on their feet. Please do not send children to school open backed shoes that allow feet to slide. Center discourages flip-flop of any kind for the purposes of play surfaces and physical activities implemented at center, please send them in sandals or shoes.

Children should bring a jacket or coat during cool or cold weather. The children go outside when the temperature is above 40 degrees.

Please do not allow your child to bring personal belongings such as toys from home unless requested by the teacher.

### **Please do not allow your child to bring money to the center.**

Cubbies are provided so that each child has a place for his/her belongings. The following items should be brought to the center for each age group.

### **Personal Belongings**

#### **Infants:**

- If breastfeeding, enough breast milk for each day. If the baby is on formula, the center provides one milk-based and one soy-based kind.
- Diapers and wipes, make sure we have a week’s supply on hand, including wipes and any special powder or ointment (refer to medication policy).
- Several changes of clothing.
- (Optional) Some type of transitional object such as a blanket or stuffed animal that can be kept at the center.

#### **Toddlers:**

- 2 extra changes of clothing (including shirt, pants or shorts, underwear) in case your child has to change clothing for any reason. Please label each item with your child’s name and place them in a plastic bag for storage purposes.
- If your child is in diapers, make sure we have a week’s supply on hand, including wipes and any special powder or ointment (refer to medication policy).
- If your child is in training pants, make sure we have a large supply of extra training pants and clothing on hand.
- A blanket for napping
- A favorite toy for resting, if desired

#### **Preschoolers**

- One extra set of clothing (including shirt, pants or shorts, underwear). Please label each item with your child’s name and place them in a plastic bag for storage purposes.
- A blanket for napping
- A favorite toy for resting, if desired

### **Outdoor Play:**

The children will play outside each day unless the weather is not suitable. They will be kept inside if it is below 40 degrees actual temperature or wind chill. If the temperature is 95 degrees or above, the children may go outside for no more than thirty minutes at one time. Water will be provided, and the children will be monitored for water intake.

Please make sure that your child is dressed appropriately for outdoor play in every season. Layering clothing is the best option during the spring and fall when it is difficult to predict what the weather might be like. During the winter, please

be sure that your child has a hat, mittens or gloves and boots as well as a heavy coat (**labeled with their name**) to protect them when we play outside. It is our policy that the children will play outside whenever possible. However, we will use common sense when the weather is inclement.

Due to our need to maintain proper staffing ratios, all children will be expected to go outside unless she/he has a Dr.'s written permission to stay inside.

### **Animals**

Animals will not be allowed at the center due to possible health risks to the children unless for an approved show and tell by the Director.

### **Show and Tell**

ITEMS should be brought ONLY on the day planned by the teacher. Toys brought on other days will be deemed a donation and placed in the school's storage room; WE ARE NOT RESPONSIBLE FOR TOYS THAT ARE LOST AT THE CENTER.

### **Transitions:**

Children moving to the next age group need and depend on a successful transition. This requires good planning as well as recognizing and understanding the perspectives of the child and parents. Staff and parents will work together to determine when the child's transition might take place. At the specified time, the child will begin visiting the new classroom, accompanied by one of his/her current teachers if possible. The child's current teachers will meet with the parents and the new teachers, transfer the child's portfolio, and plan for the child's success in the next classroom.

Some children transition very quickly and may only need a day or two to make the change – this is especially true with older children. However, some children may resist change and take a little longer. The teachers involved will allow the children to determine the length of the transition time. Only when the child is comfortable, or when we feel that moving the child back and forth is harmful, will s/he be moved completely. Parents are encouraged to give input to staff regarding their perceptions of the transition process for their child.

### **Transition to Kindergarten:**

One of the major goals of LCA is to provide your child with the skills and knowledge necessary for a successful school experience. Teachers and administration at LCA are willing to provide whatever support parents need to make the sometimes-stressful transition for the child as easy as possible. Since our children often go to many different schools, it is impossible to work with all schools, but if you would like us to facilitate by talking with the teacher or sending pertinent information about how the child functions, please feel free to ask. Also, you will be given your child's portfolio which might be shared with the new teacher to provide documentation of what the child can do. In addition, we will work on shortening naps and talking to the children to create an excitement for the new experience which awaits them.

### **Birthdays/Holidays:**

One of our primary goals is to be sensitive to the beliefs, backgrounds, and lifestyles of all our families. Therefore, we ask that you fill out our Ethnic and Cultural Information Survey. That information will assist us in providing an environment that is supportive to each individual family.

If a family celebrates **birthdays**, we will recognize them in our program by singing "Happy Birthday" and wishing the child a special day. If you are having a celebration at home, please make those arrangements outside the center to help us respect each family's beliefs and feelings. If you wish to have a further celebration in the child's classroom, please check with either your child's teacher or the director to make arrangements.

Regarding holidays, the LifeChangers Academy will take **an inclusive approach**. We may look for the commonalities among celebrations, such as candles and light during the winter holidays, and focus on those. We may create our own celebrations within each classroom based on what is happening with the children. Whatever the approach we take, it will be with the goal of helping all children and families feel a part of the celebration.

We invite you to share **your own family traditions** with the children any part of the year. Just visit with your child's teacher so that it can be worked into the class.

### **Transportation**

Parents must authorize transportation on the enrollment form and inform the school that LCA will be transporting their child. All Parents must read and be aware of the transportation policy listed in the forms section.

We will provide transportation for the child's address, field trips, and school.

Center will pick up from only one address for child's pick-up and drop-off, ***only exceptions is during an emergency.*** Center cannot have multiple addresses on a regular basis.

### **Inclement Weather Transportation Plan**

**If the Omaha Public School District closes school due to severe weather conditions, we will not provide transportation for the children.** If your child receives transportation services and a severe snowstorm occurs while they are at the center, please call with instructions on where we should take your child if you/they cannot go directly home. We will always transport the children home, or to an alternate address before our normal closing time at the first sign of severe weather.

### **Parent's Responsibility for Transport**

The general behavior of the student while traveling is the parent's responsibility. Parents should work with the school and the LCA Staff to put in place a consistent student behavior management plan.

### **Morning Pickup**

1. Make sure the student is ready for pick-up 15 minutes before the van is due to arrive, as the driver cannot delay the service by waiting for late students. The van drivers have many children to pick up each morning and do not have time to wait for your child to get dressed.
2. The van driver will stop at your address and wait **4 minutes**. Again, we have a designated schedule and many children to pick up and cannot wait for you to prepare your child for pick up.
  - a. Holding your finger up to signify "1 minute" will constitute that your child is not ready for pick up and the Driver will proceed to their next pick up.
  - b. Van driver **cannot** return to your home if pick-up has been missed.
3. **Physically** walk your child out to the van each morning and release them into the hands of the Van Driver or Aide. If you are unable to perform these duties, you must designate a responsible adult (this means an individual 16 or older) to act on your behalf.

### **Afternoon Drop Off**

1. Be at home to receive your child 15 minutes before the scheduled drop-off.
2. **Physically** meet the van at the street or van stop and receive your child from the hands of the Van Driver. If you are unable to perform these duties, you must designate a responsible adult (this means an individual 16 or older) to act on your behalf. Prior written consent for this designated adult must be given to the center.
3. Anyone receiving a child off a center vehicle (including parents) must be prepared to show valid identification in order for the child to be released.

### **Late Parent Policy for Van Drop-off**

- 1<sup>st</sup> Incident - The child will be returned to the center and the parent will be required to pick the child up from the center. You will also be reminded of the transportation policy for LCA.
- 2<sup>nd</sup> Incident - At this point your child is in jeopardy of losing transportation. You will be sent a written notice and the Director will schedule a meeting to discuss the situation.
- 3<sup>rd</sup> Incident – A determination will be made by the Director as to the status of your child's continued service at LCA. HHS may be notified.

### **SAFETY STEPS YOU CAN TAKE:**

- Tell the driver of any changes to transport that need to be made on both a daily and ongoing basis (e.g., sickness, cancellation of after school activities, etc.)
- Keep current contact details of the Van Driver, School, and Care Facility on hand always.
- Tell the driver of any information that may affect the safe transport of your child. This is extremely important! (e.g., change in legal status of parent or guardian, restraining orders, custody order held by either parent, etc.)
- When getting on the van, stay away from the danger zone and wait for the driver's signal. Board the van one at a time.
- Supervise children to make sure they get to vehicle appropriately and avoid rough play.
- Teach your child to ask the driver for help if he/she drops something near the van. If a child bends down to pick up something, the driver cannot see him/her, and potential risky incidents may occur. Please have your child use a backpack or book bag to keep loose items together.
- Make sure clothing and backpacks have no loose drawstrings or long straps, to get caught in the handrail or van door.

### **Field Trips:**

Field trips may periodically be planned for the children to help provide a wide range of experiences for them. When these trips occur, you will be notified in advance. We will either walk, use the center van or school bus as transportation on these trips. If the van is used, parents may be asked to supply a car seat for the child's safety. Only staff members who have been screened through the LCA and are approved according to the State of Nebraska regulations will be allowed to drive the van.

Children riding in the van will adhere to the following safety rules:

1. Children will always keep their seatbelts fastened while on the van.
2. Children will remain seated until the van comes to a complete stop either at school, field trip location, or at the center.
3. Voices will be kept at a normal or softer range to avoid excessive noise in the van.
4. Children will refrain from eating on the van.
5. Children will always demonstrate respect for the driver, the assistant riding the van, and other children who are in the van.

First aid kits will always be taken on excursions away from the center. Required ratios of staff to children are maintained and often surpassed. In case of an emergency, 911 would be called directly and the center notified so someone there can notify parents.

If trouble should arise with the transportation on a field trip, Administration will make the necessary arrangements within the context of the situation, i.e., securing another van or school bus, to make sure that the children are safely returned to the center.

Whether on a field trip or being transported to and from school, children will be expected to remain seated with their seat belts buckled while being transported. We reserve the right to exclude children from field trips when they have demonstrated behaviors that compromise their own safety or that of other children.

### **Water Activities**

LCA children may play in water from time to time, especially during the summer session. Each child must have permission to participate in the water activities sponsored by the center:

Parents must check ALL water activities that you are giving permission for your child to participate in. LCA will strictly enforce your selection(s):

* Splash Pads	* Wading Pools	* Age-Appropriate Swimming Pools	* Sprinklers
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## **PARENT/GUARDIAN/STAFF COMMUNICATIONS**

The primary goal of LifeChangers Academy is to create a community that includes parents, staff, and children. Therefore, **parents are always welcome as visitors or participants in their child's classrooms**. We invite you to provide suggestions on curriculum topics, share your personal and professional resources with the classroom, or volunteer in whatever way works into your schedule and feels comfortable for you. This might include accompanying your child's class on a field trip or helping with a fundraiser.

### **Supporting Your Child:**

So that we may provide a supportive environment for your child, we encourage you to share with us any home events that might impact how your child responds in the classroom. These might include, but are not limited to:

- Birth, illness, death, divorce, or separation of family members
- Changes in people living with the child.
- Anything exciting or upsetting to the child.
- Special events, trips, vacations, etc.
- Other therapies or agencies working with your child.
- A new pet in the home.

Be assured that sensitive information shared with your teacher or the director will be kept confidential!!

### **Child Observation and Incident Reports**

#### **Daily Review**

Each day your child(ren) will be checked for bruises or bumps. Parents are asked to tell us each morning if the child has any marks that should be explained or if the child did not sleep well the night before. This will help us anticipate any changes in personality or irritability during the day.

All staff is required to fill out an observation report for anything concerning children that may be questionable or dangerous to the welfare of the children in our care. If necessary, a supervisor may contact the parent or in extreme cases, the state authorities.

If a child is injured, becomes ill, or a staff member notices a change in the child's overall behavior, an incident report should be written up with a copy sent home to the parent and another placed in the child's file. The director or assistant director should sign these reports before they are sent home.

If a child suffers any injury to the head, no matter how minor it may appear, it should be reported to the director or assistant director immediately and the parent will be contacted.

If a child is in any incident where conduct is inappropriate or injury has occurred, an accident/incident report will be immediately filled out.

### **Parental Involvement and Volunteers**

We encourage parents to meet and interact with other parents and teachers who have as their common concern the interests and needs of the children in care at LifeChangers Academy. Parents are asked to give suggestions and contribute time to the wholesome growth and development of their children at any time. Conferences in relation to your child's progress are arranged upon request by the parent or teacher.

Assistance is always welcomed in planning excursions, parties, and programs. Our program is enriched by parental and volunteer assistance.

**Visiting with Siblings:**

To assist in building a community within the center, older children are often allowed to visit their younger siblings' classrooms. The frequency and duration of these visits will depend on the ability to meet classroom ratios within the younger child's room, behavior of the child(ren) during the visit, and possible situations (such as those listed above) at home where the children might need some extra support from each other.

**Staffing Changes:**

When changes such as new staff occur within the center that affect the care your child is receiving, you will be notified within 48 hours when these changes are made.

**Conferences:**

Parents will be provided a formal opportunity at least twice a year to conference with their child's teacher as to the child's progress as well as to continue building a bridge between the center and the home. However, parents may request a conference at any time with the teacher and/or Director. With younger children, it is expected that there will be an on-going dialogue between the caregivers and parents regarding the development and milestones that the child may be reaching.

**Questions, Concern, and Conflict:**

Parents who have questions, concerns, or problems with anything that is happening at LCA are welcome to talk with the director or the assistant director regarding these issues. Every attempt will be made to find a solution through face-to-face meetings, mediation, or whatever action might be called for given the situation.

To provide a strong role model for children, LCA staff and parents alike are encouraged to use listening skills and a positive approach to finding a solution that meets everyone's needs.

**Documentation of Children's Activities:**

Check periodically around your child's room and the hallways for "documentation panels" that will provide a peek into the work that your child participates in throughout the day. These panels are designed to demonstrate the progress of the children's development through photos and products of activities. Please take time to read and look at the panels – you'll be excited to learn what your child is doing.

Other methods of communication that we utilize include notes regarding field trips and other special events, and notices on the parents' bulletin board in the reception area. Please be sure to take time to read this information.

**Parental Consent for Photography**

LCA is sensitive to the needs of our parents to ensure the safety of all our children including the use of public relations tools for the center communications and promotion of the center. In consideration of the need to promote the center and keep an open relationship with our parents concerning this matter, permission must be given for the LifeChangers Academy to photograph, videotape, or electronically transmit the image of a child for publicity, TV, or other media purposes.

**Program Evaluation:**

At least once a year, you will be invited to participate in evaluating our program for effectiveness in meeting the needs of your family. However, if you have comments or concerns at any other time during the year, please feel free to make an appointment with the Director to discuss them.

### **Staff Parent Fraternization:**

The LCA has a policy regarding “Staff Fraternization” with clients, i.e., you as family members. As stated in the policy, *Areas that may lead to improper dual relationships include, but are not limited to:*

1. *Socializing with a consumer on a personal basis when it is not part of program, such as:*
  - *Inviting a consumer to a staff person’s home.*
  - *Going to a social function with a consumer when this is not part of a center activity.*
  - *Giving a consumer the staff person’s home phone number, address, or other personal information.*

For staff to maintain a professional relationship, we ask that you please follow these guidelines and not expect personal relationships with your child’s teacher. This includes such things as birthday parties and babysitting outside the center.

### **Child Abuse and Neglect:**

LifeChangers Academy students have the right to be free from verbal, sexual, physical, and mental abuse and neglect. The center will train all members of the staff on an annual basis as to the understanding and procedures of handling the abuse and neglect allegations and actions.

According to Nebraska’s child abuse reporting law, **ALL** childcare staff are considered “**mandatory reporters**” and are required to contact the Department of Health and Human Services if they have reason to suspect that a child may have experienced some form of abuse. It is important to note that signs or child abuse or neglect do NOT include the normal bumps, bruises, and skinned knees that all children experience, but focuses on physical abuse, sexual abuse, or neglect that threatens the child’s health and welfare.

It is also important to note that an employer or supervisor of individuals classified as mandatory reporters **SHALL NOT** apply a work rule/regulation, policy, or any requirement, which interferes with an employee making a report of suspected child abuse and neglect.

We urge you to become familiar with Child Abuse and Neglect Laws and be willing to report suspected incidents of abuse and neglect, by clicking the following link: [Nebraska Child Abuse and Neglect Reporting Laws and Guidelines](#)

### **To Report Child Abuse:**

In Nebraska: 911 or 1-800-652-1999 (*Child Abuse and Neglect Hotline*).

Reports may be made by contacting:  
 Childcare Licensing  
 Department of Health and Human Services  
 P.O. Box 94986  
 Lincoln, NE 68509-4986  
 1-800-600-1289

Together we can make the world a safer place for children.

## **SECURITY – ARRIVAL AND DEPARTURE OF CHILDREN**

### **Open Door Policy**

Parents are always welcome at LCA to visit, observe, or to stay and play, unless restricted by a court order. If there is a court order restriction, we will need a copy of the order. **Feel free to stop by any time, but be aware that during nap time your child will most likely be sleeping.**

### **Visitors**

Visitors must sign in and out at the front desk. The receptionist or other staff member will ensure visitors are escorted to the appropriate room or person. No individual is allowed to walk through center without expressed permission of the Director or designated supervisor. If the actions and/or presentation of any person is considered hostile to the staff and children of LCA, the center will ask that individual to leave the facility. Any person that violates this policy will be asked to leave the premises and law enforcement may be contacted.

### **Picking Up and Dropping Off**

Routine is very important for young children's stability. This includes the times that they are dropped off and picked up from the center. When this routine is disrupted, the child tends to worry about where their parent/guardian is. We appreciate parents/guardians who keep their routine and are quick to inform us of any difficulties that may keep them from being on schedule. Should your child not be picked up before the center closes, we request you notify the center as soon as possible.

Parents/Guardians should also spend a few minutes talking with one of the staff, to go over anything that may have happened throughout the day.

### **Sign-In**

We **require** that all parents/guardians come into the building, **sign their child in**, and make sure that the child gets to his/her room. Parents or the person picking the child up must also **sign him/her out** at the end of the day. If your child is to leave during the day, it is necessary to sign in AGAIN upon arrival, and then sign them out AGAIN upon departure. LCA will not release a child to anyone under the age of sixteen.

### **Authorized Pick Up**

Upon enrollment you will be asked to provide us with a list of people to contact in an emergency or who are allowed to pick up your child. ***We cannot release your child to anyone who is not a parent or guardian or listed on the pick-up form.***

If someone comes to pick up your child that we do not know, even if they are on your list, we will ask for identification. Keep in mind that this may happen even to someone who has been to the center before if the receptionist, the director, or the classroom teacher has not met the person. This practice is done to safeguard both you and your child.

If you need someone other than those listed to pick up your child, you will need to provide a signed note to the director or receptionist when you arrive in the morning. In emergencies, a child may be released to an adult for whom the child's parent/guardian has given verbal authorization by phone.

### **Special Custodial Arrangements**

For families who have specific legal custodial arrangements, we will need to have a copy of legal documents stating custody guidelines. **We cannot keep a child from going with either parent/guardian without such documentation.**

### **Supervision**

Teachers/staff will be responsible for knowing where children are at all times. Counts will be taken at various times throughout the day so that the Director or Assistant Director are aware of how many children are in the building. State licensure requirements for the ratio of children to staff will be maintained or improved upon at all times. Before closing, staff will search all rooms to make sure that no children remain.

**Absences**

If your child will be absent or late, please contact the **center no later than 10:00 a.m.** so that we may adjust our meal count requirements. If your child is absent for more than two consecutive days, we will contact you to determine the reason.

**Arriving Late for the Day**

If you arrive late and your child's staff and teacher are not in the room, check for a note telling where the class might be or check with the receptionist at the front desk. If the class is scheduled for a field trip and must leave before your arrival, we will care for your child until his/her class returns.

**Emergency Evacuation and Relocation Plan**

In the event of an evacuation, the staff of the *LifeChangers Academy* will relocate all children to the grassy area inside the fence on the west side of the facility; however, in the event of catastrophic or extreme emergencies and in the event that our building or neighborhood becomes un-inhabitable, the staff and children will re-locate to a sister facility or the following emergency areas:

**LCA Business Center**

**6720 N. 30th St.  
Omaha, Nebraska 68112**

**LifeChangers Northampton**

**Nathan Hale Middle School  
6143 Whitmore Street  
Omaha, Nebraska 68152**

**LifeChangers 33<sup>rd</sup> Street**

**Franklin Elementary  
3500 Franklin Street  
Omaha, Nebraska 68110**

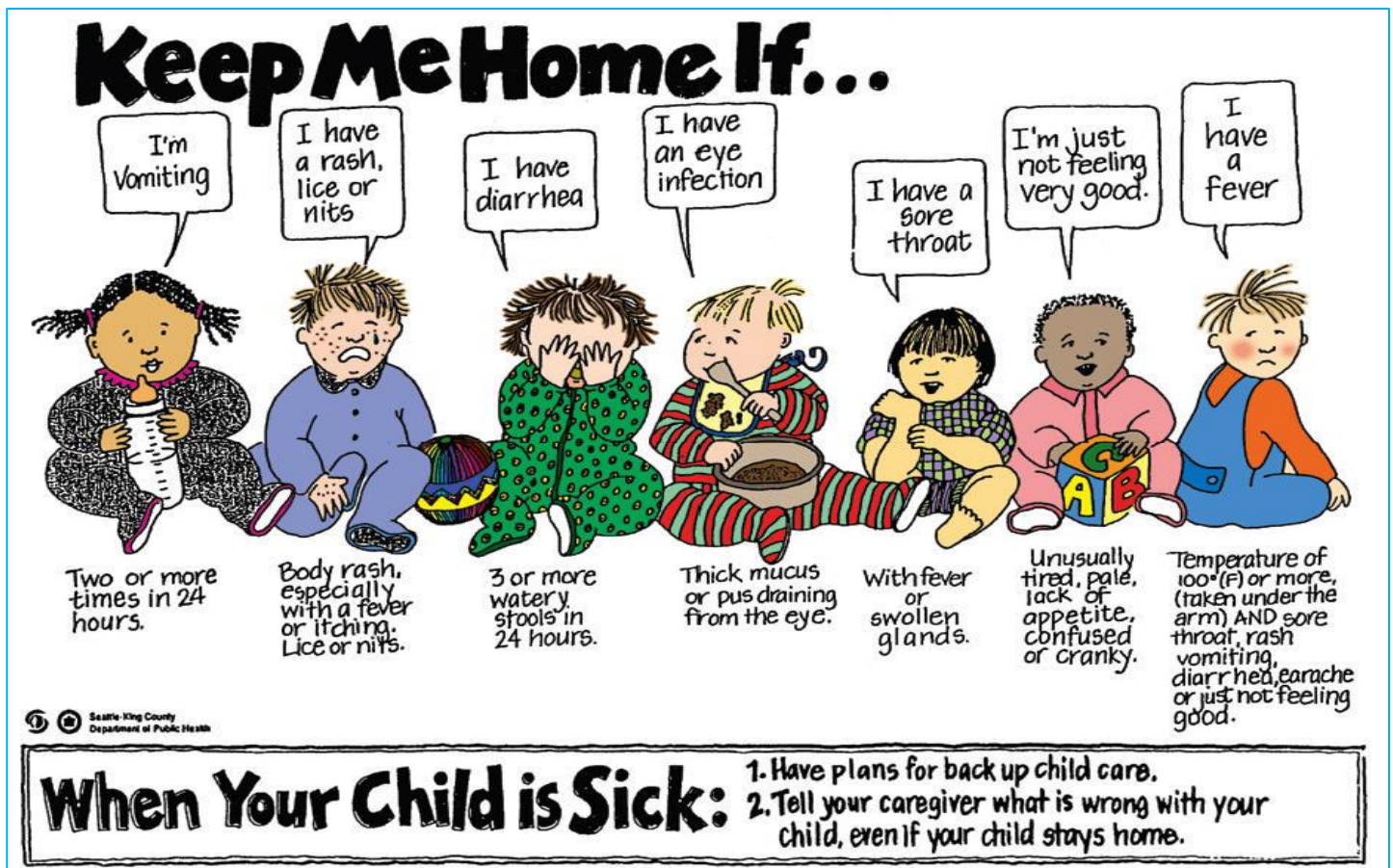
**LifeChangers Bellevue**

**Chandler View Elementary  
7800 South 25<sup>th</sup> Street  
Bellevue, Nebraska 68147**

**Parents will be contacted immediately upon transport and notification will be left on the door of the facility.**

Center will update procedures concerning any children with any special needs on a case-by-case basis. The center will contact you immediately, once the staff and children of the program have been secured.

## HEALTH AND SAFETY PRACTICES



### Illness of Child:

Since parents are the best judges of their child's health, we trust that you will not bring your child to our program when s/he is sick. If, however, one or more of the following conditions are present, it will probably be necessary for us to call you to pick up your child. This will be left to the discretion of the center administration. Our goal is to not only protect your child, but to also protect the other children and staff from becoming ill.

### Immunizations:

Children enrolled in the LCA must have immunizations up to date and a card on file as specified by the Nebraska Department of Public Health. If a family chooses not to immunize their child(ren), the child(ren) may be enrolled in our center if the parent/guardian has signed a statement of exemption from immunization. Other parents will be notified that there is a child in the building that has not been immunized.

### Prescriptions and Over-the-counter Medication: (See attached form *Medication Administration Form*)



Any medications, special diets, or vitamins that we are asked to administer must be accompanied by specific instructions signed and dated by a physician. This applies to all over-the-counter medications as well as prescriptions. All medication must be in its original container and labeled with the child's name, the name of the drug, directions for administration, date, and physician's name.

In addition, the medication will need to be signed in by the parent on a weekly basis. It will only be dispensed by staff members who are trained in First Aid and medication administration. Parents will also sign acknowledgement of staff competency before any medication is administered. Medications will be kept locked away from the children. When the medication is no longer needed, the bottle will be returned to you or destroyed.

## **Guidelines on Child's Exclusion Due to Illness**

Children should be excluded from the childcare setting for the reasons outlined below.

**Note:** The following list covers most common illnesses but is not inclusive of all reasons for exclusion.

- Illness that prevents the child from participating comfortably in program activities
- Illness that results in a greater need for care than faculty can provide without compromising the health and safety of other children.
- **Lethargic and not participating.**
- **Fever** (100° axillary [armpit], 101° orally, 102° aural [ear]) accompanied by other symptoms such as lethargy, irritability, constant crying, difficulty breathing, diarrhea, vomiting.
- **Note: An infant less than four months of age will be excluded if he or she has a fever of 100° axillary (armpit) or 100.4° aural (ear) and should receive medical attention immediately.**
- **Any child with a fever of 104° will be excluded and should receive medical attention immediately.**
- **Frequent coughing**
- **Excessive nasal discharge**
- **Diarrhea** — stools with blood or mucous, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- **Vomiting** — green or bloody, and/or two or more times during the previous 24 hours.
- **Mouth sores** associated with drooling.
- **Rash with fever or behavioral changes**, unless a physician has determined it is not a communicable disease.
- **Purulent conjunctivitis** (defined as pink or red conjunctiva with white or yellow eye discharge), until the child has been on antibiotics for 24 hours.
- **Inflammation of the eyes**
- **Impetigo**, until 24 hours after treatment has begun.
- **Strep throat**, until 24 hours after treatment has begun.
- **Head lice**, until after treatment has begun and all nits are removed.
- **Scabies**, until 24 hours after treatment has begun.
- **Chicken pox**, until all lesions have dried and crusted (usually six days)
- **Pertussis (whooping cough)**, until five days of treatment with appropriate antibiotics
- **Hepatitis A virus**, until one week after onset of illness, after immune globulin has been administered.

For children's comfort and to reduce the risk of contagion, children should be picked up within 1 hour of notification. Children whose parents have been called to pick them up will be provided with a mat and a place to rest in the Director's office.

## Required Conditions for a Child to Return to the Center

A child who has been excluded due to illness from the Center may return:

- when he or she is free of fever, vomiting, and diarrhea for a full 24 hours
- when he or she has been treated with an antibiotic for a full 24 hours (unless otherwise specified)
- when he or she can participate comfortably in usual program activities, including outdoor time

The child should be free of open, oozing skin conditions and drooling (not related to teething) unless:

- a health care provider signs a note stating that the child's condition is not contagious
- the involved areas can be covered by a bandage without seepage of drainage through the Bandage

If a child is excluded because of a reportable communicable disease, LCA will require a doctor's note stating that the child is no longer contagious. The center makes the final decision of excluding a child from the program.

## Contagious Diseases:

You will need to notify the center immediately if your child contracts any of the following diseases:

- Measles
- Meningitis
- Mumps
- Tuberculosis
- Chicken Pox
- Salmonella
- Giardia
- Hepatitis
- Diphtheria



If the child has had any of the above diseases, s/he may not return to the program without a statement from a physician or until the longest incubation period for the disease, as defined by the Douglas County Health Department, has passed.

## Child's Personal Emergency Information:

Upon enrollment you will be asked to fill out forms informing us of what to do in an emergency. These forms include people to call when parents/guardians cannot be reached, physician's name and contact information, and dentist's information. It also gives us permission to contact 911 in an emergency. If we are unable to reach parents/guardians in an emergency, we will need to make a determination about what to do. To the best of our ability, we will follow the information on your emergency form.

Please make sure that the emergency contact names, and phone numbers are current, and those people are willing to serve as contacts in an emergency with your child. **Failure to have useful emergency contacts in your child's file may result in suspension from the program until such contacts are updated.**

## Emergency Drills and Procedures:

LifeChangers Academy will hold monthly fire and tornado drills for the purpose of familiarizing both staff and children with what to do in an emergency.

In the event of a real emergency, each teacher will verify attendance to make sure all children are accounted for and give aid and comfort as needed. Your child's safety will be our priority. You will be notified, and we will move the children according to the Emergency Relocation Plan designated in the Security Section of this handbook until you are able to get away to pick him/her up.

**Accident/Incident/Injury Reporting:** *(See attached Accident/Incident/Injury Form)*

Should an accident or something unusual happen while your child is at the center, you will be notified. If the child sustains an injury to his/her head, no matter how small it may appear, or incurs a serious injury, we will call you immediately. If the injury or incident is minor, we will inform you when you come to pick up your child.

**CPR and First Aid:**

All LCA staff members are certified in CPR and First Aid. First aid kits and emergency exit plans are located in all of the early childhood classrooms and vehicles.

The center will provide the following non-prescription medications and products to your child, with your signed permission at enrollment, according to the manufacturer's instructions or otherwise specified in writing.

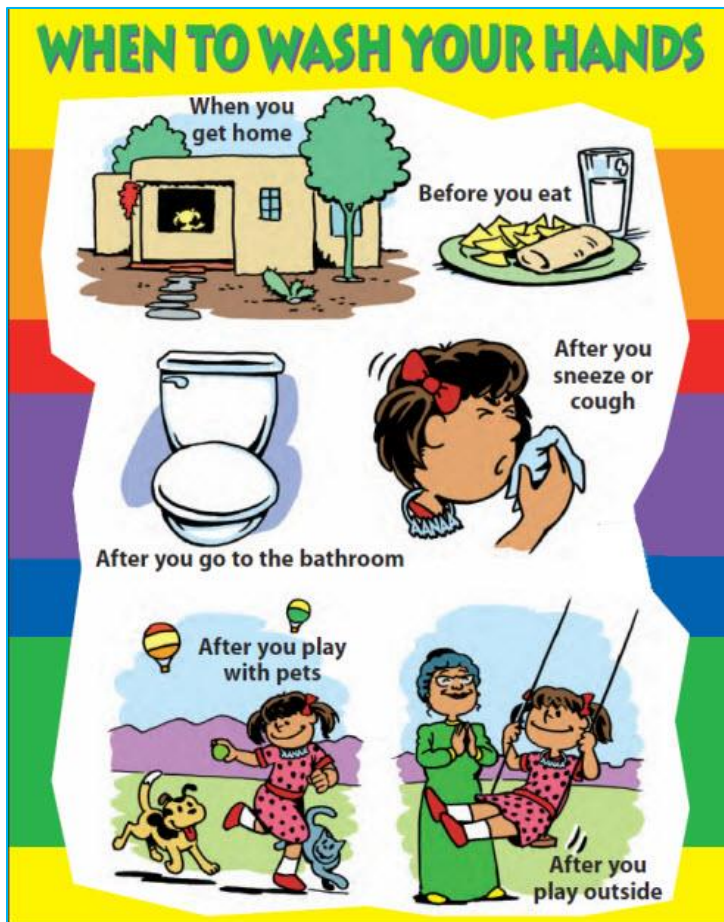
<b>Baby powder</b>	<b>Baby oil</b>	<b>Baby lotion</b>	<b>Itching creams.</b>
<b>First aid spray</b>	<b>Numb It</b>	<b>Calamine Lotion</b>	<b>Insect repellent.</b>
<b>Sunscreen lotion</b>	<b>Rash ointments</b>	<b>Vaseline</b>	<b>Antiseptic and burn ointments.</b>
<b>Antiseptic wipes</b>			

**Lost Children:**

In the unlikely event that a child should become lost, staff will notify parents/guardians immediately and the proper authorities will be notified by phone and written forms.

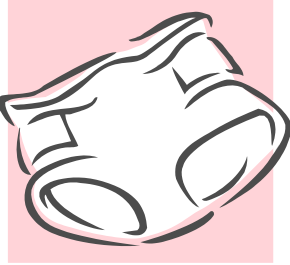
## HAND WASHING

Frequent hand washing with soap and water is the best prevention for the spread of disease. Children and adults need to wash their hands before preparing and eating food, before and after outside or sensory play, after handling animals, toileting, coughing, sneezing, and wiping noses. We encourage all adults who work with children, both parents and staff, to always serve as good role models and wash your hands whenever possible.



## DIAPERING AND TOILET LEARNING

Staff will use Universal Precautions during diapering and assisting with the toileting of children. This means that the caregiver will use disposable gloves which are changed between each child, hand washing for both child and caregiver, and sanitizing the diapering area. Diapering is also a time for loving and playful interactions between the child and caregiver. Infant/toddler caregivers are required to wear protective smocks over their clothing.



We feel there is no specific age that one can state is the “perfect” age to start, although regulations prohibit us from initiating toilet learning before the age of eighteen months. It is important to understand that for a child to cooperate in toilet learning, s/he must have muscular maturity to control his/her urination and bowel movements. Also, the child must be able to communicate that s/he wishes to go to the bathroom or be able to get there by him/herself.

Children have been known to lose interest in the process if they are not ready or want to learn to use the toilet. When this happens, it is often the parent and not the child who is drained, or toilet learning becomes a battleground between the child and adults around him.

Some signs of readiness\* for toilet learning are:

- child keeping dry for a period of time.
- child expressing an awareness of having to urinate or have a bowel movement.
- child showing interest in using the toilet.
- child taking off diapers.
- child uncomfortable with soiled diaper

As we (or you) see definite signs of readiness, we can then discuss the possibility of toilet learning. If we make the decision to begin helping the child learn to use the toilet, assuming s/he has had some success using a potty chair, it is a good idea for him/her to graduate to training pants during the day as well as be prepared with several changes of clothing. Parents will need to supply training pants to use while at the center. We will do our best to work with you to utilize the methods that you are using at home with the child so that there is consistency in the learning. We will not use negative techniques such as shaming or guilt to accomplish toilet learning. We will keep a posting of the child’s toileting each day so you will have knowledge of how it works at the center.

If you have any questions or concerns on this matter, please feel free to discuss this with us any time. We want to help make this a positive experience for both you and your child.

*\* If a child is given the time to learn willingly and is not forced, threatened or punished, control can take place very quickly when it does come. Every child is an individual and is different from every other child in determining when s/he is ready to begin learning to use the toilet and the length of time it takes him/her to accomplish control. Some children may not learn until age 3, and it is normal for occasional accidents to occur even after the child appears to have completely learned to use the toilet.*

## **GUIDANCE POLICY**

At LifeChangers Academy, the primary purpose of the guidance techniques used is to help the child learn self-control and the ability to make appropriate decisions in a variety of situations. This begins as the staff uses ECE-CARES techniques to create a classroom environment which promotes safety, trust and cooperation. At the heart of ECE-CARES is the safety rule which is posted and referred to in each classroom.

**The Safety Rule says:**  
**We keep ourselves safe.**  
**We keep each other safe.**  
**We keep our things safe.**

In addition, staff are expected to use techniques in dealing with misbehavior that will help children to learn to solve problems, work through conflicts, and calm themselves down when angry or frustrated. The NAEYC Accreditation Criteria (Section A), ECE-CARES and Wise Ways Social Skills Curriculum will serve as our resources for the techniques.

### **Child Discipline**

Only positive measures of discipline will be used for the correction of child(ren) in our care. Types of appropriate guidance includes; Redirection, Logical Consequences, and Brief Separations. If behavior deems necessary, loss of privileges may apply. Food will never be used as a method of discipline.

### **Time Out**

*At LCA, we do not believe that “time out” is an effective means of changing future behavior.* However, as part of ECE-CARES, each room has a “cozy corner” where children can choose to go when they need to pull themselves together and possibly redirect their attention to an activity that will help them relax or de-escalate. This is not intended as a punishment but as a technique to help the child learn to control his/her own behavior. Other techniques that the child can choose from such as taking deep breaths or talking to a teacher will also be taught.

*At no time is corporal or unusual punishment allowed in the center, either by staff or by a parent.* This includes spanking, slapping, pinching, humiliating, ridiculing, or threatening a child to make him/her do what s/he does not want to do.

### **Other specific techniques that are used for various age groups are:**

**Redirection** -- Diverting the child’s attention to another toy or situation. This is especially useful with all children, but it will be the predominant technique used with children under the age of two.

**Planning Ahead** -- When the classroom is alive with projects and activities that interest and engage the children, behavior problems are greatly reduced. It is especially important to provide choices for the children, because they will reduce the incidence of misbehavior based on the need for control.

**Establishing limits for behavior** – The “Safety Rule” will be the basis for classroom rules.

**Acknowledging Appropriate Behaviors** -- Another phrase that describes this is “catch ‘em being good.” Children seek attention and often do not differentiate between positive and negative attention. Therefore, when we only call attention to children’s negative behaviors, we are actually reinforcing them. Seek to ignore the negative whenever possible, and recognize when the child is behaving appropriately.

**Developing Problem Solving Skills** -- This is probably the most important skill we can assist the children in acquiring. We can begin by recognizing the children’s mistakes as opportunities for learning and by giving them the space and the words to settle conflicts with other children. It is important to refrain from imposing a solution on the children and let them think about how it might be resolved. In that way, we teach them a skill that can be carried over to other types of conflicts they may be facing.

**Applying logical or natural consequences** – Natural consequences are those that occur naturally as a result of specific behavior, i.e. if a child refuses to eat, s/he will be hungry at some point. Logical consequences are those that logically follow as the result of a child’s action. This would mean excluding the child from

a specific area of play if s/he has had problems with behavior there. When applying logical and natural consequences, it is very important to give the child another chance to behave appropriately as quickly as possible, i.e. the next day.

### **BEHAVIOR PLAN PROCEDURE GUIDELINES**

The intention of all staff members at LCA is to keep the children safe and comfortable. To that end, behaviors such as physical aggression toward other children or staff members, the use of objectionable language, or destruction of center property may be cause for immediate expulsion from the center if the actions are deemed to be severe enough. However, it is always our plan to deal with the problem more productively. Therefore, the following procedure has been adopted by the LCA to address children's negative behavior/emotional issues or concerns. The goal is to intervene in an expedient manner in order to prevent parent/teacher burnout, potential abuse, dangerous and harmful conditions, as well as destructiveness, and inappropriate reinforcement of negative behaviors. The plan also works to eliminate traumatic suspensions/expulsions of children from the Center without appropriate interventions being attempted first. The procedure applies to any concerns about any child attending LCA.

**(The Center director reserves the right to accept the intervention or to immediately terminate a child if they see fit.)**

- **Staff Meetings:** These are group meetings including all people connected with the child's particular situation or concern. The staffing will include the parents, teachers, administrative staff, family services coordinator, and mental health team.
- **Behavior Plan:** Behavior planning sheets are completed during the staffing. The behavior plan addresses specific information about the concerning behavior(s), pertinent data related to events, past interventions, results, and new intervention strategies. The completed plan will be signed and distributed to parents, teachers, and Center Directors. The original plan will be placed in the child's file and a copy maintained by Family Services/Mental Health staff.
- **Review Date:** A date will be set approximately two weeks from each staff member to review the progress of the implementation of the original behavior plan and goals. At that time the members of the team will review the prior plan's outcomes and a new plan may be implemented if necessary.

### **PARENT HANDBOOK QUIZ**



Congratulations on making it to the end of the LCA Parent Handbook!  
Please use the link below to access and complete the Parent Handbook Quiz.

<https://forms.gle/cinERvq7oB8ufN7Y9>

**P.S. ALL FORMS PERTAINING TO LIFECHANGERS ACADEMY CAN BE ACCESSED IN THE APPENDIX PAGES BELOW (30 – 49).**

# LifeChangers Academy

## Childcare Contract

**This is an agreement to provide care for** \_\_\_\_\_  
Child's name

I agree to keep my child's immunizations and health screenings up-to-date and to supply the LifeChangers academy with current records of these immunizations and screenings.

I understand and agree that I must give notice to LifeChangers academy no later than the first three days of my child's last month when withdrawing my child. I understand and agree that I am responsible for the total balance due on my child's account on my child's last day of attendance. I understand and agree that all funds paid to the LifeChangers academy are nonrefundable.

If i inform LifeChangers academy that my child has allergies to certain foods or conditions, i give permission for the staff to post this information about my child in a prominent position in the classroom so that all adults in the room are easily made aware of the situation.

I understand and agree that the LifeChangers academy has the right to refuse service to any child on any day for any reason.

I understand and agree that the LifeChangers academy may require screening and testing for my child, and i agree to share any results with the LifeChangers academy.

I understand and agree that my child will be participating in developmental screenings and assessments performed by the LifeChangers academy teaching staff. Results from such will be communicated to me, as well.

Care will be provided as follows:

Days of the week	Scheduled times
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

**Agreed to on \_\_\_\_\_ by:**

---

Parent Signature

Center Director

## LifeChangers Academy

### Parent and Provider Childcare Contract

I agree to enroll my child(ren): \_\_\_\_\_ in LifeChangers Academy beginning on \_\_\_\_\_. Care will begin at \_\_\_\_ am/pm and end at \_\_\_\_ am/pm on the following days of the week:

Mon\_\_\_\_ Tues \_\_\_\_ Wed\_ \_\_\_\_ Thurs \_\_\_\_ Fri \_\_\_\_

**I agree to pay the contract charge of \$ \_\_\_\_ per day. I agree to pay these charges on a weekly basis.**

I understand that 5 hours a day constitutes a full day, whereas the daily rate will be applicable. Part-time children are required to attend the Academy 3 consecutive hours per day, 3 days per week for regular enrollment.

**Tuition will be charged whether or not the child is present each day.**

**Should I occasionally find it necessary to extend the hours of care for my child on a certain day, that extension must be approved by management in advance, or I will be charged a late fee of \$1.00 dollar per minute, per child. Late fees must be paid upon next day arrival.**

Payment obligation is based upon the hours you agree to use childcare.

Payment Start Date: \_\_\_\_\_ The following forms of payment will be accepted: Cash, Check, ACH or Money Orders. There will be a \$25.00 charge for all returned checks.

**A \$25.00 late payment fee per day will be assessed unless prior arrangements have been made with the Academy.**

Failure to pay total charges billed will result in your file being turned over to the collection office or attorney for handling.

I have received and read the Policies and Procedures and agree to comply with all rules and responsibilities stated within. I understand that the \$50.00 application is non-refundable.

Agreed to on (date): \_\_\_\_\_

Parent or Legal Guardian: \_\_\_\_\_

Administration Signature: \_\_\_\_\_

## LifeChangers Academy

### Title XX Parent and Provider Childcare Contract

I agree to enroll my child(ren), \_\_\_\_\_ in LifeChangers Academy beginning on \_\_\_\_\_.

Care will begin at \_\_\_\_\_ am/pm and end at \_\_\_\_\_ am/pm on the following days of the week:

Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_ Thurs \_\_\_\_\_ Fri \_\_\_\_\_

In accordance with my Title XX contract, I agree to pay the co-payment of \$\_\_\_\_\_ on the 1<sup>st</sup> of each month. Total co-payment should be paid by the 15<sup>th</sup> of each month. **If you need an extension in paying your co-payment you must make special arrangements for full payment with the Center Director.**

Co-payment schedule start date effective \_\_\_\_\_

I understand that 6 hours a day constitutes a full day, whereas the daily rate will be applicable. Part-time children are required to attend the Academy 3 consecutive hours per day, 3 days per week for regular enrollment. **Tuition will be charged whether or not the child is present each day.**

Should I occasionally find it necessary to extend the hours of care for my child on a certain day, that extension has to be approved by management in advance or I will be charged a late fee of \$1.00 dollar per minute, per child. Late fees must be paid upon next day arrival.

Payment obligation is based upon the hours **you** agree to use childcare.

The following forms of payment will be accepted: Cash, Check or Money Orders  
There will be a \$25.00 charge for all returned checks.

A \$10.00 late payment fee per day will be assessed unless prior arrangements have been made with the Academy.

Failure to pay the total charges billed will result in your file being turned over to the collection office or attorney for handling.

I have received and read the Policies and Procedures and agree to comply with all rules and responsibilities stated within.

Agreed to on (date): \_\_\_\_\_

Parent or Legal Guardian: \_\_\_\_\_

Director's Signature: \_\_\_\_\_

**LifeChangers Academy****Preschool and Childcare Enrollment Checklist**

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- ☐ Enrollment form w/ Signature
- ☐ Policies & Procedures
- ☐ Authorization to leave.
- ☐ Permission to transport
- ☐ Emergency medical release
- ☐ Permission to administer nonprescription medications.
- ☐ Title XX childcare authorization / Private pay contract
- ☐ Waiver And Release of Liability Form
- ☐ Photo & Media Release
- ☐ Allergy Form
- ☐ Parent Brochure Receipt
- ☐ Infant/toddler agreement
- ☐ Infant feeding/care schedule
- ☐ School information
- ☐ Immunization record
- ☐ Picture of Child

## LifeChangers Academy

### Parent Acknowledgement of Enrollment Policies & Procedures

- ❖ Our Philosophy & Goal for your Children
- ❖ Tuition & Fee Schedule
- ❖ Notification of Policy Changes
- ❖ Days & Hours of Operation
- ❖ Attendance / Absences
- ❖ Illness / Injury
- ❖ Medication Policy
- ❖ Naptime
- ❖ Release of Children
- ❖ Appropriate Dress
- ❖ Meals & Snacks
- ❖ Guidance and Discipline
- ❖ Parental Responsibilities
- ❖ Transportation
- ❖ Water Activities
- ❖ Animals
- ❖ Childcare Licensing Information
- ❖ Emergency Evacuation and Relocation Plan
- ❖ Parental Involvement and Volunteers
- ❖ Grievances and Complaints
- ❖ Parent Acknowledgement of Policies

☐ I have read each of the above items and understand the policies and procedures of the LifeChangers Academy.

As a parent with a child(ren) enrolled at LifeChangers Academy, I affirm that I have received and understand the policies and procedures contained in the Parent Handbook and I agree to abide by them.

**Parent's Signature:** \_\_\_\_\_

**Child(ren)'s Name** \_\_\_\_\_

**Date:** \_\_\_\_\_

We are required by Department of Health and Human Services to have this form with your enrollment papers to be kept in your child's file at the Center. Thank you for your understanding & cooperation.

## LifeChangers Academy

### Waiver and Release of Liability Form

In consideration of your child(ren) being allowed to participate in any of the activities organized or sponsored by **LifeChangers Academy** including but not limited to, field trips to museums, swimming pools, trampoline parks, indoor/outdoor golf course, obstacle course, playing on company owned playground equipment, participating in athletic sports programs, and other related events and activities, the undersigned parent/guardian hereby:

1. Agrees that prior to participating, they each will inspect the facilities equipment to be used and if they believe anything is unsafe they will immediately advise **LifeChangers Academy** of such conditions and refuse to allow your child(ren) to participate:
2. Acknowledges and fully understands that your child(ren) will be engaging in activities that involve risk of serious injury, including permanent disability and death, which might result not only from their own actions, inactions or negligence, but the actions, inactions and negligence of others, or condition of the premises or of any equipment used in connection with the activity or event. Further, that there may be other risks not known to us or not reasonably foreseeable at this time:
3. **Assumes all the foregoing risks and accepts personal responsibility that participation in trampoline activities entails obvious dangers and known and unanticipated risks that could result in physical and /or emotional injury, paralysis, death, or damage to myself and to others, and damage to property. Risks may include, but are not limited to, slipping and falling, collisions with fixed objects and/or other people which may result in sprains, fractures, breaks, scrapes, scars, scratches, bruises, dislocations and injuries to one's body including one's torso, head, teeth, back, arms, wrists, hands, legs, ankles, feet, or neck, amongst other serious injuries, and the transmittal of communicable diseases. Participants may fall on, or come into contact with, each other resulting in broken bones and other serious injuries. The use of more than one person per trampoline, flipping, running, or bouncing off trampolines can create a rebound effect and lead to unpredictable body movements and anticipated and unanticipated body contact, which can result in serious injury. Observing, standing, or taking photographs at or near trampoline activity can result in similar physical injury even if the observer is not participating in the activities. I understand that such risks cannot be eliminated without jeopardizing the essential qualities of the activity.**
  - a. That participating in the activities within the Park, including but not limited to the use of trampolines and other equipment in the Park, involves physical exertion; and accordingly I represent that I, and each Child: (i) is/are in sufficient good health to participate in activities within the Park; (ii) do not have any pre-existing physical or medical conditions, including without limitation pregnancy, orthopedic problems, back problems, heart problems, and/or breathing problems, that might be impacted or worsened by use of the Park; and (iii) will not use the Park and its facilities while under the use of any drugs, alcohol and medications that may impair physical abilities or judgement.
  - b. That I have adequate insurance to cover any injury or damage I or each Child may cause or suffer while participating in the activities within the Park, or if not, I agree to bear the costs of such injury or damage to myself, each Child and others.
  - c. The participation in the activities is purely for recreational purposes which are entirely voluntary and I, and each Child, elect to participate in the activities notwithstanding the risks.

4. Releases, waives, discharges and agrees not to sue **LifeChangers Academy** its owners, respective administrators, directors, agents and other employees of **LifeChangers Academy** from any and all liability to each of the undersigned, his or her heirs and next of kin for any and all claims, demands, losses or damages on account of injury, including death or damage to property, caused or alleged to be caused in whole or in part by the negligence of **LifeChangers Academy** or otherwise.

**The undersigned have read the above waiver and release of liability form and fully understand that they have given up substantial rights by signing it and sign it voluntarily.**

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of child(ren)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## INFANT FEEDING & CARE FORM

(For child, 6 weeks to 2 years of age)

Name: \_\_\_\_\_

Date\_\_\_\_\_

Date of Birth: \_\_\_\_\_ Child's Age: \_\_\_\_\_  
 Months Weeks

Parent/Guardian(s)\_\_\_\_\_

Your Child's LCA Primary Caregiver: \_\_\_\_\_

### Feeding Schedule:

*At the LifeChangers Academy, all infants are fed on demand:*

Formula: Brand\_\_\_\_\_ Dry Liquid (circle one)

Maximum time between bottles\_\_\_\_\_ Minimum (if any) \_\_\_\_\_

Approximate amounts (ounces) \_\_\_\_\_

Please indicate any other feeding instructions: (cereals, commercial baby food, juices, etc.)

Please indicate any food allergies or foods you wish us to avoid: (certain grains, chocolate, eggs, etc.)

---

INFORMATION TO HELP US CARE FOR YOUR INFANT AS YOU DO AT HOME:

Does he/she use a pacifier? \_\_\_\_\_yes \_\_\_\_\_no

How does your child fall asleep best? (when rocked, with back being rubbed, etc.)

Any favorite activities: (swings, toys, rattle, etc.) \_\_\_\_\_

Any other information you feel can help us to provide the best care for your infant: \_\_\_\_\_

---

THANK YOU!

## LifeChangers Academy

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### Infants and Toddler Care Agreement

**In addition to the attached contract, these further amendments are required for infant/toddler care.**

LifeChangers Academy staff shall feed infants/toddlers according to a plan agreed upon by both parents and provider.

We ask that the parents clearly label all belongings with the child's name.

It is the parents' responsibility to bring enough formula, bottles, diapers, baby wipes and a change of clothes for your baby or toddler. It is important that the staff have the appropriate supplies to provide the best care for your child. If you are out of supplies or forget to pack appropriate supplies for that day, the Academy will supply your child with the necessary items for a small fee. The small fee will allow the Academy to keep supplies on hand in case of emergency. Therefore, this policy will be enforced, and items borrowed from the Academy will show up in your statement. Please see the Oops I Forgot List, for fee costs.

Infants under six months old and those not yet able to hold their own bottles will be held during bottle feedings.

Infants/toddlers who are capable of feeding themselves but cannot sit in child sized chairs at child sized tables will be seated in highchairs during feedings.

Infants will be given the opportunity to explore the outside of their cribs and or playpens each day.

Each infant will be provided with their own crib and storage bin where its belongings will be kept.

Note: We ask that parents always provide and keep these items in your baby's storage cubby.

1. Package of diapers
2. Baby wipes
3. Two bottles labeled with child's name/sippy cup
4. Infant's formula (powdered formula, if possible, this reduces waste)
5. Two changes of clothes

A reminder will be noted on each child's daily report sheet, if items are low.

Comments \_\_\_\_\_  
 \_\_\_\_\_

Parent or Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

# Medication Authorization Form

*(Medication Must Be in Original Container)*

Child's Name: \_\_\_\_\_

Medication: \_\_\_\_\_

Dosage Amount: \_\_\_\_\_

Time to be given: \_\_\_\_\_

Side Effects/ Anticipated Reactions: \_\_\_\_\_

\_\_\_\_\_

Special Instructions (if applicable): \_\_\_\_\_

\_\_\_\_\_

I have determined the staff of LifeChangers Academy to be competent to give or apply medication to my child(ren).

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**\*\*\* If all information is not filled out completely, medication will not be given.**

## Administration Documentation

Date Given	Time Given	Dosage Given	Staff Signature

## Incident / Accident/ Injury Form

**Date:** \_\_\_\_\_

Child's name: \_\_\_\_\_

Type of Incident: (Check one) ☐ Incident ☐ Accident ☐ Illness ☐ Behavior

Time of incident: \_\_\_\_\_ AM / PM    Where it happened: \_\_\_\_\_

Please describe the Incident / Accident / Injury:

Parts of Body Involved

Type of treatment Administered / Action Taken

Name of Parent Notified: \_\_\_\_\_ Time: \_\_\_\_\_

Type of Illness: \_\_\_\_\_

Action taken by staff: \_\_\_\_\_  
 .....

Type of behavior: \_\_\_\_\_

Action taken by staff: \_\_\_\_\_  
 Corrective Action Needed to Prevent Reoccurrence

\_\_\_\_\_  
 Staff's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Director's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent's Signature

\_\_\_\_\_  
 Date



# LifeChangers Academy

## Incident/ Accident Report

DATE: \_\_\_\_\_

Child's name: \_\_\_\_\_

Time of incident/accident: \_\_\_\_\_

Where it happened: \_\_\_\_\_

Please describe the incident: Note bumps, bruises, scars and sprain or write "None". Be sure to describe the area of the body in which you are describing (ex: left leg, right arm, etc.).

---



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What kind of treatment was administered to the child:

---



---

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Manager/Director Initial: \_\_\_\_\_

**\*\*ONE copy to the parents and ONE copy for the child's file\*\***



*Leading, changing, shaping  
the future generation*

## ILLNESS EXCLUSION FORM

Child: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Dear Parent or Legal Guardian:

Today your child was observed with one or more of the following symptoms:

- ☐ Diarrhea (2 or more abnormally loose stools within an 8-hour period, an increased number of stools for the child, or watery or bloody stools) or 1 uncontained stool (A stool that cannot be contained by the diaper or use of the toilet)
- ☐ Difficult or rapid breathing
- ☐ Earache
- ☐ Fever 100 F or above (under arm) Temp: \_\_\_\_\_F \_\_\_\_\_F  
along with a behavior change or another symptom.
- ☐ Head Lice
- ☐ Headache
- ☐ Rash along with another symptom or a spreading rash
- ☐ Red and/or irritated eyes. **\*If bacterial conjunctivitis (pink eye) is diagnosed by physician, the child must take eye drops for 24 hours before returning to class.**
- ☐ Mouth sores with drooling
- ☐ Severe itching of body/scalp
- ☐ Severe coughing, sore throat or trouble swallowing.
- ☐ Vomiting
- ☐ Unusual behavior/General Discomfort:

☐ Other: \_\_\_\_\_

**We are excluding your child from attendance at our program until:**

- ☐ The child is symptom free **without medication** for **24 hours**.
- ☐ Child has been seen by a physician (Please attach a note from the physician as to the cause of the above symptoms).
- ☐ Other: \_\_\_\_\_

Staff Signature \_\_\_\_\_

Parent signature \_\_\_\_\_

Director signature \_\_\_\_\_



# LifeChangers Academy

## Student Behavior Report

Date: \_\_\_\_\_

Child's name: \_\_\_\_\_

Time of incident: \_\_\_\_\_

Where it happened: \_\_\_\_\_

Please describe the incident and/or behavior:

- |  |   |
|--|---|
| <input type="checkbox"/> disruptive                    | <input type="checkbox"/> fighting                       |
| <input type="checkbox"/> disrespectful                 | <input type="checkbox"/> profanity                      |
| <input type="checkbox"/> kicking seats                 | <input type="checkbox"/> throwing objects               |
| <input type="checkbox"/> refuse to wear seat belt      | <input type="checkbox"/> hitting and kicking others.    |
| <input type="checkbox"/> climbing over seats           | <input type="checkbox"/> failing to follow directions.  |
| <input type="checkbox"/> loud talking and/or screaming | <input type="checkbox"/> other: <i>(please explain)</i> |

### Action taken:

- |   |  |
|---|--|
| <input type="checkbox"/> Written assignment (child) | <input type="checkbox"/> Contact parent(s) |
| <input type="checkbox"/> Parent Conference          | <input type="checkbox"/> Suspension        |

\_\_\_\_\_  
Staff's Signature  
Manager/Director Initial \_\_\_\_\_

\_\_\_\_\_  
Parent's Signature

**\*\*ONE copy to the parents and ONE copy for the child's file\*\***



# LifeChangers Academy

## Van Safety Checklist

\_\_\_\_/\_\_\_\_/\_\_\_\_ Date of last vehicle maintenance check (i.e., oil, transmission, radiator belts)

- ☐ Safety restraints are in working order.
- ☐ Child safety door locks are in working order.
- ☐ First Aid Kit stocked in vehicle.
- ☐ Updated EMERGENCY CONTACT and TREATMENT CONSENT forms, especially for new children and parent's phone numbers for new jobs or new residence.
- ☐ Make sure current Registration and Insurance are kept in vehicle.
- ☐ "NO SMOKING", "NO RADIOS, CD'S OR MP3 PLAYERS" and "BUCKLE UP" signs present in the vehicle.
- ☐ Infant seats installed correctly with seats facing the rear until 12 months of age and 20 pounds.
- ☐ No child will ride in the front seat of the vehicle if it has passenger side air bags.
- ☐ Check vehicle for children hiding or laying on the seats at the end of each trip and day.
- ☐ With each trip, check the number of children to number of seats (one seat per child).
- ☐ Every other Thursday vans should be taken to "In & Out" car wash. (Wash Exterior and vacuum interior)
- ☐ Litter, soil and children's personal items are removed daily, and windows are cleaned.
- ☐ Lights, headlights and brake lights are working.
- ☐ Windshield washer fluid is checked and refilled.
- ☐ All doors are locked when the vehicle is in motion and at the end of each day.
- ☐ Van Route kept in vehicle.

\_\_\_\_\_  
Van Driver's Signature

\_\_\_\_\_  
Date



## LifeChangers Academy Toddler Daily Report

Name: \_\_\_\_\_ Date: \_\_\_\_\_

For Breakfast I ate: \_\_\_\_\_ \_\_\_ All      Some    None

For Lunch I ate: \_\_\_\_\_ \_\_\_ All      Some    None

For Supper I ate: \_\_\_\_\_ \_\_\_ All      Some    None

For Snack I ate: \_\_\_\_\_ \_\_\_ All      Some    None

B    W    B/W    DRY                      Time: \_\_\_\_\_

B    W    B/W    DRY                      Time: \_\_\_\_\_

B    W    B/W    DRY                      Time: \_\_\_\_\_

B    W    B/W    DRY                      Time: \_\_\_\_\_

Nap Time: \_\_\_\_\_ to \_\_\_\_\_      Nap Time: \_\_\_\_\_ to \_\_\_\_\_

Special Notes from my Provider: \_\_\_\_\_

\_\_\_\_\_

### HEY MOM/DAD WE NEED:

\_\_\_ Diapers      \_\_\_ Pull Ups

\_\_\_ Formula      \_\_\_ Wipes

\_\_\_ Ointment      \_\_\_ Change of Clothes

at the center. Please send them with your child  
ASAP.

We can supply item(s) for a small fee.

Thank you,

LifeChangers Academy



**LifeChangers Academy**  
**Photography & Media Release Form**

I, the parent/legal guardian of, \_\_\_\_\_, grant my expressed permission for LifeChangers Academy to exhibit photographs, media, or likenesses of the above-named student. No names will be published except in the school yearbook and/or classroom end of the year publications.

(Please initial to indicate permission, write in "no" to indicate refusal.)

\_\_\_\_\_ Center publications (school newsletters, class projects, photo albums, etc.)

\_\_\_\_\_ Yearbook (student picture and name, class pictures)

\_\_\_\_\_ Press/media releases (newspaper articles/features, fundraising brochures, school profile)

\_\_\_\_\_ LifeChangers Academy website

\_\_\_\_\_ LifeChangers Academy Facebook page

By signing this release, I acknowledge that I hereby release and forever discharge LifeChangers Academy and the trustees, officers, agents, and employees of the Center and from and against any and all claims, damages or suits which may arise from, the use of the LifeChangers Academy publications, press/media releases, website, including but not limited to, the exhibition of the above named student's photograph or likeness or publication of the student's name.

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

**Child(ren)'s Name: (Please Print)**

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## **LifeChangers Academy** **Transportation Policy**

1. Staff members are not to leave children unattended in the van at any time.
2. Van drivers are to follow all rules set forth by the Department of Motor Vehicles
  - a. i.e. (all street signs, stop lights, road construction, speed limits, etc.)
  - b. Active valid driver's license
3. Staff members are to follow all rules set forth by the Center and the Department of Health and Human Services.
4. Staff members are to ensure the safety of all children at all times.
5. Children are to be in car seats, seatbelts, or proper restraints at all times.
6. Van driver will honk, call into home, wait 4 minutes (notify center), then depart, when picking up or dropping off children.
7. The responsible party will retrieve children from van or be visible to van driver.
8. Van drivers will release children to a guardian or responsible party, 18 years or older only, if no one is available, children are to be returned to the Center and parents will have to pick them up.
9. Van drivers are responsible for the upkeep of their vans.
10. Eating and drinking are not permitted on the van.
11. Smoking is not permitted on the van or the property.
12. Van drivers are not allowed to wear headphones and are not to play the radio on the van. This can be a distraction and can put the safety of the children at risk.
13. School-age children should make certain they do not leave items on the van/bus. The Center cannot be responsible for items lost on the van.
14. Van drivers are to complete an incident /observation form if a child is injured, while in van drivers care or if the van drivers notice signs of injury prior to child getting on the van.
15. If a child is failing to follow the rules and regulations while on the van, the driver is responsible for completing a Student Behavior Form and submitting it to the Center's management team. All disciplinary actions will be handled by the Center's management, not the driver.
16. Any car accidents in which you are in fault may result in immediate termination.
17. In case of an emergency on vehicle or center, van drivers will immediately contact center and follow the center emergency procedures for

I have read and understand the policies in the above Rules and Regulations regarding transportation and will abide by these standards. Failure to comply with these rules and regulations will result in disciplinary action.

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Employee Signature

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Date