



Little Lambs Academy 2021-2022

Wrap-Around Care / Child Care Program

Little Lambs Academy offers a full-time, part-time or occasional Wrap-Around Care / Child Care Program for children ages 6 weeks to 6 years old. We do not provide transportation to and from the elementary schools.

Hours: Monday-Friday, 7:00am-5:30pm

Child Care Fees:

\$6.00/hour 3+ years old
\$7.00/hour 2-3 years old
\$8.50/hour birth-2years old

Fees effective September 1st, 2021 through August 31st, 2022.

Child Care Procedures:

Every child using Child Care must have all the appropriate state forms on file. If you have already completed state forms for your preschooler, we only need one set. However, if your child is an Infant, Toddler, or a non-student sibling, we will need a series of state forms completed and handed in **before** the child is dropped off for care. Forms can be obtained in the LLA office.

1. Child Health Report – signed by the child’s doctor (*0-2 updated printout every 6 months)
2. Immunization Record (*updated printout required with each doctor visit*)
3. Child Enrollment Form
4. Health History and Emergency Care form
5. Intake for Child Under 2 (*if applicable, 0-2 updated every 3 months*)
6. Emergency Card
7. Pick-Up Authorization form
8. Authorization to Administer Medication form (if applicable)

If your child will be at school more than 4 hours on any given day, he/she will need rest time supplies:

1. Infants 0-24 months, parents provide crib sheet and other supplies (we provide crib)
2. 2 years and older need a **2 inch thick rest mat**
3. beach towel for 2+ to put on the rest mat
4. light blanket to cover up with
5. small rest time friend

Calendars:

1. When you need to use Child Care you must fill out a calendar for the appropriate month.
2. Calendars are available in the Child Care classrooms and the LLA office.
3. Full-time and part-time care:
Calendars are due quarterly, regardless of how “regular” your Child Care needs may be, as calendars are used for staffing, scheduling students, and billing. After the due date, you may add time (see add section below), but you may not subtract times from your calendars.
4. Occasional care:
For families who need sibling care while volunteering or participating in parent/child classes, or for those who need occasional care, please submit a request to the attendance line and we will get back to you quickly. lla.attendance@peacelutheran.org
5. Fill in the top section with the parent and student information, along with the child’s birthdate. Then write in the calendar squares the time your child will be dropped off and picked up.
6. **Drop-off and pick-up times must be by the half-hour.** For example: 9:00am-11:30am.
7. You must fill out a separate calendar for each child – siblings CANNOT be on the same calendar.
8. Calendars are due:
 - **August 2nd** for Sept-Nov.
 - **November 1st** for Dec-Feb.
 - **February 1st** for Mar-May
 - **May 2nd** for June-Aug
9. Calendars must be handed in to the Child Care classroom or the LLA office. ***Please do not hand them to preschool classrooms.***
10. Due dates are necessary for smooth operations. If your calendars are not received by the due date, you will be charged a **\$10 Late Calendar Fee**, and we will only be able to schedule your child if there is availability in the classroom based on staffing already in place.

CALENDAR INCENTIVE PROGRAM

11. For families who have predictable schedules and want to be in the Calendar Incentive Program, we require that you hand in calendars for the whole year, due Aug 2nd. Sept. - May if you’re a school year family, or Sept. - Aug if you’re a year-round family.
 - **Benefit: FREE Personal time** - may be used for sick time or a day off your schedule, based on your regular schedule. You must contact the child care staff via email at lla.attendance@peaceluthern.org to report absences and to request usage of your personal time:
 - Calendar Incentive Program:
 - 1-10 hours/week = 1 day free / year
 - 11-20 hours/week = 2 days free / year
 - 21-30 hours/week = 3 days free / year
 - 31+ hours/week = 4 days free / year
 - Consider: You are locked in to paying for the times on your calendars for the whole year. You may add, but you will not be able to subtract days/times.
 - Exception: If you have a significant change to your child care schedule due to loss of job or major change in family situation, schedule a meeting with the director to address the change.

Adding Child Care hours after the calendar due dates:

1. Email the child care staff at lla.attendance@peacelutheran.org so we have a record of the request.
2. Requests can be same day or advanced notice.
3. If we have open spots and proper staffing already in place, your request will be approved.
4. You will receive email confirmation when your request is approved.
5. An additional **\$5 Same Day Fee** will be assessed for same-day care.
6. **You may not just drop off your child without a formal request and approval.**

Cancellations, Absences and Same-day Time Changes:

1. Contact the child care staff via email at lla.attendance@peacelutheran.org, as soon as you know if your child will not be attending Child Care, so we can open the spot to another child.
2. You will be charged for cancellations and absences because we will have already staffed for your child.
3. If you need your drop off or pick up time to be different than what is on your calendar, you must email in advance to lla.attendance@peacelutheran.org and obtain permission from child care staff to verify availability. **Parents may not drop off early or pick up late without permission.**
4. You may pick up early as that does not affect staffing.
5. If your child's stay extends before or past the time you have indicated on your calendar, you will be charged for the additional time (in half hour increments) plus a **\$10 Staffing Fee**. Teachers will note the exact pick-up/drop-off times. **Families are expected to adhere to the times on your calendar. (You will have a 5 minute window before or after your scheduled time)**

Child Care Billing:

1. You will be billed for the days and times that you have filled out on your calendar and/or additional hours you requested. You will be billed even if your child is absent, or if you cancel.
2. Our school closes promptly at 5:30pm. Pick-ups after 5:35pm will be charged a \$2 per minute, per child fee. The teacher will note the exact pick-up time. You will be charged an additional staffing fee of \$10.00 also. Please be on time.
3. Payment for Child Care is processed through TADS. Child Care bills will be due the 20th of the month following care. For example: September Child Care will be due on October 20th.
4. School closings for inclement weather (snow, ice, or extreme cold)
 - Billed in full the first snow/cold day.
 - Any subsequent weather days, no charge per calendar year
5. School closings for other unforeseen emergencies (plumbing, electricity, heat, etc.) no charge.

Please initial in all the boxes above, and sign below confirming you read and understand the rules.

Print Child's name

Parent/Guardian signature

Date

***Infant Room Spots Only**

1. Infant room spots (days of the week) are held per child upon deposit. Days held are agreed upon between parent and director.
2. Because we require 3 months of calendars from families, we will notify you if there are any discrepancies with your schedule. If we are holding your spot and you do not use one or more of those days **after** a month, you will be asked to use those spot(s) next calendar, give up the day(s), or be charged a fee of \$10 per spot, per week, to hold it per week. Example: if your schedule is MTWHF and you have not used any F's for a month, you will be charged \$40 month to hold that day.
3. We do know that sometimes there are vacations and other things that are scheduled. Please contact the director if you have any questions on this.
4. Rotating schedules are excluded from this.