



Parent Handbook

Policies & Procedures

2022-2023

Columbia United Church of Christ
3201 I-70 Dr. NW
Columbia, MO 65202
www.columbiaucc.com

573-445-2661 (Phone)
573-445-6337 (Fax)
littleonesdayout@yahoo.com
www.columbiaucc.com/lodohome

LITTLE ONE'S DAY OUT MINISTRY TEAM

Purpose:

Little One's Day Out (hereinafter referred to as LODO) is a preschool that is a ministry of Columbia United Church of Christ, Columbia, Missouri (hereafter CUCC).

Mission:

The mission of Little One's Day Out is to support families in their children's education and nurture in a Christian setting.

Ministry Team:

The LODO Ministry Team is comprised of six (6) active members of CUCC and the LODO Ministry Team Chair. Ministry Team members may not be LODO employees or family members of LODO employees. The LODO Ministry Team Chair is an active member of CUCC, elected by the congregation, to serve on the CUCC Church Council.

The LODO Director and the Pastor of CUCC are ex-officio members of the LODO Ministry Team with voice but without vote.

The Ministry Team works in cooperation with the Director to establish policies and procedures governing the daily operations of LODO and see that these are communicated through regularly updated handbooks for parents and staff. The Ministry Team supports and advises the LODO Director in the administration of the daily operations of LODO.

The LODO Ministry Team meets at least quarterly. The Director reports on the performance of LODO quarterly to the Ministry Team. The LODO Ministry Team Chair reports on the LODO Ministry to the CUCC Church Council at their monthly meetings.

One parent representative, who is not a member of CUCC, may be appointed by the LODO Ministry Team to have voice without vote at Ministry Team meetings.

A full copy of the Little One's Day Out "Ministry Team Description and Guidelines" is available by request from the LODO Director.

2022-2023 LODO Ministry Team

Member	Email	Term Ends
Rick Oberle (Pastor)	rick@columbiaucc.com	N/A
Erika Maltsbarger (Director)	littleonesdayout@yahoo.com	N/A
Lorry Dreier (Chair)	llhd01@gmail.com	May 2024
Linda Neale	lnealej@aol.com	May 2023
Ann Stone-Meyer	annelf1@hotmail.com	May 2023
Jolene Kirchhoff	barrykirchhoff@gmail.com	May 2024
Jo Ellen Grace	tandjgrace@hotmail.com	May 2024
Susan Dunham	dunhamsusan43@gmail.com	May 2025
Darla Privitt	12darlap3@gmail.com	May 2025

Introduction

All parents want to equip their children with the skills and knowledge to be happy and successful. Little One's Day Out will support families in this endeavor. Research shows that participation in a preschool experience increases kindergarten readiness for children. This program is designed to give children the opportunity to build loving relationships with children and adults who are not family members. Therefore, the goals that drive our program are:

- Maintain a routine of activities, including child-directed play and structured/teacher led activities.
- Provide supervised peer interaction.
- Cultivate strong, positive relationships among children as well as between child and teacher.
- Provide a safe environment conducive to learning.

Principles of Christianity that Guide Our Program

- We know God best through Jesus, who in his teaching and actions expressed God's love for all people.
- Though all people are created in God's image, God values the uniqueness of each person and the diversity of the humankind.
- Because God loves all people and values their uniqueness, as Christians we have an obligation to respect the dignity and care for all people.

Principles of Child Development that Guide Our Program

- Children learn through relationships and play.
- Children learn by doing.
- Learning and development occurs in the domains of gross/fine motor, social/emotional, language, and cognitive skills. Learning in all domains is interrelated.

Non-Discrimination

Little One's Day Out will not discriminate in accepting children or employees on the basis of sex, race, color, creed, political affiliation, sexual orientation, or disability (if the condition allows for participation in regular activities and/or staff duties). In the event that a family desires to enroll a child who requires regular medication or physical assistance, enrollment may be possible if the family is willing to cover costs of any additional staffing or training needed to meet the needs of the child and maintain the best learning environment of children in all classrooms.

License-Exempt Status

The LODO program meets the requirements to hold License-Exempt status from the MO Department of Elementary & Secondary Education (DESE) Office of Childhood. The list of regulations for License-Exempt programs is located in the LODO office and is available for family review at any time. Copies of the regulations can also be found on the DESE website. To maintain License-Exempt status, LODO is inspected annually by the Office of Childhood, MO Division of Fire Safety, and Sanitation Department of Boone County/City of Columbia's Department of Health.

Confidentiality Policy

Little One's Day Out's work with children and families will sometimes bring us into contact with confidential information. It is our intention to respect the privacy of children and their parents/guardians/caregivers. We aim to ensure that all parents/guardians/caregivers can share their information in confidence and that it will only be used to enhance the welfare of the children.

To ensure that all those attending and working in Little One's Day Out can do so with confidence, we will respect confidentiality in the following ways:

- Parents have access to the records of their own children, but do not have access to information about any other child.
- Staff will not discuss individual children (other than for purposes of curriculum planning/group management between staff) with people other than the parents/guardians/caregivers of that child.
- Information given by parents/guardians/caregivers to LODO staff will not be passed on to other parents/guardians/caregivers without permission.
- Parent permission will be sought before individual photographs of the children are taken for display work or to display on social media and classroom websites.
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.

Child Abuse/Neglect

In accordance with the Child Abuse Prevention and Treatment Act (CAPTA) (January 1996), it is mandatory that child care workers (i.e. LODO staff) report any suspected child abuse or neglect. In the case of any suspected abuse, it will be reported to the Missouri Child Abuse Hotline.

Child abuse is defined as an act or failure to act by a parent, caregiver, or other person resulting in physical abuse, neglect, medical neglect, sexual abuse, emotional abuse, exploitation, or an act that presents an imminent risk of harm (emotional or physical) or death to a child.

Should a staff member be accused of child abuse or neglect, while the situation is under investigation, the staff member will not be in the classrooms or have any contact with children at LODO.

Organization

Regular Day Program

Little One's Day Out has regular operating hours from 9:00am-1:00pm Monday – Friday per the LODO calendar year. A total of thirty (38) children may be present each day. Classes/Staff available are:

- **Lightning Bugs Class:** Age 1-year before August 1st – 1 teacher with no more than 4 children.
- **Lambs Class:** Age 2-years before August 1st – 1 teacher with no more than 8 children.
- **Lions Class:** Age 3-years before August 1st – 1 teacher with no more than 8 children.
- **Leopards Class:** Age 3-years before August 1st – 1 teacher with no more than 8 children.
- **Leap Frogs Class:** Age 4-years before August 1st – 1 teacher with no more than 10 children.
- **School Aides:** Assist in all classrooms as necessary.
- **Director:** On-site to assist with classroom needs.

LODO PLUS Program

Little One's Day Out offers extended care on Monday through Friday from 8:30am-4:30pm. Children ages 2-5 years of age who are enrolled in our regular day program may participate in this program. LODO Plus is only available to children enrolled in the Lambs, Lions, Leopards and Leap Frogs classes. A total of ten (10) children may be enrolled in the LODO PLUS program daily. There will be one (1) staff member for every 10 children, and no more than four (4) children in the program may be 2 years old.

Due to limited staffing during our afternoon extended hours, students must be able to sleep or rest quietly on their cots during nap time, on a regular basis, to continue enrollment in our extended afternoon hours. Students that cause significant disruption to the rest time of other students will be unable to attend after 1:00pm.

LODO PLUS Required Supplies *(To be Provided by Parents)*

- 1 crib sized fitted sheet
- 1 blanket to use as a cover
- 1 small pillow (Travel sized pillows are preferred)
- 1 blankie/lovey (Item must remain at school with naptime belongings.)
- A reusable bag that fits all LODO PLUS supplies per child.

Calendar

August 29, 2022-May 19, 2023

Little One's Day Out will run on a school year basis and will follow the Columbia Public Schools calendar for days closed. This includes cancellations or late start times due to inclement weather. There are no refunds or make-up days for inclement weather closings. Copies of the Columbia Public School calendar are available at www.cpsk12.org. LODO may also be closed an additional Friday in the spring for staff to attend The Conference on the Young Years for professional development. A calendar of all days LODO will be closed will be distributed at the beginning of the school year.

Enrollment

Eligibility

Enrollment is available to children ages one to five years. Classes are based on a child's age before August 1st of the calendar year in accordance with Columbia Public School's entrance age requirements for kindergarten. Students remain in their classroom for the entire school year.

- **Lightning Bugs Class:** Age 1-year before August 1st
- **Lambs Class:** Age 2-years before August 1st
- **Lions Class:** Age 3-years before August 1st
- **Leopards Class:** Age 3-years before August 1st
- **Leap Frogs Class:** Age 4-years before August 1st

Application

Application for admittance can be submitted any time throughout the school year for open slots. There is a \$20.00/child non-refundable enrollment fee due at the time of application each year.

Enrollment for the next school year will begin in February. Current families will have the opportunity to enroll one week prior to the beginning of open enrollment. Enrollment is done on a 1st come 1st served basis. All requests will be date/time stamped and children will be enrolled in order of receipt.

Additional information regarding enrollment will be included in the instructions for current families.

Missouri Child Care Enrollment Form

The State of Missouri requires all children attending Little One's Day Out to have a "Child Care Enrollment Form" on file. This form will be included in the Back to School packet, or at the time of enrollment.

Medical Exam Report

The State of Missouri requires all children attending Little One's Day Out to have a "Child Medical Exam Report" completed by a physician. This form will be included in the Back to School packet, or at the time of enrollment.

Immunizations

The State of Missouri requires all children to provide an updated immunization report from their physician. Immunizations must be kept up to date with a record on file at LODO. A child that is not immunized due to religious or medical reasons must have an appropriate waiver ("Parent/Guardian Immunization Exemption" (Form Imm. P11)-on file from their physician. Waivers may be obtained from your physician or the Boone County Health Department. Waivers must be renewed annually.

In accordance with Section 210.003.7, RSMo., the parent or guardian of a child enrolled in or attending Little One's Day Out may request notice of whether there are any children enrolled at our facility with an immunization exemption on file. If you would like to request this information, please contact the Director and the information will be provided to you. Please note, the name or names of individual children are confidential and will not be released. Our response will be limited to whether or not there are children enrolled at our facility with an immunization exemption on file. We are unable to release information regarding the class or days enrolled of a child with an immunization exemption on file.

Religious Organization Child Care Facility Notice of Parental Responsibility

Section 210.211 RSMo exempts this religious organization child care facility from state licensing and supervision by the DESE Office of Childhood. It is state inspected only for fire, health and sanitation requirements as indicated on the form. Copies of the inspections are available by request.

Enrollment

A child is considered enrolled upon receipt of all required application forms and fees. The child may begin attending the day the enrollment process is complete, assuming there is a spot available. In addition to all State mandated forms, a parent/guardian must also complete the following LODO forms prior to a child attending:

- "Parent Handbook Signed Agreement" page acknowledging the policies and procedures within the Parent Handbook.
- Little One's Day Out Media Policy.
- Child Information and Emergency Release Form

Wait List

Children may be placed on our wait list when enrollment has reached capacity. Families must complete the application forms, but no application fee or medical exam report is due while a family is on the wait list. Completed applications will be dated when received. Children will be invited to register in the order of dated applications as space becomes available.

Tuition

Tuition

The LODO Ministry Team will determine tuition rates annually. Tuition may be paid by cash or check. Please request a receipt from the Director when paying with cash. Tuition may be paid in advance by the month or semester. Tuition is due on the 1st of the month and considered late if received after the 8th of the month.

Please make checks payable to "Columbia United Church of Christ", "CUCC", or "CUCC-LODO".

2022-2023 Tuition Rates:

Lightning Bugs Class: \$38.00/Day

Lambs/Lions/Leopards/Leap Frogs Classes: \$36.00/Day

LODO Plus: \$12.00 Additional/Day

A 5% discount is available for additional children in a family. Annual tuition is divided into an average monthly tuition based upon days attending, therefore the payment for each month is the same. Families only pay for days LODO is scheduled in session. Payment can be made by referencing your monthly invoice.

Tuition may be placed in the drop-box above the student sign-in table, or mailed to:

Little One's Day Out
3201 I-70 Dr. NW
Columbia, MO 65202

Refunds

If a child withdraws during the school year, a 30-day written notice must be given. No refunds, credits, or make-up days will be given for absences or closures due to inclement weather. There may be exceptions in the case of emergency situations. Notify the Director of your situation as soon as possible.

Late Tuition

Tuition is considered late after the 8th of each month. A late fee of \$20.00 per family will be assessed for tuition received after the 8th of the month. Late fees may be waived if the Director is notified with a valid reason prior to the 8th and adequate arrangements for payment are made.

Insufficient Funds/Returned Checks

If a check is returned due to insufficient funds, a \$30.00 returned check charge will be assessed, plus a \$20.00 late fee. If payment is not received by the last day of the month, the student will not be allowed to attend school until all fees, tuition, and late charges are paid in full, or special arrangements are made. The student will forfeit their enrolled day(s) to children on the wait list.

Parent Communication

- A monthly newsletter from the Director (September – May) regarding class activities and upcoming events throughout the school year
- Daily note from the classroom teacher each day in the Lightning Bugs and Lambs classrooms
- Emails to/from teachers
- Emails from the Director regarding reminders and updates
- REMIND text system for reminders and updates
- Parent Information Board and notes posted at the LODO entrance and/or outside the classrooms
- Lesson Plans posted outside classrooms
- Facebook Page - www.facebook.com/LittleOnesDayOutPreschool (Administered by the Director)
- Instagram Page - <https://www.instagram.com/littleonesdayout> (Administered by the Director)
- Twitter Page - [@LittleOnesDayO1](https://twitter.com/LittleOnesDayO1) (Administered by the Director)
- Classroom Shutterfly websites (Administered by classroom teachers and reviewed by the Director)
- Parent/Teacher Conferences in the fall and spring
- Casual visiting during drop-off/pick-up with teachers and the Director
- Scheduled meetings with teachers and the Director
- An evaluation of the program will be developed and distributed to each family in the spring. The information will be compiled by the Director and presented to the LODO Ministry Team for review. Responses will be utilized in staff annual evaluations.

Family Involvement Activities

- Provide extra support for classroom celebrations and birthdays by donating requested items.
- Orientation on Back to School Night to meet the teacher before the first day of school.
- Evening family activities (Subject to Change)
 - Fall Family Picnic
 - Thanksgiving Feast
 - Christmas Program
 - Math/Science Night
 - Literacy Night
 - Spring Family Picnic
 - Pre-K Graduation
- Information regarding additional opportunities will be included in the monthly newsletter or via email.

Child's Personal Records

Individual records are kept for each child; parents may view their child's records by request. Portfolios and journals are kept by the classroom teacher for assessment purposes. All other records are kept by the Director.

Arrival and Dismissal

Parking/Entry

Please enter the building on the main level through the north door to the Fellowship Hall, by the playground. Doors remain locked throughout the day, and will be opened by the Director or an authorized staff member to allow entrance to the building. When leaving, please do not allow entry to others, as staff need to be aware of those in the building.

- To be courteous, and for the safety of the children, all cars should be parked only in a designated parking spot in the lower level to load and unload. Do not park perpendicular to (behind) cars in marked parking spaces. Please do not park or drive under the canopy as this is dangerous for those exiting through the church office door.
- Children are to remain with their parents after leaving the classroom. We encourage children and parents to hold hands in the parking lot.
- Quickly assist children to the safety of your car, or stay on the grassy areas. Please do not allow children to run and play in between or around cars.
- Drive slowly in the parking lot. Look twice before backing up.
- Please keep children off the retaining wall ledge around the playground.

General Arrival Procedures

Our LODO Plus program has limited enrollment available in order to maintain staff/child ratios. Students that are not enrolled in our LODO Plus program should not arrive prior to 9:00am. Classroom teachers are preparing for their day and are not available to supervise early arrivals.

As a school setting, children are expected to arrive on time. Our classroom learning begins as soon as children enter the room. Please arrive as close to 9:00am as possible. Children arriving after 9:10am are considered late. Children arriving after this time miss out on important morning routines and cause disruption to the entire class. Please keep late arrivals to a minimum to help us maintain the best learning environment for all our students. Please notify the Director if your child will be late due to a doctor/dentist visit, etc.

Please contact the Director before 9:30am if your child will not be attending school. You may call/leave a message at 573-445-2661 or email the Director at littleonesdayout@yahoo.com. The Director may attempt to contact parents if a child has not arrived by 9:30 am to verify they will not be in attendance.

Each classroom will have their own arrival routines when children enter the classroom, based on different stages in development. Please look for this information in the teacher's welcome letter contained in the Back to School Packet, distributed at Back to School Night, and/or posted outside the classroom.

Students enrolled in LODO Plus (8:30 am Drop-Off)

Students enrolled in our LODO Plus program may enter the building between 8:30am and 8:55am. Doors will not be opened until 8:30am, as staff is preparing for our day up to this time. Once children are lined up to walk to classrooms at 8:55am, students will not be admitted until LODO+ children are in their classrooms.

LODO+ students may place backpacks/lunchboxes/jackets in the hallway and they will carry their belongings to their class at 8:55 am and follow the classroom routines for putting their belongings away. This is an important step in building independence.

Children will remain in the Fellowship Hall for free-play until 8:55am when staff will walk the children to their classrooms. Free play ends at 8:45am. Students then clean up toys and gather for a group story and/or music and movement.

Students enrolled in our regular day (9:00 am Drop-Off)

Doors will be opened for arrival between 8:55-9:00am. Our LODO Plus students line-up and are escorted to their classrooms at 8:55 am. Doors will not be opened until all LODO Plus children are safely in their classrooms. If you arrive early, you are welcome to play on the playground or wait outside the LODO door until the Director opens the door to greet arriving children.

Please walk children to their classroom door/gate. Give hugs, kisses, and say goodbye then allow your child to enter the classroom on their own. We ask that parents do not enter the classroom during drop-off to allow our staff to assist children with classroom drop-off routines. Children should place backpacks/jackets/lunchboxes in their designated areas to build independence. Please do not place backpacks/lunchboxes/jackets in the child's cubby, as this hinders placing important information/projects in the drawers and creates difficulty in safely preparing for outside play.

Enter through the LODO door. **If you leave through the Church Office entrance, please do not allow entry to others.** It is important that staff know who is in the building and that children have been dropped off/picked up. Please sign in and out each day at the LODO entrance.

Dismissal/Pick-Up General Procedures

Out of respect for our staff, parents should arrive for pick-up at 1:00pm for regular day students and by 4:30pm for LODO Plus students. Please see section regarding "Late Pick-Up Fees". If a parent should be late picking up a child due to an emergency, the Director should be notified by calling LODO at 573-445-2661, the CUCC office at 573-445-7931, or by emailing littleonesdayout@yahoo.com. There will be no penalty assessed in the case of a valid emergency, but staff must be contacted so that we may assure the child and allay any fears the child may have.

Late Pick-Up Fees

Regular Day Pick-Up (Parents should be in the building at 1pm, ready to pick-up children.)

If a parent has not entered the building by 1:05pm, a late fee of \$10.00 **PLUS** \$1.00/minute beginning at 1:00pm will be assessed.

Ex. If a parent enters at 1:07pm, a fee of \$17.00 would be assessed.

Extended Day Pick-up (Parents should pick-up children by 4:30pm, when LODO closes for the day.)

If a parent has not arrived by 4:30pm, a \$10.00 late fee **PLUS** \$1.00/minute beginning at 4:30pm will be assessed.
Ex. If a parent enters the building at 4:32pm, a fee of \$12.00 would be assessed.

In an effort to keep your child safe, LODO families enter through the LODO door. If you leave through the Church Office entrance, please do not allow entry to others. It is important that staff know who is in the building and that the director knows when children have been dropped off/picked up. Please sign in and out each day at the LODO entrance.

1:00 pm Dismissal/Pick-Up - Students enrolled in our regular day

All classes will continue learning until 1:00pm. Classroom doors will remain closed until the teacher has completed activities for the day. Please allow teachers to open the doors when they are ready to dismiss students so that children may continue focusing on learning until the end of their day. Parents should wait quietly outside the classroom until classes are dismissed. Please do your best to keep the middle of the hallway clear for families exiting the building.

Each classroom will have their own dismissal routines when children leave the classroom based on different stages in development to build multiple skills. Please look for these in the teacher's welcome letter contained in the Back to School Packet, distributed at Back to School Night, and/or posted outside the classroom.

4:30pm Dismissal/Pick-Up - Students enrolled in our LODO Plus program

Please pick-up children no earlier than 4:00pm to allow for undisturbed nap/rest time and for children to eat their afternoon snack. If picking up a child prior to 4:00pm is necessary, please notify the Director or LODO Plus teacher. Staff members may otherwise be unavailable to answer the door between 3:30pm-3:45pm while assisting with waking children, bathroom/diaper changes, and clean-up of naptime materials. Naptime begins at 1:30pm and ends at 3:30pm. Please refrain from picking up children during this time, unless in an emergency situation, so that all children may rest without disruption.

If children are on the playground during LODO+ pick-up, please close the gates as you enter to keep children safe. Walk to the playground gate and wait for the staff member to dismiss the child to you. Ring the doorbell for entry to the building to sign-out and retrieve belongings.

When picking up your child, please have children accompany you to their classroom to gather their belongings in order to build their skills of independence in the same manner children do in our regular day program. LODO closes at 4:30pm. Please allow time to pick-up your child and gather their belongings before 4:30pm.

Authorized Drop-off & Pick-up

For the safety of the children, a parent or authorized person must sign-in when leaving a child and also sign -out when picking up a child. Children will only be released to a parent or those persons identified on the "Child Information and Emergency Release Form". If an adult is unfamiliar to a staff member and is picking up a child, the adult may be asked for identification. When possible, please notify staff if someone other than parents will be picking up your child. Parents are asked to have their photo taken for our childcare database so that all staff is aware of each child's parents. Pictures can be taken at our Back to School Night, or on the first time dropping-off or picking-up a child. Student photos will be taken for the database at Back to School Night or on their first day of school.

We encourage you to submit photos of authorized pick-up persons for our database as well. Photos of authorized pick-up persons may be emailed to the Director at littleonesdayout@yahoo.com. Photos may be requested the first time dropping-off or picking up your child.

The Director will notify parents of any other protocols to verify persons authorized to pick-up a child.

Personal Belongings

Labeling

Each child's belonging should be visibly labeled with the child's name. This includes coats, clothing, backpacks, lunchboxes, and water bottles, etc.) If you do not wish to write directly on an item, painters' tape is an excellent way to label items.

Sending an extra set of clothes for each child is required. Please send clothes in a labeled, gallon sized zip lock bag. Extra clothing can be needed for a variety of reasons; therefore, ALL ages are required to provide an extra set of season appropriate clothes.

Personal Toys

For health and safety reasons, children's toys should be left at home unless specifically requested by the teacher. We provide many toys and activities to choose from in our classes. Toys that are brought to school will be placed in the child's backpack, cubby, or director's office until they leave for the day.

Appropriate Dress

Children should wear comfortable clothes with the purpose of playing in mind. Activities that include running, climbing, jumping, painting, and floor play are part of the daily routine. Clothes will often get dirty while children play, learn, and explore.

Tennis shoes or closed-toed shoes are required. **Flip flops and open-toed sandals are not allowed at school for safety purposes.** Children will only be allowed on the mulch area of the playground in tennis shoes and closed-toed shoes. Please keep in mind that young children often have difficulty running and climbing in boots (rain/snow/etc.) and dress shoes. **Tennis shoes are the best choice for safe gross motor play at school.**

Children should be prepared to play outside unless weather is threatening, inclement, bitter cold, or there is excessive heat. Please make sure that children come to school prepared to go outside. Students are not allowed to stay inside if their class is playing outside.

In accordance with the Department of Health's Guidelines:

- When heat indices are 95 degrees Fahrenheit or higher students will not be outside for extended periods of time.
- When temperatures/wind chills are 19 degrees Fahrenheit or lower, children will not have outdoor play.

Children in Diapers/Pull-Ups

Disposable Diapers/Pullups and diaper changing necessities will be provided to LODO by each family. This includes diapers/pullups and wipes. **All pullups must have velcro/reclosable sides (Huggies Pullups and Parent's Choice Training Pants are examples of two brands with velcro Velcro/ reclosable sides.)**

Potty Training

Our preschool teachers are happy to help with your child's transition from diapers to the potty. This is an exciting time for you and your children because they are becoming more independent and learning how to make their own way in the big world!

After careful consideration, we feel it is necessary to have a written policy concerning this transition due to the amount of time involved with potty training in a class of up to 8 students. One reason we have this policy is to maintain infection control standards for our preschoolers. Often when children have accidents, it isn't discovered immediately if they are sitting down or running around, and they do not tell us they have had an accident. This can mean urine throughout the area a child has walked, or soaked spots on our carpet that another child could sit upon before we are aware of the soiled area. We have also created this policy so that we can maintain the best learning environment for all students in the class and school.

Please speak with your child's teacher/Director before sending your child to school in underwear, as potty training success at school looks different than success at home.

Signs a child is ready to begin potty training:

- Child tells you/teacher that their diaper is wet or soiled.
- Child asks to sit on the potty.

Home/School Potty Training:

Being fully potty trained at school differs from being potty trained at home. Please keep in mind that the activity level here at preschool can distract your child from responding to an urge to use the potty, more so than at your home. Here is a list of how being potty trained at school is different than at home:

- Children are not always trained to tell their parents they have to go BEFORE they have to go, because they have free access to the bathroom. At preschool, the child must tell us BEFORE they have to go so that they may be supervised in the bathroom. This often means that an aide must be called to the room, or the teacher must reach a stopping point in their teaching and settle the other children to assist the child in the bathroom.
- Children often need one to one attention throughout the day in order to keep up with toilet training. Here we must divide our attention between all children, which may mean that we miss cues, sign language, or specific behaviors to tell us in time to avoid an accident. Therefore it is necessary for a child to verbally tell us they need to go potty.
- At home, parents can put a child on the toilet in small time increments. At school, multiple students are often potty training at the same time. Stopping our day frequently for potty breaks affects the learning environment of all children.

Things we will do at school during potty training:

- Children will be encouraged to try going to the potty at our two scheduled bathroom breaks (Before snack and before lunch).
- Children may wear "big kid" underwear over their pull-up during potty training.
- We will practice with children to get their pants up and down on their own and build independent handwashing skills.
- We will encourage children to wipe themselves, but will assist until they show that they can wipe effectively when done independently.

- Boys will be taught to “point their ‘pee-pee’ down” and will be assisted with this until they are able to do so independently with good aim.
- We will watch for clear signs that a child needs to go to the bathroom.
- We will keep a cheery disposition towards using the potty.
- We will praise children for success for each step of the process. (We will not offer candy/treats as a reward at school for potty use.)
- We **will not** punish a child for accidents. We will talk to them about telling us they need to use the potty next time, or about using the potty like the big kids.

Things we need parents to do:

- Children must wear pullups with velcro/reclosable sides (Huggies Pullups and Parent’s Choice Training Pants are two examples of brands with velcro/reclosable sides). We will change wet pullups in the bathroom after a child has tried to go potty and this allows us to do so without fully undressing a child. Pull-ups containing a bowel movement during potty training will be changed on the changing table.
- Children should wear loose fitting, elastic waist bottoms during training. We will work with children to pull pants up and down independently. Please do not dress your child in overalls or bib type clothing, one piece outfits, belts, or pants with snaps and zippers during potty training. Dresses often are difficult for girls during potty training as they also have to figure out how to hold them up so that they do not fall in the toilet.
- Let us know your son’s preference (Sitting/Standing)

A child is considered potty trained at school when they meet the following criteria:

- The child remains dry for a period of 2 hours or the child consistently tells a teacher when they need to use the bathroom and consistently remains dry until they reach the bathroom.
- The child consistently urinates and has bowel movements in the potty. (Children should not wear underwear to school until they can do both in the potty. Typically it takes longer for a child to have a bowel movement in the potty than it does to successfully urinate routinely.)
- The child is able to pull down their pants and get them back up without regular assistance. We understand that some outfits might be more difficult and will help children as necessary.
- The child can postpone going to the bathroom if they must wait their turn for someone else who is using the bathroom, or if we are away from the bathroom (Ex. Outside).
- The child is completely accident free for at least 2 weeks. We understand that children of all ages can have accidents. “Accidents” are defined as unusual incidents that happen infrequently. If the child has more than 2 accidents per week when moved to underwear, the child must wear a pull-up until they show that they are able to stay dry for another full week. A child that has an accident daily is not considered fully potty trained.
 - Please provide 2 additional changes of clothing when children transition to underwear. (Including socks and an extra pair of shoes)
 - If a child has 2 accidents in the same day, we will use a pull-up for the remainder of the day.

A few things to note:

- Children may not have books or toys in the bathroom due to sanitation concerns. We will hold toys/books for them outside of the bathroom until they are finished so that they do not feel that they will lose their toy by using the bathroom.
- We do not put children on a potty schedule where they go every half-hour to hour. It is very time consuming with little to no benefit. We have seen this cause many problems with children not being able to hold much urine and having to constantly go to the potty further along down the line. This makes the day center around the potty which is not possible in the preschool setting.

- We do not limit food or drinks to discourage potty use. We will maintain the same food and drink schedule during training as our normal schedule.
- We will bag urine soaked underwear/clothing and return it to the parent at the end of the day.
- We do not clean out underwear when a child has a bowel movement accident. Soiled underwear must be disposed of immediately to prevent the spread of germs.
- It is very common for children to regress in potty training during their preschool years. This can often be caused by even the slightest changes in their life/routine (moving, birth of a new sibling, new schedules, parents returning to work, etc.) We will continue to support children throughout their preschool years in using the bathroom and developing healthy routines.

Naptime Potty Training (LODO PLUS Students)

Please speak with your child's teacher, LODO PLUS PM Teacher, or Director regarding pull-ups during naptime when it is time to transition to underwear. It is very common for children to require a pull-up when sleeping for several months/years after they are daytime potty trained. Children that are fully potty trained during the day will have a pull-up put on before naptime, and removed after naptime, if the child is unable to remain dry when sleeping.

Children should be accident free at naptime for at least 3 weeks before remaining in underwear for naptime. Children will use the bathroom immediately before nap and after nap. Children should also tell the naptime staff member if they need to use the bathroom during naptime.

Potty training can be a frustrating process, but children rarely enter kindergarten without being potty trained. Students at Little One's Day Out are not required to be potty trained to move up to our Lions, Leopards or Leap Frogs room. Children are ready to potty train at their own rate and cannot and will not be forced at preschool. We wish to assist in your child's potty training during their time at school, while maintaining the best learning environment possible for the entire class/school.

Health and Safety

Health Requirements (Per Boone County/City of Columbia Department of Health)

For the health of all children, only healthy children may be accepted into care at LODO. If a child has become ill, they must be fever free for 24 hours before returning to the program. Students should NOT come to school if during the previous 24 hours they exhibit any of the following symptoms: (1) a temperature of 100 degrees or greater, without the use of fever reducing medication, (2) vomiting or diarrhea, (3) an unusual or unexplained rash, or (4) persistent cough. Students with communicable diseases should have a release from their doctor to return to school. Staff may take temperatures of children and parents before entering the building.

Illness

Each child will be observed for contagious diseases and other signs of illness on arrival and throughout the day. When a child exhibits any of the following, the child will be isolated from other children and a parent will be contacted to pick-up the child immediately.

- Fever over 100° degrees Fahrenheit.
- Signs/Symptoms of COVID-19
- More than one abnormally loose stool
- Red or blue in the face or makes high-pitched croupy or whooping sounds after coughing.
- Difficult or rapid breathing especially in younger children.

- Yellowish skin or eyes.
- Tears, redness of eyelid lining or irritation, followed by swelling or discharge or pus.
- Unusual spots or rashes.
- Sore throat or swallowing difficulty.
- An infected skin patch – crusty, bright yellow, dry or gummy areas of the skin.
- Unusually dark, tea-colored urine; gray or white stool
- Headache and stiff neck
- Vomiting
- A child in the contagious period of a disease.
- Severe itching of the body or scalp or scratching of the scalp.

Communicable Diseases

Families are required to inform the Director of any communicable diseases that may have been brought into the school. The families are asked to notify the school within 24 hours if a child with a communicable disease has been in the school within the 2-week period preceding the diagnosis. The school will notify the families of all children who attend LODO, so that parents may watch for symptoms of the disease at home. The school will not disclose the name of the sick child to other families.

Some of the most common communicable diseases, which should be reported to the Director, are strep throat, conjunctivitis (pink eye), coxsackie virus (hand, foot, and mouth), chickenpox, lice, influenza, and impetigo.

If your child has a communicable disease, such as the ones mentioned above, you may be required to present a doctor's note saying your child is no longer contagious before your child may return to school.

COVID-19

Parents are required to notify the Director of family exposures to COVID-19 and/or positive COVID-19 test results for persons in their families.

If a student or staff member tests positive for COVID-19, parents will be notified of the class that the child/staff member is enrolled, including if the child is enrolled in LODO. Some classes will combine for gross motor play/snack/lunch, and our LODO+ program is a mix of children from various classes.

Students and staff members that test positive will be required to quarantine as directed by the Department of Health and follow all required protocols as directed by the Department of Health.

Snack

A healthy snack will be provided in the morning to all students and in the afternoon for children enrolled in our LODO plus program. The goal of our nutrition program is to provide food that is appealing to children so that they are well fortified.

Lunch

Students should bring a ready to eat lunch including a drink and any silverware needed. Per licensing regulations, we are unable to refrigerate or heat food. Ice packs work well for keeping food cold, and insulated containers work well for keeping foods warm. Please label lunch boxes, containers, water bottles and ice packs.

Allergies/Food Allergies

It is VITAL that all known allergies be identified and brought to our attention at the time of enrollment. These should be identified by the child's physician on the Medical Exam Report that is submitted at the time of enrollment. If allergies develop during the child's enrollment, an updated Medical Exam Report should be obtained from the child's physician. The "Child Information and Emergency Release" form also has a section designated for allergies of any kind (i.e. bees, soaps, etc.)

A snack menu will be provided for each family in the monthly newsletter. Menu items are subject to change without prior notice. We offer a variety of healthy foods for snack time. We are unable to accommodate requests to serve children alternate snacks unless the child has a food allergy noted by their physician. LODO will make efforts to not serve foods on our list of known child allergies on days they are in attendance. If necessary, an alternate item will be provided by LODO for children with known allergies.

LODO is a peanut/nut free environment. Please do not send any food items to LODO that contain peanuts/nuts. We will be unable to serve them to your child. Please take caution to remove any traces of peanuts/nuts from hands, faces, or clothing before entering LODO. This includes any nut milk (ex. Almond Milk or Cashew Milk).

Birthday Treats/Holiday Treats

LODO tries to accommodate our students with allergies to the best of our ability. If you would like to provide a treat for your child's birthday, please contact your teacher or the Director at least 1-week prior to obtain known allergens for the class. Treats will not be shared with other classrooms.

If you are concerned about your child's allergies, please notify the Director so that you may be contacted when special treats will be brought into the class so that you may provide an alternate, safe treat.

Teachers will notify parents of all classroom allergens when requesting items for holiday celebrations.

Easy to eat/ preferred treats include cookies, brownies, Rice Krispy Treats, donuts, etc. In our experience, cupcakes are often difficult for preschool children to eat and students drop much of it on the floor and become upset that they must then place it in the garbage.

Medication

Little One's Day Out staff does not administer any medication, including sunscreen. Children should arrive to school wearing sunscreen as necessary. Students requiring diaper rash cream/lotion to be applied must fill out the appropriate form which may be obtained from the Director.

Students with anaphylactic allergies are exempt from this policy in the case of an allergic reaction requiring Benedryl or an EPI Pen. Parent must provide an EPI Pen for any child with anaphylactic allergies. Parents should also provide Benedryl for their child if noted by a physician for allergic reactions. A physician must complete an "Individual Plan of Specialized Care" form that may be obtained from the Director.

Accidents

Parents will be informed of any accidents that occur during their child's stay at Little One's Day Out. A parent may be called immediately if an accident causes significant concern to the child, or if a staff member deems it necessary.

Disaster Plans

Disaster plans are posted in each room throughout the building. Fire Drills and Severe Weather Drills will be conducted every three months, per license-exempt regulations.

Insurance

The Little One's Day Out program is covered for liability under the building insurance policy for Columbia United Church of Christ.

Curriculum

All children are naturally curious. We guide and encourage this curiosity through playing, singing, cooking, reading, writing, and creating together.

A. Christian Influence

Teaching of specific religious beliefs is one of the great privileges belonging to parents; therefore Little One's Day Out is conscientious of keeping religious references general. This program is set in a Christian context; however, it is not a school of religion. We provide exposure to Bible stories, songs and biblical characters. We will offer prayers of thanksgiving at snack, lunch, and other times that may be appropriate. Most importantly we work to convey to the children that they are loved and precious to God.

B. Play-Based and Child Directed Learning

Children learn by doing things that are meaningful to them. We will guide children to:

- Build confidence and have fun through a daily routine.
- Experience positive peer relationships and use problem solving skills with success.
- Listen and respond appropriately in group activities.

The role of our staff is to be a nurturing presence, to observe and encourage the children where they are at in their learning process. Each child is an individual in his/her preference, pace, and way of learning that is to be celebrated.

C. Missouri Pre-K Standards

All of the activities in our classrooms will be tied to the objectives outlined by the Department of Elementary and Secondary Education as set in the Missouri Early Learning Goals. The Learning Goals include the following: Literacy, Math, Science, Social/Emotional, and Health and Physical Development.

Missouri Department of Elementary & Secondary Education: Missouri Early Learning Goals

All lessons are in accordance with the Missouri Early Learning Goals set forth by the State of Missouri's Department of Elementary and Secondary Education. An overview of the goals is listed below. The complete set of Missouri Early Learning Goals may be obtained, free of charge, from the DESE website: dese.mo.gov.

- I. **Approaches to Learning:** Shows curiosity, takes initiative, exhibits creativity, shows confidence, displays persistence, and uses problem solving skills
- II. **Social and Emotional Goals**
 - Knowledge of Self: Exhibits self-awareness, manages feelings and behaviors
 - Knowledge of Others: Builds relationships of mutual trust and respect with others, works cooperatively with children and adults, and develops empathy and respect for others.

Examples of Social and Emotional Development in our Classrooms

Activities such as circle time, reading stories, eating together, and singing promote the joy of being a part of a group and encourage participation, cooperation, and negotiation during play time with peers. Activities include turn taking practice and encourage expressing feelings kindly and specifically, comfortably expressing own name, parent's name and other personal data through games, journaling, and daily projects.

III. Physical Development, Health, and Safety

Physical Development and Coordination uses gross and fine motor skills with purpose, control and coordination, and responds to sensory input to function in the learning environment.

Health practices healthy behaviors

Safety practices safe behaviors

Examples of Physical Development, Health, and Safety in our Classrooms

Gross Motor: Daily opportunities to climb, run, slide, dig, ride toys, dance/move to music

Fine Motor: Opportunities to paint, cut, glue, write, use tweezers, lacing cards, puzzles, sensory table activities

IV. Language and Literacy

Symbolic Development represents feelings and ideas in a variety of ways.

Listening and Understanding/Receptive Language listens for different purposes.

Speaking (Expressive Language) uses language to communicate, develop and expand vocabulary.

Knowledge of Print and Books applies to early reading skills, uses concepts of print, and attends to sounds in language.

Writing uses written language as a means of expression/communication.

Examples of Language and Literacy in our Classrooms

Reading: Read individually and listen to stories read by teacher, book listening center, act out stories, pretend/creative play. Vocabulary about language and other topics will be used and encouraged. Words such as "author" and "illustrator" are examples of this.

Writing: A writing center is in classrooms when age appropriate. Independent writing includes writing letters, cards, invitations, recipes, drawing, and painting. Classes will work on pre-writing skills and tracing to build up independent writing skills.

Creating: Arts and crafts using scissors, glue, paint, markers, crayons, and various craft materials are encouraged in an effort for children to express themselves and concepts.

V. Mathematics

Counting and Cardinality uses number to show quantity, uses language to represent number of objects, solves problems using numbers and uses numerical representation.

Operations and Algebraic Thinking uses language to represent number of objects, uses numerical representations.

Numbers and Operation in Base Ten uses language to represent number of objects

Measurement and Data makes comparisons, uses measurement, collects, organizes, and displays information.

Geometry investigates positions and locations, and explores shapes in the environment.

Examples of Math in our Classrooms

Counting cups and napkins for our friends at snack time, matching games, days of the week, counting, art, cooking (measuring ingredients, building with blocks, scooping/filling objects with sand on the playground, using magnetic numbers and shapes, putting together puzzles)

VI. Science

Physical Science explores, investigates, solves problems related to, and represents observations of physical properties of objects and materials.

Life Science explores, investigates, solves problems related to, and represents observations of living things.

Earth Science explores, investigates, solves problems related to, and represents observations about earth and sky.

Examples of Science in our Classrooms

Experiments with cause and effect, experiencing transformations while cooking, nature walks and rubbings, care and observations of classroom critters, color mixing with water and paint, playing science content based games, journaling and daily projects.

VII. Understanding the World

Family explores family

People and Communities shows interest and explores people in the community

Technology investigates mechanical and electronic devices

Examples of Understanding the World in our Classrooms

Pictures of our students' families displayed in their classrooms, books on families and community workers, guest speakers, building with blocks and other materials, using a light table, access to tablets/ipads when available.

VIII. Expressive Arts

Music and Movement shows interest in music and movement, explores music and movement.

Visual Arts shows interest in visual arts, explores visual arts.

Drama shows interest in dramatic arts, explores dramatic arts.

Examples of Expressive Arts in our Classrooms

Make believe by pretending, using dialogue, actions, and objects to tell stories, expresses self through physical action and sound, assume roles in dramatic play or other creative situations.

D. Daily Schedule

Each class will follow a daily routine of activities set and posted by the classroom teacher. Snack, lunchtime, and scheduled restroom/diaper changes are carefully built into the day.

E. Lesson Plans

The classroom teacher will create lesson plans for each day. Daily lesson plans will be displayed outside the classroom. In accordance with our integrated curriculum, every day will include:

- Supervised, Child-Directed Free Play
- One specific story related to the Theme
- Teacher Led Learning Activities (Literacy/Math/Writing/Science)

- Large Group Learning time (Circle Time)
- Outdoor/Indoor Gross Motor Play
- Music Time including a Bible Song

(The toddler class will be adjusted for age appropriate activities)

F. Assessment

All assessments of developmental milestones and of academic progress will be monitored by utilizing developmental checklists related to the Missouri Early Learning Goals. Copies will be available for each student's portfolio of observed and collected information. Teachers will review assessments with parents during conferences twice per year (Fall/Spring).

Discipline

A. Positive Approach

Our staff operates under the premise that discipline means, "to teach." Children will be given choices in order to have ownership in the learning that comes through discipline. Staff members will model use of positive language and give appropriate alternatives instead of "don't" and "no". The use of "don't" and "no" will be limited and used when behaviors need to be stopped immediately due to danger to self and/or another child. Below is a model of examples that our staff works to follow.

Be a guide, not a judge. Instead of saying, "Don't make a mess with the playdough," say "Keep the playdough on the table."

Be understanding. Instead of saying, "Big kids don't cry," pat child on the shoulder and say "You're crying because it hurts, I know. But soon it will stop hurting."

Be specific. Instead of saying, "Play nice with the blocks," say "Blocks are to build with."

Be patient. Instead of saying, "Go on. Don't be afraid of the slide," say "Someday you'll go down the slide too. You'll be safe because you'll hold on tight. When you do, you'll have lots of fun."

Be positive. Instead of saying "Don't bump your friend's block tower with your truck," say "Drive your truck around the tower."

Be imaginative. Instead of saying "Pick up all those beads" say "I'll pick up the green ones. Which color will you pick up?"

Be appreciative. Instead of saying, "Don't scribble. Draw a flower like this." Say "You're working hard on making lots of interesting lines with those markers."

Be confident. Instead of saying, "Would you like to hold hands on the way to the playground." Say "It's time to hold hands with your partner."

Support Communication. Instead of saying "Let's see who can do this the fastest." Say "Let's all have fun doing this together."

B. Individualization

All discipline will address behavior and the consequences of that behavior, therefore each situation will be individually assessed by the staff members. Discipline is based on rules we all need to learn and accept to function well with others. Basic rules of kindness, courtesy, and safety will be enforced.

C. Conflict

Children in conflict will work with each other and a staff member to solve the problem together. The staff member will be a facilitator, encouraging role play, practice, and fair play. Staff will not release the names of other children involved in student conflicts to parents.

D. Biting

If a child bites another child, the biter will be removed from the immediate area. If age appropriate, the child will work with a staff member to resolve the conflict with the other child. Parents will be notified of the incident at pick up on the day of the incident and an incident and/or aggressive behavior report will be placed in the child's file. A total of three incidents within three months may result in dismissal from the program. Staff will not release the names of other children involved in the incident to parents.

E. Aggression

Our school is committed to the well-being of each and every child. In order to provide a safe, loving, and stimulating environment, aggressive behavior (physical or verbal) and weapon play will not be tolerated. When a child displays aggressive behavior, the child will be redirected. If unacceptable behavior persists or creates an unsafe environment for the children and staff of LODO, the following steps will be taken as necessary.

1. The child will be removed from the situation and placed in a prearranged calming spot in the current learning area.
2. The child will visit with the Director in calming spot of the Director's office.
3. The Director will visit the classroom to observe the child's behavior.
4. A meeting will be arranged with the child's parents, teachers, and the Director to discuss corrective action.
5. Depending on the severity of the aggression, the child may be suspended from Little One's Day Out for up to three school days, or may be dismissed from the program.

Corporal punishment is not part of our program and will not be tolerated at any time.

F. Termination by Center

LODO may terminate a child's enrollment in the program if any of the following conditions arise:

- In the judgement of the Director, the child's behavior threatens the physical or mental health of other children or staff in the program, and interventions have not been successful. This includes aggressive and other behaviors that cause consistent disruptions to our learning environment. LODO staff will work with parents to obtain evaluations for therapeutic services through referrals made to outside agencies that are in the best interest of the child.
- Required forms for enrollment in a childcare center are not provided by their due date.
- Failure to abide by the terms of the Parent Handbook.

- Abusive/disruptive behavior by parents if a parent behaves in a manner that is destructive, disruptive, abusive, or malicious through their statements or actions (verbal and written) toward the staff, their own child, or other parents/children at LODO.
- Every parent has expectations regarding the care and education of their child. If it occurs that LODO is unable to meet a parent's expectations in accordance with our policies and procedures, LODO reserves the right to disenroll the child in order to allow the parents to find an environment that better meets their needs and expectations.

Parent Handbook Signed Agreement Form

2022-2023

Student Name(s): _____

I have reviewed my Parent Handbook for the 2022-2023 School Year. I have read, understand, and agree to comply with the policies and procedures stated therein for Little One's Day Out Preschool.

This form must be signed and returned by at least one parent/guardian on or before a student's first day of school.

Parent Printed Name: _____

Parent Signature: _____

Date: _____

Parent Printed Name: _____

Parent Signature: _____

Date: _____

Media Policy

In order to comply with the Data Protection Act of 1998, we must obtain written parental consent before we take photographs of your child. Please complete this form and return it to Little One's Day Out at Back to School Night or on your child's first day of school.

By law, Little One's Day Out protects the privacy of the students and is prohibited from releasing students' personal information. If group photos are taken and uploaded onto the LODO Facebook page, LODO Instagram Page, LODO Twitter Page, Shutterfly Classroom Share Sites, or CUCC/LODO Webpage, the face of a child that we do not have permission to post will be covered so that it is not recognizable.

In addition we will not "tag" any photos from LODO on our Social Media pages, nor will we allow any uploaded photographs from sources other than those directly from LODO.

Shutterfly Classroom Share Sites are only accessible to parents/guardians of your child's class and LODO staff members. Shutterfly sites are created & managed by the classroom teacher.

The Director will review all Social Media Sites, Shutterfly Classroom Share Sites, and CUCC/LODO Webpage regularly to verify compliance with each student's media policy requests.

The Little One's Day Out Webpage is a section of the Columbia United Church of Christ's Webpage.

Little One's Day Out Media and Facebook Policy Consent Form

2022-2023

I hereby consent to the use of any photographs, video, and/or audio recordings taken of my child by Little One's Day Out (LODO) for the purpose of advertising facilities and programs of Little One's Day Out in newsletters, LODO/CUCC website, Facebook, Shutterfly classroom share sites, and other communications and advertising media as noted below:

Please mark choices below with an "X" and return to the Director on or before your child's first day of school.

I give permission to photograph, videotape, or audio record my child for assessment purposes to utilize when completing assessment forms for parent/teacher conferences. Yes No

I give permission to display my child's school work on:

Bulletin Boards	<input type="checkbox"/> Yes	<input type="checkbox"/> No
LODO Facebook Page	<input type="checkbox"/> Yes	<input type="checkbox"/> No
CUCC Facebook Page	<input type="checkbox"/> Yes	<input type="checkbox"/> No
LODO Instagram Page	<input type="checkbox"/> Yes	<input type="checkbox"/> No
LODO Twitter Page	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shutterfly Classroom Share Site	<input type="checkbox"/> Yes	<input type="checkbox"/> No
CUCC/LODO Website	<input type="checkbox"/> Yes	<input type="checkbox"/> No

I give permission to display my child's photograph, including class pictures on:

Bulletin Boards	<input type="checkbox"/> Yes	<input type="checkbox"/> No
LODO Facebook Page	<input type="checkbox"/> Yes	<input type="checkbox"/> No
CUCC Facebook Page	<input type="checkbox"/> Yes	<input type="checkbox"/> No
LODO Instagram Page	<input type="checkbox"/> Yes	<input type="checkbox"/> No
LODO Twitter Page	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shutterfly Classroom Share Site	<input type="checkbox"/> Yes	<input type="checkbox"/> No
CUCC/LODO Website	<input type="checkbox"/> Yes	<input type="checkbox"/> No

I give permission for my child's photo to be taken for LODO Child Care Database for safety purposes/identification by LODO staff. Yes No

I give permission for my child's photo to be taken and sent to us (Child's Parents) via email or text. Yes No

I give permission for my child's photo to be taken and saved for use for their Pre-K Graduation Slide Show Yes No

Please Print

Student Name(s): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Parent's Printed Name: _____

Parent Signature: _____

Date: _____

Please contact the Director with any questions regarding this form at 573-445-2661 or LittleOnesDayOut@yahoo.com.