



Lil' & Tiny Rams 2010

Parent Handbook
Revised, May 2010

Ralston Schools Foundation
8545 Park Drive
Ralston, NE 68127
(402) 331-4700

Dear Ralston Parents or Guardians:

The Ralston Schools Foundation operates the Ralston School Age Child Care Program called Lil' Rams and the Ralston Early Childhood Learning Center called Tiny Rams. Lil' and Tiny Rams are self supporting programs. Lil' Rams is offered in each elementary school building in the Ralston school district. Tiny Rams is offered at the Ralston High School. Net proceeds from our child care programs go towards the Foundation's altruistic programs within the Ralston Public Schools, including annual classroom grants and scholarships for graduates. To date, the Ralston Schools Foundation has given more than \$350,000 in direct grants to teachers for programs, materials and equipment to enhance educational excellence in the district.

Lil' and Tiny Rams provide top quality, reliable child care in a convenient location at a competitive price. If questions arise that are not covered in this handbook, please feel free to contact the Ralston Schools Foundation.

Sincerely,

Amy Ekeler
District Director
Ralston Schools Foundation
8545 Park Dr.
Ralston, NE 68127
(402)331-4700
ae Keller@ralstonschools.org

MISSION: Our mission is to provide a naturally stimulating environment in which all will learn, blossom, and become stronger individuals together. We are committed to providing children with both a safe and healthy environment in which their minds, bodies and spirits will grow. Our staff and programming will teach independence and interdependence while building self-confidence and self-reliance.

ENVIRONMENT: Lil' and Tiny Rams provide environments in which children and staff grow and learn together. We utilize and create environments to provide positive development of self-regard; concern for safety and good health; and understanding and acceptance of one's own and other's feelings.

LICENSING REQUIREMENTS: Each child care site meets the Nebraska Health and Human Service Systems standards for child care centers. Inspections are made by the Fire Marshal and Health Department annually. In addition, before staff is hired, a background check with the Child Adult Protective Service Registry is completed.

SITES: Lil' Rams will operate at six district facilities providing at least fifteen children are enrolled in the program.

Blumfield Elementary, 10310 Mockingbird Drive. Cell # 660-6371
Karen Western Elementary, 6224 H Street. Cell # 618-3067
Meadows Elementary, 9225 Berry Street. Cell # 661-0300
Mockingbird Elementary, 5100 S. 93rd Street. Cell # 660-6373
Seymour Elementary, 4900 S. 79th Street. Cell # 660-6374
Wildewood Elementary, 8071 Ralston Avenue. Cell # 660-6375
Lil' Rams Summer Day Camp, 8969 Park Drive. Cell # all of the above

Tiny Rams operates at the Ralston High School, 8969 Park Drive.
Classroom # 898-3549 Cell # 660-6799

NORMAL HOURS OF OPERATION: Lil' Rams will offer programming from 7:00 a.m. until school begins and from school dismissal until 6:00 p.m. The program will be offered on traditional school days and non-student days.

Tiny Rams will offer services from 7:15 a.m. until 5:45 p.m.

EXCEPTIONS TO NORMAL HOURS OF OPERATION:

HOLIDAYS: Lil' and Tiny Rams will be closed on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve. If the holiday falls on a Saturday or Sunday, we will be closed the Friday preceding the holiday or the Monday following the holiday.

ADVERSE WEATHER CONDITIONS/SNOW DAYS: If school is cancelled due to weather conditions, Lil' and Tiny Rams will not offer childcare. Lil' and Tiny Rams will be closed on snow days.

ENROLLMENT AND REGISTRATION PROCEDURES FOR NEW FAMILIES: In order to initially register in the Lil' or Tiny Rams program the following information must be completed and submitted to the Foundation office prior to your child's first day in the program:

- *Complete the Enrollment Application
- *Submit a current and complete copy of your child's immunization record
- *Complete the "Tuition Express Agreement Form" and attach a voided check
- *Pay the non-refundable registration/activity fee indicated on the enrollment form.

Once the above paperwork is complete, it will then be added to our ProCare database and forwarded to your child's childcare site. Additionally, at the time of registration families will be provided with a parent handbook, a current fee schedule, and any other necessary paperwork.

ENROLLMENT AND REGISTRATION PROCEDURES FOR CURRENT FAMILIES IN THE LIL' OR TINY RAMS PROGRAM:

Registration is held each year in the spring for families wanting to register for summer care and care for the up-coming school year. Registration is held at each individual childcare site and the district office. Failure to re-register may result in loss of your space to those on the waiting list. All registration forms must be accurate and legible when turned in. The appropriate non-refundable registration/activity fee must accompany all necessary paperwork.

REGISTRATION FEE/ACTIVITY FEE (due with annual registration):

A non-refundable enrollment/activity fee must be paid with each annual registration. The Lil' and Tiny Rams registration fee is 30.00 for each school year registration. The Tiny Rams activity fee is \$30 per child (children 18 months-5 years) for each summer registration and The Lil' Rams activity fee is \$100.00 per child for each summer registration. Each year you must re-register your child(ren) in the program. Failure to re-register may result in loss of your space to those on the waiting list. All registration forms must be accurate and accompanied by the appropriate registration/activity fee when turned in. During the course of the school year/summer, if addresses, telephone numbers or authorized individuals to pick up change, please notify the lead teacher so that the files can be updated.

TUITION: Tuition is based on enrollment, NOT ATTENDANCE. Tuition is due on the 1st and 3rd Friday of each month. For families with multiple children, a 10% discount will be given on each additional child for care provided during the school year. The 10% is not given for care provided in the summer and it is not given for part time Tiny Rams care. Absolutely no balances will be carried over. In order for children to be in attendance, their tuition must be paid prior to services being received. There is a return check fee of \$30.00. Anytime an account is delinquent, the child(ren) may be removed, without notice, from Lil' or Tiny Rams programming and the account will be submitted to a collection agency.

Tuition is based on the following registration categories and is charged to your account on the 1st and 3rd Friday of each month, whether or not your child(ren) actually attends.

LIL' RAMS TUITION (good through May 2011)

<u>Traditional Calendar Registration Category</u>	<u>Bi-Monthly Deduction Amount</u>
Full Time (before & after school)	\$101.00
Before School Only	\$70.00
After School Only	\$78.00
Early Release Only	\$26.00
*Non Student Day	*\$26.00 per day/per child
*This charge will be in addition to your regular tuition deductions.	

<u>Optional Calendar Registration Category</u>	<u>Bi-Monthly Deduction Amount</u>
Full Time (before & after school)	\$92.00
Before School Only	\$63.00
After School Only	\$69.00
Early Release Only	\$26.00
*Non Student Day	*\$26.00 per day/per child

*This charge will be in addition to your regular tuition deductions.

<u>Summer Day Camp 2010 Registration Category</u>	<u>Bi-Monthly Deduction Amount</u>
Traditional Calendar Full time (5 days)	\$319.00
Traditional Calendar Part time (4 days)	\$267.00
Optional Calendar Full Time (5 days)	\$243.00
Optional Calendar Part Time (4 days)	\$200.00

Summer Day Camp 2010 Deduction Dates

Optional Calendar	June 4 & 18 and July 2
Traditional Calendar	June 4 & 18 and July 2 & 16

TINY RAMS TUITION

<u>Registration Category</u>	<u>Bi-Monthly Deduction Amount</u>
Full Time Infant	\$390.00
Full Time Toddler	\$323.00
*Full Time Preschool	\$302.00

*If your child is a Preschooler and is not potty trained the toddler rate will apply.

2010-11 DEDUCTION DATES:

2010-11 Deduction Dates

Friday, August 6, 2010
Friday, August 20, 2010
*Friday, September 3, 2010
Friday, September 17, 2010
*Friday, October 1, 2010
Friday, October 15, 2010
*Friday, November 5, 2010
Friday, November 19, 2010
*Friday, December 3, 2010
Friday, December 17, 2010
*Friday, January 7, 2011
Friday, January 21, 2011
*Friday, February 4, 2011

Friday, February 18, 2011
*Friday, March 4, 2011
Friday, March 18, 2011
*Friday, April 1, 2011
Friday, April 15, 2011
Friday, May 6, 2011

*This month's non-school days (Lil' Rams only) will be added to this deduction.

LATE PICK-UP FEES: All children are to be picked up by the end of our normal hours of operation. Parents will be charged for late pick-up at a rate of \$1.00 per minute per child with a \$10.00 minimum per child. Any late fees will be applied to your account and deducted with your tuition from your next deduction.

STATUS CHANGES: Any change in registration status for your child(ren) must be provided in writing. We will do our best to make accommodations for status changes, however cannot guarantee openings when switching to a different registration category.

HOLDING FEE: A holding fee reserves your spot prior to initial attendance or during an extended period of time. A holding fee is 30% of the regular bi-monthly tuition, and serves to hold your reserved spot prior to initial attendance or during an extended absence. The 30% holding fee will serve as a child care credit to be used only during the time you are paying the holding fee.

To limit the number of transitions for children and to provide continuity of care, we encourage families to utilize our part time status. By doing this, your children will remain familiar with the programming and the providers. In addition, your full time spot will be reserved.

WITHDRAWAL FROM THE PROGRAM (by the family or by the Foundation): Either parent/guardian or provider may terminate contracts by giving two (2) weeks written notice in advance of the ending date. Payment by the parent/guardian is due for the notice period, whether or not the child attends childcare during the notice period. Reasonable steps will be taken to avoid termination; however, if we can no longer provide care we will give a two week notice. The two-week notice is null and void if the child is being removed for disciplinary reasons (see Discipline and Leadership). You are responsible for payment for those two weeks even if your child does not attend. The Foundation may terminate services for any

of the following reasons (but are not limited too): failure to honor obligations listed in the Parent Handbook, any actions by parents or children that adversely affect the program, offensive language, lack of parental cooperation, failure to complete required forms, inability to meet the child's needs without additional staff, failure to maintain a current account balance.

TUITION EXPRESS:

Through Tuition Express, part of our ProCare Software management system, the Ralston Schools Foundation Lil' and Tiny Rams program automatically deducts tuition from either a checking or savings account. Tuition Express keeps your personal account information safe by incorporating security procedures, which includes utilizing a 128-bit encryption.

At the beginning of each school year, each family enrolled in our programming will be provided with a unique Tuition Express ID number. With this number and the last four digits of the account that the tuition is deducted from, families have the capability to register their account through Tuition Express. By doing this, you can receive emails and reminders when tuition is debited, as well as print month end receipts. The Tuition Express system can only hold three months work of account information. It is our recommendation that families access their account once a month and print off a transaction receipt. The website is www.tuitionexpress.com

The Ralston Schools Foundation has the capability to withdraw funds out of two separate accounts. In divorce situations, the Foundation is able to split the amounts necessary by the percentage outlined in the divorce decree. Should one account no longer be valid, or if the account is closed, 100% of the tuition would then be withdrawn from the other account. The Foundation would continue to withdrawal 100% of the tuition out of the other account until further updated information is provided to the Ralston Schools Foundation Office. This also applies to all other two paying parties.

HOW WILL MY TUITION DEDUCTION AMOUNT BE DETERMINED?

Each enrollment category has a bi monthly amount that is posted to each account on the first and third Friday of each month. The amount owed for tuition will be deducted on the first and third Friday of each month. Please remember that deduction amounts will differ if non-student or late pick-up fees are added to your regular tuition/deduction amount.

TUITION EXPRESS AGREEMENT FORM: All families registered in the Lil' or Tiny Rams program are required to have their account set up on automatic tuition deductions through Tuition Express. At the time of the initial registration families will complete a Tuition Express Agreement Form, and provide a voided check. Your current Tuition Express Agreement Form will be kept on file from year to year. Families only need to complete a new Tuition Express Agreement Form if you are changing your account information. If you need to make account changes, you can request a new form from your site or from the Ralston Schools Foundation. It takes approximately 10 business days from the time the Ralston Schools Foundation receives the new account information before the account is active.

TITLE 20: Lil' and Tiny Rams accepts title 20 from qualifying individuals. Title 20 is a child care subsidy program provided by the State of Nebraska and is set up through Nebraska Health and Human Service Systems. In order for Lil' or Tiny Rams to accept title 20, families must provide a current provider authorization form, complete a Tuition Express Form and provide a voided check from an approved bank account. Your account will be charged for any portion of the enrollment and/or activity fee that the Department will not cover. Additionally, your account will be charged child care services once your provider authorization form expires. It is the families' responsibility to contact their case worker for re-authorization of services. The Ralston Schools Foundation assumes no responsibility in setting up services or for continued service.

TAX RECORDS: The Federal ID number for the Ralston Schools Foundation is 47-0674360. It is the responsibility of the parent/guardian to maintain records of the total amount paid for childcare during the calendar year.

PARENTAL INVOLVEMENT: Parental involvement is key to our programming. Lil' and Tiny Rams have an open door policy where parents are encouraged to visit. There will be many opportunities for you to participate in activities throughout the year. Parents' working together with staff members is important in a quality child care program. A solid relationship with the employees at your center, built on mutual trust and respect, is key in making your child care arrangement a true success!

ARRIVAL AND PICK UP PROCEDURES: To ensure each child's safety, we require each parent to accompany their child(ren) into the building each morning to sign them in. We also require that you come in to pick up your child(ren) and sign them out upon departure. Failure to physically sign your children in/out may result in dismissal from our programming. Children will only be released to those individuals who have written authorization to pick up. In some instances, photo identification may be required before we will release a child.

It is our policy to release a child to either parent unless we have a copy of a court order/divorce decree prohibiting one of the parents from having custody of the child. The Ralston Schools Foundation will not assume responsibility for children released to unauthorized individuals if we do not have the proper documentation on file.

Lil' and Tiny Rams will not willingly release any child(ren) if the provider believes the driver is under the influence or unable to transport the child safely. Lil' Rams is obligated by law to call the police and report our concern about the child(ren)'s safety.

ABSENCE: If your child will be absent from or late to Lil' or Tiny Rams please contact the center via cell phone. This notification will ensure your child's safety. Messages can be left on voicemail by calling your child's site.

PROGRAMMING: Lil and Tiny Rams has set up a program which strives to make sure every child's individual needs are met by following a daily routine and by using many stimulation techniques.

Lil' Rams Programming

Lil' Rams will offer a wide range of activities on a daily basis. Activities are planned by the program coordinator and lesson plans are always posted for you to see. We will provide the opportunity for children to be involved with traditional arts, crafts, games and sports. Children will have access to a Lil' Rams employee for help in completing school assignments. Activities will vary in an attempt to provide a fun and exciting experience.

Tiny Rams Programming

At Tiny Rams, every child's holistic needs will be addressed so they may develop to their fullest potential. We utilize Creative Curriculum at Tiny Rams. Creative Curriculum identifies goals in all areas of development;

- *Social/Emotional*: To learn about self and others.
- *Language*: To learn about communicating.
- *Cognitive*: To learn about the world.
- *Physical*: To learn about moving.

The most important goal of our early childhood curriculum is to help children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. Our goal is to help children become independent, self-confident, inquisitive learners. We're teaching them *how* to learn, not just at Tiny Rams, but all through their lives. We're allowing them to learn at their own pace and in the ways that are best for them. We're helping children develop good habits and attitudes, particularly a positive sense of themselves, which will make a difference throughout their lives.

DISCIPLINE AND LEADERSHIP:

In order for children to find success in their day-to-day functioning, they need a framework of clearly defined boundaries in which to operate. Staff will set boundaries and role-model appropriate behaviors, reinforcing the positive and redirecting the negative.

Lil' Rams Discipline and Leadership

All children enrolled in Lil' Rams programming must be able to function effectively in a social and recreational setting with one adult to each 15 children. In addition to each building's rules, each Lil' Rams site has two basic rules; 1. Respect yourself and others and 2. Have fun. As problems arise, staff will act as mediators for participants using several approaches. Staff will reframe the situation, use role play/reversal techniques and offer constructive solutions in the efforts of helping participants solve problems constructively. If necessary, staff may provide "time out" opportunities to allow participants the time and space needed to cool off and calm down in order to evaluate or reevaluate the situation. Our approach will always remain fair, firm, and consistent. Parents will be made aware of any discipline or leadership complications. **Lil' Rams cannot serve children that chronically display disruptive, aggressive or violent behavior. Reasonable efforts will be made to assist children in adjusting to the program setting; however we reserve the right to suspend/discharge children without notice if they are unable to adjust to the program setting.** It is our goal to provide a supportive environment in which children can develop self-discipline and leadership skills.

Examples of disruptive, aggressive or violent behaviors which will result in immediate suspension from Lil' Rams include, but are not limited to:

- Striking or injuring another child or staff person
- Damaging school or Lil' Rams property
- Threatening another child or staff person

Repeated occurrences of a behavior which might otherwise result in a written warning

Generally, the first suspension is a one day suspension from Lil' Rams programming. The second suspension is typically 3 days. The third suspension is one week (5 days). Suspensions will be accumulated throughout a child's elementary school stay in the Ralston School district (K through 6th grade). If another infraction occurs after the third suspension, the result is immediate and permanent removal from the Lil' Rams program. Either the Program Coordinator or the District Director must approve suspensions.

Tiny Rams Discipline and Leadership

Tiny Rams staff has set up an environment and activities that encourage appropriate behavior. As children experiment with behaviors, staff offers discipline as a learning tool and to help ensure a safe and positive experience for all. Positive discipline of your child will be age appropriate; understandable to the child they are addressing, and done in a firm, loving and consistent manner. There will be no physical or verbal punishment. Methods of discipline may include: separation from the activity, discussion of the behavior, redirection to another activity or time out.

There are 3 rules that are communicated to the children:

1)Respect for people; 2)Respect for self; 3)Respect for property.

Children are held accountable for their behavior and are encouraged to make responsible choices. Children are also encouraged to use their language and express their emotions, ideas, and needs.

Tiny Rams cannot serve children that chronically display disruptive, aggressive or violent behavior. Reasonable efforts will be made to assist children in adjusting to the program setting; however we reserve the right to suspend/discharge children without notice if they are unable to adjust to the program setting.

OUTDOOR ACTIVITY: Children will have an opportunity to run, climb, and jump through outdoor free play, as well as, organized activities led by the staff. Weather permitting, the children will play outdoors each day unless the temperature/wind chill is 10 degrees Fahrenheit or below. All children who are well enough to be at Lil' and Tiny Rams are expected to participate in outdoor activity. Please dress your child appropriately so that he/she may comfortably participate in our outdoor activities. Please make sure that your child has access to close toed shoes (tennies) daily, as we will be involved with many physical/motor activities on a daily basis.

SWIMMING: Lil' and Tiny Rams often venture out to swim. Children and staff swim together. Certified lifeguards, lead teachers, assistant teachers and team staff supervise children. When swimming, child to staff

ratios change drastically. We encourage you to send flotation devices with your child if necessary (arm floaties, tubes, and life jackets). The Ralston Schools Foundation is held harmless of any accidental injury caused out of the activity so long as it was not a foreseeable incident that could have been prevented.

TRANSPORTATION: Lil' and Tiny Rams often participates in supervised activities away from the site. Children ages 18 months and above are transported by Foundation van or District buses for field trips.

Transportation vehicles are inspected bi-annually and are only driven by qualified staff. Nebraska law requires that children must ride in a federally approved child restraint system until their 6th birthday. If your child is not six years old, it is your responsibility to provide us with an appropriate safety seat. Parents will be notified in advance of any activities off the site premises.

NUTRITION: Ralston Public Schools supplies all food provided in Lil' and Tiny Rams programming. Ralston Public Schools food workers are trained in menu planning and food handling.

Lil' Rams Nutrition

Breakfast will be offered from 8:00-8:30 a.m. on non school days and during summer day camp at a cost of \$1.00 per day. The program will offer an afternoon snack at no additional cost. A nutritious lunch will be served each day during summer day camp at no additional cost.

Tiny Rams Nutrition

Tiny Rams will provide a nutritious breakfast, lunch, and an afternoon snack to satisfy your child's tastes each day. There will be a variety of foods offered to meet daily nutritional and licensing requirements. Prior to your child's first day please let staff know your child's food allergies, religious or special dietary needs that require him or her to bring food from home. Tiny Rams first and foremost priority is to ensure that we provide a healthy and safe environment for the children in our care. When food of any kind (formula, birthday treats, baby food, etc.) is brought into Tiny Rams the director or lead teacher is responsible for inspecting the food. Please make sure any food, formula, prescribed foods for medical issues, etc. is labeled with your child's first and last name and the current date.

HEALTH AND ILLNESS: We are responsible for providing a safe and healthy environment for children. Preventing the spread of illness is very important. A child who has any illness associated with a fever or any communicable condition (such as temperature of 100 degree or above, diarrhea or vomiting, unexplained skin rash or irritation, or evidence of

contagious disease) must be kept at home. A child cannot return until his/her temperature has been normal for 24 hours and the communicable condition has been treated and has ceased for 24 hours. A doctor's note may be required. Parents will be notified if their child has been exposed to a contagious condition while participating in the program.

MEDICATION: Medications, prescription or over the counter, will be dispensed by staff only after receiving written parent permission. The medication sheet must be signed each day the medication is to be given. All medication must be in the original container with the child's name, type of prescribed medication, date, amount and time of dosage. Foundation staff cannot administer medication if the parent instructs us to exceed that which is printed on the medication label. We must have a written statement from the licensed health care professional who prescribed the medication allowing the provider to give the medication when:

1. Any prescription medication is given or applied as needed (PRN); or
2. By route other than oral, topical, inhalant, or instillation.

If your child has an allergy that may require the use of an EpiPen, Lil' and Tiny Rams will require their own EpiPen to be kept on site which will be provided by the parent or guardian. If your child would require the use of the EpiPen while in attendance the following steps will be taken:

1. The EpiPen would be injected by a staff member.
2. 911 would be called after the EpiPen is injected.
3. The parent/guardian would then be contacted and given further information.

INJURIES: All injuries that occur during Lil' and Tiny Rams programming will be documented and parents will be informed. At least one staff member who is CPR/First Aid certified is on duty at all times. Often times, all onsite staff are both first aid and CPR certified. Foundation staff will follow universal precautions when handling injuries. If the injury will need medical attention, parents will be contacted immediately. An emergency unit will only be called in extreme cases.

Latex gloves are worn by staff when administering first aid. Please inform your child's teacher's onsite and indicate on your child's registration form if your child has a latex allergy.

CHILD ABUSE: Lil' and Tiny Rams staff are obligated by law to report any signs of abuse or neglect to Child Protective Services and Law enforcement officials.

TOYS: Please discourage your child from bringing toys from home. They are difficult to share and may get lost or broken. Lil' and Tiny Rams do not assume responsibility for toys brought from home.

LOST AND FOUND: Articles of clothing and personal belongings should be marked with your child's name. If you lose something, please check with staff or in the lost and found.

FIRE AND TORNADO DRILLS: Both fire and tornado drills are conducted quarterly by the building's center director or lead teachers to ensure safety in the case of an emergency.

Pertinent Information for LIL' RAMS ONLY

PURPOSE: The purpose of Lil' Rams is to provide quality before and/or after school child care in a familiar setting. Any child currently enrolled in the Ralston School district is eligible to enroll in Lil' Rams providing that they can function effectively in a social and recreational setting with one adult to each fifteen children.

LIL' RAMS NON-STUDENT DAYS: Lil' Rams will offer childcare on inservice, planning, instructional preparation days, comp days and all other non-student days during normal hours of operation (7am to 6pm). In order to receive care during non-student days you must sign up in advance. Information will be posted at each building site one month prior to non-student day. Buildings will be consolidated based on enrollment numbers. Families are responsible for packing their child a lunch for all non-student days. Upon non-student day sign up, all day child care rates will apply whether or not your child is in attendance.

LIL' RAMS SUMMER DAY CAMP: During the summer, Lil' Rams operates from 7 a.m. to 6:00 p.m. Summer rates apply. Lil' Rams summer day camp will offer a wide range of activities on a daily basis. In addition to traditional arts, crafts, games and sports we will be involved in long term projects such as tye dying, paper mache and volcano building. We will take

numerous field trips to the Oak Hill pool, various parks, theatres, the Henry Doorly Zoo, ice skating, bowling alleys and museums. We always invite special guests to share their talents with us. Summer Day Camp 2010 will be held at Wildewood Elementary School.

LIL' RAMS DAILY SCHEDULES:

Lil' Rams Before/After School Schedule(Tentative)

Before School

7:00AM Site Opens
7:00-7:30AM Fine Motor/Table Games
7:30-8:00AM Group Game/Hand Washing/Breakfast
8:00AM Prepare for School/Dismiss Accordingly

After School

3:15-3:30PM School Dismissal
3:30PM Attendance
3:35PM Restrooms/Hand washing
3:40PM Afternoon Snack
4:00PM Large Muscle Activities/Group Game
5:00PM Fine Motor/Art Activities/Table Games
5:30PM Choice Time
6:00PM Site Closes

Lil' Rams Full Day Schedule (Tentative)

7:00AM Site Opens
7:00-8:30AM Table Games/Choice Time
8:30-9:00AM Restrooms/Hand washing/Breakfast
9:00-11:15AM Center Time
11:15-11:45AM Table Games/Choice Time
11:45-12:30PM Restrooms/Hand washing/Lunch
12:30-1:15PM Outside (Weather Permitting or Indoor Activities)
1:15-3:30PM PM Center Time
3:30-4:00PM Restrooms/Hand washing/Snack
4:00-5:00PM Outside (Weather Permitting or Large Muscle Activities)
5:00-6:00PM Table Games/Choice Time
6:00PM Site Closes

Pertinent Information for TINY RAMS ONLY

PURPOSE: The purpose of Tiny Rams is to provide quality childcare in the Ralston School System. Children of Ralston High School student parents are given priority in Tiny Rams programming. The Tiny Rams site also serves as an on-site educational lab setting for high school students interested in the field of Early Childhood Education.

DIAPERING/TOILET TRAINING: Tiny Rams requires parents to supply our staff with disposable diapers and wipes for their child. Staff will notify parents when the supplies are running low. The children's diapers are changed as needed and are checked every 1 ½ to 2 hours. Tiny Rams Staff will work together with parents on toilet training their child. Toilet training will not be attempted with children under the age of 18 months. Please supply Tiny Rams with extra changes of clothing for those who are toilet training. Children will never be punished or forced when toilet training. Diapering procedure guidelines are used when cleaning up a toileting accident.

BITING: Although biting is quite common among toddlers and is a very normal reaction for this age group, it is serious. Children bite for many reasons. Sometimes they are teething, others enjoy the reaction it gets. Most of the time, because the child has not yet learned appropriate words or actions to express his frustration, he resorts to biting.

Some ways that staff will help eliminate the biting is by changing the situation, teaching acceptable alternatives to biting, and praising the children for appropriate behaviors.

TINY RAMS DAILY SCHEDULES:

Tiny Rams Infants Daily Schedule (Tentative)

- 7:00 – 8:15AM Greetings, Free play
- 8:15 – 8:30AM Breakfast and clean up
- 8:30 – 9:00AM Diapers, Transition to nap
- 9:00 – 10:00AM Naps (as needed), Quiet play
- 10:00 – 10:15AM Diapers
- 10:15 – 10:45AM Outside time (inside walk if inclement weather)
- 10:45 – 11:15AM Teacher planned activity
- 11:15 – 11:45AM Free play

11:45 – 12: 00PM Group time (singing songs, stories, finger plays)
12:00 – 12:30PM Lunch and clean up
12:30 – 12:45PM Diapers, Transition to nap
12:45 – 3:00PM Naps, Quiet play
3:00 – 3:15PM Diapers
3:15 – 3:45PM Snack and clean up
3:45 – 4: 15PM Free play
4:15 – 4:45ishPM Outside time (inside walk if inclement weather)
4:45ish – 5:45PM Goodbyes
*Bottles given as needed according to each infant's personal schedule

Tiny Rams Toddler 1 and Toddler 2 Daily Schedule (Tentative)

7:00-8:00 Arrival/ Free Play
8:00-8:30 Wash Hands/Breakfast
8:30-8:45 Bathroom
8:45-9:30 Choice Play/Centers
9:30-10:00 Activity/ fine motors
10:00-10:45 Outside or Gym
10:45-11:15 Table Toys
11:15-11:30 Books/ Wash Hands
11:30-12:00 Lunch
12:00-12:30 Bathrooms
12:30-2:45 Nap
2:45-3:00 Bathrooms
3:00-3:15 Snack
3:15-4:00 Free Play
4:00-4:45 Outside or Gym
4:45-5:00 Bathrooms
5:00-5:45 Free Play/ Good Byes

Tiny Rams PreK Schedule (Tentative)

7:00-8:00 Arrival/ Free Play
8:00-8:30 Wash Hands/Breakfast
8:30-8:45 Bathroom
8:45-9:15 Centers
9:15-10:00 Outside/Gym
10:00-10:15 Bathroom
10:15-10:45 Craft
10:45-11:00 Circle
11:00-11:30 Fine Motor/Table Toys
11:30-12:00 Lunch
12:00-12:30 Bathroom/Get Ready for Nap
12:30-2:30 Nap
2:30-2:45 Bathroom
2:45-3:15 Snack

3:15-4:30 Outside/Gym
4:30-4:45 Bathroom
4:45-5:45 Table Toys/Free Play

Tiny Rams Kindergarten Readiness Daily Schedule (Tentative)

7:00-8:15 Arrival/Centers
8:15-8:30 Clean-up/Wash hands
8:30-9:00 Breakfast
9:00-9:15 Clean-up/Bathroom Break
9:15-9:45 Circle Time
9:45-10:15 Arts/Crafts
10:15-10:45 Fine Motor/Sensory & Math/Science
10:45-11:30 Gross Motor/Outdoor Play
11:30-12:00 Wash-up/ Lunch Time
12:00-12:30 Clean-up/ Bathroom Break
12:30-2:30 Rest Time
2:30-2:45 Bathroom Break/Behavior Chart
2:45-3:15 Snack
3:15-4:00 Centers
4:00-5:00 Goss Motor/Outdoor Play
5:00-5:45 Wash up/Bathroom Break/Dismissal

WRITTEN POLICIES & PROCEDURES: The Ralston Schools Foundation may adjust/change policy and procedure as deemed necessary without prior written notification.