**Important Policies and Procedures 2024-2025**

When your child is sick, please be sure to promptly notify LSH of their diagnosis and treatment. **Notify LSH ASAP if your child has a contagious disease or has been exposed to one**. This allows LSH and families to be preventative in identifying and mitigating the spread of contagious illnesses. Such reports are treated with confidentiality. Staff will notify families and the Health Department of a potential exposure to a contagious disease.

**Nutrition**: Our infant room and environment is **NUT Free**. This is for all varieties and types of nuts to include tree and bush nuts.

**NEW NUT POLICY**: Once toddlers and preschool age children have been introduced to nuts at home they may be included in their meals at LSH. This policy is being implemented in the hope that we can support nutritional food choices at LSH as nuts are an excellent source of protein, fiber, healthy fats, vitamins, minerals and antioxidants.

**Sign-In and Out: I**t is a State Licensing requirement that each child be signed in and out by a parent or authorized parent representative every day. Failure to follow these procedures may result in termination of services. CDSS inspects LSH sign in and out records annually. If we are not in compliance we will receive a Type A violation. Legally your sign in gives us legal responsibility for the care of your child. Without a signature we have no legal responsibility. Please make sure that your child is in the care of an educator once they are signed in. Children may not be left unattended in the building, classroom, bathroom  or on the playground. Sign-Out at the end of the day ensures that the parent/representative is now legally responsible for the child.

**ANNUAL MATERIAL FEE INCREASE:** The annual material fee of $150 will then be charged each year in September. All registration fees and enrollment fees are non-refundable.

**Tuition/Billing:** If a billing error occurs the responsible party will notify LSH. Billing errors that result in any outstanding balance or outstanding fees will be due within 30 days. LSH will refund any errors in payment.

There are a total of **3 Additional Minimum Days** when LSH will close at 12:30PM. These are scheduled in advance. Minimum days offer parents an opportunity to come from 5:30-6:30PM  to tour the environment and hear about what their child has been learning, during their time at LSH. November 20th - Showcase #1 (Los AL) & November 21st - Showcase #1 (LB). February 26th - Showcase #2 (Los AL) & February 27th - Showcase #2 (LB). May 28th - Showcase #3 (Los AL) & May 29th - Showcase #3 (LB)

LSH is closed for the following:

1. Martin Luther King Jr. Day
2. President’s Day
3. Memorial Day
4. Juneteenth
5. Independence Day 4th of July
6. Labor Day
7. Thanksgiving Day and the Friday following Thanksgiving Day
8. Christmas Eve through January 1st
9. The day following Easter Sunday
10. **3 Staff In-Service Days** and **3 Planning Days** to be announced with at least 30 days’ notice. The following our the 2024- 2025 Staff In-Service and Staff Planning Days: August 9th, September 27th, November 8th (NAEYC Conference), February 14th, May 23rd, and July 3rd

Child’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_