



# Parent/Guardian Handbook

Policies & Procedures

2024-2025

Columbia United Church of Christ  
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Columbia, MO 65202  
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## 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/guardians 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.

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

### 2024-2025 LODO Ministry Team

Member	Email	Term Ends
Rick Oberle (Pastor)	rick@columbiaucc.com	N/A
Erika Maltsbarger (Director)	littleonesdayout@yahoo.com	N/A
Kristin Veteto (Chair)	kristinnoelveteto@gmail.com	May 2026
Susan Dunham	dunhamsusan43@gmail.com	May 2025
Darla Privitt	12darlap3@gmail.com	May 2025
Kim Oberle	oberlekim27@gmail.com	May 2026
Carissa Graves	carissa.graves@yahoo.com	May 2026
Christine Mseke	mwashitemseke73@gmail.com	May 2027
Lydia Whitacre	lydiaawhitacre@gmail.com	May 2027

## **Introduction**

All parents/guardians 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/guardians 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/guardian permission will be sought before individual photographs of the children are taken for display on social media and 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, guardian, 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 1<sup>st</sup> – 1 teacher with no more than 4 children
- **Lambs Class:** Age 2-years before August 1<sup>st</sup> – 1 teacher with no more than 8 children
- **Lions Class:** Age 3-years before August 1<sup>st</sup> – 1 teacher with no more than 8 children
- **Leopards Class:** Age 3-years before August 1<sup>st</sup> – 1 teacher with no more than 8 children
- **Leap Frogs Class:** Age 4-years before August 1<sup>st</sup> – 1 teacher with no more than 10 children
- **School Aides:** Assist in all classrooms as necessary
- **Assistant Director:** On-site to assist with classroom needs
- **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 sixteen (16) 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 six (6) children in the program may be 2 years old in a group of 16; no more than four (4) children in the program may be 2 years old in a group of ten (10).

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/guardians. (A reusable bag will be provided at Back to School Night to hold nap supplies.)*

- 1 crib sized fitted sheet
- 1 blanket to use as a cover
- 1 small pillow (Pillows must be travel sized.)

**LODO PLUS Optional Supplies**

- 1 blankie/lovey (Item must remain at school with naptime belongings.)

## Calendar

### August 26, 2024-May 2025

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](http://www.cpsk12.org). LODO will also be closed one 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. The last day of the school year will end at 1:00pm for all students.

## Enrollment

### Eligibility

Enrollment is available to children ages one to five years. Classes are based on a child's age before August 1<sup>st</sup> 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 1<sup>st</sup>
- **Lambs Class:** Age 2-years before August 1<sup>st</sup>
- **Lions Class:** Age 3-years before August 1<sup>st</sup>
- **Leopards Class:** Age 3-years before August 1<sup>st</sup>
- **Leap Frogs Class:** Age 4-years before August 1<sup>st</sup>

### Application

Application for admittance can be submitted any time throughout the school year for open slots. A non-refundable enrollment fee is due at the time of application each year; amount to be determined in January of 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 for License-Exempt Facilities**

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.

### **Immunization Report**

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. Waivers may be obtained from the LODO Director, or downloaded from the LODO Website (Forms Section). 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 Form**

Little One's Day Out follows all Rules of the Department of Elementary and Secondary Education for License-Exempt Child Care Facilities. Little One's Day Out is inspected annually by the Fire Marshall's Office (Fire Safety Compliance), Local Health Office (Sanitation Compliance), and the Office of Childhood (Child Care Compliance). Copies of the regulations are available by request or at <https://dese.mo.gov/childhood/child-care/rules-laws>.

### **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/Guardian Handbook Signed Agreement" acknowledging the policies and procedures within the Parent Handbook
- Little One's Day Out Social Media Release

These forms may be sent electronically through Brightwheel for completion. It is preferred that these forms are completed electronically for automatic upload into your student's Brightwheel profile. A printed copy may be obtained from the Director if necessary.

### **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 invoices will be available monthly via Brightwheel. Tuition may be paid electronically via Brightwheel from your checking account, by cash, or check. Brightwheel charges a small Transaction Fee for each electronic payment. 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 1<sup>st</sup> of the month and considered late if received after the 8<sup>th</sup> of the month.

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

### 2024-2025 Tuition Rates:

Lightning Bugs Class: \$44.00/Day

Lambs/Lions/Leopards/Leap Frogs Classes: \$42.00/Day

LODO Plus: \$57.00/Day (\$15.00 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 provided through the Brightwheel program.

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

### Supply Fees:

An annual supply fee will be due in September of each school year. Supply fees will be set by the LODO Ministry Team by February of the preceding school year. Families of children that are not potty trained must supply diapers/pullups and 2 packets of wipes for their child. Diapers/Pullups are child specific, wipes will be used as needed for all children.

### 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 8<sup>th</sup> of each month. A late fee of \$20.00 per family will be assessed for tuition received after the 8<sup>th</sup> of the month. Late fees may be waived if the Director is notified with a valid reason prior to the 8<sup>th</sup> 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 fee 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/Guardian Communication**

- A monthly newsletter from the Director (September – May) regarding class activities and upcoming events throughout the school year
- End of Week - Brightwheel Newsletter Updates from the Director
- Messages from the Director regarding reminders and updates via Brightwheel
- Daily note from the classroom teacher each day in the Lightning Bugs and Lambs classrooms via Brightwheel.
  - Includes diaper change/bathroom logs, snack & lunch consumption, and a brief note about the day.
- Messages to/from teachers via Brightwheel Messaging
- Information Board and notes posted at the LODO entrance and/or outside the classrooms
- Lesson Plans posted outside classrooms and via Brightwheel Learning section
- Facebook Page - [www.facebook.com/LittleOnesDayOutPreschool](http://www.facebook.com/LittleOnesDayOutPreschool) (Administered by the Director)
- Instagram Page - <https://www.instagram.com/littleonesdayout> (Administered by the Director)
- Classroom Photos Uploaded Weekly to Google Photos by Teachers
- Photos uploaded intermittently in Brightwheel
- Student Conferences in the fall and spring
- Brief 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.

### **Brightwheel Communication**

- Brightwheel will be our primary form of communication with parents/guardians.
- Diaper/Potty Logs will be made daily for children in the Lightning Bugs and Lambs Classrooms.
- Potty Logs for children in other classes will be made when they are in the potty training process. After potty training is complete, only potty accidents and abnormal stools will be logged.
- Food Logs will be made daily for morning snack/lunch in the Lightning Bugs and Lambs Classrooms. All other classes will send notes regarding food if it was outside of a child's normal eating habits.
- Photos, Videos, and Notes will be logged as deemed necessary by the staff.
- Messages to staff should be sent through Brightwheel Messaging.
  - Staff & Admins Messages are seen by all staff associated with the classroom and Administration.
  - Admins Only Messages are seen by Administration only (Director & Assistant Director).
- Tuition invoices and other program charges are sent via Brightwheel Billing each month. You can view all payments and invoices within the program at any time. Contact the Director with any questions regarding tuition and payments.
- Notification preferences can be set under "Edit Profile." Parents/Guardians are responsible for reading communications sent by LODO staff in order to be aware of child progress and important information relating to the program as a whole.

### **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 Brightwheel Messages.

### **Child's Personal Records**

Individual records are kept for each child; parents/guardians 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.

### **Outside Babysitting Policy**

Little One's Day Out staff may not babysit/nanny or provide transportation for families while they are enrolled in our preschool program and a staff member is employed at Little One's Day Out. This policy applies to the school year and summer break if a family/staff member will be enrolled/employed for the upcoming school year.

## **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/guardians after leaving the classroom. Children and adults should 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, send a message through Brightwheel, or email the Director at [littleonesdayout@yahoo.com](mailto:littleonesdayout@yahoo.com). The Director may attempt to contact parents/guardians if a child has not arrived by 9:30am 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 8:50am. Doors will not be opened until 8:30am, as our staff is preparing for our day up to this time. Once children are lined up to walk to classrooms at 8:50am, students will not be admitted until LODO+ children are in their classrooms. Please wait to enter the building until 9:00am if arriving after 8:50am. This allows us to safely ensure all LODO Plus students are out of the hallway for 9:00am arrivals. Adding children during our line up transition causes safety challenges.

LODO Plus students may place backpacks/lunchboxes/jackets in the Fellowship Hall and they will carry their belongings to their class 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 8:50am 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 (9:00am Drop-Off)**

Doors will be opened for arrival between 8:55-9:00am, after our LODO Plus students have lined-up and are escorted to their classrooms between 8:50-9:00am. 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/guardians 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 using your 4-digit Brightwheel code.

### **Dismissal/Pick-Up General Procedures**

Out of respect for our staff, parents/guardians 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/guardian 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 sending a Brightwheel message. 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/Guardians should be in the building at 1pm, ready to pick-up children.)**

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

### **Extended Day Pick-up (Parents/Guardians 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.* LODO closes at 4:30pm. Please allow time to pick-up your child and gather their belongings before 4:30pm.

To keep children safe, LODO families must 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.

### **1:00pm 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/guardians should wait quietly outside the classroom until classes are dismissed. Please wait at the classroom doorway until the teacher dismisses your child; we ask that parents/guardians not enter the classrooms during pick-up. 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 staff member. 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 Plus 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

## Authorized Drop-off & Pick-up

For the safety of the children, a parent/guardian 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/guardian or those persons identified on the Child Enrollment Form or listed in Brightwheel. Students will only be released to individuals 18 years and older. 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/guardians will be picking up your child.

Parents/guardians are asked to upload a photo to their parent/guardian profile in Brightwheel so that all staff is aware of each child's parent/guardian. Student photos will be taken for their Brightwheel profile at Back to School Night or on their first day of school. We encourage authorized pick-up persons to upload a photo to their Brightwheel profile as well.

Please see the Director if assistance is needed in uploading profile photos. The Director will notify parents/guardians of any other protocols to verify persons authorized to pick-up a child.

## Personal Belongings

### Labeling

Each child's belongings 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 and is available at the sign-in table.

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.

Cosmetic jewelry such as necklaces, bracelets, and rings are permitted unless they cause disruption or safety concerns. Teachers will place these items in a child's cubby drawer if they become a disruption. If wearing of these items becomes a frequent disruption, the teacher may ask that these items no longer come to school.

### 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.

Children with pierced ears should wear stud style earrings – dangly earrings are not allowed for safe play and interaction with peers.

Tennis shoes or closed-toed shoes are required. **Flip flops and open-toed sandals are not allowed at school for safety purposes.** Please keep in mind that young children often have difficulty running and climbing in boots (rain/snow/etc.)

and dress shoes. Children often note discomfort when they do not wear socks, especially after sandbox play. **Tennis shoes are the best choice for safe gross motor play at school.**

We encourage children to wear shorts under dresses/skirts for comfort during active play (climbing/sliding) and during sandbox play.

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/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 child 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/guardians 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 before wearing underwear to school.
- At home, parents/guardians 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/guardians 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. A child should not wear overalls or bib type clothing, onsies, 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 we 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.

### **Naptime Potty Training (LODO PLUS Students)**

Please speak with your child's teacher, LODO PLUS PM Staff, 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.

### **A few things to note:**

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.

- 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/guardian at the end of the day.
- We do not clean out underwear when a child has a bowel movement accident. Heavily soiled underwear/pants must be disposed of immediately to prevent the spread of germs and feces borne illness.

- 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.

## 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 100.4° 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/guardian will be contacted to pick-up the child immediately:

- Fever over 100.4° degrees Fahrenheit
- Signs/Symptoms of COVID-19 or Influenza
- 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, covid 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/guardians 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 /guardians will be notified of the class that the child/staff member is enrolled, including if the child is enrolled in LODO Plus. Some classes will combine for gross motor play/snack/lunch, and our LODO Plus 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. Lunch boxes should have a short handle so that children can carry them off the ground. Backpacks should not be used as lunch boxes.

## **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.

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). Food items that note "may contain traces" or "processed in a facility that also processes nuts" are allowed and we will use caution when serving these near students with nut allergies.

## **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. Parents/guardians must provide an EPI Pen for any child with anaphylactic allergies. Parents/guardians 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.

Students with a known history of febrile seizures are exempt from this policy and must have this noted on the Medical Form by their physician and provide fever reducing medication with the dosage noted by the physician and the temperature at which medication should be administered. A physician must complete an "Individual Plan of Specialized Care" form that may be obtained from the Director.

### **Accidents**

Parents/guardians will be informed of any accidents that occur during their child's stay at Little One's Day Out. A parent/guardian 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](http://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, 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 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**

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, 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 and will be made available in Brightwheel. In accordance with our integrated curriculum, every day will include:

- Supervised, Child Led Free Play
- One Specific Story Related to the Theme
- Teacher Led Learning Activities (Literacy/Math/Writing/Science/Etc.)
- 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/guardians during student 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. 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. Staff will work to resolve the situation and model safe choices/behaviors when the conflict occurs. Staff will encourage children to be part of the solution, when developmentally appropriate. After the

conflict has been resolved, students will move on with their day with reminders of safe choices as needed and learn that it is possible to have a challenging moment and then make safe choices for the remainder of the day.

#### **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/guardians 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. Some pushing/hitting/grabbing/biting is developmentally appropriate as children build communication and social/emotional skills throughout their preschool years. 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 the 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/guardians 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/Guardian Handbook.
- Abusive/disruptive behavior by parents if a parent/guardian 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/guardians or children at LODO.
- Every parent/guardian has expectations regarding the care and education of their child. If it occurs that LODO is unable to meet a parent/guardian's expectations in accordance with our policies and procedures, LODO reserves the right to dis-enroll the child in order to allow the parents/guardians to find an environment that better meets their needs and expectations.

**Parent/Guardian Handbook (Policies & Procedures)  
Signed Agreement Form**

**2024-2025**

**Student Name:** \_\_\_\_\_

I have reviewed my Parent/Guardian Handbook for the 2024-2025 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. All parents/guardians and approved pick-up persons are required to abide by the policies and procedures included in the Parent/Guardian Handbook.

**Parent/Guardian  
Printed Name:** \_\_\_\_\_  
**Parent/Guardian  
Signature:** \_\_\_\_\_

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

**Parent/Guardian  
Printed Name:** \_\_\_\_\_  
**Parent/Guardian  
Signature:** \_\_\_\_\_

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

Contact the Director for a printed copy.