



Parent Handout

Little Sprouts Academy Menomonie LLC accepts children ages 6 weeks to 12 years. We are open Monday through Friday, from 6:00 AM to 6:00 PM, January through December. No childcare service will be provided on: New Year's Day, Martin Luther King Jr. Day, Good Friday, The Friday of the Stout Early Childhood Conference weekend (date will be announced upon selection by UW-Stout), Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve, Christmas Day. *All regular fees will be charged for these holidays. If a holiday falls on a Saturday, we will be closed the Friday prior. If a holiday falls on a Sunday, we will be closed the Monday following.*

Arrival and Departure

Building Entry

The entry door is locked for the safety of the children and our staff. In order to gain access, Little Sprouts has a computer based entry system that requires an individual passcode for the front door. This passcode will be selected by the parents and can be changed at any time by talking with the Director or Administrator. Staff members also have their own passcode. Individual passcodes are strictly used for access purposes only. Parents are still required to sign their child in and out on the computer located by the parent information board inside the door.

The passcode is to be used by the PARENT/GAURDIAN only. Do not give anyone else your passcode. Please do not hold the door open for anyone! Again, this is for security purposes. We need to monitor who is coming into the center and help ensure that your children and our staff are safe.

Arrival

- Parents or authorized adults are required to bring children into the building, sign him/her in on the computer and to bring their child in at his/her "starting classroom" at beginning of the day (documenting arrival time). Parents or authorized adults need to sign children out at the end of the day (documenting departure time). Drop-off will not be complete until your child is dropped off and a staff member in his/her classroom is aware of the arrival. The staff member will also take daily attendance to monitor the names and number of children at the center at all times.
- Once in the room, please assist with removing the child's outer clothing and placing items in the child's cubby. Staff will take daily attendance several times throughout the day to monitor the names and number of children. We ask that, if you have more than one child in the center, you drop off the youngest last. This is a concern in the infant room due to the 'No Shoes' rule. Once your child is ready to start the day, please bring your child to the teacher and share any questions, concerns, or special instructions for the day before leaving.
- If your child(ren) will not be attending due to illness or any other reason, please notify the center at least one hour prior to your normal scheduled arrival. Little Sprouts' policy will be:
A parent or guardian will be contacted if a child has not arrived after 30 minutes of his/her regularly scheduled time and the center has not been notified of the child's absence.

If we cannot get ahold of anyone at home, we will leave a message and call the secondary number on that child's contact list.

- Parents who need transportation for their children can contract with transportation vendors that serve the community. The transportation company driver or designated adult is required to escort the children into the building upon arrival.

Departure

- Children will only be released to persons listed on the enrollment form. If anyone other than the child's parent or someone who is listed on the enrollment form is to pick up a child(ren), we will need to be notified in advance in writing or by telephone. The person picking the child(ren) up may need to show a driver's license or other photo ID as proof of identity.
- If a parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. While staff cannot legally withhold a child from the legal guardian, we will not hesitate to call the local authorities if we feel the child is in danger.
- If a mother, father, or other person tries to pick up a child and we do not have that the parent/person on record as being a permissible pick up person on that day or we are not convinced that this parent/person has the legal right to do so, we will try to contact the absent parent and resolve the problem peacefully. If the parent insists on taking the child, we will not hesitate to call 911 and report this situation to the police.

Parent visit

Parents are welcome to visit at any time during the hours of operation unless prohibited by a court order. If so, a copy of the order must be on file at the center.

Items Provided by Parents:

All items as listed below are to be labeled with your child's name.

Infant/Toddler	Preschool/4K (3 – 4 years)
<ul style="list-style-type: none">• Breast milk (strongly recommended)• Formula, and, baby food• Bottle for breast milk, formula, or water• Diapers, wipes, and any ointments• Cloth diapers are encouraged and, if used, a waterproof bag must be provided that is large enough to fit a day's worth of dirty diapers to be sent home for washing.• Over-the-counter items (sunscreen, diaper ointment, bug spray, lotion, etc.) labeled with child's name• Sleeping bag, blanket and pillow for children ages 1 and up• Car/booster seat (if required by the transportation provider for a field trip)• Any comfort item the child might need (blanket, pacifier, stuffed animal, etc.)• Seasonally appropriate full change of clothing including underwear, shoes, socks, pants, and shirts• Seasonally appropriate outdoor play clothing• Sturdy plastic bag (preferably a waterproof reusable bag in case any wet/dirty clothes need to be sent home)	<ul style="list-style-type: none">• Over-the-counter items (sunscreen, bug spray, lotion, etc.) labeled with child's name• Toothpaste and toothbrush• Sleeping bag, blanket and pillow• Car/booster seat (if required by the transportation provider for a field trip)• Any comfort item the child might need (blanket, pacifier, stuffed animal, etc.)• Seasonally appropriate full change of clothing including underwear, shoes, socks, pants, and shirts• Seasonally appropriate outdoor play clothing• Sturdy plastic bag (preferably a waterproof reusable bag in case any wet/dirty clothes need to be sent home) <p style="text-align: center;">School Age - Before and After School Care</p> <ul style="list-style-type: none">• Seasonally appropriate full change of clothing including underwear, shoes, socks, pants, and shirts• Seasonally appropriate outdoor play clothing• Sturdy plastic bag (preferably a waterproof reusable bag in case any wet/dirty clothes need to be sent home)• Over-the-counter items (sunscreen, bug spray, lotion, etc.) labeled with child's name

Sleeping bags/blankets and pillows will be sent home on Friday or the child's last day of attendance each week for parents to wash and return on Monday or first day of attendance.

Enrollment Procedures

Parents interested in enrolling their children at Little Sprouts must meet in person with the Director and/or Administrator to discuss their child's specific needs, review program policies, and pay related tuition fee. The related tuition fee includes the first week's tuition fee, registration fee of \$40 per child, and a supply fee of \$30 per child.

The following items must be completed and returned to the center by the first day of attendance:

- Form DCF-62, "Child Care Enrollment"
- Form DCF-44, "Health History and Emergency Care Plan"
- Form DCF-104, "Alternate Arrival/Release Agreement" (if applicable)
- Form DCF-56, "Child Care Center Transportation Permission" (if applicable)
- Form DCF-61, "Child Care Intake for Child Under 2 Years" (if applicable) to be updated 4x/year
- Parent/Provider Agreement

Children may be enrolled on a full-day (5 or more hours/day) or a half-day basis (less than 5 hours/day). Little Sprouts will accept children for drop-in care if prior arrangements have been made, enrollment forms are on file, and space is available. In order to ensure that space is available, the parent or guardian requesting drop-in care must contact or talk in person with the Director or Administrator of Little Sprouts a minimum of one day prior to the requested date. Please know that actively enrolled or newly enrolled children who are regularly scheduled for care have priority over drop-in care children.

Note: You can find our whole Center Policy at www.menomoniesprouts.com.