



Parent Handbook

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208-745-8187

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Welcome!

Dear Parent:

We welcome you to Lolo's Academy and thank you for choosing us to educate and care for your child during these formative years. We are thrilled at the possibility, and we pledge to do our very best!

We are excited to offer such an outstanding, fun, and educational experience for your child. We take pride in our learning atmosphere and the ability we have to teach each child based on their individual needs. Our goal is for each child to develop a love for learning so they can be life-long students.

You will be pleased to know that all of the daycare staff are experienced in working with children. Background checks are mandatory for all staff members. Every staff member is CPR and First Aid certified with certification renewals every two years. On-going early childhood workshops and training are required. A qualification portfolio is kept on file at the facility regarding our current daycare staff.

We understand that the preschool years are among the most critical in a child's development. We believe that providing developmentally appropriate programs will help each child build a positive self-image during these crucial years. By creating environments that are safe, clean, healthy, and child-oriented, each child can feel secure about themselves and have many opportunities to explore, experience, trust, and succeed!

Lolos Academy wants you to be part of your child's daily experiences and we encourage parent participation through the use of interactive communication within our Procure system. Our Daycare has an open-door policy for parent visits and we welcome parents at any time.

We are pleased to provide you and your family with an outstanding childcare program and we know that through your experiences at Lolo's Academy your family will gain many happy memories that will last a lifetime.

We look forward to working with you and your children!

Sincerely,
Lolo's Academy Staff

OUR MISSION

At Lolos Academy, we are committed to providing a consistent, loving, and nurturing environment where every child feels at home. Our priority is always the children—ensuring their safety, happiness, and growth come before anything else. We create a warm and welcoming space that fosters learning, creativity, and emotional well-being, allowing each child to flourish at their own pace. Through love, care, and a family-like atmosphere, we build a foundation of trust and support that makes every child feel valued and cherished.

OBJECTIVES

- Provide a safe and nurturing environment for each child in our care.
- Create a stimulating learning atmosphere with activities that enhance each child's development.
- Provide a multicultural learning environment that emphasizes the importance of respecting individual differences.
- Create a positive and mutually supportive working relationship with the all staff, families, and children.
- Encourage and promote a self-directed, cohesive staff who work well together and continually develop their skills and knowledge.

LICENSING

Lolos Daycare is a licensed large day care center. Our license can be found on the wall in the facility office. We renew our license every two years by passing yearly health inspections, reviews, etc.

HISTORY

Lolos Academy became an ORM owned daycare on January 1st, 2025.

MANAGER INFORMATION

Director: Ashley Robinson

Office Manager: Rianne Conrad

COMMUNICATION

Procare is Best! Please use procare for sending parent/staff messages and our director and/or another staff member will return it ASAP. You can also use these methods:

Email: admin@lolosdaycare.com

Center Phone #: 208-745-8187

If you would like to meet with the owners, please schedule with the Director of your Center.

Lolo's Academy reserves the right to refuse service for any reason and the Parent Handbook is subject to change at any time and for any reason.

HOURS OF OPERATION

MONDAY THROUGH FRIDAY

6:30 AM - 6:30PM.

HOLIDAYS

NEW YEAR'S DAY

MARTIN LUTHER KING, JR. DAY

PRESIDENTS DAY

MEMORIAL DAY

INDEPENDENCE DAY

LABOR DAY

BLACK FRIDAY

THANKSGIVING DAY

CHRISTMAS EVE

CHRISTMAS DAY

DROP-OFF & PICK-UP

DROP-OFF

Due to lunch & nap time hours, we do not accept drop-offs between 11:15 am and 2:30 pm. Some circumstances exceed this rule, including doctors/dentist appointments or court appointments. Must get approval for late drop-off.

The facility has a keypad that every parent will get an access code to.

PICK-UP

Parents are encouraged to pick up their child directly from their classroom so they can ensure they have all items and they can talk to the teacher, if needed.

LATE PICKUP POLICY

If a child is left at the Daycare past closing, and the parents or other contact person cannot be reached, the following procedure will be followed:

Lolo's Academy closes at 6:30 pm. Parents must call before closing and inform the Daycare that they will be late picking up their child that day. Parents will be charged \$1 / minute after 6:30 pm

If your child is not picked up by 6:45 pm, the late fee will raise from \$1 to \$5 per minute.

In conjunction with other behaviors, if excessively late, we reserve the right to terminate your contract at any time. It is important that your child is pick- up promptly because it is respectful and courteous to our staff, and beneficial for the health and development of your child.

ABSENCES

The tuition rate is for the entire month and refunds are not given for absences that are not caused by the center. Each family gets 7 days vacation to use. Inform the Director that you would like to use your vacation BEFORE you are going to use it. The credit will be applied to your next months invoice.

Enrollment will be terminated if a child is absent for a period of 2 weeks or more, and no notice has been received or contact made by the family.

RATIOS

At Lolos Daycare we maintain the following staff-to-child ratios at all times in our classrooms:

Age of Children	Minimum Ratio of Staff to Children
0 to under 2 years of age	1 staff for every 6 children
2 to under 3 years of age	1 staff for every 8 children
3 to under 5 years of age	1 staff for every 12 children
5+ years of age	1 staff for every 24 children

Age of Children	Points
0 to under 2 years of age	2
2 to under 3 years of age	1.5
3 to under 5 years of age	1
5+ years of age	0.5

OUR PROGRAMS

At Lolos Daycare, we offer a variety of programs designed to meet the diverse needs of our families and children. Our programs include infant, toddler, preschool, and after-school care. We also offer a summer program that provides a fun and engaging learning experience for children during the summer months. Our curriculum is based on the latest research in early childhood education and is designed to promote the cognitive, social, emotional, and physical development of every child. We believe in a play-based approach to learning that allows children to explore and discover the world around them in a safe and nurturing environment. As an employee, you will play a critical role in implementing our curriculum and creating engaging learning experiences for our children.

INFANT AND TODDLER PROGRAM INFORMATION

0 TO 3 YEARS OLD

The following information is specific to the infant and toddler programs:

- Parents must supply diapers, bottles, extra clothing, formula, pacifier, diaper cream, and wipes.
- Please label all items with the child's name.
- Children may use pacifiers during rest time. To reduce the likelihood of spreading illness, pacifiers must be kept in a child's cubby or diaper bag during all other times of the day.
- If a mother is breastfeeding, please be sure to discuss when your child should be fed breast milk and when/if you would like to come in to breastfeed.
- We recommend that all new foods be tried at home first since a child could have an allergic reaction to foods they have not had before.
- Please provide a blanket for children over 1 year old, these will be sent home on Friday to be cleaned and returned.

SUDDEN INFANT DEATH SYNDROME (SIDS)

Sudden Infant Death Syndrome (SIDS) is a mysterious and unexpected death of an infant under the age of one, where the cause of death cannot be determined. While the cause of SIDS is still unknown, certain sleeping practices have been linked to an increased risk for SIDS. To mitigate this risk, Lolos Daycare has implemented a strict infant sleep placement policy.

- **All infants under the age of one will be placed on their backs to sleep** and will not be allowed to sleep in car seats or swings for more than 15 minutes.
- Infants who are able to roll from front to back and back to front will be allowed to sleep on their stomachs once placed in their crib for a nap.
- **No heavy blankets, stuffed toys, or pillows are allowed in the crib.**
- Any request for alternative sleeping positions must be accompanied by a signed physician's note stating the reason for the request.
- Violation of this policy may result in disciplinary action and termination.

PRESCHOOL PROGRAM INFORMATION

3 TO 4 YEARS OLD

The following information is specific to the preschool program:

- The preschool curriculum utilized at Lolos is based on a developmental approach incorporates a variety of different learning styles.
- We encourage daycare staff to enhance the learning atmosphere by using additional resources and approaches to learning.
- Our program provides an appropriate atmosphere for young children that respects and builds on individual, development, and cultural differences among children.
- The children experience a daily routine that requires them to plan, make choices, discover, solve problems, explore solutions, and recall experiences.
- The low student/teacher ratio enables the child to have a one-on-one learning experience.
- Please provide a blanket for children over 1 year old, these will be sent home on Friday to be cleaned and returned.



PRE-K PROGRAM INFORMATION

4 TO 5 YEARS OLD

The following information is specific to the pre-k program:

- The pre-k curriculum utilized at Lolos is based on a research based curriculum and is intended to prepare the children for entry into Kindergarten.
- We require daycare staff to encourage physical and emotional independence.
- Our program provides an appropriate atmosphere for structured activities and play that teach and encourage the children to manage themselves within the classroom.
- The children experience a daily routine that requires them to plan, make choices, discover, solve problems, explore solutions, and recall experiences.
- This class is the most structured & planned in the facility.
- Please provide a blanket for children over 1 year old, these will be sent home on Friday to be cleaned and returned.

AFTER SCHOOL PROGRAM INFORMATION

5 TO 12 YEARS OLD

The following information is specific to the after school program:

- This program offers a safe, supervised environment with activities that support academic, social, and physical development.
- We require daycare staff to encourage physical, social, & emotional independence.
- Our program provides opportunities to expand on knowledge about nature, science, culture, life skills, and exploration.
- The children experience a daily routine that requires them to plan, make choices, discover, solve problems, explore solutions, and recall experiences.

SUMMER PROGRAM INFORMATION

5 TO 12 YEARS OLD

The following information is specific to the after summer program:

- This program offers a safe, supervised environment with activities that support academic, social, and physical development during the warm summer months.
- We require daycare staff to encourage physical, social, & emotional independence.
- Our program provides opportunities to expand on knowledge about nature, science, culture, life skills, and exploration.
- The children experience a daily routine that requires them to plan, make choices, discover, solve problems, explore solutions, and recall experiences.
- Field Trips & Outdoor Activities are frequent in this class.

BEING A PARENT AT LOLOS DAYCARE

This handbook is not a contract. It does not guarantee a position for any amount of time and childcare can be terminated at any time by either party within legal requirements.

PARENT RESPONSIBILITIES

Respect - All parent interactions with the staff will be respectful and must seek to understand all situations. Any direct conflicts with the daycare or any of the staff needs to be addressed with the Director. If a parent is disrespectful in any way to our staff (swearing, yelling, physical threats, etc.) your care will be subject to immediate termination.

CONFIDENTIALITY

Confidentiality is a top priority at Lolo's Academy. Personal information of families and staff will not be shared for any reason without prior written consent of the individual. When discussing a child's activities and friends in the classroom, only first names will be used. In situations regarding behavior problems and/or incident/accident reports, names of children involved will never be given to families.

CONTINUING EFFORTS

Our program work side by side with our Idaho Department of Health and Welfare coaches. We participate in an above and beyond approach to all our daycare systems, trainings, and advancement. We will constantly thrive to learn what is best proactive in our facility and what more we can do to enhance the child's experience.

ENROLLMENT RECORDS UPDATE

Each year, Lolo's Academy completes an annual audit of enrollment records. After this audit, families will be notified if anything needs to be updated. An updated contract will also be filled out at this time if needed.

DAYCARE STAFF TRAINING

All daycare staff members are required to:

- Pass a criminal background check.
- Maintain current CPR and First Aid (both adult and infant/child) certification.
- Attend monthly daycare staff meetings.
- Attend 20 hours of early child development training each year through Idaho STARS.
- Complete additional training in accordance with the Idaho Stars PDS program.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be held as needed at the request of either the teacher or the parent. Times can be scheduled that are convenient for the parents throughout the year but are generally scheduled in January.

MEALS AND NUTRITION

Lolos Daycare adheres to the nutrition and practice guidelines of the Child and Adult Care Food Program (CACFP) for meals and snacks.

- Staff members should sit with children at the tables and supervise all mealtimes. They should model good table manners and encourage conversation by asking questions or talking about the food.
- Child-sized portions will be provided to all children and second will be given when asked for.
- Children should never be forced or bribed to eat and should have every food on their plate. However, if a child does not like a particular food, they may place a small amount (e.g., one or two peas) on their plate.

MEAL/SNACK TIMES

Breakfast will be served from 7:30 am to 8:30 am.

AM Snack will be provided in the morning at 10:15 am.

Lunch will be served at 11:45 am.

PM Snack will be provided in the afternoon at 3pm

FOOD ALLERGY ACTION PLAN

If your child has a food allergy, please complete a Food Allergy Action Plan form, available in the office. This form will be posted in your child's room, as well as in food preparation areas. Please have your physician sign the Food Allergy Action Plan

FOOD FROM HOME

We do not allow food from home in substitute for our Menu items without a Doctors note. We encourage children to bring in special treats for birthdays or holidays. However, to accommodate for food allergies and dietary restrictions, we recommend bringing store-bought snacks in the original packaging. The Director and/or Office Manager can provide a list of healthy snack options that have been approved by the USDA and Idaho Department of Education.

CLOTHING - WHAT TO WEAR

Please send your child in comfortable play clothes and shoes, or bring a change of clothes for your child. This includes potty trained and school-aged children. Play is usually active and often messy; comfortable, washable clothes are important if your child is to participate fully in the program. Outdoor play is scheduled every day as an essential part of our planned curriculum. We expect all children to be dressed appropriately for both indoor and outdoor activities.

We request that you bring a complete change of clothing, including underwear, to be kept at school and replenished as needed. Please be sure to clearly label all items of clothing. Let the teacher know whenever your child's clothing or other items cannot be located. If your child's items are not properly labeled, we are not responsible if they are mistaken for another child's and taken home.

ITEMS FROM HOME

Toys, stuffed animals, or other items from home may help your child feel more comfortable at school from time to time. However, it is often difficult for young children to not share their special "treasures" with classmates. We ask that all items brought to Daycare from home be placed in your child's cubby shortly after arrival. Please clearly label all belongings brought from home. Items of value, such as iPods or handheld gaming systems, should be left at home, due to the risk of damage or theft. Our facility is not responsible for lost, stolen, or damaged items.

DAILY SIGN-IN AND OUT

Lolo's Academy requires that every child be signed in and out daily. Please ask about the proper procedure for checking in and out a child. If your child is not signed in, and an emergency occurs, we would have no record of your child's presence. A signature is required on the Ipad that uses Procure to track attendance.

SUNSCREEN

Between March and October, all families will be charged a fee to supply sunscreen for their child/ren for outdoor activities. Sunscreen of SPF 50 or higher and will be applied by classroom teachers regularly throughout the day. You will be charged \$10 per child annually on April 1st.

BREASTFEEDING

We support and encourage breastfeeding for the health and well-being of infants in our care. Our facility provides a welcoming environment for breastfeeding parents and offers the following accommodations:

- **Breastfeeding On-Site:** Parents are welcome to breastfeed their child at our facility at any time. A comfortable and private space will be made available upon request.
- **Breast Milk Storage:** We accept and properly store expressed breast milk. Breast milk must be labeled with the child's name and date of expression. It will be refrigerated or frozen as needed and handled according to safe storage guidelines.
- **Feeding Preferences:** Parents must provide written instructions regarding the handling and feeding of their child's breast milk. We will follow feeding schedules as outlined by the parent.
- **Supportive Environment:** Our staff is trained to support breastfeeding parents by providing encouragement and accommodating their needs as best as possible.

If you have any specific requests related to breastfeeding, please let us know so we can work together to meet your child's needs.

PARENT VISITS

Open-Door Policy

- Parents and legal guardians are welcome to visit at any time during operating hours.
- Visits may include observing your child, participating in activities, or meeting with staff.
- While we encourage visits, we ask that they do not disrupt the daily schedule or other children's routines.
- If a parent wishes to speak with a teacher at length, we recommend scheduling a meeting to ensure quality time for discussion.

TOILET TRAINING

We recognize that toilet training is a significant developmental milestone for young children. We believe in a positive, child-centered approach that encourages independence while respecting each child's individual readiness and family preferences.

Readiness Signs

We begin toilet training when a child shows signs of readiness, which may include:

- Staying dry for extended periods.
- Showing interest in using the toilet.
- Communicating the need to go.
- Demonstrating the ability to pull pants up and down.

We collaborate with parents to ensure a consistent approach between home and daycare.

Parent and Provider Partnership

- Parents should provide extra clothing, underwear, and pull-ups/training pants as needed.
- We encourage parents to discuss their child's progress and preferences with our staff.
- Our staff will use positive reinforcement and gentle encouragement—never punishment or shaming.

Daycare Procedures

- Children will be reminded and encouraged to use the toilet regularly.
- Staff will assist children as needed, promoting self-help skills.
- Accidents are a natural part of learning. If an accident occurs, we will clean the child with care and respect, change their clothing, and document the incident if necessary.
- Handwashing is always required after using the toilet.

Diapering During Transition

- If a child is in the early stages of toilet training, we will work with families to determine if diapers, pull-ups, or underwear are appropriate.
- Parents should provide all necessary supplies, including wipes and extra diapers or training pants.

Special Considerations

If a child has special needs or delays that may affect toilet training, we encourage parents to communicate with us so we can make any necessary accommodations.

We appreciate your partnership in making toilet training a positive and successful experience for your child!

EMERGENCY PROCEDURES

Our facility has an active emergency plan printed and at the front office of the facility. Each room is equipped with an emergency kit, and quarterly emergency drills are performed to help the children practice.

POWER FAILURE

Staff members and children should remain in the classroom and, if possible, proceed with activities as usual, or may go to the outdoor playground until power resumes. If power cannot be restored within a reasonable one hour, the center will close and parents contacted.

- Director and/or Office Manager is responsible for contacting parents to inform them of the closing and of the need to immediately pick up their child.
- Activities will resume until parents arrive.

HEALTH & SAFETY POLICIES

IMMUNIZATION RECORDS

Before admission, each child must have appropriate immunizations. Children will not be admitted or retained unless all immunizations are up-to-date. A child is generally considered up-to-date on the vaccination series if she or he has had 4 doses of DTP, 3 doses of polio, 1 MMR 3 doses of Hib, and 2 doses of hepatitis B vaccine by 24 months of age. Each child must stay current with their immunizations and boosters. It is the responsibility of the parent to ensure the timeliness of immunizations. The daycare will pull immunization records for all children. Immunizations are required by the State of Idaho. Our records are checked by the State to ensure each child is immunized.

NOTICE OF EXPOSURE & REPORTING DISEASE

In case of a communicable disease in a child or staff member, a notice will be posted on the door of all affected classrooms, and families who have provided an email address will receive an email notification about the illness. Moreover, the Director will report the illness to the health department if a child is affected.

MEDICATION AUTHORIZATIONS

All medications, whether they are prescription or over-the-counter, must be provided in their original containers and clearly labeled with the child's full name and birth date. A confirmation from the parents is required with dosage to give the medicine to the child.

All medications will be stored in the office and will only be administered by directors, office managers, or lead teachers. Prescription medication will require a doctor's note with a beginning and end date and a medical authorization form signed by a parent or guardian. These medications will only be given at the center if they cannot be administered at home, such as when there is a need for a mid-day dose. Over-the-counter medications will only be administered for special circumstances with a doctor's note that also specifies a beginning and end date.

DOCUMENTATION OF ACCIDENTS/INCIDENTS

In the event of an accident or incident at Lolos Daycare, staff members are required to complete an Accident/Incident Report. All biting incidents must be documented as accidents. If a child bites another child and breaks the skin, the staff member must complete an accident/incident report for both the biter and the child who was bitten. It is important to provide detailed information about the event but never include the names of other children. If the injury is severe, the parent must be contacted before pick-up and asked to sign the report on the same day as the incident. A copy of the report may be provided to the parent, and the original report must be submitted to the Director and/or Office Manager to be kept in the child's permanent file.

HANDWASHING

Frequent handwashing with soap and warm, running water is the most effective way to reduce and prevent the spread of illnesses commonly found in childcare such as the flu, diarrhea, and pink eye. Parents are encouraged to assist their child in the hand washing process upon arrival.

EMERGENCY MEDICAL/DENTAL PROCEDURE

It is important that parents complete and update, as needed, an Emergency Contact and Parental Consent Form. This form contains contact information for both the parents as well as the individuals authorized to pick up the child in the event of illness or emergency. In addition, the form allows staff members to seek emergency medical or dental care from authorized care providers in the event of serious injury. It is the responsibility of the parent to complete this form and to make corrections to this information when necessary.

- If a child becomes ill or injured after arriving at the center, the Lead Teacher will attempt to contact the parent(s) at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pick-up persons on the Emergency Contact form will be called.
- Children who are ill or seriously injured will be sent to the office and remain under the supervision of the Director and/or Office Manager until a parent arrives. If the child requires immediate medical attention then the staff member who witnessed the emergency situation will remain with the injured child and instruct someone else to call 911. If no one is available, the first staff member on-site will use their cell phone to call 911.
- A staff member who witnessed the emergency will accompany the child to the hospital, bringing the child's file, immunization records, and Emergency Contact Form.
- The Director or Office Manager will contact the parent(s).

DOCUMENTATION OF SPECIAL HEALTH CARE NEEDS

An Emergency Care Plan will be on file for any child with special health care needs (seizures, etc.). A copy of the Emergency Care Plan must be kept in the classroom emergency binder. All staff working in the classroom must familiarize themselves with this plan, should an emergency arise. If necessary, staff will receive training regarding a child's specific health care needs.

MANDATORY CHILD ABUSE REPORTERS

As childcare professionals who interact with children daily, each staff member of Lolo's Academy is a mandatory child abuse and neglect reporter and must contact the Idaho Department of Human Services whenever abuse or neglect is suspected. In the case that a child is brought in with signs of abuse or neglect, we report these signs immediately to the Idaho Department of Human Services.

Upon employment of a new employee, we require an extensive background check and fingerprinting to ensure the safety of those enrolled at our facility. We also have a Zero Tolerance Child Abuse Policy and our commitment to consistently enforcing it. Children in our care should expect to be treated with kindness, concern, and respect at all times. Any evidence of physical abuse or sexual misconduct will be grounds for immediate dismissal. Also, an employee who exhibits unprofessional behavior that could be misconstrued as abusive can be dismissed from the work relationship without access to any accrued benefits or assistance in legal representation. Staff members are advised that corporal punishment or physical discipline is defined as physical abuse.

TOBACCO USE

Cigarettes and smokeless tobacco products are prohibited on our premises, including parking lots and outdoor play areas. Smoking and the use of smokeless tobacco products is also prohibited in our vehicles or personal vehicles being used for the transportation of daycare children.

Illness Policy

Our priority is providing a healthy, safe learning environment for every child. IF a child is experiencing any of the following conditions the requirement is to be kept home for 24 hours.

- Fever of 100.4 or greater and other symptoms, **until 24 hours symptom-free without fever-reducing medication.**

Signs/symptoms of severe illness, including lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing

- Diarrhea (not associated with diet changes or medications) (Three instances) until diarrhea stops for 24 hours or the continued diarrhea is deemed not be infectious by a licensed healthcare professional
- Blood in stools that is not explainable by dietary change, medication, or hard stools.
- Vomiting (One instance) the child can return after vomiting has been resolved for **24 hours** or until a health care provider determines the cause for vomiting is not contagious and the child is not in danger of dehydration
- Persistent abdominal pain (continues for more than 2 hours) or intermittent pain associated with fever or other signs/symptoms of illness
- Mouth sores with drooling, unless a health care provider determines the sores are not contagious.
- Pink eye (conjunctivitis) until after treatment has been initiated for **24 hours.**
- Head lice, until **all signs of lice are gone.**
- Scabies, until after treatment has been completed
- Tuberculosis, until a health care provider deems that the child is on appropriate therapy and can attend childcare.
- Impetigo, until **24 hours** after treatment has been initiated.
- Strep throat, until **24 hours after initial antibiotic treatment and cessation of fever.**
- Chickenpox, **until all sores have dried and crusted (usually 6 days).**
- Hand Foot and Mouth sores have **dried and crusted and no fever.**
- Pertussis, until **5 days of appropriate antibiotic treatment has been completed.**
- Mumps, until **9 days after onset of symptoms**
- Hepatitis A Virus, until **1 week after onset of illness**
- Measles, until **4 days after onset of rash**
- Rubella, until **6 days after onset of rash**
- COVID-19, until **3 days after onset of symptoms and cessation of fever.**
- Unspecified respiratory tract illness accompanied by another illness which requires exclusion
- Herpes Simplex, with uncontrollable drooling a child who becomes ill while at our facility must be removed from the classroom to limit exposure of other children to communicable disease.

An ill child will be sent to the office to wait for his/her parent to arrive. **Parent must arrive within 1 hr.** Our facility reserves the right to make the final determination of exclusion due to illness.

Any exceptions to our illness policy require a **written note** from a licensed healthcare professional stating that the child is not contagious.



GUIDANCE POLICY

OUR PHILOSOPHY

Adults who care for children have a responsibility to guide, correct, and socialize children toward appropriate behaviors. This is often referred to as child guidance and discipline. Positive guidance and discipline are essential as they promote self-control, responsibility, and thoughtful decision-making in children. Effective caregivers who encourage appropriate behavior will spend less time correcting children's misbehavior.

We practice and model **Active Supervision**.

Active Supervision promotes a safe environment and prevents injuries. The concept of Active Supervision is to be actively engaged with children. It requires focused attention and intentional observation at all times. A process of active watching, counting, and listening.

Active supervision is a use of systems and strategies to observe children at all times while supporting developmentally appropriate learning & teaching children how to assess risk and keeping them safe.

**** If a child's behavior poses a threat to themselves, other children, or staff members, the child may be removed from the classroom and the program for a period of time.**

BITING POLICY

Biting is a behavior that typically emerges between ages one and three. While it is a common behavior for children of this age, it is important to remember that biting is not an acceptable behavior in a childcare environment. Children may bite for a variety of reasons, such as teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration, and stress. At Lolos Daycare, we use a variety of strategies to prevent and stop biting.

Confidentiality is maintained and the names of children involved in the biting incident are not disclosed to other parents. An Incident/Accident Report is filled out by a teacher and parent and documents the biting incident. The report is sent in Procure and the parent is required to sign it.

ENROLLMENT

All parents must fill out the enrollment paperwork for their child. This paperwork helps us understand and better serve your family.

To Enroll:

- Register on our Website lolosdaycare.com
- You will then receive an email to an online enrollment form.
- Please take your time and fill out all information.
- Submit your forms electronically to the center.

Please call the center before enrolling to ensure that your child's class has availability

TUITION

Tuition is mandatory to be paid in a timely manner for the contracted amount that each your family has designated and approved by the Director. Late Fees apply after a 5 day grace period.

Non-ICCP Families - Due Date is the 1st of each Month for that current months services.

ICCP Families - Due date is the 15 of Month for the previous month services. Your invoice will be generated manually once the ICCP payment has been received from the State of Idaho. You will receive an invoice that reflects the previous months payment from the state and the remaining balance that YOU owe. It is your responsibility to pay the copay and if you do not, we will report it to ICCP and it could affect your future benefit.

TUITION SCHEDULES

Each family has the opportunity to choose which schedule they need, as long as the center has openings for that schedule.

Full-Time Schedule: 5 Days per Week, 10 Hours per Day Maximum

Part-Time Schedule: 3 Days per Week, 10 Hours per Day Maximum

- Families MUST specify which 3 days they will be attending.

Drop-In Schedule: Random days of the week, 10 Hours per Drop-In Maximum

- Must Call the center before 8am to check availability.
- Spots are first come/first serve basis

Fees for over 10 hours is \$10/Hr. This fee will be charged at 10 hours 1 minute.

RATES, FEES, & DISCOUNTS

Tuition payments are monthly and due on the 1st of each Month (non-ICCP). All payments are preferred to be made through Procure at no additional charge to the family.

Infant Tuition Plan	Price / Month	2 Years + Tuition Plan	Price / Month
Full-Time	\$780	Full-Time	\$720
Part-Time	\$600	Part-Time	\$600
3 Years + Tuition Plan	Price / Month	4 Year + Tuition Plan	Price / Month
Full-Time	\$720	Full-Time	\$680
Part-Time	\$600	Part-Time	\$500
School Aged Tuition Plan	Price / Month	Drop-In Tuition Plans	Price
Full-Time	\$380	10 Hours	\$60/Day
Part-Time	\$300	5 Hours	\$30/Day

OTHER FEES

- Enrollment Fee - \$50
- Annual Supplies Fee - \$75 (Charged on July 1st)
- Late Payment Fee - \$20 per Invoice
- Field Trip Fess - \$3/fieldtrip (Charged at time of fieldtrip)
- Annual Sunscreen Fee - \$10 (Charged April 1st)
- Unenrollment Fee - 2 weeks tuition if No Notice. see unenrollment policy
- Transportation Fee - \$10 per way

DISCOUNTS

- Military / First Responder / Nurse Discount \$30/Month
 - Need Valid proof

BILLING POLICIES

FINANCIAL AGREEMENT

Upon Enrollment and any time there are changes, the parent signs a daycare contract that establishes the amount agreed upon by both parties.

If you have a child who was previously enrolled with us, your registration fee may be waived. This is at the discretion of the Director.

The first month's tuition and the registration fee are due by drop-off the day childcare begins. Payment is required for us to begin providing childcare services.

AUTOMATIC PAYMENTS

All enrollments are encouraged to make childcare payments electronically, with a checking and/or savings account. Online enrollment can be completed for electronic payments. Special arrangements must be discussed and arranged with the Director if unable to make electronic payments.

Payments are withdrawn the first day of the each month. If a holiday falls on a Monday, payments will be withdrawn from your checking or savings account on the next business day. Monthly charged accounts will always have payments withdrawn on the 1st of each month.

CONTRACTS

Lolos Academy accepts full-time, 5-day contracts and part-time, 3-day contracts. Please ensure that you sign, initial, and date all the appropriate fields in your contract.

RETURNED CHECKS/INSUFFICIENT FUNDS

All returned checks or direct debit payments rejected due to insufficient funds will be charged a \$10.00 penalty. Missed payments and late fees must be paid within 2 weeks. Repeated incidents of returned checks or insufficient funds notices could result in termination of childcare services. A payment plan should be discussed with the Director if a family is having trouble making tuition payments.

DELINQUENT ACCOUNTS

Families that are more than \$500 behind in payments may have their childcare services terminated. For information about assistance programs that will help cover the cost of childcare tuition, please speak with the Director. A payment plan must be agreed upon between the family and Director before an account will be considered "in good standing" and no longer eligible for termination. Once an account is considered delinquent, you will forfeit your contract with our facility. Your balance must be paid in full before being able to bring your children back to Daycare. Your contract will be sent to our collections agency to be collected.

EXTENDED ABSENCES

An extended absence is a period of leave in which your child will not be attending Daycare for 2 or more months. If a child needs to take an extended absence, such as summer break, and wishes to return to the program, a fee of \$150 per month. It must be paid each month the child is absent. More than one months of non- payment and no contact with the Director and/or Office Manager could result in termination of enrollment. If possible, notify the Director and/or Office Manager at least 30 days before an extended absence.

ICCP

Our Daycare participates in the Idaho Childcare Program (ICCP). This program is designed to assist parents with their childcare costs through financial reimbursement based on family income. Families who take part in this program are still responsible to pay their tuition copays on time. Parent copays are due within the first 15 days of the month. To request additional information, please contact the Director.

If payments are not received within the first 15 days of the month, a \$10 late fee will be added to your account. Payment arrangements for weekly, biweekly, or semimonthly payments can be made with management. If arrangements are made, payment is required by end of business every Friday.

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If you are waiting for ICCP approval, you are required to pay your daily daycare rate until approval is received from the State and we know what your co-pay will be. Once approval is received, you are required to pay your copay as stated in the above paragraph.

If you are a foster parent wanting to enroll a child into our daycare program, we do require confirmation of payment from ICCP before the child's start date.

It is NOT the responsibility of Lolo's Academy to keep reminding you of missing information required by the State. Since the State takes approximately one month to process your application (when all the information is received), you will be responsible for full payment the month of your reassessment until a notice of preapproval is received.

TRANSPORTATION

Childcare transportation will only be provided for local therapy services within the town of Rigby. Each parent is to provide a transportation schedule to the Director / Office Manager. Transportation is \$10 per way.

WITHDRAWAL FROM THE PROGRAM

For all Full-Time and Part-Time contracts, parents must sign an unenrollment form at least two weeks before departure. Refund requests should be in writing. If your child is unenrolled without a two-week notice unless extenuating circumstances can be shown, you will be charged for their final two weeks.

EMERGENCY PROCEDURES

Our facility has an active emergency plan printed and at the front office of the facility. Each room is equipped with an emergency kit, and quarterly emergency drills are performed to help the children practice.



CURRICULUM

The curriculum at Lolos Daycare encompasses both child-initiated and teacher-directed activities and experiences, which support and enhance the physical, emotional, social, and cognitive development of young children. To plan its curriculum, Lolos Daycare follows the Creative Curriculum for Infants, Toddlers, and Twos, as well as the Creative Curriculum for Preschool.

Each room at Lolos Daycare has daily schedules. The lead teacher is responsible for creating lesson plans that encompass the curriculum, which are displayed in the classroom. These plans include various activities designed to promote the development of each child and the group as a whole. The lesson plans should be adjusted regularly to cater to the changing interests of the children.

The classrooms are arranged into centers, which comprise blocks, dramatic play, books, gross motor, fine motor, and art. Outdoor play is also included in both the morning and afternoon schedules, as it is crucial for a child's physical development. Self-selection or free play is an integral part of the daily curriculum, allowing children to choose which center or activity they would like to participate in, thereby promoting creative expression and the development of important social skills. Free-play is limited to reduce the amount of behavior incidents.

DAILY SCHEDULE AND ACTIVITIES

The daily schedule and activities aim to strike a balance between active and quiet times, large and small group activities, individual activities, indoor and outdoor play, as well as times for self-selection and teacher-directed activities.

Maintaining consistency from day to day is crucial to the well-being of the children and the classroom environment, as children rely on consistency to thrive. Routines such as arrivals and departures, meals and snacks, rest or nap times, personal care routines, and transitions should be upheld whenever possible.

AGES AND STAGES MONITORING

Our center uses ongoing developmental monitoring to ensure our children are reaching their milestones. This tool is not a diagnosis but rather an observation tool to facilitate individualized care for each of our children. Newly enrolled children will receive a milestone screening within 30 days after enrollment and then will be screen April and September every year, Appropriate staff is trained on how to properly use the developmental screening tool, and ongoing training as needed.



FREE PLAY

Children's free-play activities are an essential part of the curriculum at Lolos Daycare. During these activities, teachers should actively engage with the children by asking them questions, participating in their pretend play, reading books when prompted, encouraging them to try new activities or play with new toys, and more.

OUTDOOR PLAY

Outdoor play is an essential part of the daily schedule and is included in both morning and afternoon routines, weather permitting. If the weather is too severe, children are allowed to play indoors. The Child Care Weather Watch poster is used as a guide to determine appropriate outdoor play conditions. Staff members are expected to actively engage with children during outdoor play and provide guidance and support as needed. The outdoor learning environment offers opportunities for children to engage in child-directed play, choose their friends, and interact socially while developing their physical abilities. Lesson plans should include outdoor learning components and build upon concepts taught indoors.

NAP/REST TIME

It is mandatory to provide all children with a scheduled nap or rest time. Although children cannot be compelled to sleep, they may be encouraged to stay quiet and still for a certain period. The duration of the rest period may vary from child to child, and there is no specific limit to how long a child should stay resting. If a child cannot rest, quiet alternative activities should be made available to them.

MULTIMEDIA

Multimedia is incorporated into our program as a complement to teaching and learning in the classrooms. Based on weekly themes, teachers may choose appropriate movie, television, or computer game titles for the children. Participation in these activities is optional, and children are not obligated to watch the entire show or play computer games. Multimedia content must have a rating of "PG" or "E" and should have educational value. There is a specified limit to the amount of time per week that children are allowed to engage with multimedia. Limit of 30 minutes per week. Approval from the director is needed.

WEAPONS/VIOLENT PLAY

At Lolos Daycare, the policy strictly prohibits the presence of any weapons. If a child brings a weapon to the center, it must be immediately removed from sight and returned to the child's parent or guardian with a note clarifying the policy on weapons. Furthermore, the center discourages competitive behavior, especially in young children, as it can lead to negative behavior and reduced acceptance of others. The center does not tolerate bullying and will take steps to guide children towards appropriate ways to interact with others.

PETS & VISITING ANIMALS

Before introducing a class pet to the classroom, staff members must carefully consider the animal's temperament, health risks, and appropriateness for young children. Any pets or visiting animals brought into Lolos Daycare must be approved by the Director and/or Office Manager and must have documentation from a licensed veterinarian or animal shelter showing that the animal(s) is fully immunized and suitable for contact with children. No animal may be brought into Lolos Daycare without first notifying and receiving permission from the Director and/or Office Manager.