



Laura's
Barn **Preschool**
Child Care Center www.salinaschildcare.com



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Welcome to Laura's Barn Child Care Center. We appreciate the confidence you have shown us in your selection of LBCCC for your child.

In this Parent Guidebook, we have addressed important operating policies with which you will want to be familiar.

Laura's Barn Child Care Center (L.B.C.C.C.) is dedicated to making the most of your child's early years. At L.B.C.C.C., we do this by providing the best practices that offer your child exceptional early childhood learning experiences. Our foundation is based on the premise that the most important years of a child's brain development and learning patterns occur from infancy to age five. Our curriculum takes advantage of these windows of opportunity to give your child the best start toward a lifetime of learning.

L.B.C.C.C. best practices for the most important years of your child's development include:

- Stimulating, creative, educationally-engineered facilities
- Learning-inspired curriculum, aimed at total-child development
- Extraordinary support for the L.B.C.C.C. team of teachers, so they can focus on guiding the learning process
- Secure, nurturing environment

Laura's Barn is committed to providing a balanced day to meet each child's intellectual, physical, social and emotional needs. We believe that a child's day should include fun, learning to learn, outside and inside physical activities, and quiet times. Each member of our staff is dedicated to empowering your child to reach his or her maximum individual learning potential.

Our objective is to provide the best of the best experience for your child during his or her day. At L.B.C.C.C., every child is treated as special. We strive to address each child's individual needs.

We see ourselves as partners with you, the parent, to make your child's day productive and fun. Communication between us about your child is very important and we will make it a priority.

LAURA'S BARN AGE GROUPS

L.B.C.C.C. accepts children from 6 weeks to 7 years of age. Each age group is carefully grouped in distinct areas that encompass age appropriate activities and environments. There is Lil Cowpokes for infants and Wranglers for older children. In addition, Laura's Barn offers Pre-K, Happy Campers for ages 2 through 7, and summer programs.

Lil Cowpokes

Infants and Young Toddlers

Each child has his or her own crib and the linen is changed daily. Infant toys are sanitized daily. No playpens are used, and the cribs are not used as playpens. If the child is not sleeping or eating, he or she is free to move about the play area of the room, explore appropriate materials, and interact with others. If weather permits, infants are taken outdoors to a play area designed exclusively for their use. The children are regularly held, cuddled, rocked, talked to, sung to and, at appropriate stages, taught basic language.

Your child's care, including eating, sleeping and other routines, is carried out by staff members, based upon an individual daily schedule, which we will ask you to provide to us. Our staff will adhere to your instructions to the best of our ability.

We will make written entries on Your Baby's Daily report at Laura's Barn throughout the day. This report will be sent to you at the end of the day, so that you can see your child's activities during the hours when he or she was with us. This will normally include detailed information about foods eaten, how long they have slept, disposition and activity level, noted symptoms of illness or discomfort, special experiences during the day and any extraordinary achievements, such as a new word.

Food and formula are furnished by you, the parent, in individual bottles clearly marked with your child's first and last name. As your child begins to eat table foods, milk and other items will be provided by L.B.C.C.C.

Wranglers

Preschoolers

Each *Wrangler* is divided into small groups of children sharing similar ages. Every group has its own schedule of morning activities and, for full time students, afternoon activities as well. The group itself remains intact throughout the day, so that each child's Primary Teacher and circle of friends remains constant.

We restructure the composition of *Wranglers* and groups from time to time, taking into account each child's age and developmental level. In this respect, it is important to remember that each child's progress at L.B.C.C.C. is not always a simple linear progression from Group A to Group B, and so on, throughout his or her preschool years.

Your child's current *Wrangler*, and group, is indicated on your monthly statement. In addition, the current location and activity of each group is displayed in "real time" on a color monitor in the reception area of the school. If you arrive later than usual in the morning, or earlier in the afternoon to pick up your child, you may consult this monitor to learn what your child's group is doing and where the group is located.

LAURA'S BARN CURRICULUM

Our curriculum includes emergent reading, math, science, social studies and virtues, and is enhanced with enrichment classes. In addition, our learning-inspired curriculum is aimed at the total-child development. We realize that every child is different, developing at his or her own special pace, each with different interests and distinct likes and dislikes. We respect this individuality and our programs reflect this sensitivity to each child's social/emotional, intellectual and physical needs. We incorporate activities and educational materials that are appropriate for the age and developmental stage of each child.

Our time-tested, research-supported, educational programs incorporate a variety of engaging and enriching activities in all the important developmental areas that will benefit children throughout their school years. This includes physical skills, social/emotional skills, communication skills and thinking skills. At L.B.C.C.C., our educational goal is to have the total-child blossom. We help children learn new skills, build self-confidence and develop social skills. The

result – children receive the preparation they need for school success in a safe, supportive and nurturing environment. We enhance our core curriculum with enrichment classes in creative movement, music, art, second language and computers. Children also experience other activities such as an interactive television studio, that provides opportunities for L.B.C.C.C. children to explore science, community and social studies through dramatic play.

Enrichment Classes

During the day, children are nurtured by a primary teacher who leads the group throughout the day's activities and enrichment teachers. Together they form a team of teachers for each child. Children participate in different subjects primarily at half-hour intervals. They are stimulated by the opportunity to move throughout the facility and explore the various themed classrooms of Laura's Barn Child Care Center where enrichment teachers offer lessons combining playfulness and age appropriate learning. Classes begin at 8:30 a.m.

Art

In the Art Studio, children will manipulate a variety of art media and use a variety of art tools. Creativity flourishes between ages 2 and 5 and if it is nurtured and supported, it will become a life long trait. Children enjoy expressing their creativity with paints, modeling clay, chalks and crayons, pencils, and markers.

Music Studio

Neurological research indicates that the optimum time for music instruction is between the ages of 3 and 10 years. The Music Studio offers children the opportunity to cultivate an appreciation of music. Play-based musical experiences provide opportunities for singing, moving and listening. Each of these activities helps the brain stay alert and also serves as a stimulant for increasing memory.

Computer Lab

The LB.C.C.C. Computer Lab provides children with computer instruction and highly interactive software that allows them to practice math, reading, and writing skills learned in other classrooms from a technological perspective.

Creative Movement Studio

Children are invited to express their moods, feelings, and thoughts

creatively in this classroom. They will develop and refine both gross and fine motor capabilities, as they connect their thought to their movement. The more senses that deliver messages to the brain, the more likely the brain is to pay attention to the message. Combining movement and thinking maximizes the potential for learning.

Second Language Library

Children are more receptive to language during the first five years of life than they will ever be again. It is the perfect time to introduce a second language. In the L.B.C.C.C. Library, children are introduced to second language vocabulary. To enhance the fun, language is taught through stories, finger plays, songs, and games.

LB3C's-TV

Children explore science, community, and social studies concepts through dramatic play in the LB3C-TV studio. They investigate the role of the newscaster, and can even video themselves delivering a broadcast. They use critical thinking skills to work cooperatively with their peers on negotiating and compromising, and participate in activities that develop virtues. The combination of practicing social skills and utilizing critical thinking simultaneously provides a perfect format for the wiring of both skills. The "window of opportunity" for wiring both social skills and thinking skills is between the ages of 2 and 4 years, with opportunities for strengthening of the wiring between ages 4 and 7 years.

Math and Science Lab

The brain's favorite activity is problem solving. It is constantly seeking and searching for patterns. In the Math and Science Lab, children have plenty of practice exercising their reasoning skills. Since the brain is wiring for thinking skills between the ages of 4 and 6 years, the exploration activities in this room are a perfect way for children to strengthen the neurological networks that support higher levels of thinking. Children become familiar with patterns within mathematical concepts.

PROGRAMS / ACTIVITIES

Programs and activities are primarily half-hour intervals during mornings

2 year olds	3 year olds	4 year olds
Creative Movement	Social Studies	Social Studies
Gym	Science	Science
Art	Creative Movement	Creative Movement
Story-time/Language Development	Gym	Gym
Music/Rhythm	Art	Art
Number Play	Emergent Reading	Reading
Colors/Shapes/Sizes	Language Arts	Language Arts
Intro – Second Language	Music	Music
Computer Play	Emergent Mathematics	Mathematics
Dramatic Play	Intro – Second Language	Second Language
	Computer Play	Pre-Handwriting Skills
	Pre-writing Skills	Computers
	Virtues Program	KREM-TV
	Dramatic Play	Virtues Program
		Dramatic Play

Children’s attention spans are short. They need a constant exchange between passive and active activities. Children benefit from a wide variety of experience: child-initiated, teacher-directed, large group, (Part-time programs have a limited number of activities)

Communication with Parents

We appreciate the trust that you place in Laura's Barn Child Care Center when you leave your child with us for the day. We want to make that time worry free for you. We want you to be confident that we will contact you, if there are any significant events in your child's day. Should a situation arise, we'll call to tell you what happened and how we handled it. At L.B.C.C.C., you have our assurance that we will always call if anything is amiss, *and that if we don't call, everything is fine.*

Daily Notes

The Executive Director Laura Hair is available to discuss your child's progress with you at any time and will occasionally bring matters to your attention that she feels you will want to know. In addition, you will receive daily emailed reports of your child's activities.

For toddlers and preschool-aged children in each of the Wranglers, a more detailed daily report is used. This report includes current subjects being studied, individual progress in each of these areas, and any special events that have occurred during the day. The report accompanies the child from one activity to the next throughout the day, and notations are made by each teacher on the team near the end of each 30-minute period, or as your child transitions through different activities.

The same form also includes relevant comments by teachers concerning any special lunch, naptime, or social behavior exhibited by the child, disciplinary matters, or potty-training, if applicable.

These continuous reports are intended to keep you abreast of your child's current social, emotional, and academic progress at L.B.C.C.C. If you have a question about anything reported, please have a word with the Executive Director, or other staff members. In the case of preschoolers, these reports also provide you with current curriculum information that you may wish to support with additional activities at home. The most important point to remember is that, as your partner, we want to share how your child is doing. We also ask that if you have a concern, please tell us right away. We want to address any concerns that you have, as quickly as possible. We also love to hear when you are particularly pleased with us. Please share.

Evaluations

Characteristics and guidelines have been developed by L.B.C.C.C.

with which we assess and monitor the developmental progress of your child. Evaluations are done in November and May.

ENROLLMENT POLICY

Initial and continued enrollment will be at the discretion of L.B.C.C.C. based upon, among other factors, the best interest of the child, the expectation that he or she will benefit from the program, and the welfare of the other enrolled children, and the best interest of L.B.C.C.C. Enrollment decisions will be made without regard to race, color, sex, disability, religion, national origin or ancestry. L.B.C.C.C. reserves the right to dismiss any student, for any reason deemed necessary, at the sole discretion of L.B.C.C.C.

Child Enrollment and Documentation

Laura's Barn Child Care Center requires specific documentation to be provided for each child prior to the first day of classroom attendance. This documentation may include, but is not limited to, the following:

- L.B.C.C.C. Enrollment Application and Agreement
- Tuition Rate Agreement
- Current Certificate of Immunization
- Current Photograph of your child
- Appropriate documents, such as legal custodial documents, shall be attached if a parent is NOT ALLOWED to pick up child.

TUITION & FEES

Enrollment Fees:

At the time of enrollment, a payment must accompany your Application which will include the first month's tuition, a non-refundable registration fee. In order to hold a spot for longer than a month, one half of the monthly tuition will need to be paid until said start date. These are not refundable and will need to be paid on the first of each month until your child begins.

Re-registration:

Each year, you will be assessed an annual registration fee to reserve your child's space in L.B.C.C.C. for the coming fall. Registration fees are non-refundable.

Tuition & Late Fees:

Tuition is billed monthly and is due by the 1st of each month. Statements and payment processing with a check or cc, is available on www.myprocare.com. The statements will reflect your last payment, previous balance, tuition and other charges such as extracurricular lessons and uniforms incurred during the month.

If the 5th falls on either day of the weekend, the payment is due in full on the preceding Friday. Special arrangements may be made with L.B.C.C.C. for regular payments on a bi-monthly schedule.

Your cancelled check is your receipt. If you require a written receipt, in addition to your cancelled check, please notify a Director. In order to insure the safety of the children and staff members in our school, cash payments will not be accepted.

Failure to stay current with your child's tuition fees will result in the loss of your child's position and will constitute a default which will entitle Laura's Barn Child Care Center to all remedies, as prescribed by law, including reasonable attorney fees.

No discounts from tuition will be made for holidays or other days on which the school does not operate.

L.B.C.C.C. reserves the right to increase tuition and charges. You will be notified no less than one month prior to any change in rates.

If your child is absent from L.B.C.C.C. for two consecutive weeks, without notification to a Director, your child will be considered withdrawn from the program. If you choose to re-enroll your child, you will be re-assessed the initial enrollment fee and deposit and your re-admission will be contingent upon the availability of space in your child's group at that time.

Withdrawal:

The obligation for full payment of tuition continues until the date indicated by the parent or guardian as the date of withdrawal. No portion of your monthly paid or outstanding tuition will be refunded or cancelled in the event of absence, holidays, school closings, withdrawal or dismissal from the school. The parent or guardian agrees to furnish L.B.C.C.C. with at least thirty (30) days written notice of such date of withdrawal, and failure to do so will result in forfeiture of the tuition for the month of withdrawal.

You may withdraw your child from L.B.C.C.C. whenever you wish. If you wish to apply for re-enrollment at a later date, you will be re-assessed the registration fee and deposit and your re-admission will be contingent upon the availability of space in your child's group at that time.

L.B.C.C.C. FACILITY

Laura's Barn Child Care Center facility is learning-inspired. It is creative, stimulating, child-friendly environments that take children far beyond their imaginations.

Rooms are spacious and well equipped. Themed classrooms are set-aside for such subjects as second language, music and mathematics. The L.B.C.C.C. facility includes a library, a computer lab, a dance studio, music studio, and a multipurpose room.

Outside play areas are equipped with age-appropriate toys and play structures. Specially designed play yards include the "Pasture" Playground, a Trike Garage; a child-sized basketball court and an outdoor picnic area.

The safety and security of L.B.C.C.C. children are our top priority. Closed circuit television provides constant surveillance of classrooms, hallways, changing rooms and other areas. Changing tables have been specially designed to protect young infants.

Each month, the Director of Services completes the comprehensive L.B.C.C.C. Quality Control inspection of the campus in the areas of safety, security, health, staffing and educational programs. Ongoing visits by the State of California Department of Social Services ensure the highest standards are maintained.

Laura's Barn Child Care Center school is in compliance with the Americans with Disabilities Act.

Security

Our specially designed Secure Access System allows us to monitor each person's entry into the building, track your child's location and deliver important messages to you, as you check your child in and out of L.B.C.C.C. Upon enrollment, each child is assigned a numeric code. You may change your child's code at any time by speaking with the Director of Administration. The Secure Access System will unlock the main door for you when your child's code is entered on the touch-pad screen, located in the main entrance. We ask that you not allow anyone behind you to enter with you to prevent entry of an unauthorized visitor.

The system works in conjunction with an automated time clock that tells us exactly which children are in our facility at all times of the day. Periodically, you may also see automated messages such as billing information, weekly curriculum notes, program updates, and other important school announcements.

In addition, the front door is attended by a L.B.C.C.C. staff member during operating hours. Fire doors which exit directly to the outside (except those exiting to fully enclosed playgrounds) are equipped with an alarm.

Policies and Procedures for Visitors

A L.B.C.C.C. administrative staff member greets all visitors at the front entrance. Visitors are asked to sign in at the receptionist's desk and are then escorted throughout the building while visiting and/or touring.

Release of your Child to Others

We will only release your child to someone, other than yourself, when you have properly authorized us to do so. This may be done at the time of enrollment in your Enrollment Application & Agreement form, where you may list persons who may pick up your child at any time. This may also be done later by completing our "Authorization to Release Child" form. In issuing an authorization form, please be certain that it is delivered to our Executive Director.

In all cases in which you authorize release of your child to a person who has not picked up your child before, and whom we do not know, we will ask the person for appropriate identification.

Unauthorized Child to Others

In the event that an unauthorized person attempts to pick-up a child at L.B.C.C.C., the child will be moved to a safe location. We will then contact the custodial parent. The police will also be contacted.

Children not picked up at the end of the day

If a child has been left at the end of the day, attempts will be made to utilize all the parent's telephone numbers on file. If there is no response, we will call all the emergency telephone numbers in the child's file. If there is still no response, we will call the police or Child Protective Services.

EMERGENCY PROCEDURES

L.B.C.C.C. is equipped with a fire and smoke monitoring alarm system. Fire extinguishers are strategically placed throughout the building. Emergency drills (such as fire and earthquakes) are held on a regular basis, so that the children and staff are familiar with emergency procedures. The staff at L.B.C.C.C. has been trained in safety, first aid and emergency evacuation programs. They will orient your child prior to the first time executing a drill, in order to help alleviate any fear or anxiety that may occur. It is our goal to teach your child what to do during an emergency, so that he or she becomes familiar and comfortable with the procedures.

Emergency Evacuation

It is possible that an emergency evacuation may occur due to problems within the facility. If it is determined that the safety of the children is in any way jeopardized, you will be contacted to pick up your child. If your child is moved from the facility during an emergency evacuation, you will be contacted immediately and informed of the location. The location of L.B.C.C.C. evacuation facility is posted in the administrative area.

Inclement Weather

L.B.C.C.C. will make every effort possible to be open during inclement weather days; however, safety for your child and our staff members will be the prime consideration for closing the school. If there is any question whether the school will be open, please consult your local TV station for school closings, or call the main LBCCC's school phone number. Information concerning cancellation, or a delayed opening, will be recorded on the school voice mail by 5:30 a.m. In the case of a severe mid-day storm, please refrain from calling the school. We will call you if your child needs to be picked up, prior to closing. We take every precaution necessary to protect the children and the staff of LBCCC. School closings will be based on the determination of threats to the safety of children and the staff. In excessively hot weather, children will be provided with adequate water supplies and during outdoor play will remain in shaded areas for the majority of their playtime. During severe weather, children will remain inside for an alternative gross motor activity period.

YOUR CHILD'S HEALTH RECORDS & IMMUNIZATION

State law requires that every child have a Certificate of Immunization in file at L.B.C.C.C. This certificate provides a history of vaccinations against several childhood diseases. If your child has received all of the necessary vaccinations, you can obtain an updated, validated certificate from your physician, or local Health Department. It is imperative that you provide a current copy of this certificate, prior to your child's first day of attendance. Your child will not be permitted to attend L.B.C.C.C. if the certificate has not been submitted, or does not remain current.

Confidentiality of Records & Information

The L.B.C.C.C. staff respects the confidential information of the children in our care. All personal records of children and families in Laura's Barn Child Care Center is kept in the strictest of confidence.

Information pertaining to admission, progress, health or disenrollment of a child shall be confidential, unless the parent(s) of the child has given written permission for disclosure.

Illness

As a part of L.B.C.C.C.'s commitment to the health of the children and staff, we require parents to wash their hands and their children's hands upon arrival for the day.

The welfare and health of your child are of primary importance. When particular symptoms are noted, such as a fever or unusual changes in personality, this information will be brought to your attention immediately. Of course, if your child appears to be seriously ill, or highly infectious, we will call you (or another person whom you have designated for this purpose) to ask that you pick up your child from school. For the safety of the other children, your child must be picked-up within one hour of your notification. Until you arrive, your child will be made as comfortable as possible in a room where he or she is supervised by an adult, yet separated from other children. You may not bring your child to school if he or she appears ill and/or displays the following symptoms:

- a fever of 100 degrees F or higher within the past 24 hours
- vomiting or has intestinal agitation accompanied by diarrhea (may return once the condition has completely subsided for a minimum of 24 hours without medication)
- evidence of a communicable disease
- an undiagnosed rash (may return with physician's note that rash is not contagious)
- discharge from eyes, ears or profuse colored nasal discharge (may return when discharge is clear or child has been on antibiotics for 24-48 hours, according to physicians instructions)
- unusual lethargy, irritability, persistent crying or difficulty breathing (may return when symptoms have subsided with medications)

If your child shows any of the above symptoms while at L.B.C.C.C., or any other symptoms enumerated in certain states' regulations, you will be asked to pick up your child immediately.

If the child's parents cannot be reached, the designated person, or persons, on the Enrollment Application and Agreement will be contacted.

When a child has been exposed to, or diagnosed, with a communicable illness, you are required to immediately notify L.B.C.C.C. Laura's Barn Child Care Center will notify the state

Department of Health, when necessary, all staff members and all parents and guardians of children in our care. The child's confidentiality will be maintained.

Parents will receive an Illness Statement when they arrive to pick up the child who is ill. The Illness Statement will outline the requirements, which may include a doctor's certification, before the child can return to school.

Accidents and Injuries

In the event of an accident or injury, our staff will first tend to your child's needs and then summon the Executive Director. The Executive Director will notify you and, if necessary, call the physician or medical facility, as designated in writing by you.

In rare situations, Laura's Barn Child Care Center may take additional emergency action, as deemed necessary, to care for your child. When such an action is deemed advisable, the school will contact 911 emergency services and follow the instructions of the emergency personnel. If L.B.C.C.C. personnel are instructed by the emergency medical personnel to transport your child to the nearest medical facility, such action will be taken. In such emergencies, the school will contact you as soon as the situation allows.

Medicine

Medicine may be administered to your child during the day, provided that you have furnished us with written authorization to do so. Our "Authorization to Administer Medicine" form is used for this purpose. L.B.C.C.C. will administer only those medications that are specifically labeled as a prescription with a doctor's name, child's name and dosage procedures outlined on the bottle. *NO OVER THE COUNTER MEDICATIONS OF ANY KIND WILL BE ADMINISTERED WITHOUT A WRITTEN PRESCRIPTION/ORDERS FROM A LICENSED MEDICAL PHYSICIAN.* Medications cannot be shared by multiple family members, unless each person's name appears on the label. The completed form, together with the medicine itself, should be left in the designated box in the Infirmary. If your child requires more than one medicine, please list each separately on the form.

Any potential adverse reaction to the medication must be listed on the authorization, so that the child can be properly monitored, and parents notified accordingly. This authorization must specify the specific dates the medication is to be administered. A new authorization is required at the beginning of each calendar week.

Medicine will be administered between 11:00 a.m. and 12:00 p.m. and 3:00 p.m. to 4:00 p.m.

IMPORTANT: All medicines are stored in the Infirmary, out of the reach of children, and all medicines are administered by a director. Medicine may never be left in your child's carry bag, since another child may accidentally find it there. In addition, all medicines must be brought to the school in their original container, bearing the child's name, prescription number (if any), name of the medicine, and the date brought to L.B.C.C.C.. All medication must be taken home daily to ensure proper parental control.

Emergency Medical Facility

An accredited nearby emergency medical facility has been designated by L.B.C.C.C. The name and location of the facility is posted in the administrative area. (Salinas Valley Memorial Hospital)

DISCIPLINE

Discipline is the on-going process of helping children to develop their controls, so that they can manage their own behavior in socially approved and acceptable ways. L.B.C.C.C. discipline techniques are based on respect for the child. We teach self-discipline, as opposed to motivation by fear or punishment. Our discipline policy ensures that there is a reasonable relationship between the inappropriate act and the consequence.

The only acceptable forms of discipline at L.B.C.C.C. are positive guidance and redirection. The goals of these discipline techniques:

- Help the child in his or her growth toward self-discipline, while nurturing a healthy self-concept.
- Help children work through a conflict, by helping develop their self-control and assuming responsibility for their own actions.
- Explain limits and consequences in a clear and comprehensible manner.
- Give preschool and school-aged children a reasonable opportunity to resolve their own conflicts.

Only if absolutely necessary will a child be removed from the situation of conflict and placed in an area where he or she can sit for a few moments to regain composure. The teacher will talk to the child about the inappropriate behavior. The child will return to the group when both the staff, and the child, feel it is appropriate. This will not be for a prolonged period of time, nor is it a punishment.

Biting Policy

Laura's Barn Child Care Center understands that occasional displays of aggression, like biting, are typical in young children and are part of normal early childhood development. Repeated incidents of biting will not be tolerated. Our objective is to ensure that each school maintains the highest level of safety within our environment, and that our staff respond appropriately to aggressive behaviors.

Laura's Barn requires that all parents of children under 3 years old receive the guidelines that outline how the L.B.C.C.C. staff will handle a biting incidence. These guidelines will be presented with enrollment materials. Receipt of the Biting Policy must be acknowledged by the parent in writing.

TV AND VIDEO POLICY

In an effort to provide an educational classroom environment, L.B.C.C.C. does not allow the excessive use of videos. The viewing of videos is limited, and is not offered more than 1/2 hour per week, in selected age groups. Children are never forced to watch a video at L.B.C.C.C. An alternative activity is offered to any child during the time the video is being shown. In order to ensure that all materials viewed by the children are acceptable to all parents, we do not allow children to bring videos from home to share.

L.B.C.C.C. CHILDREN'S UNIFORMS

Children are required to wear uniforms during program hours, Monday through Thursday of each week. Uniforms on Friday are optional. The uniform requirements extend to all children, except infants in the Lil Cowpokes.

We believe the use of uniforms gives children a shared identity with their contemporaries and a sense of belonging. Uniforms serve to impress upon the children the importance of school activities and help remind them that they are in a special place.

The L.B.C.C.C. uniform consists of a LB3C Gear top and bottom. Our LB3C girls also have an option of wearing a LB3C dress. You may add undergarments to complement your child's LB3C. Gear, such as tights, leggings, or turtle necks with dresses. These garments should be worn with socks and closed toe, rubber soled shoes. This policy is vitally important in order to avoid serious falls and injuries. Dress shoes, cowboy boots, thongs and sandals are prohibited at all times. **FAILURE TO FOLLOW THE UNIFORM POLICY WILL RESULT IN WITHDRAWAL OF YOUR CHILD'S ENROLLMENT AT L.B.C.C.C.**

All LB3C Gear garments, including T-shirts, shorts, sweats, dresses and carry bags, are available at the LB3C & Co. Mercantile, our in-

house outfitter. LB3C also sells other items, such as hair bows, socks, educational toys, games, books, and stuffed animals.

Carry Bags and Change of Clothing

All children must have a LB3C carry bag with them at school at all times. This is necessary because every child is required to have a complete change of clothing consisting of a LB3C uniform, along with underwear, socks, and a light jacket or sweater with them, at all times. Our staff will use these articles in the event of any mishap, and will return the soiled clothing to the carry bag in an airtight plastic bag. In the event that a child requires a change of clothing and an extra uniform has not been provided, a fresh uniform will be supplied from the LB3C and Co. Mercantile and charged to the parent's account. The only exception to the uniform guidelines would be that we were out of stock on particular items. When substitution is necessary, we expect children to dress in LB3C colors of red, navy blue and white.

In addition, the carry bag is used to store personal articles during the day. If your child wishes to bring his or her own blanket to L.B.C.C.C., be sure it will fold to fit into the LB3C carry bag.

In order to avoid any confusion and prevent potential loss of personal items, it is very important that all of your child's belongings, including his or her LB3C bag, articles of clothing and any items brought from home, be clearly labeled with both first and last name.

Belongings Brought from Home

We know that some toys are so important to your child that they simply must come to school. These items may be brought on Show and Tell day, as long as they are safe in the company of others and are not replicas of weapons. In addition, safety considerations dictate that cosmetics and money (particularly coins), and other items which may be easily swallowed, should never accompany your child to school. Show and Tell items must be small enough to fit in the LB3C carry bag and be brought in only on those designated days. We also know that many personal articles at L.B.C.C.C. frequently become separated from their owners. We'll do our best to keep track of such items and return them to their rightful owners. If we know the owner of a particular belonging, we'll make sure that it gets into the right carry bag and goes home.

Please remember toys and other articles that do not have the owner's name on them are often very difficult to track down and return. Some small items such as Matchbox cars can easily find their way into another little pocket. If an item is particularly dear to your child, it may be wise to leave it at home, because we cannot be responsible

for replacement of the article.

LOST AND FOUND

A lost and found box is located in the school. We recommend that you check this box periodically for items that may belong to your child.

HOURS, DAYS OF OPERATION

L.B.C.C.C. operates Monday through Friday throughout the year. We are closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Presidents Day, Thanksgiving Day, and the day after Thanksgiving Day, Christmas Eve Day and Christmas Day, and certain other days, as may be specified by L.B.C.C.C., from time to time.

The facility is open and staffed from 7:30 a.m. until 5:30 p.m. Our formal education programs begin at 8:30 a.m. Children enrolled are welcome to arrive and depart at any time of the day.

DIAPERING

Children are checked at scheduled intervals throughout the day, and changed at the first sign of wetness, or soiling. No child is knowingly left in wet or soiled clothing. For children who wear diapers, we furnish the diapers and wipes, at no additional charge.

We use only major-brand disposable diapers. For sanitary purposes, L.B.C.C.C. does not provide nor allow the use of cloth diapers.

TOILET TRAINING

When you believe that your child is ready to begin toilet training, please discuss this with your child's primary teacher. We will assist by encouraging your child to potty between diaper changes. With the first signs of success, we will recommend that you send your child to school in pullups.

BREAKFAST AND SNACKS

We will provide your child with breakfast as described in the Bovine Menu. Children are offered breakfast, (if they arrive before 8:15 a.m.), morning and afternoon snacks, as well as one for the road treats. The Bovine menu features healthy, nutritious and well-balanced meals which are prepared fresh each day in the Bovine kitchen. If your child adheres to any special dietary restrictions, please inform the Executive Director, as well as his or her primary

teacher. The Executive Director will assist you in making arrangements for you to bring in the necessary food items to meet your child's needs. Children are taught to eat with a placemat, plate, napkin and utensils, as well as other mealtime etiquette. Each meal is closely supervised. All children are given as much time as they wish to eat. Each child is encouraged to try the food that is before them. Those who have difficulty eating will be individually assisted, including help in getting individual bites to the mouth, but no child is ever forced to eat any food. Special eating problems, or marked changes in lunchtime behavior, will be reported to you on your child's daily progress report.

SPECIAL CELEBRATIONS

Prior to planning a celebration for a special event in your child's classroom, such as a birthday, please make arrangements with a Director. You will be provided with details about local regulatory agency requirements regarding snacks.

We recommend that a healthy snack be provided, rather than cakes or cupcakes. You may wish to include special napkins, or hats, with snacks. For safety reason, small trinkets, rings or balloons may not be distributed as party favors. Glass or ceramic plates are not permitted in the classroom or playground, and may not be used where children are present on the school campus. Your child's teacher will help you to determine the number of items that will be needed to provide for every child in the class.

For the protection of all children, we cannot provide anyone with the phone number or address of any child in a L.B.C.C.C. school, or their family members. Teachers can provide you with a list of the first names only of the children in the class, if requested.

Special programs are organized for the children throughout the year for parents and family members. Your attendance at these special functions gives you the opportunity to talk to your child's teachers and meet your child's classmates and parents.

NAPTIME

All younger children are required to have a quiet time following lunch, and are encouraged to sleep during this time. Children who are five years of age and older are not expected to nap, (unless required under state regulations,) but are provided with quiet time. Children who fall asleep will be allowed to sleep until the end of the rest period, as designated on the daily schedule. Children may bring a small item to comfort them and help them rest. The item, including pillows, must be small enough to fit into their L.B.C.C.C. carry bag.

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