



Ladybug Crossing Early Learning Center

Building a community in our classrooms.

Parent Handbook & Contract

Updated Nov. 2020 to include Infectious Disease/Covid Policy

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Our mission is to provide warm, caring interactions in a positive, safe environment, while encouraging academic and social emotional growth of the whole family.

1. Overview

1.1 About Us

Ladybug Crossing Early Learning Center is a licensed childcare center serving the North Platte community since 2012. We are committed to providing high quality early learning experiences for children aged birth to 12 years of age. We pride ourselves on going the extra mile for our families and children. We are active participants in Nebraska's quality rating system, Step Up to Quality. Through the Rooted in Relationships initiative, we have also successfully implemented the Pyramid Model in our entire facility. This initiative focuses on the healthy, social and emotional development of the children we care for.

1.2 Hours of Operation

Ladybug Crossing is open Monday – Friday 5:30am – 6:30pm. We reserve the right to change our staffed hours based on the needs of the facility. Any change in hours will be communicated to the parents with a minimum of 48 hours notice. Opening hours may change at any time. Staff will not be present until the first scheduled child arrives.

We will close for the following holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Day after Thanksgiving, Reduced hours on Christmas Eve, Christmas Day. If the holiday falls on a weekend we will take the Friday before or the Monday after as a holiday.

1.3 Ladybug Staff

Our staff are chosen based on ability, qualifications, personality and overall cohesiveness with our center's mission and philosophy. All staff are subject to fingerprint criminal history checks, state criminal history, sex offender registry check and Adult Protective Services/Child Protective Services Check as required by Nebraska State regulations. These are completed before an employee is allowed to start. All staff must be trained in CPR/First Aid including the use of an AED.

Nebraska State Statute requires our staff receive 12 clock hours of training per calendar year. However, our staff are required to attend 24 hours of training outside of their regular work hours.

Staff changes will be reported over Facebook and Brightwheel. We will introduce new staff this way. We will NEVER discuss why a staff member no longer works for us.

Please respect our staff's personal time at home with their own families. Any questions or concerns that you have (outside of emergencies) needs to be addressed during business hours. You are always welcome to leave a message for your child's teacher and they can return a phone call the following day, if they are gone when you need to speak to them.

Messages sent to Brightwheel or Facebook may not be answered until the next business day.

1.4 Curriculum, Activities and Classroom Policies

Ladybug Crossing provides a developmentally appropriate curriculum in each classroom. We do this using a variety of resources. We utilize **Creative Curriculum**, program wide, which incorporates physical, cognitive, social emotional and language development into our daily activities. Creative Curriculum is a play-based curriculum that allows children to learn new things and use previously acquired skills through interactions with classmates, adults and the classroom environment.

1.4.1 Infants

Our infant room utilizes the curriculum to individualize the activities for each child in their classroom. This requires our infant teacher to plan activities that cover a range of different development domains including math, literacy, social skills, art and physical development. The infant teachers choose intentional teaching cards to highlight the skills that each child needs to work on. The infant room teachers also provide unlimited free time for the babies to explore their environment independently. The infants have art activities and are exposed to different types of music in the classroom. Reading is also an essential part of the daily routine. Most reading in the classroom happens on an informal basis, allowing our mobile infants to come and go from the experience as they choose.

We ask that parents provide diapers, wipes, at least one change of clothes available every day, pacifiers and any additional needs your child may have. We have all of our families contribute one container of wipes per month then they are used by all children in their classroom. If your child has a wipe sensitivity, their wipes will be labeled separately and use only on your child. Please also provide a few bottles that may be left at the center. We will wash and sanitize after each use. Pacifiers may not be on a necklace or attached to the child's clothing. The State of Nebraska also does not allow amber teething necklaces on any of our babies.

Diapers may be brought in bulk or daily in a diaper bag. Diapers are changed every two hours and as necessary when soiled. Please ensure that your child has enough diapers to be changed as needed. We will not extend the time between diaper changes to save diapers, this is an inflexible regulation of the State of Nebraska. Parents will be notified by Brightwheel when their child is low on diapers. We will send a total of three reminders. If diapers are not provided the center will purchase diapers and add a \$10 surcharge plus the cost of diapers to your monthly statement. Please mark all items with your child's name.

Infants will be placed on their backs to sleep unless a physician's written statement authorizing another sleep position for that infant is provided. We use mini play yards with a crib mattress insert for children to sleep in. No objects will be placed in or on the crib with an infant. This includes, but is not limited to, covers, blankets, toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items. No objects will be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles. Only sleepers, sleep sacks and wearable blankets provided by the parent/guardian and that fit according to the commercial manufacturer's guidelines and will not slip up around the infant's face may be worn for the comfort of the sleeping infant. Individual crib bedding will be changed daily, or more often as needed. Infants who arrive at the center asleep or fall asleep in other equipment, on the floor or elsewhere, will moved to a safety-approved crib for sleep. Wedges, other infant positioning devices and monitors will not be permitted unless a physician's written statement authorizing its use for a particular infant is provided.

We discourage the use of "containers" in our center. This includes swings, bouncers, bumbos, and exersaucers. We do have some of these items available in our classroom, but use will be limited to no

more than 15 minutes per session. We encourage proper motor development of our infants and floor time, tummy time, and face to face interactions with staff are crucial to this development.

1.4.2 Toddler

Our toddler room serves as an introduction into a preschool program. Important developmental milestones are reached between 18 months and two years old. It is the purpose of the toddler teachers to reinforce and foster their rapid development. In our toddler room, they are focused on establishing routines and following a schedule.

They utilize **Creative Curriculum** intentional teaching cards to work on specific skills with the children. They also use Studies. Studies are a deep dive into a particular theme. Our toddler teachers will provide experiences based on the class's interests and allow them to explore the experiences to learn more.

Toddlers are also given a lengthy time to explore learning centers independently. Art, music, math, science, literacy, and physical development are key components of how the teachers plan their weeks. Reading happens formally in a large group and also informally, one on one with the teachers.

This is the classroom where potty training is introduced. Our staff will work with a family to potty train, but not for a family. We will never introduce potty training before a family initiates the process at home.

Introducing potty training too early can cause a child to regress. During the potty-training process, children will be taken to the restroom several times throughout the day and encouraged to use the toilet. Once a child is using the toilet on a consistent basis, the teacher will instruct the parent to transition their child to underwear. All children will need several changes of clothes kept at the center in case of accidents until they are consistent with using the potty.

Parents must provide diapers and wipes for their children ages 12 months - 24 months. Diapers can be brought daily (at least 8 per day) or in bulk. Diapers will be changed every 2 hours or as needed when soiled. Parents must provide pull-ups for their children ages 24 months – 36 months who are not potty trained. Our staff is trained to help potty train children ages 24 months – 36 months. During the potty training process, children will be taken to the restroom several times throughout the day and encouraged to use the toilet. Once a child is using the toilet on a consistent basis, the teacher will instruct the parent to transition their child to underwear. All children will need at least 1 change of clothes kept at the center in case of accidents.

1.4.3 Preschool

We currently have two preschool aged rooms, the threes and fours classrooms. These classrooms may be combined if there is low attendance on any given day. Pre-school classes are divided into learning centers which children explore, learn, and play. Through these learning centers, small group, and large group times the preschoolers do in depth studies lasting two weeks at a time.

Creative Curriculum utilizes studies to introduce a theme throughout the entire classroom. Between the 7-9 different learning centers available in the preschool classrooms, they will all have a variety of materials that relate to the study and reinforce one of the learning objectives for that study. These are fluid and adaptable to what the children want to learn about each topic. Small group allows the teachers to assess where each child's skills are to individualize their learning. Large group offers opportunities to cooperate and learn social skills. This may include story time, circle time and morning meeting.

The preschool age children receive 90 minutes of free play to explore learning centers. During that time the teachers will complete small group activities. Preschool is offered as a part of our daily routine. Your child will receive a full preschool curriculum if they are in attendance in our program.

***Do not be alarmed if your child does not bring home picture perfect art work. We believe in process art, meaning it is more about your child exploring the art materials freely and using creativity to make

prevention will be the number one way we help change the behavior. Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

1.4.7 Nap Time

Nap time is scheduled from 11:30 – 2:00 pm for ages 1 yr – 5 yr. Infants will nap at various times throughout the day. While at the center, we provide each child with a mat or cot with a blanket during nap times. Parents may provide their child with their own blanket, but it must be left at the center. Each classroom will have a weekly wash day to wash blankets. Cots and mats are sanitized daily with Purell Surface Sanitizer.

1.4.8 Screen Time

Ladybug Crossing discourages the use of screen time in our center. Infants and toddlers will not have any screen time (TV or electronics) unless it is in the first or last ½ hour of the day. Older children will be allowed to have screen time if they are participating in learning activities. For preschool, screen time will be limited to educational programming and YouTube for music activities.

School Age children may use laptops for homework activities and certain electronics days will be allowed.

We do offer movie days for special occasions. Parents will be notified in advance if this is happening.

1.4.9 Special Needs Families

Ladybug Crossing is happy to teach children of all developmental abilities. We welcome children who have exceptional needs and will work together with families to determine what their needs are and develop a plan. We also welcome any Early Development Network staff or teachers into our building to assist your child. This enables our teachers to learn with the child, what works best for them.

Our staff are happy to participate in your child's IEP or IFSP team meetings to provide input and feedback about our child's development in our program. Staff will be paid to attend any meetings.

1.4.10 Parent Advisory Committee

Ladybug Crossing has a parent advisory board that serves as a liaison between our parents and administration. This is currently in the beginning stages of being formed. We would like representation of 5-7 parents from various classrooms. If you are interested in volunteering for a position please let Chantel know immediately.

1.4 Building Security (Main Campus)

Ladybug Crossing Early Learning Center offers our families the security of knowing that their child is safe and secure while in our building. Our classrooms are equipped with closed circuit cameras that record 24 hours per day. While these are not accessible for families to view on a continuous basis, they are available for parents to review with the director in the event of an injury while under our care.

We also offer secured entry to our building. Our facility doors remained locked during business hours. This allows us to screen anyone who requests entry to our building.

North Campus

We are in the process of updating security at this campus. We will offer the same security as our Osgood campus. We are looking into a secured entry system and updating the existing cameras. Please ask at tour or enrollment if there has been any change!

*****Ladybug Crossing is an alcohol and tobacco and e-cigarette free campus. All North Platte Public Schools and Great Plains Health properties prohibit the use of tobacco on grounds. Please do not dispose of your cigarette butts in the parking lot. Any parent picking up a child and believed to be under the influence of any substance will be asked to make other arrangements to pick up the child. If the parent chooses to leave with the child, we are required to notify the proper authorities.**

1.5 Holiday Closures

We are closed for the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and the day after, **Main Campus is closed every year for the week between Christmas and New Year's Day. We will reopen the first business day after Jan 1st.** North Campus will be closed early Christmas Eve, closed Christmas Day and possible additional days which will be posted 60 days prior to the closure. If the holiday falls on a weekend, we will close the Friday before or Monday after. We reserve the right to close for additional days as needed. Main campus will close for two days every June for North Platte Public Schools to complete any maintenance that cannot be done when kids are present.

1.6 Inclement Weather

We follow North Platte Public Schools for inclement weather closings. If North Platte Public Schools close, we will also be closed. We will notify parents in multiple ways, Facebook, Brightwheel, and KNOP closures. We do not close when North Platte has a late start. But in the event of a late start or early closure of the school we **Will NOT** offer school run.

1.7 Parent Custody

We will require copies of any current custody arrangements that are in place. This includes ex-parte or temporary orders of custody. These must be an official court document stamped by the court where the order was issued. We will abide by the court order as stated. We cannot legally withhold a child from any parent without a court order or at another parent's request. The only exception would be if there was an active no contact/restraining order. This will also need to be on file with us.

Our staff, including the director, will not take a position in any custody case. This means will not write affidavits for either side in a custody battle. We will abide by any subpoena issued to us, but we will be unable to write statements at the parent's request. We serve the best interests of the child, so we can't choose sides when parents are in a custody battle.

We will accommodate any special billing needs for a

2 Financial Policies

2.1 Tuition Rates

****Registration fee of \$50.00 per family, due to reserve spot when enrollment packet is returned**** Infants require registration fee and first months tuition to hold a spot.

****Updated 9/08/22****

Full Time Rates (3 days per week or more)

| | |
|--------------------------------------|------------------|
| Infants (6 weeks to 18 months) | \$600.00 month |
| Toddlers (18 months -3) | \$600.00 month |
| Preschool (3-5) | \$550.00 month |
| School Kids (Kindergarten +). | \$525.00 month |
| Drop-In Care (if space is available) | \$ 42.00 day |
| Half Day (less than four hours) | \$21.00 half day |

Part Time Rates (10 days per month or less or half days)

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|-------------|-------------|
| Infants | \$350month |
| Toddlers | \$350 month |
| Preschool | \$300 month |
| School Kids | \$300 month |

Before & After School

| | |
|-------------------------|---|
| Before School Care Only | \$225month |
| After School Only | \$275 month |
| Before and After School | \$300 month |
| No School Days | \$40 day (not to exceed the full time rate) |

Tuition is due regardless of absence due to illness, vacation, family members watching the child or any other unmentioned absence. No refund will be issued on unused days due to suspension or expulsion from the center.

30 days notice required to withdraw your child or make any changes to your rate/tuition.

These rates include transportation to and from North Platte Public Schools. Enrollment in school transportation is based on availability. Preference will be given to currently enrolled families before newly enrolled families.

If enrollment happens after the 10th of the month, your first month's tuition will be prorated.

*****We reserve the right to increase tuition as necessary to meet the needs of the facility. A 60 day notice will be provided for all increases.*****

2.2 Discounts

Multiple Child: \$15.00 monthly off each additional child when all children are full time
First Responders: 10% monthly
We have other discounts based on specific situations, please speak to your director or the owner for more information.

2.3 Payment and Late Fees

Ladybug Crossing accepts Checks, Cash, Money Orders and ACH transfer payments. Due to the high service charge on credit cards, we do not accept credit/debit card payments at this time. Payment is due on the 1st of each month. Each family will be given a five-day grace period before late fees are charged. If tuition is not received by the 5th at closing time, a late fee of 10% of the total balance will be charged to your account.

If payment is not received in full by the 10th of the month childcare will be suspended until payment is made. Children with a past due balance will not be allowed to attend the following business day unless the past due balance is paid in full.

If for any reason you decide to withdraw your child from our center, a 30-day notice is required, and full tuition will be due regardless of their attendance.

If a check is returned to us for any reason, a \$25.00 fee will automatically be charged to your account.

A late charge of \$1.00 per child, per minute will be charged to all parents who do not have their children picked up by closing time. Late pick-up is not a normal program option and will only be considered as an exceptional occurrence.

If we cannot reach someone to pick up the children after 30 minutes past closing time, we will notify the North Platte Police Department.

2.4 Childcare Subsidy

If you receive childcare assistance from the Department of Health and Human Services (DHHS). Authorizations must be in place before your child can attend Ladybug Crossing. Any fees not covered by DHHS are the responsibility of the parent/guardian and are subject to the same payment policies as listed above. This includes Family Fees and additional hours or services not covered.

It is the responsibility of the parent to ensure all paperwork, review and updates are completed in a timely manner to keep childcare assistance in place. If your authorizations expire, you will be responsible for the full tuition amount.

2.5 Financial Policy

Our financial policy remains in effect regardless of any illness, vacation or other unmentioned absence from the program. This includes Covid. If your family is required to quarantine or isolate due to exposure or a positive Covid test, your tuition will still be due to hold your child's spot at the center. Part time families that contract for 10 days may be allowed to make up missed days in the same month. No refunds or credits will be issued.

3 Registration and Enrollment

Ladybug Crossing accepts children ages six weeks to twelve years of age. Our daycare operates year-round, Monday thru Friday, 5:30 AM to 6:30 PM.

3.5 Tour Policy

We ask that all families interested in enrolling in our center take a full tour of our facility. This serves multiple purposes. It allows the parents to meet and feel comfortable with the teacher who will be caring for their children. It helps the parents understand what to expect when they enter the building. The tour also can help generate questions that the parents may want to ask before enrolling.

Our tours are unscheduled to provide a genuine experience. This prevents our staff from staging classrooms before parents visit. Parents will receive a true reflection of what our classrooms look like. We do ask parents interested in touring to avoid scheduling a tour during our quiet time between 11:30 – 1:30.

3.6 Enrollment

To enroll in our daycare, you must provide the center with the following required documents: all enrollment papers included in this packet, current immunization record, registration fee and childcare authorization if applicable. Your spot is not held until all of these things are received.

3.7 No Call/No Show

If a family does not call or show for their scheduled days for 5 consecutive days, we will consider that spot vacated and will allow the next family on the waitlist to occupy the spot. Please be sure to always call or message on Brightwheel when our child will not be attending.

3.8 Changes to Family Information

If during your child's stay with us, there is a change of employment, home address, or telephone number, it is the parent's or legal guardian's responsibility to notify the daycare management in writing of such changes. Our teachers must be able to contact responsible parent/guardian at all times during the normal hours of operation of the daycare center. These can also be updated in our Brightwheel system by the parents.

3.9 Non-Discrimination Policy

Ladybug Crossing admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the center. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies or admission policies.

3.10 Persons Authorized to Pick Up

Each parent/legal guardian will document in the enrollment papers the people authorized to pick-up his/her child. Each authorized person will use be responsible for signing in and out the child. If you want a person who is not identified as an emergency and authorized person to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The provider will require photo identification from anyone that it is not recognized. Please notify your pick-up person of our policy.

Someone on your list of authorized pick-ups must be available during the entire time that your child is in attendance. If parents are not available, one of the other authorized persons must be in case of an emergency or other issue while the child is at childcare.

In order to protect your child, we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as emergency and authorized pick-ups. Provisions will be made for someone to stay with your child as long as possible, but if after 30 minutes we have not been able to reach you or a person listed on an emergency and authorized pick-up, we will call the local child protective services agency. If you are called to pick up a sick child, we expect that for their well-being you be here to pick up within 30 minutes.

4. Health, Safety and Sanitation

4.1 Illness Policy

If your child is experiencing any of the following symptoms, it is required they be at home. Your child may return to care **24** hours after symptoms subside without treatment. (i.e. without Medication for fever, without anti-diarrheal medicine)
This list also includes reasons why your child will be sent home.

- * Fever above 100.4
- * Vomiting
- * Diarrhea

- ✿ Undiagnosed Rash
- ✿ Excessive Drainage/Redness from eyes
- ✿ Inconsolable Child
- ✿ Any Unusual Symptom at Director's Discretion
- ✿ Illness that prevents the child from participating in daily activities

We will take your child's temperature with two separate thermometers and send pictures of both through Brightwheel if we are sending home for fever. When you pick up your child's teacher will hand you a postcard with a description of why your child is being sent home and the soonest date they may return to care.

The one exception to the fever rule is if your child shows obvious signs of teething such as swollen or redness of the gums. Our staff must observe these things and we will notify the parent of the fever but may allow the child to stay.

In a pandemic situation, Ladybug Crossing will follow any directive issued by West Central District Health Department, the Governor of Nebraska and Nebraska Department of Health and Human Services Child Care Licensing office. We reserve the right to implement policies above and beyond any directives from these agencies.

By signing the contract, parents agree that a child who is ill will be kept at home to protect the well-being of the other children in our care. The parents further agree should a child become ill while in care that immediate arrangements (within 60 minutes) will be made to remove the child from care. Children will not be allowed to return to daycare until they have been symptom free (non-medicated) for at least 24 hours. In some cases, a note from a doctor may be necessary.

4.1.2 Cleaning and Disinfecting

All surfaces and objects that are frequently touched such as tables, doorknobs, counters, desks, phones, keyboards, faucets, toilets, sinks, light switches, will be routinely cleaned, sanitized, and disinfected.

All toys and surfaces will be cleaned and sanitized at the end of the day.

As long as it remains available to us, we use Purell Surface Disinfectant to sanitize all hard surfaces. This is an ethyl alcohol-based product that has been determined to kill Covid when left on surfaces for 60 seconds. It is safe for food surfaces and toys. We will spray it and allow most surfaces to air dry. If this product is unavailable to us we will use a bleach/water solution as mixed per our health inspector's instructions.

4.1.3 Communicable Diseases

Ladybug Crossing will always notify our families if their child has been exposed to a communicable disease. We will send the information out on Brightwheel as well as posting an information sheet listing symptoms and policy on exclusion near the time clock.

4.1.4 Immunizations

Immunization is required. All children who attend daycare must have a certificate of immunization. Parents must submit the records within **30** days of enrollment. This is a state requirement and must be enforced. We ask that each time your child has an immunization; you bring in a new form with current dates and shots. The correct immunization form can be obtained from your pediatrician or local health department. Religious waiver forms are available and may be used in place of shot records. This form must be notarized.

4.1.5 Medication

Select staff are approved to administer medication to our child. All medications must be stored in our locked medication boxes. They may not be kept in diaper bags or back packs. The medication must be in the original container, labeled with the child's name and date provided. A medication sheet will be provided for each medication. The parent will complete the paper defining dosage, how often, and how to provide the medication (oral, topical, etc). We will be glad to administer over the counter medicine according to the directions on the label if a medicine form is completed and the bottle is clearly marked with your child's name. Over the counter medication may not be left at the center "just in case." It must be transported to and from home. Medications left at the center more than 30 days will be considered abandoned and will be disposed of.

Adverse Reaction to Medication:

If our front office or your child's teacher notices any type of adverse reaction to any medicine or your child has any type of allergic reaction to food or to insect stings, you will be notified as soon as possible. A form will be filled out by our staff indicating reactions and you will receive a copy.

4.2 Child Abuse

Our employees are mandatory reporters. If they suspect child abuse in any situation, they are to report it immediately. They are directed to notify the supervisor if they do make a call or ask the supervisor to call on their behalf. Depending on the situation and for the safety of the children involved, we may not notify the parent/guardian that a call has been placed. We will cooperate with any investigation into child abuse allegations.

4.3 Emergency Drills

Ladybug Crossing conducts monthly fire drills in cooperation with Osgood School and based on Nebraska licensing standards. We also conduct monthly tornado drill between the months of March – November. We will complete emergency drills to prepare us in the event of a lockdown, lockout or evacuation. Should **MAIN CAMPUS at Osgood** need to evacuate for an emergency, we will stage at Mid Plains Community College. **NORTH CAMPUS** will evacuate to The Health Pavillion. Parents will be allowed to pick up from there when the all clear is given and attendance is taken and complete. Cell phone numbers for our staff will be provided through Brightwheel to call to make pickup arrangements.

In the event of a tornado warning, our staff and students will shelter in the appropriate areas. We will not allow pickup during those times so that staff may focus on the needs of the children in their shelter. The front doors will be locked. When the all clear is issued parents will be allowed into the building.

Any special needs children requiring additional assistance to evacuate will be assigned to the acting lead teacher in that classroom. They will be responsible for meeting with parents to discuss and carry out appropriate plans.

5. Guidance and Discipline

Our goal for the classrooms is that children be well cared for. All children will be happy, clean, and fed nutritiously. Our learning program is especially geared towards fun while the child learns. We strive to make each day a fun, safe, nutritional, and an educationally balanced experience for every child.

We also provide an intentional focus on the social and emotional development of our children through clear preventative guidance policies. We encourage social-emotional awareness and problem-solving skills that will benefit the children throughout their lives. Our parents are encouraged to visit the center and their child whenever their child is in attendance, and to discuss any questions or concerns with the director or owner.

5.1 Nebraska Child Care Licensing Standards

Per Nebraska Child Care Licensing Regulations Sec 3-006.20A the following forms of discipline are prohibited and may never be used in a childcare setting: Spanking, slapping, pinching, punching, shaking, striking with an object, use of soap, hot sauce or any other pleasant or unpleasant food or non-food item, isolating a child in closed or locked room or closet, handling the child roughly, biting, denial of food, forced napping, subjecting children to derogatory comments about the child or their family, use of profane language, yelling or screaming at the child, threats of physical punishment or mechanical restraints.

Any report received about staff engaging in these actions will be taken seriously. The employee will be interviewed and if necessary, suspended until the investigation can be completed. If it is determined the employee was guilty, they will be terminated immediately, and the director will self-report to the child care licensing specialist.

5.2 Pyramid Model

Our facility utilizes the Pyramid Model throughout our entire program as our main form of discipline. We choose to use Positive Descriptive Feedback to reinforce the behaviors we would like to see in our classroom. Our teachers have been directed to avoid the use of NO and DON'T in the classrooms. We instead tell the children the behavior that we would like to see. For example. "Please use your walking feet inside, so you can be safe."

We provide clear expectations, a predictable daily schedule, and clearly defined routines. We have found that when children know what to expect we see a significant decrease in negative behavior. We also encourage child led problem solving when an issue arises between two children. They are given options on how to solve their own problems and are allowed to work them out.

We do utilize a "Calm Down Corner" These are present in each of our classrooms. **This is not a time out area.** This area is for use by a child when they are overwhelmed by their

emotions. In the calm down corner, we provide tools that are used to help the child calm down so they can return to their daily activities. The child chooses when to go to the calm down area and when they are ready to leave.

Our building wide expectations are: **Be Kind, Be Safe and Be Respectful** and all of our directions and corrections relate back to these three expectations. We hold EVERYONE in our building to these expectations. We ask that our staff and parents also use these expectations to guide their actions while in our building. We ask that parents be respectful of our staff and our teachers are also directed to speak to all adults they interact with in a respectful manner. We are all here for the best interest of the children and our actions should always reflect that.

If you have questions, please see one of our Pyramid Model specialists, Miss Autum or Miss Chantel.

5.3 Challenging Behavior

Our belief is that children with challenging behavior are trying to communicate a need that they have. It is our job as early childhood educators and professionals to identify that need. We will attempt to identify that need utilizing the skills and techniques that we have been trained in. We will also include the child's family in the process. Through collaboration with the family, we will develop a strength based, plan to meet the child and family's needs. This may include referrals for additional services through outside cooperating agencies. We will always exhaust every possible resource before we suspend or expel children based on challenging behavior.

6. Meals and Nutrition

Our center participates in the Nebraska Child and Adult Care food Program. This program determines the majority of our policies in this area. However, our center chooses to implement additional policies for the health and nutrition of our families under the guidance of the Nebraska Nutrition and Physical Activity Assessment for Childcare. This project outlines the best practices for childcare providers, and we use that as a basis for our decisions. Our staff will receive training and information about best nutrition practices quarterly. Resources for parents will be made available at the check in kiosk.

6.1 Infant Meals and Nutrition

Ladybug Crossing supports the requests of parents when it comes to feeding our youngest students.

6.1.1 Infant Feeding

No new foods will be introduced to any child without parent consent and a signature on your child's Infant Formula and Solids selection form which should be filled out at enrollment with the infant teacher. This form will also include cultural food preferences as well as food intolerances and allergies.

- Our center provides Parent's Choice Infant Iron Fortified Formula. If you choose another formula or breast milk for your child the parent will be responsible for providing. We also provide whole milk to infants when they are prepared
- Our center will also provide iron fortified infant cereal (rice, oatmeal) and step two fruits and vegetable Gerber brand baby food. Parents may provide their own baby food if they choose. All solids will be served from an infant spoon. No solids will be offered through the child's bottle.
- Staff will be trained on infant hunger cues and children will be fed based on their individual needs. Parents may request a certain time between feedings but understand that we will not withhold food from a hungry infant. The exception would be an infant that is breastfed, and we are aware that mom will be available to breastfeed within a 10-15-minute window.
- All feedings will be communicated to parents through the Brightwheel app. This will include time and quantity.

6.1.2 Breastfeeding

Ladybug Crossing is a Breastfeeding Friendly center.

- We offer a supportive environment for breastfeeding mothers. They may choose to breastfeed/pump in the classroom with our teachers, or we offer a private breastfeeding room with access to comfortable seating, handwashing station, changing table and relaxing lighting. This is available to our mothers at any time during our regular business hours.
- We have ample refrigerator, freezer and deep freezer space to accommodate storage of breastmilk.
- Our infant staff receive professional development on breastfeeding practices to support nursing families annually.
- We have information and resources available to provide additional support to families who request it, including contact information for local lactation consultants.
- We offer the same services to our employees to support their choice to nurse their children.

Stored breast milk brought to Ladybug Crossing must have the following information written on the label. Child's name, date expressed, date frozen and the date brought into the center.

We do ask that before your child starts you introduce them to a bottle. It can be stressful for baby, teacher and parents when your infant struggles to eat as they adapt to a bottle. Sometimes it is also beneficial to provide a receiving blanket or article of clothing that smells like mom when transitioning your baby into full time care.

6.2 Child Meals and Nutrition

Our center will provide breakfast, lunch, and an afternoon snack. We participate in the Child and Adult Care Food Program. This gives us a basic guideline of how to structure our meals and menus to ensure that our children are being fed balanced, nutritious meals.

As a participant in Step Up to Quality, our center also uses Go NAP SACC to further improve the nutrition content of our foods.

Our nutrition policies are as follows:

- * Our program will offer a variety of fruits and vegetables for each meal. We will offer fresh or frozen fruit and vegetables whenever possible or seasonally available. If canned fruit is served it will be packed in water or juice rather than syrup to reduce the sugar content of our meals.
- * We will never cook any of our vegetables in meat fat or margarine/butter.
- * We will offer processed potatoes as the only vegetable less than once per week.
- * We will offer whole grain items whenever possible, but at least once per day. We use whole grain pastas, breads, waffles, pancakes and buns currently.
- * Water is accessible to the children all day. Their water bottles are stored in each classroom and the children may get a drink without asking.
- * We currently serve skim milk to all children age two and older.
- * We do not serve sugary drinks at any time.
- * Our teachers will promote nutritious practices by encouraging children to try new foods. Children will never be forced to eat a food they do not like. Our teachers will also have conversations with the kids about the foods they are eating and how it makes them healthy.
- * Topics on healthy eating and nutrition will be included in our classroom curriculum.
- * Food/candy/snacks will NEVER be used to reward good behavior or bribe children to follow directions.

Outside food and drink should not be brought into the center unless your child has a food sensitivity or an allergy that we are unable to accommodate. We also ask that any food or snacks provided for classroom parties or birthday treats be healthy. Some good choices are crackers, individual yogurts, trail mix, fruit cups, or muffins.

Nutrition information is available to our families upon request. Our staff will be trained on nutrition topics twice per year.

Weekly menus are posted on the kitchen white board and updated on Monday. All food products are purchased weekly or delivered monthly. The perishable products are bought fresh weekly. Our mealtimes are as followed:

Breakfast: 7:30 AM – 8:30 AM

Lunch: 11:00 AM – 12:15 AM

Snack: 3:00PM (school kids are offered snack when they arrive back at the center at 3:45PM)

Children that are dropped off at the center after 8:30 AM should have already eaten breakfast. If attending for the day, all children must be here by 9:30 AM. (Exception: Doctor or dental

appointment with an advance notice and Dr. excuse when arriving at the center.) Children who arrive late, present a disruption to the schedules and routines in place in our classrooms. Please let us know if your child will be arriving later than their scheduled time so that we can prepare a meal for them.

7. Additional Information

7.1 Written Authorization

We must obtain signed authorization from the parent/guardian before their child may participate in transportation, field trips and for Step Up to Quality and other agencies to view your child's files. That form is attached at the back of this handbook.

7.2 Parent Information Brochure

All enrollment packets include the Parent Information Brochure from Nebraska Department of Health and Human Services. This brochure provides detailed information about who to contact if you have any concerns about the care provided by our center.

7.3 Transportation Policy

Ladybug Crossing observes all state laws with regards to child restraints. All children aged 8 and younger will be required to be transported in an NTSB approved safety seat. This may be a booster, five-point harness or high back booster.

Children are never left unattended in a vehicle while being transported or stopped to pick up additional children. Staff are also trained to check every seat and compare their pickup list to the child's faces when loading and unloading the vehicle to prevent children from being left behind.

All staff who transport children have received Safe Kids Transportation training on the proper use and installation of various kinds of car seats. Staff have access to parent phone numbers while transporting to notify parents in the event of an emergency while transporting.

8. Contact Information

Chantel Tonkinson
491 W. State Farm Rd.
North Platte, NE 69101
(308)534-5577

Marlena Gray
1201 S Ash
North Platte, NE 69101
(308)252-1145

If you need to reach your child's individual teacher, please contact them using Brightwheel. If you have concerns that need to be addressed with Nebraska Child Care Licensing they can be reached at (800)600-1289

Contract Agreement

Schedules can vary from day to day. However, our staffing depends on the number of children in attendance at the center on any given day. We appreciate you providing us with an estimate of the hours your child will be in our care so that we can provide the best staffed facility possible. Thanks!!

Monday ____:____ through ____:____

Tuesday ____:____ through ____:____

Wednesday ____:____ through ____:____

Thursday ____:____ through ____:____

Friday ____:____ through ____:____

PLEASE CHECK ONE OF THE FOLLOWING AND SIGN AND DATE

- I understand that my first payment will be due on _____ in the amount of \$_____ which includes an enrollment fee. All payments thereafter will be due on the first of each month in advance in the amount of \$_____.00
- I receive assistance from Department of Health and Human Services and I understand that my authorization must be received at the daycare within five days of my child starting. I further agree to ensure that my authorization remains valid while my child is receiving care. Any charges not covered by a DHHS authorization will be charged to me.
- I understand that the hours I have listed above are my contracted hours. Any change must be called in to the center that day or prior arrangements made with the director. Failure to call or show up on a scheduled day without giving proper notice may result in the center not being available
- I certify that I was provided with a copy of The Parent Information Brochure for Licensed Child Care.

I/We _____ / _____ have read and agree with the above statements and have reviewed and agree to all policies contained in this contract.

(please print)

Parent/guardian Signature Parent/guardian Signature

Note: If child in custody of both parents then two signatures are required.

Caregiver Signature

Date

Permission Slips

- Ladybug Crossing has very active Facebook and Instagram pages. Please like our pages. By signing, you give authorization for your child's picture to be used on our page. I give authorization for Ladybug Crossing to use my child's pictures on social media.
- I give Ladybug Crossing Early Childhood Center permission to transport my child for field trips, to and from school, or other preauthorized activities.
- I have determined Ladybug Crossing Early Childhood Center competent to give medication to my children.
- Ladybug Crossing participates in Nebraska Department of Education's Step Up to Quality (SUTQ) program. A representative of this program may need to periodically review your child's file for accuracy and compliance with this program. I give permission for a Step Up to Quality representative to review my child's file.
- I understand that all parents will receive a text message invite to the Brightwheel App through my cell phone. This is the center's main form of communication and all billing statements will be sent electronically through the app.

Please note any of the above that you do not grant permission for :

Child's Name _____

Parent Signature _____

Date _____