

# Little Lambs Academy



## Little Lambs Academy

### Parent Handbook

Little Lambs Academy

865 Neighborhood Road

Lake Katrine, NY 12449

(845) 336-5314 (Info)

(845) 901 2399 (All Parent Calls)

[info@littlelambsacademy.org](mailto:info@littlelambsacademy.org)

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# Little Lambs Academy

## PHILOSOPHY

Little Lambs Academy exists to provide a loving, nurturing, creative and educational environment for children. We are sensitive to their social, emotional, intellectual and physical needs. Little Lambs Academy provides developmentally appropriate programs that focus on the process of learning, while also helping them develop their creativity and social skills. We encourage not just learning, but the love of learning, the love of sharing and the love of caring for one another. We believe each child is unique and important ... and needs to know how important they are in order to show love to others.

Little Lambs Academy believes in providing a physical environment that is safe, clean, healthy and child friendly. Classrooms are arranged to offer play and learning choices at a range of developmental levels as well as to inspire creativity.

Our staff is one of our core strengths of our program. We have hand-picked each staff member based on a nurturing and caring personality and a passion for teaching and working with children as well as a commitment to the community. We support our teachers and staff with training, resources and a smaller than state regulated ratio to insure that your child receives the best care that they deserve. We provide opportunities for the caregivers to share ideas and grow professionally. Our staff is seasoned in working with children and create a caring and nurturing environment for your little ones.

Little Lambs Academy believes in positive methods of discipline. We establish consistent and appropriate limits and boundaries to help children function in their world. Acceptable behavior is encouraged by praise and rewarding positive behavior. Our programs are designed to develop a sense of independence and responsibility in children. Little Lambs Academy strives to strengthen each child's own cultural identity by celebrating many different cultures and ethnicities and therefore, instilling a respect for others.

We believe it is you, the parent or caregiver at home, that is the most significant adult in your child's life. Little Lambs Academy strives to create mutual respect between parent and teachers,

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a partnership that will greatly benefit the child. We encourage daily communication between parents and center staff. Our doors are open to parents at all times.

Little Lambs Academy values your little ones and thank you for trusting us to provide them with the best care. We created Little Lambs Academy out of the need for our children to have a safe and fun place that we could feel completely confident in the care they receive. We will continually work to earn the trust that you place in us. Little Lambs Academy strives every day to provide the best care and early education for your little one.

## **ENROLLMENT CRITERIA**

Children must be at least six weeks old to enroll at Little Lambs Academy. No child may be accepted unless the Academy has been furnished with:

1. Evidence that the child has received a health examination showing record of up to date immunizations by a physician, physician's assistant or nurse practitioner on the health examination form supplied by the Academy, or
2. A certificate from a physician, physician's assistant or nurse practitioner stating that one or more of the required immunizations may be detrimental to the child's health, and specifying which one may be detrimental, or
3. A letter stating your child is exempt for religious or personal reasons. We will handle this on a case by case basis.

Little Lambs Academy does not discriminate on the basis of sex, race, religion, ethnicity, national origin, or handicapping condition. If, however, the nature of the child's handicap requires special therapy or special staffing, the child will not be enrolled until special arrangements can be made.

Children are admitted on a space available basis. A waiting list is maintained by the Academy Administrator and will be used when we have spaces that become available on a first come first served basis. Siblings and family members receive priority. Our Beyond School program is primarily for our children to have a place that feels like home before and after school as they become school aged.

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## CONFIDENTIALITY

Information regarding to your child is confidential and will not be released nor discussed without written confirmation from the parents. An exception will be made in the event of suspected child abuse. Any such suspicion will be reported to the Director for immediate investigation and action with the appropriate authorities.

## TUITION.....

A \$200 registration fee is required upon acceptance for your child. Please consult with the Director for tuition information.

AUTO PAY is our preferred method of payment. You can fill out an auto pay form from your checking account with the office. If you pay via checking account, there is no fee, however, a 3% fee will be added for those who pay via credit card.

Anyone who is late in making payments will be required to sign up for AutoPay in order to hold your child's spot.

Tuition is due on Monday every Monday, or in the event of a holiday, on the first day of the week, unless you have opted for monthly payments and then payment is due the first Monday of the month for the upcoming month. Payments may be dropped in the drop box located next to the check in desk on the Infant/Toddler side of the building. Thank you in advance.

Full payment is required. If tuition is not paid in full, a \$15 late fee will be added. Please see Director if you need us to know a specific financial situation.

Our office keeps record of payments and you will receive a statement with our Tax ID number and the amount paid at the end of the year. If you need this monthly in order to submit for reimbursement, please send a request in writing to [info@littlelambsacademy.org](mailto:info@littlelambsacademy.org).

There is a \$20.00 fee for any returned checks. Failure to remit payment after 10 business days constitutes termination of services.

If your child has a sick day or stays home, **no adjustments for tuition are made.** Extended illnesses will be handled on a case by case basis. There are no make up days for days missed. We will always handle extreme situations on a case by case basis.

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## HOLIDAYS.....

Weekly Fees are not altered by regularly scheduled closings. These closings are:

**New Years' Day**

**Memorial Day**

**Independence Day**

**Staff Development (once a year - date scheduled in advance)**

**Labor Day**

**Thanksgiving weekend (Thanksgiving and that Friday)**

**Christmas Day**

**Little Lambs Academy is CLOSED the last Friday of August each year for Staff Development.**

Little Lambs Academy has early dismissals of 3 p.m. on Christmas Eve and New Years' Eve.

## DISCIPLINE

Little Lambs Academy recognizes that children need clearly defined limits set in a non-threatening and consistent way. Acceptable behavior is encouraged by praise and rewarding positive behavior. We encourage children to be self-directed and exhibit self-control. In order to achieve these goals, we apply principles that build self-esteem, teach sharing with one another and remove children from the situation if they are not working with each other. We read about being a "Bucket Filler" and filling up one another's buckets with kindness and this is a good book to also have at home in order to reinforce!

1, 2, 3 Magic is used to train our staff to handle behaviors in a consistent manner throughout the entire school. It is the responsibility of each staff member to teach sharing and positive behavior in the classroom settings. Little Lambs Academy does not condone or employ corporal punishment, physical punishment or any negative verbal punishment as a means of discipline.

Should we feel your child's discipline need special attention, we will come to you regarding their actions and behaviors and together create a behavioral plan. We feel that it is you, the Parent, who is the most influential in teaching your children and reinforcing our direction that we give here at Little Lambs Academy. We ask for your cooperation in teaching your children how to behave and treat others, while understanding these basic principles are learned as they grow. All hitting, pushing, shoving and biting will be handled with the parents and together we can help keep their friends and peers safe and loved.

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## TODDLERS & BITING POLICY

Our program recognizes that biting is, unfortunately, not unexpected when toddlers are in a group setting. Biting happens as children learn to speak and express themselves with others. We are always upset when children are bitten in our program and we understand parents can be as well. We have programs in place to help maintain a structured environment to prevent children from fighting, getting bored and biting one another. When biting occurs, we have three main responses:

- 1) Care for and help child who was bitten
- 2) Help the child who bit learn other behavior
- 3) Work with the child who bit and examine our program during that time to stop the biting

Our teachers work to keep children safe and to help the child who bit to learn different, more appropriate behavior. When there are episodes of ongoing biting, we will develop a specific strategy, technique and timeline to address it. We do not and will not use any response that harms a child. Directors will address this plan and timeline with the parents.

We give immediate attention, and, if necessary, first aid to children who are bitten. We offer to put ice on it if the child is willing. If the skin is broken, we clean the wound with soap and water. If children are bitten on the top of the hands and the skin is broken, we recommend that they be seen by their health care provider.

When children bite, their parents are informed personally and privately that same day. When children are bitten, their parents are informed personally that day and are given a copy of our incident report form. When we experience ongoing biting in a toddler room, we share our written plan and timeline with all parents of children in that room.

We keep the name of the child who bit confidential. This is to avoid labeling and to give our teachers the opportunity to use their time and energy to stop the biting. Our toddler caregivers are given a training once a year on biting. We encourage parents to bring any concerns or frustrations directly to teachers and Director.



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## HEALTH CARE

Because of our concern for the health of your child and all of the other children at Little Lambs Academy, the following guidelines have been created. We appreciate your cooperation in complying with them. Children who are ill that day will NOT be accepted at Little Lambs Academy. Children who become ill during the day will be sent home. In all cases, Little Lambs Academy reserves the right to send home a child with suspicious or prolonged symptoms. It will be the responsibility of the teacher or Director to make that determination based on his/her best judgment. When a child is absent due to illness, the parent is asked to notify the Academy as early as possible in the morning via our Tadpoles App so that we are not expecting them. We will notify the other parents, via our Tadpoles system, when there is an illness spreading.

## ILLNESS/ SICK POLICY

In the event the following occur, we ask you to keep your child at home:

- A. A temperature of 101 degrees or any fever accompanied by:
  - 1. A deep cough
  - 2. Earache or draining ear
  - 3. Spasms of cough
  - 4. Sore throat
- B. A rash of any kind until diagnosed, treated or declared harmless by a physician
- C. Early colds (coughing and sneezing), very bad colds with purulent discharge
- D. Diarrhea or vomiting the previous evening or before morning- child needs to be free from vomiting or diarrhea for 24 hours before returning to school
- E. Red, runny or matting eyes- may be pink eye (conjunctivitis) – please call your doctor
- F. Bronchitis- if your child is coughing frequently

Little Lambs Academy is labeled by the state of New York as a Day Care Center for “healthy” children. A child who is not well does not benefit from our program and can adversely affect the

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health of our other children. If you have any doubts about your child's health, please keep your child home and contact your family doctor.

In the even your child becomes sick while at the Academy, you will be notified promptly. We expect that you will come to Little Lambs as quickly as possible to take your child home.

## ILLNESS CHART

From the Department of Health and Human Services

ILLNESS	MAY RETURN
Chicken Pox	24 hours after lesions have crusted
Conjunctivitis (Pink Eye)	24 hours after start of treatment  (Specifically if drainage and excessive tearing have stopped)
Croup	After illness has subsided
Diarrhea- Gastro Enteritis	24 hours after loose stool or after one normal b.m.
Rubella	At least 7 days and 24 hours after symptoms end
Hepatitis A	At least 7 days after onset of jaundice
Impetigo	24 hours after treatment has started
Fever	24 hours after temperature is normal
Influenza	24 hours after symptoms have subsided
Measles	At least 4 days after onset of rash
Lice	24 hours after treatment has begun
Whooping Cough	At least 7 days after therapy has started
Pin Worms	After treatment is completed
Roseola	After illness has subsided
Scabies	24 hours after start of treatment

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Strep Throat	48 hours after start of treatment
Poison Ivy	After lesions have dried up
Pneumonia or Epiglottitis health department must give order)	Written note from a physician (if due to H-Flu,
Bacterial (Spinal) Meningitis	When health department gives OK
Mumps	14 days after swelling begins

## **MEDICATION & OVER THE COUNTER TOPICAL CREAM POLICIES**

The NYS Health department requires that your child be fully immunized, including the varicella vaccine, and the hepatitis vaccine by kindergarten. Exceptions for religious and personal reasons only and will be handled on a case by case basis.

We are able to administer Medication to well children (fever free for more than 24 hours and doctor permisison to return to school.) A Medication Consent Form can be downloaded directly from our Resources Tab on our website for the Dr. to fill out with specific instructions on how to administer medications. If you do NOT have a Dr. Form filled out, we can have a Verbal Consent Form Filled out from the parent, in person, the day of. That form is only valid for one day and the parent must fill out another form for each additional day that medication is required.

Ongoing medication such as Enhalers, Nebulizers and Epi Pens MUST be accompanied by a Dr. Form and an individualized Health Plan must be made for this child with all specific instructions and signed off on by the Directors. All teachers who come in contact with your child will be trained on what to do in the event that this is needed and how to document it properly. Should a child need their emergency medicaiton, such as an Epi Pen, we will call 911 and call the parent immediately.

All Sunscreen, Teething Gell and Bug Spray can be sent in accompanied by a form for parent consent (ask your child's teacher for this form). Topical ointments must be labeled with the child's name and will be discarded when expired.

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## PARENT PARTICIPATION & COMMUNICATION

Little Lambs Academy is committed to working with families. We strongly encourage them to participate in every aspect of their child's program. Our main focus is your child. If you have any questions, please immediate contact the Director via email at [info@littl lambsacademy.org](mailto:info@littl lambsacademy.org). Our office number is 845-336-5314 and our Director Cell Phone is 845 901 2399 (Cell phone is not to be given out except for Parents). We encourage you to run everything important through the Director to the teacher, in an effort not to disrupt the class, while you discuss important information. (Daily morning check in and pick up is when you do communicate with the teacher)

We also encourage you to volunteer with the classroom. See your child's teacher for times or the Director for special events.

We have a dedicated Facebook page for Little Lambs Academy. If you have a Facebook please ask Kohler Directors to be your "friend." They can then add you to our Private group – Little Lambs Academy Parents. This is used to remind parents about important events coming up. Kohler Directors enjoy this form of communication, but do not use this to find out information about your families and do not share information with others. We encourage communication via email and can be reached at [info@littl lambsacademy.org](mailto:info@littl lambsacademy.org).

## TADPOLES APP for Parent / Teacher / Director Communication

Our Tadpoles app has revolutionized parent & teacher communication. You will receive everything that you need to know including pictures of your child throughout the day and all activities that they completed. You can opt to add Grandparents to the daily logs so that they too can see pictures and/ or the entire day via email or by downloading our Tadpoles app. You will need to fill out our Tadpoles form, but this is our primary means of communication regarding the day for all parents and gaurdians.

Parent Communication - Our Tadpoles app allows you to go online and mark in your child's notes everything we need to know about their day. You can communicate with teachers that way and know that the message will go to both Teachers and Directors.

All incidents will be reported to parents via email prior to 3 pm the day that it happened. You will receive a picture of the written incident report that is also signed off by a Director. This includes all accidents or anything where your child is injured or hurt. A phone call with accompany the emailed incident report when anything major occurs so that you are aware of how we are handling it and can help make decisions regarding their care.

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## PARENT HOUR

We have a dedicated “Parent Hour” in the morning, where you are free to call us to let us know any pertinent information about your child. The Director will try to be available during this time for your calls and make sure your child’s teacher is kept updated. We do this in order to maintain as much communication with parents regarding your children as possible. **Parent Hours are from 9 to 10 am.**

## CLOTHING/ SUPPLIES

Parents of Infants are required to provide an adequate supply of diapers and wipes. Each child must have at least two changes of clothing and appropriate outdoor wear. Additional items include: personal blankets, bibs, ointments, bottles, formula or breast milk (formula prepared in advance) and special feeding implements such as spoons and cups. All items must be labeled and any item that is not taken home on a daily basis will go home on Friday to be cleaned over the weekend by the parent.

Parent of Toddlers must provide an adequate supply of diapers and wipes for any child not yet toilet trained. Parents should also provide two complete changes of clothing, and appropriate outdoor clothing including boots and snow pants (winter months). In the summer, additional seasonal clothing and sunscreen is required.

Parents of Pre-School age children should supply a change of clothing, and appropriate outdoor clothing including boots and snow pants (winter months). In the summer, additional seasonal clothing and sunscreen is required.

Please label all of your child’s clothing to avoid confusion and dress children in play clothes suitable for the weather. We recognize that when children play, they get dirty. ☺

**Please provide us with at least one set of extra clothes in the event a change is required. For little girls, please send a plastic baggie with an extra brush and/ or hair clips.**

Please no jellies or flimsy fashion sandals. For their protection, kids need rubber soled shoes or sneakers. They LOVE to jump, run, and climb and we want to insure the highest safety measures.

Little Lambs Academy enjoys helping your child become independent. **One training opportunity time is potty time.**

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We will work together to help your child potty train, when ready, and stay consistent in our rewards system. If your child comes dressed in an outfit that zips or buttons down the back or with a belt, it can be frustrating for a toilet training child. We enjoy seeing them smile when they are able to do things themselves, so please assist us in making sure they can because they are dressed accordingly.

If your child is in need of more diapers, wipes, change of clothes and anything else, we will communicate that via the Tadpoles App or Email with their Daily Log.

## EMERGENCY CLOSING

You will be contacted via Tadpoles regarding any unexpected emergency closings. Our primary source of communication is our Tadpoles App (email or app) and we will update that regarding delays and closings by 6 am the day of the inclement weather. We will also update our Facebook page accordingly.

We will make every effort to be open in inclement weather and will use the local school as our guide yet adding the benefit of opening when we feel it is safe to have our Employees travel into work. **On these days we may have combined classrooms until everyone can arrive safely. This keeps our children safe and well attended to, while maintaining ratios.** We reserve the right to make these decisions regarding combining classrooms at any time in order to stay within appropriate teacher to child ratios.

In the event of an emergency DURING the school day, you will be informed via our Tadpoles System (Email and App) that there is an emergency. MEETING LOCATION: Our first meeting location for children and staff is the playgrounds where we meet and count all children. This is in the event of a fire or on site emergency. In the event that we need to leave the premises for an emergency, we will walk with the children behind Little Lambs Academy and over to Ten Broeck Commons. This is our Emergency Site should we need to evacuate Little Lambs Academy Campus.

**FIRE DRILLS** - Our teachers are trained and we conduct monthly Evacuation Drills to insure that our teachers and staff know how to keep the children as safe as possible in the event of an emergency. We do not always notify parents for Fire Drills, because they need to be kept a surprise for our staff, but we will notify parents via Tadpoles of a Fire Drill during pick up times so that if you show up at that time, you are not worried.

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## Little Plates... Made With Great Love!

Little Lambs Academy provides a morning and an afternoon snack as well as our delicious Little Plates Lunches! All meals are well balanced, homemade and include fresh fruits and vegetables! Lunches are served with Horizon's Organic Milk, you can still send in a sippy cup (age appropriate) and the children are given water all throughout the day. If they do not have a sippy cup, paper cups are used.

We do not currently provide breakfast but a breakfast option is coming soon! Please pack a breakfast for your child if they will need it upon arrival. Please keep our staff informed on your child as to if they need breakfast or not. We will serve breakfast up until 8:30, if a child arrives after 8:30 it is your responsibility to have fed them prior to arrival.

For **infants**, parents are required to provide either breast milk or prepared (in advance) formula. Formula must be measured into to go containers that are labeled and water measured in their bottles that are also labeled. This is to ensure that the right child is given the right formula. Please do not send in large containers of formula as we are not allowed to keep that on hand.

Please notify us, in writing, if your child has any allergies to food. Our staff are trained on how to handle food allergies and keep everyone safe!

All meals are served family style and encourage and teach great table manners and bring unity in the classroom. Helpers help set the table and clean up and children ask to be excused when of age! Mealtime is a fun time here at Little Lambs Academy!

Cooking Classes are incorporated into our program and often times snacks are given with instructions on how to put them together.

Special Events often include Cooking or Baking Classes and information is sent home in advance for these times (which take place on the weekends) and sign ups.

## DROP OFFS

During the morning Drop Offs, we ask you to clock your child in at the front desk on Tapoles system using your own pin number that you are given. All emergency contacts have their own pin number so we can see who dropped off and picks up. You can then walk them to their classroom. Doors stay locked at all times and please do not let anyone into the building that you do not know.

It is completely normal for your child to experience some anxiety during their first few days and routine will help ease the anxiety. We know from experience that after your child has been at

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Little Lambs Academy a few times, they will adjust and be happier to join their class and less likely to have such a hard time when you leave. You can have confidence in their care and please help us as you drop off your child initially, with the process. A lingering parent when a child is crying can prolong the process and bring disruption in the class. We encourage you to stick around if you wish, outside of the classroom, for a time to see how your child adjusts and to discuss any pertinent information with your child's teacher at the time of drop off. A plan can be made to make drop offs consistent and smooth and parents are encouraged to remain positive and in control so their children feel that security!

We love to help with this and can send a Tadpoles Update right away to ease your mind in knowing that your child is relaxed and having fun.

## **OPEN DOOR**

Any parent has the right to inspect Little Lambs Academy at any time. We encourage parents to visit. All parents will be required to sign into our visitor log at the receptionist and then may observe their child from a distance or go right into the room to be with their child, if there are no other children sleeping and it is a good time to come in. Please be mindful of the teachers and make sure they can still give the children adequate attention... we want to make sure they continue their normal routines and do not stop to chat excessively as that can disrupt the flow of the day.

We encourage breastfeeding moms to come breastfeed at their lunch or throughout the day. We will make sure they are comfortable and have a private, calm area to spend time with their baby.

## **PICK UP**

Please put in your pin code at the reception desk prior to going to your child's room at the end of the day. You may then go directly to their rooms for pick up. At the end of the day or on snow days, we will sometimes combine classrooms and children can be picked up from there.

Please do not let other parents in the building. Our staff will open the door for the other parents.

If you will be later than your normal arrival time, please MARK TADPOLES or if past closing call the Director's cell at (845) 901 2399 (charges may apply\*.) This will help minimize unnecessary concerns and dropping off and picking up at a consistent time, helps us maintain our classroom schedules as well as helps with staffing purposes.



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No person other than those who appear on the authorization forms will be allowed to pick up your child, **for any reason**. If you will not be picking up your child, and someone other than the usual parent is (who is previously submitted and in our system) you can mark that on tadpoles as well for teachers to pull up and see at the end of the day.

In the case of a separation/ divorce, the parent maintaining custody will be asked to submit in writing when the visiting parent may pick up the child.

You will be charged \$1 per minute after the day care closing, if you are late. Please still text or call ahead to let us know in advance.

## REST TIME

Quiet time is important for a child's health and well-being. Such time also allows a child to "reenergize" and develop self-control. The following is a nap schedule:

INFANTS- will rest during the day, but not so much as to cause a disruptive night sleep cycle. All infants sleep in cribs.

TODDLERS- will nap and/or rest during the hours of 12:00- 2:30 p.m. each day. We encourage you to supply your child with a favorite toy or blanket for this time.

PRE-SCHOOLERS- will observe a rest time between the hours of 12:30 – 2:00 p.m. each day. We encourage parents to supply your child with a favorite toy or blanket for this time.

## SAFETY

Our parking area can be a busy place at certain times of the day. Please help us in providing a safe environment. We offer the following tips for your cooperation.

- 1) Please hold your child's hand in the parking lot.
- 2) Please make sure your child doesn't run ahead of or behind a vehicle upon arrival and pick up.
- 3) Please turn off your vehicle upon arrival and pick up.
- 4) Please drive slowly in our parking lot.
- 5) Please **MARK YOUR TADPOLES APP** in advance if you would like us to have your child ready at a certain time for pick up.
- 6) Please do not open the door to anyone you do not know.

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## **BIRTHDAYS AND SPECIAL DAYS.....**

Little Lambs Academy loves birthday celebrations. We would like to help you make your child's day special. Feel free to bring in treats. Suggestions include muffins that look like cupcakes and / or cupcakes or fruit bowls. Please talk with your child's teacher one week in advance so we know how to prepare. We will strive to make your child's day as memorable as possible.

We also celebrate diversity and culture here at Little Lambs Academy. Please see your child's teacher and set up a day where we can learn all about your culture. We would love for you to create a special meal, while we prepare a special lesson with you about your child's heritage for the rest of the class to learn!

## **CUBBIES.....**

A cubby and hook is provided for each child at the Academy. Please hang coats, hats etc. there in the morning, unless your child's teacher meets you at the door and takes it. Show and tell items will be placed in their cubbies or given to a caregiver. **Please label all of your belongings.**

**We discourage bringing treasured toys at home.** Your child can bring a special stuffed animal, blanket or comfort objects for use at nap time. Also follow our monthly schedule for show and tell and when to bring in an item for show and tell. We want to avoid hurt feelings, breakage or loss of your child's toys from home, so we thank you in advance for your cooperation.

At no time are children permitted to bring in toys associated with violence including toy guns, knives, swords, etc.

## **FIELD TRIPS.....**

Field trips can be a fun and exciting. In the event that we schedule one, we will let you know well in advance in our newsletter. We will allow children to attend if they have a signed permission slip from parents and have prepaid. Parents are welcome to join us and may be asked to help supervise some of the children. Parents must bring car seats for toddlers. Older children and adults must wear seat belts. Field trips are planned out well in advance and will require authorization via field trip permission slips.

**Smoking is not allowed on the field trips, or anytime near our facility.** For the health and safety of our children, we appreciate your cooperation.

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## DATE NIGHT.....

**We here at Little Lambs Academy value families.**

**We know that sometimes, in order to be the best parent to your children, you need time together or for yourselves to re-charge and re-connect.**

As the parents of many and working parents ourselves, we, Nick and Kelly Kohler, created Date Night, as an added bonus in order to support families in our community. This time is our gift to your family by offering it completely free of charge, once a month.

You can count on the fact that your children are given the same love and nurture that they get during the day ... and have fun with their friends! Dinner is served at Date Night by Little Plates, for a \$5 fee. You can sign up online and our online sign up genius link is sent out once a month via a Tadpoles email. (Keep an eye out for sign ups!) There are no date nights scheduled for the months of June, November and December due to graduation and holidays. Date Nights are from 5:30 PM to 8:30 PM on the third Saturday of the month.

Please arrive promptly for pickup time, this encourages our staff to be motivated to working date night.

## TRANSPORTATION BEYOND SCHOOL.....

It is the vision for Little Lambs Academy to be the home away from home for the children that grow out of our younger program. We currently reserve the right to discontinue any route that we are doing in order to fit our clients current needs. For the 2016/ 2017 school year we pick up from: Robert Graves Elementary, Kingston Catholic School, Good Shepherd Christian School, Chambers Elementary, Mt. Marion and on certain dates, Riccardi. We transport to Saugerties schools but not to Kingston in the mornings this school year with the exception of Thursdays.

Crosby Elementary School Bus Picks up children from the top of our Parking Lot at approximately 8:40 am and drops off around 3:10 pm. Our Afterschool Program is adequately staffed. All Beyond School Commerical Vehicles are driven only by those over 26 years old with a clean driving record.

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## COMMUNITY RESOURCES.....

**It is our job as early educators to** identify delays and help parents know what resources are available to you through Early Intervention. Our quarterly progress reports will help parents to see where your children should be developmentally and can help bring up concerns to teachers. Everyone learns at their own pace and that can play a part, but when delays arise, we also want to be your resource and help. We walk you through the evaluation process and can help set up an evaluation and can provide a space for therapists to work with your children, while in our center, one on one if the services are approved. Early Intervention is a wonderful resource available for Speech, Occupational Therapy, Physical Therapy and Special Education.

If you are in need of any community resources such as assistance with clothing, food, shelter or counseling, please see Nick and Kelly Kohler and we would be more than happy to assist you in finding the right resource.

## Management Team.....

### **Directors & Founders**

Kelly & Nick Kohler

### **Little Plates Program Director**

(Director in Charge when Kelly and Nick are not in the building)

Lydia Hodges

### **Infant/ Toddler Team Overseer**

(“Go To” for Infant and Toddler Questions and/ or when Kelly and Nick are not in the building)

Brandi Schwegler

### **Opening Manager**

(“Go To” in the early mornings if Nick Kohler is not there)

Sarah Mangierelli

### **Administration**

Gloria Darmanin

# Little Lambs Academy

## **Classrooms:**

### **Meadow**

Infants Ages 6 weeks and up

### **Pasture**

Infants Ages

### **Grassland**

Toddlers

### **Woods**

Toddlers

### **Village Preschool**

Ages 2.9 years through 4

### **Preschool 1**

Ages 2.9 years through 4 or 5

### **Preschool 2**

Ages 4-5

### **Beyond School**

Before & Afterschool Program Ages 5 - 12

# Little Lambs Academy

## 2016/ 2017 Lead Teachers

### Lead Teachers & Teacher Teams

(all assistants are not listed)

#### Meadow & Pasture - Infants

Miss Sarah Mangierelli

Miss Sophie and Miss Brandi

#### Grassland - Toddlers

Miss Hollie & Miss Janna

#### Woods - Toddlers

Miss Lindsey (more details to follow on team)

#### Village Preschool

Miss Jaime & Miss Sinclair

#### Preschool 1 (& Science)

Mrs. Katie L.

#### Preschool 2

Mrs. Melissa

#### Beyond School

Before & Afterschool Program Ages 5 - 12

Miss Keyana

Miss Ally

#### Music Teacher

Miss Sinclair

#### Creative Kids Art

Alice Guillion

# Little Lambs Academy

## **Note From Directors & Contact Info.....**

Little Lambs Academy values your little ones and thank you for trusting us to provide them with the best care. We created Little Lambs Academy out of the need for our children to have a safe and fun place that we could feel completely confident in the care they receive. We will continually work to earn the trust that you place in us. Little Lambs Academy strives every day to provide the best care and early education for your little one or ones.

It our own passion and desire to run this place with excellence and nothing less! We love getting to know the children and the families and sharing memories and watching them grow. We are constantly dreaming of ways to improve our programs and facilities, create a fun and loving environment, and for amazing staff development.

Since starting Little Lambs is 2012, our family of caregivers has expanded and this year, 2016, we are creating a solid management team, by promoting from within those who we know have worked with us long enough and have the same vision and same goals. We feel confident in their decisions and ultimately, are available at any time for any questions that you may have as well. We are excited for this next season!

Your children are treasures! Thank you for trusting us with their care!

Nick & Kelly Kohler  
Directors & Founders

**Little Lambs Academy Office Phone: 845 336 5314**

**Kelly Kohler (Director) cell phone: 845 901 2399**

**Nick Kohler (Director) cell phone: 845 500 0143**

**Brandi Schwegler (Infants & Toddlers) cell: 845 332 3025**

**Email: [info@littlelambsacademy.org](mailto:info@littlelambsacademy.org)**

**Little Plates Food Program Questions: [littleplates@littlelambsacademy.org](mailto:littleplates@littlelambsacademy.org)**

**Admin and Billing: [admin@littlelambsacademy.org](mailto:admin@littlelambsacademy.org)**

**865 Neighborhood Road**

**Lake Katrine, N.Y. 12449**

# Little Lambs Academy