



Little Lambs Academy Wrap-Around Care / Child Care Program

Little Lambs Academy offers full-time, part-time and occasional Wrap-Around Care / Child Care Program for children ages 2 weeks to 13 years old.

Hours: Monday-Friday, 7:00am-6:00pm

Child Care Cost: \$5.50/hour 3+ years old
 \$6.50/hour 2-3 years old
 \$7.50/hour birth-2years old

Child Care Procedures:

Every child using Child Care must have all the appropriate state forms on file. We already have forms for all 3K and 4K students, 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. If you aren't sure if we have the proper forms, please check with the teaching staff and/or the LLA office. Forms can be obtained in the office, the Child Care classroom, or the website.

1. Child Health Report – signed by the child's doctor
2. Immunization Record
3. Child Enrollment Form
4. Health History and Emergency Care form
5. Intake for Child Under 2 (if applicable)
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 – parents provide crib sheet and other supplies (we provide crib)
2. 12 months and older need a 2" thick rest mat
3. beach towel to put on the mat
4. blanket to cover up with
5. small rest time friend

When you need to use Child Care you must fill out a calendar for the appropriate month.

Calendars are available in the following places:

1. In 2T, 3K and 4K mailboxes around the 15th of every month
2. Child Care classrooms
3. LLA office

(over)

You must fill out a calendar **every month**, regardless of how “regular” your Child Care needs may be, as this document is used for staffing, scheduling students, and billing.

1. 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. Please fill in times by the half-hour, as we bill by the half-hour. For example: 9:00am-11:30am.
2. You must fill out a separate calendar for each child – siblings CANNOT be on the same calendar.
3. Calendars are due the 25th of the month prior. Calendars should be handed in to the Child Care classroom or the LLA office. *Please do not hand them to preschool classrooms.*

Adding Child Care hours after the 25th of the month:

1. Email the LLA office so we have a record of the request.
2. Add requests must be received by 3:00pm at least one school day before care is needed. Please know that if someone is not in the office, we may not receive the request in a timely manner. The more notice you give us, the more likely your request will be processed before care is needed. If we have open spots and proper staffing, you will receive a confirmation via email.
3. Requests for same-day care will be considered based on classroom availability and proper staffing. You must make a request, and the request must be approved in the LLA office. **You may not just drop off your child.** If we have room and staff, your request will be granted for same-day requests. Again, if someone isn’t in the office, the request may not be processed before care is needed. You will receive email confirmation when your request is approved. An additional \$5 fee will be assessed for same-day care.

Cancellations and Absences:

1. Contact the LLA office via email (so we have a record of the communication) as soon as you know if your child will not be attending Extend 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.

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 you cancel.
2. 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. During the school day, you have a 10 minute grace period. More than 10 minutes early or late will be charged an additional half hour. Teachers will note the exact pick-up/drop-off times.
3. Our school closes promptly at 6:00pm. Pick-ups after 6:00pm will be charged a \$2 per minute, per child fee. This fee is not excused even if a call is made notifying the school that you will be late. The teacher will note the exact pick-up time. For example: if you pick up at 6:05, you will pay an additional \$10. Please be on time.
4. 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.
5. In the event school closes for inclement weather or unforeseen circumstances, extended care charges will be removed. You will not pay for child care if we have to close the building.