



# Parent Handbook

Revised January 2024

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# WELCOME!

Dear Families,

The Ralston Schools Foundation exists for the purpose of underwriting and/or providing support that will directly benefit students and staff of the School District of Ralston. Through such direct benefits, the Foundation is a partner with the District in striving toward educational excellence. 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' & 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. Since its inception in 1983, the Ralston Schools Foundation has given hundreds of thousands of dollars in direct grants to teachers for programs, materials and equipment to enhance educational excellence in the district.

Lil' & Tiny Rams provide professional, top quality and reliable child care in a convenient location at a competitive price. This parent handbook outlines what you may expect from the Lil' & Tiny Rams Programs and what we expect from you in return. If questions arise that are not covered in this handbook, please feel free to contact the Ralston Schools Foundation.

Sincerely,

*Sara Ryan*

District Director

Ralston Schools Foundation

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## **INTRODUCTION**

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' & Tiny Rams are self-supporting programs. Lil' Rams is offered in the elementary school buildings in the Ralston School District. Tiny Rams is offered at the Ralston High School. A portion of proceeds from our child care programs go to Ralston Public Schools, including annual classroom grants and scholarships for graduates.

Since its inception in 1983, the Ralston Schools Foundation has responded to the needs of students, teachers and families within the community, providing funds to support a variety of activities and educational opportunities that might otherwise be impossible to pursue.

A vital link in the school-community partnership, the Ralston Schools Foundation can use its resources – working with the help of school district staff, parents and businesses – to fund important “extra” activities that have helped contribute to the district’s excellent reputation for high quality education.

## **MISSION STATEMENT**

Our mission is to provide a safe, developmentally appropriate and enriching environment. The purpose of Lil' & Tiny Rams is to provide child care in a familiar setting that offers planned activities, quality care and excellent supervision.

The Ralston Schools Foundation provides support that will directly benefit students and staff of the Ralston Public School District. Through such direct benefits, the Foundation is a partner with the District in striving toward educational excellence.

## **LICENSING REQUIREMENTS**

Each site meets the Nebraska Department of Health and Human Services standards for child care centers and school age only centers. Inspections are made by the Fire Marshal and Health Department annually. In addition, before staff is hired, a criminal history record, sex offender and registry checks are completed. Additionally, staff must complete a health information report.

## **SITES**

Lil' Rams operates at five elementary schools within the Ralston School District. Lil' Rams serves children who attend kindergarten or above. Tiny Rams is located within the Ralston High School and serves children 6 weeks old up until they begin kindergarten.

Blumfield Elementary, 10310 Mockingbird Drive. Cell # 660-6371

Meadows Elementary, 9225 Berry Street. Cell # 661-0300 Landline # 884-5692

Mockingbird Elementary, 5100 S. 93<sup>rd</sup> Street. Cell # 660-6373

Seymour Elementary, 4900 S. 79<sup>th</sup> Street. Cell # 660-6374

Wildewood Elementary, 8071 Ralston Avenue. Cell # 660-6375

Tiny Rams 8969 Park Drive. # Office 898-3541

## **HOURS OF OPERATION**

All Lil' Rams programs offer care from 7am until school start and from school dismissal until 6pm. On non-school days, Lil' Rams offers care from 7am until 6pm. Tiny Rams offers care from 7:15am until 5:45pm.

## **EXCEPTIONS TO NORMAL HOURS OF OPERATION:**

Holidays: Lil' & Tiny Rams will be closed on New Year's Day, Good Friday, 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. Additionally, we are typically closed several days over the winter break due to contracted negotiations within the District.

Adverse Weather Conditions/Snow Days: If school is cancelled due to weather conditions, Lil' & Tiny Rams will be closed. Tuition credit/adjustment will not be given for days we are closed due to adverse weather conditions/snow days.

## **ENROLLMENT POLICES AND PROCEDURES**

*\*Completed enrollment paperwork must be received 24 hours prior to requested start date.*

### **ENROLLMENT PROCEDURES FOR NEW FAMILIES**

In order to initially register for the Lil' or Tiny Rams program the following information must be completed and submitted to the Administrative Office prior to your child's first day in the program:

1. Complete the Enrollment Application
2. Submit a current and complete copy of your child's immunization record
3. Complete the "Tuition Express Agreement Form" & attach verification of payment information
4. Pay the non-refundable registration/activity fee indicated on the enrollment application
5. Sign and return the "Receipt of Parent Information Brochure" provided by the Nebraska Department of Health and Human Services
6. Title XX authorization, if receiving child care subsidy from the state

Once the above paperwork is complete, it will then be added to our ProCare database and forwarded to your child's child care site. Additionally, at the time of registration families may request a copy of the parent handbook (or access it online via [ralstonschoolsfoundation.org](http://ralstonschoolsfoundation.org)) and will be given any other necessary paperwork.

### **ENROLLMENT PROCEDURES FOR CURRENT FAMILIES**

Registration is held each year in the spring for families wanting to register for summer care and care for the follow school year. Registration is held at the Administrative 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/ACTIVITY FEE**

A non-refundable enrollment/activity fee must be paid with each annual registration. The Lil’ & Tiny Rams registration fee is \$40 per child for each school year registration. The Tiny Rams activity fee is \$60 per child (children 3 -5 years) for each summer registration and the Lil’ Rams activity fee is \$115.00 per child for each summer registration. All registration forms must be accurate and accompanied by the appropriate registration/activity fee when turned in. Should a family re-enroll during the current school year a \$40 non-refundable registration fee will be charged. During the course of the school year/summer, if addresses, telephone numbers or authorized individuals to pick up change, please notify the Site Director so that the files can be updated.

**ENROLLMENT CATEGORIES**

Tuition is based on the following registration categories and is pulled from your Tuition Express account every Friday, whether or not your child(ren) actually attends. Tuition rates will not be prorated if your child is not in attendance.

Lil’ Rams Tuition (rates as of August 2024)

<u>Enrollment Category</u>	<u>Weekly Tuition Amount</u>
Full Time (before & after school)	\$85.00
Before School Only	\$55.00
After School Only	\$65.00
Early Release Only (1:30-6:00pm)	\$35.00
*Non Student Day	*\$40.00 per day/per child

\*This charge will be in addition to your regular tuition deductions, no cancelations.

Tiny Rams Tuitions (rates as of May 27, 2024)

<u>Enrollment Category</u>	<u>Tuition Amount</u>
Full Time (4 or 5 days) Infant	\$265.00/week
Full Time (4 or 5 days) Toddler	\$230.00/week
Daily Toddler	\$57.50/day
Full Time (4 or 5 days) Preschool	\$220.00/week
Daily Preschool	\$55.00/day

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

*\*For part time care a weekly rate will be determined by your child's enrollment status.*

**PART TIME CARE**

**EFFECTIVE 8/2020:** During school year programming we will no longer offer part time care for infants. Part Time care will be offered to all ages during summer programming.

**STATUS CHANGES**

Any change in enrollment status for your child(ren) must be provided in writing two weeks prior to the requested date. Status change forms are available from your Site Director, at our Administrative Office and on our website. We will do our best to make accommodations for status changes, however cannot guarantee openings when switching to a different enrollment status category.

## **WITHDRAWAL FROM THE PROGRAM**

A 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 is in attendance 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 to): 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 and failure to maintain a current account balance.

## **TUITION POLICIES AND PROCEDURES**

### **TUITION**

The Ralston Schools Foundation does not accept cash, check or money orders. All payments must be made through Tuition Express.

Tuition is based on enrollment status. Tuition is processed each and every Friday. Payments can be made online, if your account has a balance on a Friday that amount will be deducted when tuition is processed. For families with multiple children, a 10% discount will be given on the oldest child(ren) for care provided during the school year. The 10% is not given for early release, non-school days or for care during the summer. 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 \$35.00. Anytime an account is delinquent, the child(ren) may be removed, without notice, from Lil' or Tiny Rams programming.

### **HOW WILL MY TUITION DEDUCTION AMOUNT BE DETERMINED?**

Each Lil' & Tiny Rams enrollment category has a weekly tuition amount that is posted to each account every Monday. Tuition charges will remain constant each and every week, the only exception will be weeks that school is only in session 2 days or less (i.e. Thanksgiving, Winter break). The amount owed for tuition will be deducted each and every Friday. Please remember that deduction amounts will differ from your weekly contracted rate if non-student or late pick-up fees are added to your weekly tuition amount.

### **RALSTON SCHOOL DISTRICT EMPLOYEE DISCOUNT**

Any employee of the Ralston School District will receive a 15% discount on the regular weekly tuition rate when enrolled in the Lil' or Tiny Rams program. The employee must provide a copy of their employee badge at the time of enrollment. Only one discount will be allowed per child.

### **SUMMER VACATION TIME**

Vacation time will be allotted during summer programming if you attend the entire session. Vacation days will be based on your summer enrollment status. A Summer Vacation Request form must be filled out two weeks prior to the requested vacations days.

### **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 weekly tuition, and serves to hold your reserved spot prior to initial attendance or during an extended absence.

For any families on a waiting list, if an opening becomes available and you do not take it you will be responsible to pay the holding fee until starting. If you remain on the waiting list into the next school year, you will be required to pay the registration fee for the next school year.

### **EARLY DROP OFF FEE**

All Lil' Rams children are to be dropped off no earlier than 7am. All Tiny Rams children are to be dropped off no earlier than 7:15am. Parents will be charged for early drop off at a rate of \$1.00 per minute per child with a \$15 minimum per child. Any fees will be applied to your account and deducted with your tuition on your next deduction.

### **LATE PICK-UP FEES**

All Tiny Rams children are to be picked up by 5:45PM. All Lil' Rams children are to be picked up by 6:00PM. Parents will be charged for late pick-up at a rate of \$1.00 per minute per child with a \$15 minimum per child. After ten (10) minutes of being closed the late fee will accrue at an additional \$1 per minute. The site cell phone clock is the clock used to determine drop-off and pick-up times. Any late fees will be applied to your account and will be deducted with your tuition on your next deduction. Reoccurring late pick-ups can result in removal from the program.

### **RETURNED PAYMENTS**

If payments are returned or declined a \$35.00 fee will be applied to your account. You will be notified with a statement via email. The amount of the returned payment, the \$35.00 return fee and any other current charges will be withdrawn on the next scheduled deduction. If two consecutive payments are returned you will be contacted via email/phone and you will be required to make a payment by cash or money order to the Ralston Administrative Office (8554 Park Drive) by the due date specified in order for your child to remain enrolled. Anytime an account is delinquent, the child(ren) may be removed without notice from Lil' or Tiny Rams. If payments are returned more than three times within a school year your child may be removed from the program. In order for your child(ren) to be in attendance their tuition must be paid prior to their return.

### **TUITION EXPRESS**

Through Tuition Express, part of our ProCare Software management system, the Ralston Schools Foundation Lil' & Tiny Rams program automatically deducts tuition. Acceptable forms of payment include a checking account, savings account, Visa card or MasterCard (2% fee will be charged for any debit/credit cards). Tuition Express keeps your personal account information safe by incorporating security procedures, which includes utilizing a 128-bit encryption.

### **SPLIT TUITION**

**EFFECTIVE 1/1/2018:** The Ralston Schools Foundation will only deduct tuition from one checking account, savings or credit card per family. Dual or split accounts will no longer be honored. Split accounts that were set up prior to 1/1/2018 will continue to be billed as split accounts however this is subject to change. 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.



## **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 verification of payment information (i.e. voided check, copy of card). Acceptable forms of payment include a checking account, savings account, Visa card or MasterCard (2% fee will be charged for any debit/credit cards). It is your responsibility to renew expired credit cards. 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, forms are available from your Site Director, the Administrative Office and online.

## **TITLE 20**

Lil' & Tiny Rams accept title 20. Title 20 is a child care subsidy program provided by the State of Nebraska and is set up through Nebraska Department of Health and Human Service Systems. In order for Lil' or Tiny Rams to accept Title 20, families must provide a current provider authorization form and complete a Tuition Express Form. Your account will be charged child care services if your authorization expires. It is the family's responsibility to contact their case worker for re-authorization of services. If your authorization indicates a copay it will be withdrawn the first Friday of each month. If your child exceeds the authorized hours/days approved by the Department of Health and Human Services your account will be billed for the difference. Your child must attend regularly. If they will be late or not be in attendance you must contact your child's Lil'/Tiny Rams staff. Continued absence without notification will result in program removal. You will be responsible for any fees in addition to regular tuition (i.e. t-shirts, late fees, etc.). 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.

## **PARENT COOPERATION**

### **PARENTAL INVOLVEMENT**

Parental involvement is important to our programming. There will be many opportunities for you to participate in activities throughout the year. Parents working together with staff members are important in a quality child care program. We expect parents to abide by all rules and regulations set forth in this parent handbook. A relationship between families and child care staff that is built on mutual trust and respect is important in making your child care arrangement a true success.

### **PARENT RESPONSIBILITIES**

1. Call your child's site if your child will not be in attendance.
2. Notify your child's site if anyone other than the parent/guardian will pick the child up.
3. Notify the Site Director of any special needs/accommodations. This information must also be listed on your child's enrollment form.
4. Sign your child in/out daily.

5. Honor our operating hours by not dropping off before opening and picking up before closing
6. Update your child's record as changes occur
7. Have a current/open account on file for Tuition Express
8. Notify the Administrative Office with enrollment changes or withdrawal from the program.

\*Repeated failure to meet the above responsibilities may result in termination of care.

### **PARENT TRAINING/EDUCATION**

The Ralston Schools Foundation will pass along information regarding parent training or education opportunities. At any time a parent/guardian may request materials or resources regarding any family needs, we will do our best to accommodate these needs.

### **NO BABYSITTING POLICY**

Ralston Schools Foundation Lil' & Tiny Rams staff may not babysit for families whose children are enrolled in our programs.

### **TOYS & PERSONAL BELONGINGS**

Please discourage your child from bringing toys or electronics from home. They are difficult to share and may get lost or broken. Lil' & Tiny Rams do not assume responsibility for toys or other personal items 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.

### **GRIEVANCE PROCEDURE**

Every parent/guardian has the right to express their concern regarding any aspect of the Lil' & Tiny Rams programs. This should be done in an appropriate manner and at the appropriate time/place. If after attempting to resolve the matter with the on-site staff you are unable to come to a resolution, contact the District Director at the Administrative office.

## **CHILD ATTENDANCE PROCEDURES**

### **ARRIVAL/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' & 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' & Tiny Rams are obligated by law to call the police and report our concern about the child(ren)'s safety.

### **ATTENDANCE AND ABSENCE PROCEDURES**

It is imperative that we provide a safe environment for each child. Knowing all children scheduled to be present is part of this goal. If a child will be absent or will be late to Lil' or Tiny Rams, messages may be left on voice mail 24 hours a day by calling the number for your child's site. Messages left with the school secretary do not fulfill this obligation. Lil' & Tiny Rams are not programs of the Ralston Public Schools, and the school secretary is not responsible for taking messages for Lil' & Tiny Rams.

### **LATE PICK-UP PROCEDURE**

If no authorized person has arrived 5 minutes after closing staff will complete the following:

1. Call all corresponding phone numbers for the parents, guardian, and emergency contacts. Leave messages at each location if voicemail is available.
2. If unable to reach a parent, guardian or emergency contact within 30 minutes of closing, 911 will be called.

## **DISCIPLINE POLICIES AND PROCEDURES**

### **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. As stated in the "Children's Services Licensing" regulation book distributed by the Nebraska Department of Health and Human Services Regulation and Licensure for Child Care Licensing: The center shall ensure that no child is left alone, pinched, punched, shaken, struck with any object, bitten, or spanked by staff; a brief, supervised separation from the group may be used. Staff shall not discipline children: by denial of food, by forced napping, for a toileting accident, or with subjection to derogatory remarks about themselves or their family, abusive or profane language, yelling or screaming, or threats of physical punishment.

The following are suggestions to aid in behavior management:

1. Children within the program need to have a clear understanding of the rules and expectations of the program
2. Children in the program can help in determining program rules
3. A variety of daily activities and routines need to be established that allow children to make choices and keep busy while in attendance. Children engaged in a variety of activities that interest them are less likely to become bored with the program and act out.
4. Praising acceptable and appropriate behaviors
5. Actively listening to children about their feelings and frustrations
6. Redirecting negative behaviors and suggest appropriate behaviors
7. Staff should always role model appropriate behavior to the children
8. With guidance, allow children to resolve conflicts on their own

Parents will be made aware of any discipline or leadership complications. Lil' & Tiny Rams cannot serve children that chronically display disruptive 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.

#### 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 three basic rules;

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

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.

#### 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.

#### **STANDARD DISCIPLINE PROCEDURE**

When a disruptive behavior is present we issue a warning and encourage children to continue playing or have them take a time out and resume play when the behavior is corrected. If the disruptive behavior continues, that child is given a second time out and resumes play when the behavior is corrected. If after two attempts of correcting the disruptive behavior it continues, parents are to be notified immediately. If disruptive behavior continues or more severe problems arise, we can suspend a child. However, this can only be done after discussion with your Site Director, Assistant District Director or District Director.

#### **DOCUMENTING BEHAVIOR**

Character Counts forms are used to document behavior, both positive and negative. Character Counts forms serve as records of behavior. This documentation provides information, which can be used to

discuss behavior patterns. It is always necessary to keep the parents well informed when behavior problems begin as this can often reduce or stop the problems from escalating.

### **PROGRAM SUSPENSION**

Parents will be made aware of any discipline or leadership complications. Lil' & 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. 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 include, but are not limited to:

1. Intentionally striking or injuring another child or staff person
2. Intentionally damaging school or Lil'/Tiny Rams property
3. Threatening another child or staff person
4. Repeated occurrences of a behavior which might otherwise result in a written warning

Generally, the first suspension is a one day suspension from programming. The second suspension is typically three days. The third suspension is one week (5 days). Suspensions will carry over throughout entirety of enrollment in the program. If another infraction occurs after the third suspension, the result is expulsion from the program. Additionally, bullying is taken very seriously and will not be tolerated. Bullying is grounds for suspension, and if continued may result in expulsion from Lil' & Tiny Rams. Tuition credit is not given during suspensions.

## **HEALTH AND SAFETY**

### **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°F or above, diarrhea/vomiting, unexplained skin rash or irritation, or evidence of contagious diseases such as chicken pox, measles, mumps, etc.) must be kept at home. A child cannot return until his/her temperature has been normal for 24 hours without the aid of fever reducing medication 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.

### **CHILD ABUSE/NEGLECT**

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

### **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 any prescription medication is given or applied as needed (the statement must include what symptoms are to exist in order to give/apply medication).

If your child has an allergy that may require the use of an EpiPen, Lil' & 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' & 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 ambulance 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.

## **NUTRITION**

Ralston Public Schools supplies all food provided in Lil' & Tiny Rams programming. Ralston Public Schools food workers are trained in menu planning and food handling. All meals and snacks meet established USDA requirements.

### Lil' Rams Nutrition

Breakfast will be offered from 8-8:30am on non-school days and during summer day camp. A nutritious lunch will be served each day during summer day camp at no additional cost. The program will offer one afternoon snack on school days and two snacks on non-school days and during summer day camp. If your child has specific dietary restrictions you must inform RSF staff at the time of enrollment. We will do our best to accommodate you and your child, but you may be asked to provide additional snacks.

### Tiny Rams Nutrition

Tiny Rams will provide a nutritious breakfast, lunch, and two afternoon snacks 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 Ram's 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 Site 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.

## **CONTROLLED ACCESS**

To ensure the safety and security of staff and students, the Ralston School District has a Controlled Access system at all of the buildings. You will have Card Access to your child's school. At the time of initial enrollment you will be issued a card. The Card Access is meant for Lil' & Tiny Rams drop off/pick

up, if you do not have your card you will need to call your child's site cell phone to be let into the building. Lil' & Tiny Rams families will have access during our hours of operation. Families will be able to request up to 2 cards at no charge at initial registration. Additional and replacements cards will be \$10 each.

### **FIRE AND TORNADO DRILLS**

Fire and tornado drills are to be conducted and documented regularly. Fire and tornado drills should be completed in the AM and PM sessions so that all children are familiar with evacuation procedures. Fire drills are to be done monthly throughout the year. Tornado drills are to be done 4 times between the months of March-September. A written record of fire and tornado drills, along with a map showing the proper evacuation routes must be available and up-to-date at all times. The Director will ensure all children (including those with special needs) are evacuated and accounted for.

### **EVACUATION PROCEDURE**

In the event that children are to be evacuated from the Lil'/Tiny Rams site employees will take with the child information, medication and first-aid kit. Parents will be notified via call, text, social media or news channels.

### **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' & 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 closed toe shoes (tennis shoes) daily, as we will be involved with many physical/motor activities on a daily basis.

#### Outdoor Weather Safety

If the temperature or wind chill is:

- Above 10 degrees Fahrenheit, children should be allowed to go outside.
- Below 10 degrees Fahrenheit, all children will remain inside.

Staff must use good judgment on days with the temperature or wind chill is in this range. If the heat index is excessively high, staff will shorten or eliminate outside time. This includes heat and humidity factors. At the first sign of threatening weather or lightning, staff will bring all children indoors into a safe area. Staff will monitor the situation.

### **OFF-SITE INFORMATION**

#### **TRANSPORTATION**

Lil' & Tiny Rams often participates in supervised activities away from the site. Children ages 3 and up will be transported in the appropriate school bus provided by the Ralston Public School District.

#### **SWIMMING**

Lil' & Tiny Rams often venture out to swim. Children and staff swim together. Certified lifeguards, Directors, Teachers and Support Staff supervise children. When swimming, child to staff ratios change drastically. We encourage you to send flotation devices with your child if necessary (coast guard

approved life jacket). When swimming outside we recommend parents send their children with sunscreen and a rash guard shirt to help prevent sunburn. Please have your child's name on all their belongings. 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.

Pool locations include but are not limited to:

-Oak Hills, 7440 Q Street

-Mockingbird Hill Community Center, 10242 Mockingbird Drive

### **FIELD TRIPS**

Throughout the school year and during the summer Lil' & Tiny Rams will be going on several field trips. It is important that children arrive on-site at least one hour before the scheduled field trip time. Site staff will do their best to provide families with all information regarding upcoming field trips. However, if you feel you have not received all information it is the parent's responsibility to contact site staff 24 hours before the scheduled event. Children will not be able to be dropped off or picked up from the field trip location.

## **LIL' RAMS INFORMATION**

### **PERTINENT INFORMATION FOR LIL' RAMS ONLY**

Lil' Rams provides care only for children who are: toilet trained and don't need restroom assistance; have age-appropriate eating, dressing, and hygiene skills; able to abide by the rules of the program as outlined in the Parent Handbook; and are able to function effectively in a setting with one adult for each 15 children. It is mandatory that parents list on the registration form at the time of registration if their child has any special needs or accommodations. Failure to comply with this request at the time of registration may result in removal from the Lil' Rams program. All information listed will remain confidential; but it is for the safety and well-being of your child that we request such information, so that appropriate and adequate care can be given to best serve your child's needs.

### **Attendance and Absence Procedures**

Attendance is taken promptly after school dismissal as the children arrive at Lil' Rams. If a child is scheduled to attend Lil' Rams after school, the child does not arrive, and a parent/guardian has not notified Lil' Rams, the Director will initiate the 'Missing Child Procedures'.

#### **Missing Child Procedures**

1. Check with the school secretary and health paraprofessional to see if the child left school or has gone home ill
2. Check classroom and with classroom teacher
3. Call parent or emergency numbers on enrollment form
4. If unable to reach parent or emergency number, the Police Department will be called for assistance.

If step 3, "call parent or emergency numbers on enrollment form," is reached on more than three occasions as the parent/guardian did not notify Lil' Rams that the child would be absent, the child will be permanently removed from the Lil' Rams program.

### **Lil' Rams Non-Student Days**



Lil' Rams will offer childcare on non-school days during normal hours of operation (7am to 6pm). In order to receive care during the non-school days you must pre-register. The cost is \$40/day/child. Sign-ups will be available through a Google form approximately 2-3 weeks in advance of the non-school day. Each sign up will be available from Monday 7am- Friday at Noon. Activities will be listed on each sign up. If you register your child you will receive a confirmation letter with additional information. Space is limited and is given on a first come first serve basis. Families are responsible for packing their child a lunch for all non-school days. Once your child is registered, there are no cancelations; you will be charged the additional rate whether or not your child is in attendance

### Procure Parent App

Lil' Rams utilizes the Procure: Childcare App (download in the Apple Store or Google Play Store) for communication. The Procure App is also a great way for families to directly communicate with their Lil' Rams teachers.

### Lil' Rams Summer Day Camp

During the summer, Lil' Rams operates from 7am-6pm. 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 tie dyeing, paper mache and volcano building. We will take numerous field trips to: Oak Hill pool, various parks, theatres, the Henry Doorly Zoo, ice skating, bowling alleys and museums. Summer Day Camp will be held at Blumfield Elementary School.

There are 2 enrollment categories offered for summer programming. They are:

Full Time 4-5 day enrollment \$185.00 per week

If 4 days please specify days

M T W R F

Part Time 1-3 day enrollment \$46.25 per day

Specify days M T W R F

*\*For part time care a weekly rate will be determined by your child's enrollment status.*

### Programing and Daily Schedule

Lil' 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 will offer a wide range of activities on a daily basis. Activities are planned by the Assistant District Director and lesson plans are always posted for you to see. The activities may vary in an attempt to provide a fun and educational child care experience. Supervised child care will include large muscle activities supplemented with fine motor skill activities such as arts and crafts, table games, reading or storytelling, music, drama, films, the opportunity to complete school related assignments and choice time.

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. STEAM (science, technology, engineering, arts and math) activities will vary in an attempt to provide a fun and exciting experience.

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 helping children develop good habits and attitudes, particularly a positive sense of themselves, which will make a difference throughout their lives.

Lil' Rams Before/After School Schedule(Tentative)

- 7:00AM Site Opens- Fine Motor/Table Games
- 7:30AM Group Game/Hand Washing/Breakfast
- 8:00AM Prepare for School/Dismiss Accordingly
- 3:30PM School Dismissal & Attendance
- 3:35PM Restrooms/Hand Washing
- 3:40PM Afternoon Snack
- 4:00PM Large Muscle Activities/Group Game
- 4:30PM Homework/Reading
- 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
- 9:00-11:45AM Large/Fine Motor Skills/Table Games/Center/Time Group Reading
- 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

**TINY RAMS INFORMATION**

**PERTINENT INFORMATION FOR TINY RAMS ONLY**

The purpose of Tiny Rams is to provide quality child care in the Ralston School District. Children of student parents at the Ralston High School 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 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.

Infant Feeding

Any items required for infant feeding (bottles, sippy cups, food storage containers, etc.) must be brought in daily and taken home at the end of each day. All items must be labeled with the child's name. Tiny Rams staff will not be responsible for washing any of the above items.

#### Breast Milk or Formula

All prepared formula or breast milk must be refrigerated and clearly labeled with the child's name, date received, and date expressed and date frozen if applicable.

1. Unused prepared formula must be discarded as indicated by the label.
2. Unfrozen breast milk must be discarded after 48 hours.
3. Frozen breast milk must be kept in a freezer for no more than three months.

#### 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, 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.

#### Referral for Early Intervention Services

Ralston Schools Foundation has an ongoing goal of identifying any child that may have special needs. If you have a concern about your child's development, or your child has been diagnosed with a health condition that will affect his/her development, he/she may be eligible for early intervention services. The assigned Early Development Network Services Coordinator will request your written permission for evaluations through the Special Education Department of your school district. Evaluations are conducted by a team, consisting of professionals within your school district and yourself. They will determine eligibility for free and appropriate early intervention services/education under state guidelines. If your child is eligible for early intervention services, the Service Coordinator will contact your family to determine if you are interested in Early Development Network services. You will be able to work with the agencies that provide services. The Ralston Schools Foundation will work collaboratively with you and the Early Development Network Services Coordinator to develop a plan for services. More information and how to make a referral can be found at <https://edn.ne.gov/cms/>

#### Procure Parent App

Tiny Rams utilizes the Procure: Childcare App (download in the Apple Store or Google Play Store) for daily communication. Meals, naps, diapers, daily activities, pictures, etc. will be shared daily with families. The Procure App is also a great way for families to directly communicate with their child's teacher.

#### Programming and Daily Schedule

Tiny Rams strives to make sure every child's individual needs are met by following a daily routine. Tiny Rams are planned by each classroom's Lead Teacher. Our curriculum has been approved by the Nebraska Department of Education and is based on the seven domains of the Nebraska Early Learning Guidelines, which include Language & Literacy, Social & Emotional Development, Health and Physical Development, Creative Arts, Mathematics, Science & Approaches to Learning

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 are teaching them *how* to learn, not just at Tiny Rams, but all through their lives. We are allowing them to learn at their own pace and in the ways that are best for them. We are helping children develop good habits and attitudes, particularly a positive sense of themselves, which will make a difference throughout their lives.

#### Tiny Rams Infants Daily Schedule (Tentative)

7:15-8:15AM Arrival and Free Play  
8:15-8:45AM Breakfast  
8:45-9:00AM Diapers  
9:00-11:00AM Morning nap time (Depending on the infant's individual need)  
9:00-9:30AM Free play/Free Reading  
9:30-10:30AM Art/Sensory Activity/Fine Motor Skills  
10:30-10:45AM Outside/Stroller Ride  
10:30-10:45AM Free Play  
10:45-11:00AM Diapers  
11:00-11:15AM Reading time at the table  
11:15-11:45AM Lunch  
11:45-12:00PM Diapers (if needed)  
12:00-2:00PM Afternoon nap (Depending on the infant's individual need)  
2:00-2:15PM Diapers  
2:15-2:45PM Snack  
2:45-3:45PM Free play  
3:45-4:00PM Diapers (if needed)  
4:00-5:00PM Outside/Gym/Stroller Ride  
5:00-5:15PM Snack  
5:15-5:45PM Goodbye time/Free play

*\*Schedule may vary to meet the individual needs of the infant\**

#### Tiny Rams Toddler Daily Schedule (Tentative)

7:15- 8:00AM Welcome & Free Play  
8:00-8:30AM Wash Hands & Breakfast  
8:30-9:00AM Free Play/Centers  
9:00-9:15AM Bathroom Time  
9:15-10:15AM Large Motor Skills Gym/Outside  
10:15-10:45AM Art/Sensory Activity, Counting/Sorting & Fine Motor Skills  
10:45-11:00AM Circle Time  
11:00-11:15AM Bathroom Time/ Free Reading  
11:15-11:45AM Lunch  
11:45-2:30PM Nap  
2:30-2:45PM Bathroom Time  
2:45-3:15PM Snack  
3:15-3:45PM Free Play/Centers  
3:45- 4:00PM Bathroom Time  
4:00-5:00PM Outside/Gym  
5:00-5:15PM Snack

5:15-5:45PM Goodbyes & Free Play

Tiny Rams Preschool Daily Schedule (Tentative)

7:15-7:45AM Drop-offs and Free Play in Toddler Room

7:45-8:15AM Centers in Pre-K Room

8:15-8:30AM Clean-up and Wash-up for Breakfast

8:30-9:00AM Breakfast

9:00-9:15AM Bathroom Break/Floor Toys or Books

9:15-9:45AM Circle Time

9:45-10:30AM Art/Handwriting/Math/ Science

10:30-11:15AM Gross Motor (gym or outside time)

11:15-11:30AM Wash-up for Lunch

11:30-12:00PM Lunch

12:00-12:15PM Bathroom Break

12:15-12:30PM Naptime Stories

12:30-2:30PM Rest Time

2:30-2:45PM Bathroom Break

2:45-3:15PM Snack

3:15-4:00PM Centers/Story Time/Bathroom Break

4:00-5:00PM Gross Motor (gym or outside time)

5:00-5:45PM Wash-up/Snack/Table Toys in Toddler Room/Pick-ups

"It's not only children who grow.

Parents do too.

As much as we watch to see what our children do with their lives,  
they are watching us to see what we do with ours.

-Joyce Maynard

**The Ralston Schools Foundation may adjust or change policies/procedure as deemed necessary without prior written notification.**

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Schools Foundation