

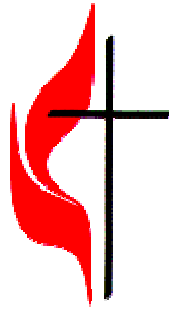
# *Lyttleton Learning Place*

**Childcare Ministries**



**After-School Care /  
Summer Care  
Parent Handbook  
2011-2012**

**April Kidd & Kathi Hunter  
Directors**



**WELCOME TO LYTTLETON LEARNING PLACE**  
**After School / Summer Care Program**

Lyttleton Street United Methodist Church is pleased to offer a special ministry to children through Lyttleton Learning Place. This ministry of our church is open to our community in the hope that as we provide a safe, caring, and Christian place, the children who come here will experience a loving, nurturing, and supportive environment as they learn.

We as a church are committed to making this environment one that you will be pleased to say: “My child attends Lyttleton Learning Place.” Our directors, teachers, and assistants are committed to this end.

May your child and your family be blessed through this ministry of our church.

Blessings on you,

Lyttleton Learning Place Committee  
Lyttleton Street United Methodist Church

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**MISSION STATEMENTS**

**The Mission of Lyttleton Street United Methodist Church is** to use the rich heritage of the United Methodist Church to provide a sound Christian-oriented learning environment as an extension of the church’s outreach ministry to the greater community.

**The Mission of Lyttleton Learning Place is** to serve the church and community by offering a warm, caring, Christian learning environment that fosters both self respect and a mutual respect for all of God’s creation.

**OUR PHILOSOPHY AND GOALS**

Lyttleton Learning Place recognizes that each child is a unique individual who develops at his/her own rate. Therefore, our program strives to meet the needs of the whole child by bringing together faith and learning. Our goal is to encourage and stimulate each child through a variety of developmentally appropriate experiences to promote positive physical, emotional, social, and intellectual development.

**LYTTLETON LEARNING PLACE COMMITTEE**

The Lyttleton Learning Place Committee (LLP) oversees the policies and operation of our childcare program. The members are as follows:

Sheila D. Rogers – Pastor	Heather Dykes	Jennifer Haurert
Sara Graham – Chair	Bryan Catoe	Edward Rickwood
Kim Younghans	Linda Josey	Melissa Elders
Holly Sullivan	April B. Kidd-Director	Kathi Hunter–Assistant Director
Mary Abbott– Dir. of Youth		Vic Hannon– Business Manager

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**LYTTLETON LEARNING PLACE  
FEE POLICY**

**(EFFECTIVE May 31, 2010) \*Rates are subject to change.\***

**REGISTRATION FEE**

For the school year, a \$45.00 non-refundable registration fee will be paid upon enrollment of your child. For the Summer Program, a \$40.00 non-refundable fee will be paid upon enrollment.

**TUITION FEES – AFTER SCHOOL**

Weekly Tuition (2:30-6:00p.m.)	\$50/weekly
Part-Time Daily Tuition (2:30-6:00p.m.)	\$15/daily
*No School Tuition (Morning Hours)	\$15/daily

There is a \$10 sibling discount. (\*This amount will be paid daily in addition to the regular tuition if public schools are closed.)

**TUITION FEES – SUMMER PROGRAM**

Full-Day Weekly Tuition	\$90/weekly	Half-Day Weekly Tuition	\$65/weekly
Daily Tuition (space available)	\$30/daily		

There is a \$10 discount for siblings as long as one sibling is enrolled fulltime. This \$10 discount does not apply for those children who are enrolled at the Daily Tuition Rate. Note: The tuition rates above do not include field trips and special activities.

### **LATE CHARGE**

There will be a \$1 per minute charge for being late, payable when the child is picked up that day. Children should not be in Lyttleton Learning Place after 6 P.M. If there is an emergency situation, please call the LLP office to let the staff know.

### **PAYMENT POLICY**

Tuition payments are due **in advance** no later than each Friday prior to your child's attendance on the following Monday. Payments are due weekly but may be paid bi-weekly or monthly in advance. Checks are to be made payable to **Lyttleton Learning Place** or LLP-LSUMC and should be dropped in the payment box at the teacher's workroom door. Any cash payments are to be made directly to the Director and not placed in the payment box. LLP is not liable for any cash payments placed in the payment box. Receipts will be provided for cash payments. If payments are not made by Friday, there will be a \$5 late fee added to the account and attendance will not be allowed until the account is paid in full.

*Tuition payment is expected in full even if LLP is closed due to inclement weather. If inclement weather results in LLP closing for part or all of a week, you can use your Absence/Vacation Week at reduced rates as long as your child does not attend at anytime Monday through Friday. Please read the policy below 6.*

Any payment made by check that is returned for insufficient funds are subject to a \$25 charge. After 2 returned checks, all payments must be made in cash.

**Lyttleton Learning Place must pay staff and expenses. Timely payments of tuition allow us to meet our obligations and provide this care. Cooperation of all responsible individuals is greatly appreciated.**

### **ABSENCES-VACATION POLICY**

#### After School Program

Parents are allowed two (2) holding weeks (Mon-Fri) at a cost of ½ your normal weekly tuition per child for sickness and/or vacations. This period begins in August and runs through May. After these two weeks, payment will be required in full for any absence. Tuition is due **in advance** each week the child is enrolled in the program whether present or absent.

#### Summer Program

Parents are allowed one (1) holding week (Monday-Friday) at a cost of \$45. After this one week, payment will be required in full for any absence. Tuition is due each week the child is enrolled in the program whether present or absent. In order to use the holding week at the cost of \$45, your child is not to be in attendance at any time during the holding week.

**Confidentiality: All children's records are kept in the Directors office in a locked file for safekeeping.**

## **HOURS OF OPERATION/CLOSINGS**

We are open from 7:00 A.M. until 6:00 P.M. **Our After-School Program operates from 2:30-6:00 p.m.**

Lyttleton Learning Place is closed for the following holidays:

Labor Day	Good Friday	Thanksgiving (Wed, Thur, Fri)
Memorial Day	Christmas (to be announced)	Fourth of July
New Year's Day		

## **DISMISSAL FOR INCLEMENT WEATHER**

We will announce any closings or opening delays due to inclement weather through the local radio station WPUB 102.6 FM, WCAM 1590 AM, the WIS television station, and on the church's website [www.lsumc.net](http://www.lsumc.net) . Once on the website, click on childcare to see announcements regarding closings or opening delays.

## **ENROLLMENT REQUIREMENTS**

- Registration form and deposit.
- Signed policy and procedures form.
- A copy of the child's birth certificate

## **SIGN-IN/PICK-UP POLICY**

Each child must be signed in or signed out by a parent or an authorized adult who is at least 18 years old. For security purposes, if a child is to be picked up by anyone other than the parent/guardian, then the parent must provide a signed written note stating who will pick up your child on any given day. ID will be asked for in order to verify the individual.

## **SECURITY KEYS**

Parents are expected to have a security key card. This is an integral part of the safety and security that Lyttleton Learning Place provides. If parents do not have their key card, they must come to the director's office in order to be admitted. If a security key card is lost, please notify the director for immediate deactivation of the card and a new key card can be purchased. Please **DO NOT** allow anyone in who does not possess a key card, even if you know that person. You could jeopardize the security of the children by allowing someone in who does not have authorized access.

## **ACCIDENTS**

All precautions are taken to prevent accidents. First Aid will be given to all minor injuries. Parents or doctors will be called when necessary. Otherwise, the teachers making you aware of minor injuries will provide parents with an Incident Report.

## **SICK POLICY**

For the protection of all children, please **DO NOT** send your child to school sick. **Sickness would include any fever in the past 24 hours, vomiting, diarrhea, etc ...** If a child has a fever of a 100.5 degrees or greater, diarrhea, or vomiting, parents will be contacted to come and pick up the child. **When a child is sent home ill on any given day, then the child must stay home the following day. The child may return on the second day after he/she was sent home as long as the child is fever free, without the aid of a fever reducer, and free of diarrhea and vomiting, etc... for a minimum of 24 hours. In addition, the child must be ready to participate in regular activities.**

Contagious diseases such as strep throat, chicken pox, measles, mumps, conjunctivitis, etc. and also head lice should be reported to the school. **If your child has a contagious disease, before he/she can return to school, you must bring a doctor's note to the director(s) stating that your child is no longer contagious and can attend school. The director(s) have the final authority to re-admit the child who is recovering from a contagious illness.**

## **MEDICATIONS**

Parents must complete and sign the medicine permission slip in order for your child to receive medication. All medications must be clearly marked and in their original containers. Place all medications either on the medicine shelf or in the refrigerator in the director's office. Please provide a medicine cup/spoon with liquid medications.

## **DISCIPLINE**

Lyttleton Learning Place is committed to providing children and families with quality education and care. In order to fulfill this obligation, it is important that an effective behavior and discipline policy be in place. Positive rules and guidelines will be established. The following guidelines will be in place:

- **Consistency**—Each class will have rules posted in the room and will be enforced consistently. Limits set in each class will be clear and a system of dealing with inappropriate behavior will be enforced in the same manner each day. Children will be taught things they can do, rather than what they cannot do.
- **Controlled and Structured Environment**—Teachers will work to help focus children's energy and curiosity in appropriate ways.
- **Positive Behavior**—Teachers will respect and treat the children in a loving manner. Teachers will respond positively to appropriate behaviors. When a child does not follow the rules and guidelines, he/she will be reminded. If the reminder is ineffective, the child's attention will be re-directed or there will be time allotted out of the activities for a child to think and prepare for appropriate behavior.
- **Models**—Teachers will be models of appropriate behavior. Children learn far more from the way we act and the way we treat them than from what we tell them.
- **No Corporal Punishment** – There will be NO physical punishment used. Children may be held when necessary to restrain their hitting, biting, or kicking of other people. Brief time out will be used to allow children to calm down and get control of themselves.

Lyttleton Learning Place is operated in an orderly, safe, and caring Christian environment. Our teachers work very hard to maintain a happy and nurturing classroom environment for the children; therefore, we ask that parents be supportive of the limits and rules established and reinforce good behavior at home. Teachers will inform you of persistent problems that relate to your child, and we ask that you work with the teacher to find a solution to any problem that might arise.

The director and or assistant director will handle severely inappropriate behaviors. The director/assistant director will involve the teacher and the parents in the disciplinary process when behavior is uncontrollable and or potentially harmful to the child or to others. If a child's behavioral problems endanger other persons, materials, and or the positive environment, the child may be required to leave the program.

### **DISMISSAL**

Lyttleton Learning Place reserves the privilege of dismissing any child if, after entering, they seem unable to participate in the group experiences.

### **WITHDRAWAL AND TERMINATION**

When it is necessary for a parent to withdraw his/her child, it is expected that the parent will give a minimum of **2 weeks written notification** unless an emergency situation prevents this.

### **SNACKS/MEALS**

#### After School Program

Snacks are provided to the children upon arrival from school. No full meals will be provided.

#### Summer Program

Daily morning and afternoon snacks are provided as well as a nutritious lunch. Parents must provide food for children on special diets.

### **EMERGENCY PREPAREDNESS PLAN**

There is a copy of this plan in each classroom, the Director's office and in the main church office. This plan covers events such as severe storm situations as well as fire drills, medical emergencies, etc ... If a need arises which requires LLP to evacuate the children from our facility, the children will be escorted to the Multipurpose Room at Camden Elementary School (#425-8960). If this should occur, we will call parents to notify everyone of the situation. Please feel free to ask any of the teachers or directors to review the plan.

**LYTTLETON LEARNING PLACE  
POLICY STATEMENT**

Dear Parents:

Please sign the statement below after you have read our Policy Manual. Return the bottom of this sheet to your child's teacher as soon as possible. If you have any questions, please let us know.

Sincerely,

*April B. Kidd*

April B. Kidd  
Directors

*Kathi G. Hunter*

Kathi Hunter

(A copy has been inserted for return to the teacher.)

I verify that I have read and understand Lyttleton Learning Place Policy.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_ Child's Name