



Little Lambs Academy 2025-2026 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 5 years old. We do not provide transportation to and from the elementary schools.

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

Child Care Fees:

\$6.75/hour 3+ years old

\$7.75/hour 2-3 years old

\$9.25/hour birth-2years old

Fees effective September 1st, 2025 through August 31st, 2026.

Child Care Procedures:

Every child using Child Care must have all the appropriate school forms on file. If you have already completed the 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 school forms completed and handed in **before** the child is dropped off for care. Forms can be obtained in the LLA office or online.

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. Health History and Emergency Care form
4. Intake for Child Under 2 (*if applicable, 0-2 updated every 3 months*)
5. Emergency Card
6. Pick-Up Authorization form
7. 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. **for students 2 and over, a roll up rest mat and a small rest time friend**

Calendars:

1. When you need to use Child Care you must fill out a calendar for the appropriate month. **Please note vacations, planned days off and appointments on your calendars with an "X" in the spots and notations please.**

2. Calendars are available in the LLA office and online.

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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 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.

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6. Drop-off and pick-up times must be by the half-hour only. For example: 9:00am-11:30am.

7. You must fill out a separate calendar for each child – siblings CANNOT be on the same calendar.

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8. Calendars are due:

- **August 1st** for Sept-Nov.
- **November 1st** for Dec-Feb.
- **February 1st** for Mar-May
- **May 1st** for June-Aug

9. Calendars must be handed in to the LLA office or emailed to the attendance line at

lla.attendance@peacelutheran.org. Please do not hand them to classrooms.

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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 per calendar, per child, and we will only be able to schedule your child if there is availability in the classroom based on staffing already in place.

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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. 1st for 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. Email requests will be answered during business hours 7-5:30 Monday thru Friday.
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. Any changes made to your calendars (additional days or extended times) after the due date will be charged a \$5.00 fee. Same day drop in fee is \$10 (does not include absences or no shows)
6. You may not just drop off your child without 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. *(If your pick up time is 4:00pm and you arrive at 4:06 you will be billed for another 1/2 hour plus a \$10 staffing fee.)* **(If you drop off at 7:52 and your calendar says 8:00, you will be billed another ½ hour and a \$10 staffing fee) We staff according to your calendars.**

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 5:30pm will be charged a \$2 per minute, per child, fee along with the extra ½ hour. 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.
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Please initial all the boxes above, and sign below confirming you read and understand the rules.

Print Child's name

Parent/Guardian signature

Date

**** BABY ROOM CONTRACT PART ONLY**

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Effective September 1, 2025 all baby room spots saved will be subject to pay a nonrefundable \$100 fee upon request. Please fill out your TADS application to pay this fee. This will hold your spot until your start date, and the fee will be used towards registration. If you choose not to use our center after the fee has been paid, your \$100 will be forfeited.

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The baby room is shared by many part time families. The days of the week you have secured, upon agreement with Director, are your days to use. If, during the month, you do not use them, you will need to either give up the spot(s) or you can pay the daily fee of \$75.00 to keep the day(s) each month. We will try to fill your spots with other families first, but you will need to pay for the ones not in use. We cannot keep spots open as we have so many families on the waiting list in need of care. We do understand doctor appointments, vacations and sometimes relatives visiting, so please inform the Director of your needs when calendars are due.

Also, please contact the Director on any clarification or questions you may have on your days.

By signing and dating below you are agreeing to the terms.

Thank you.

Signature

Date